

II PARISH AND SCHOOL FINANCIAL POLICIES

A. FISCAL YEAR

All parishes and diocesan organizations should keep their books according to the official Diocesan Fiscal Year.

The Diocesan Fiscal Year is the twelve-month period from July 1 through June 30.

B. PARISH COLLECTION COUNTING POLICY

Ushers or other volunteers from the parish, working in teams of at least two unrelated individuals on a rotating basis should:

- Parish Business Manager/Bookkeeper will issue a tamper evident cash bag to ushers and/or counters and account for bag numbers issued.
- Count any and all parish/organization collections.
- Money is to be counted on Parish, or Bank premises.
- Money must not leave Parish premises without being contained in a tamper evident cash bag.
- If not immediately counted, money must be secured in a tamper evident cash bag and kept in the parish safe.
- Money must always be handled in the presence of two or more people. Collections should be taken from the altar by at least two people and immediately put in tamper evident bags until the counting process begins.
- Complete a collection summary form that includes (a) the breakdown of the deposit by type of receipt, i.e., coin, currency, or check, and (b) distribution of the deposit, i.e., loose, envelope, CSA, special fund drive, etc. (*Exhibit E*)
- All present must sign the collection summary form, in ink, to attest to its accuracy and affix responsibility.
- Use a stamp to endorse all checks “For Deposit Only” to the parish/organization bank account.
- Prepare a deposit ticket, in duplicate. Take the original deposit slip with the deposit to the bank in a tamper evident cash bag. (Use the night depository or courier if necessary). Retain the duplicate deposit slip for parish/organization records. Remove tag # from tamper evident cash bag and deliver to parish office.

- Review envelopes, or other gift documentation, to ensure that they clearly indicate amounts and parishioner name so that the offering/donor records will be accurately maintained.
- Envelopes should be forwarded to the appropriate individual to update the offering/donor records.
- Parish Business Manager/Bookkeeper will verify tamper evident cash bag number with the bank.
- The parish staff, as well as the individual who updates the offering/donor records, should not participate in the process of counting the collection and its deposit.
- Listed below is an example of written instructions which should be developed to document the collection process.

Money Counting Procedures:

- Separate:
 - Adult Envelopes
 - Children Envelopes
 - Loose Collection
 - Special Collection
 - Pledge Payments
- Count each group separately and run an adding machine tape for each one. Be sure that the total on envelopes equals the total of money.
- Be sure that the amount of cash or check in each envelope agrees with the amount written on the front of the envelope. All envelopes must have an amount written on the front. If there is no written amount, document the correct amount.
- Any checks that are not in an envelope, list on a separate sheet of paper with the amount of offering and the donor's name.
- Stamp all checks "For Deposit Only".
- Run an adding machine tape for the bank deposit, listing all money denominations and checks.
- Fill out deposit slips in duplicate - put original in with deposit for the bank and retain the duplicate for parish records.

- Fill out receipts sheet and run a tape of the amounts on the sheet and staple to the sheet along with a duplicate of the bank deposit tape.
- Make sure all present sign the collection summary form in ink.
- Place money and deposit ticket in a tamper evident cash bag and seal the bag.
- Remove tag # from tamper evident cash bag and deliver to parish office.
- Tamper evident cash bag is to be delivered to bank, night depository, or courier.
- Verify tamper evident cash bag number with the bank.
- Return night depository key to counting room.

C. SCHOOL COLLECTION COUNTING POLICY

Volunteers from the school, working in teams of at least two unrelated individuals should:

- Count any and all school/organization collections.
- Money is to be counted on school, parish or bank premises.
- Parish Business Manager/Bookkeeper will issue a tamper evident cash bag to counters and account for bag numbers issued.
- If not immediately counted, money must immediately be secured in a tamper evident cash bag within the school/parish safe.
- There must be at least two people present at all times when money is handled.
- Complete a collection summary form that includes (a) the breakdown of the deposit by type of receipt, i.e., coin, currency, or check, and (b) distribution of the deposit, i.e., tuition, fundraising, special fund drive, etc. (*Exhibit E*)
- All present must sign the collection summary form, in ink, to attest to its accuracy and affix responsibility.
- Use a stamp to endorse all checks “For Deposit Only” to the parish/organization bank account.
- Prepare a deposit ticket, in duplicate. Take the original deposit slip with the deposit to the bank in a tamper evident cash bag. (Use the night depository or

courier if necessary). Retain the duplicate deposit slip for school/organization records. Remove tag # from tamper evident cash bag and deliver to parish office.

- Parish Business Manager/Bookkeeper will verify tamper evident cash bag number with bank.
- The school/parish staff, as well as the individual who updates the tuition/donor records, should not participate in the process of counting or depositing cash.

