

Parish Collection Offertory Controls

October 2011

After Each Mass

1. After every mass with two people present each collection must be placed in a separate "Secur-Pak" and sealed. It is not necessary to count the collection at that this time.
2. Those sealing the "Secur-Pak" must sign and date the "Secur-Pak".
3. The "Secur-Pak" must then be placed in a drop safe.
4. If the collections are not going to be counted in the location as the drop safe all collections must be moved to the counting location and placed in a safe after the conclusion of all masses.
5. While waiting counting all collections must be stored in a safe in an unobtrusive location.
6. Develop a "**Control Log**" for the above.

Counting Teams

1. Your parish must have more than one counting team.
2. Counting teams should be rotated routinely.
3. There must be at least two people on a Counting Team.
4. Wives and husbands must not be on the same Counting Team.
5. Members on Counting Teams must be rotated on a periodic basis.
6. The pastor and parish administrative does not make a Counting Team.
7. Develop a "**Control Log**" for the above.

Counting and Recording Collections

1. Ideally collections would be counted, recorded and deposited on the day of the collections.
2. Collections must be counted, recorded and deposited no later than the day following the collection.
3. Collections from each mass must kept separate and recorded separately.
4. Collections must be kept separate from special collections and recorded separately.
5. All the above applies to special collections such as:
 - Mission Collections
 - Holy Name School Collection
 - Faith In Action Collection
 - SOME Collections
 - Holy Day Collections
6. All members of the counting team must sign the collection deposit slip.
7. Collections ready for deposit must be stored in a safe until to the bank.
8. Develop a "**Control Log**" for the above.