



ARCHDIOCESE OF PHILADELPHIA CASH RECEIPTS POLICY

Collections are the primary source of revenue at any parish. It is vital to ensure they are properly accounted for and safeguarded.

With the varying size of parishes and missions, it may be difficult to implement all of the procedures listed below. *It is important that these procedures are followed as closely as possible.* If all of the recommended procedures cannot be followed, it is the pastor's responsibility to prepare effective cash management procedures.

Collection Procedures

1. Prior to the collection, the parish business manager prepares pre-labeled tamper-resistant bags with the name of the collection, Mass date, Mass time and unique serial number and places them in a designated location for use by the ushers.
2. Immediately following the collection, the ushers consolidate individual collection baskets in a single tamper-resistant bag and seal it in plain sight of the congregation. The removable strip should be placed in the tamper-resistant bag before sealing.
3. The ushers transport the sealed tamper-resistant bag to the count team for immediate counting. If the contributions cannot be counted immediately following the collection, the ushers secure the sealed bag in a locked safe until the count occurs.
4. Access to the safe used for storing collections must be strictly limited to authorized personnel.

Note: The collection must be maintained in its original form from the time of collection until deposit in the bank (i.e. – no change is given and no checks are cashed from the collection).

Counting Procedures

1. Each count team must consist of three or more unrelated individuals, and the count teams should be rotated on a weekly basis.
2. Upon receipt of the collections, the counters should separate the collection into envelopes and loose collections.
3. One counter should verify that amounts listed on envelopes match contributions inside.
 - a. In the event of a discrepancy, the counter should write the actual contribution amount on the outside of the envelope and report it to the business manager for possible follow-up.
 - b. All envelopes should be retained for contribution record-keeping purposes.

4. The counters independently count the contributions and record the amounts by denomination (checks, \$1, \$5, \$10, etc.), method of donation (envelopes, loose collections), and collection (Mass time and date, mail, special collection) on the Collection Summary Form.
 - a. The counter should write the Mass time and date on the removable strip and return with the Collection Summary Form.
 - b. All checks are restrictively endorsed “For Deposit Only” with the parish name and bank account number.
5. Upon completion of the initial count, the counters compare their recorded amounts and recount areas with discrepancies until they arrive at agreed-upon collection amounts.
6. The agreed-upon Collection Summary Form is submitted to the business manager.

Deposit Procedures

1. A separate, non-counting individual prepares a deposit slip based on the amount of the collection on the Collection Summary Form.
2. The total collection is transferred to a locked bank bag(s) in preparation for transport to the bank for deposit.
3. Two or more individuals transport the collection to the bank for deposit within 24 hours of the count, but the timing of the deposit should vary each week. If the collection is not immediately deposited after counting, the collection must be stored in a locked safe.
4. The depositing individuals obtain the receipted deposit slip from the bank and submit it to the business manager.

Recording Procedures

1. The business manager compares the amounts on the Collection Summary Form and receipted deposit slip and further investigates any discrepancies.
 - a. The business manager should also verify that the serial numbers recorded by the counters match those he or she recorded prior to the collection.
2. The business manager then records the collection totals in the parish financial records.
3. As part of the ongoing accounting process, the business manager will reconcile any discrepancies between the parish financial records and bank statements.
4. The parishioners’ contributions received in envelopes/checks are credited on the individual parishioner’s contribution records. Total loose cash should be credited to an account called “Loose Cash” or “Johnny Cash” in the contribution records. This ensures that all weekly contributions are captured in your parishioner database and allows you to reconcile amounts to the total deposit in the general ledger.
5. A statement of contributions received should be provided to every parishioner annually or upon request, based on the information in the individual parishioner’s contribution records.

Mail Collections

The pastor should be aware of the possibility of cash donations coming through the mail. Unopened, incoming mail should be regularly monitored by the pastor to determine whether cash

or checks are received. Two people should open mail together. When funds do arrive in the mail, a deposit should be prepared and initialed by those opening the mail.

Segregation of Duties

1. Accounting personnel are prohibited from counting or depositing collections.
2. The counting and depositing functions should be performed by different individuals.