

Parish Collections

Policy No. 212

- Policy Statement:*** Specific measures and precautions must be taken for handling the donations received in regular and special collections.
- Intent of Policy:*** To ensure protection of all monetary donations made to the parish through collections.
- Definition:*** The parish collection is the principal source of parish revenue.
- Procedure:*** The person responsible for overseeing the counting of parish collections is to ensure that:
- after the collection is taken, two people are to move the basket to a secure location
 - collections are to be counted on church property in a secure inconspicuous location
 - loose collection is placed in a separate pile
 - once opened, envelopes are to be marked with the actual amount included in the envelope
 - cheques are stamped with a restrictive endorsement
 - cash from envelopes is placed in the separate pile different from the loose collection.
 - a tally sheet is prepared to reconcile the envelope total and loose collection
 - the tally sheet is left in an appropriate place for the bookkeeper to record in the parish records
 - if possible, a deposit is done immediately after counting is completed and recorded
 - if not possible until Monday, the deposit is kept in a locked, fireproof cabinet or safe
 - the deposit is done at different times using varied routes
 - the deposit is done by two unrelated persons
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- collections are to be counted by at least two unrelated people
 - people responsible for counting do not include the same person who keeps the parish records
 - people responsible for counting will rotate on a regular basis
 - amounts received from donors is to be kept in strict confidence
 - parishioners are encouraged to use cheques rather than cash
 - parish records are reconciled with the bank statement on a timely basis
 - two members of the Parish Finance Committee make periodic reviews of the financial (or bank) statements

Temporal Goods of the Church

Also refer to Policy:

- No. 208 Bank Accounts
- No. 209 Cash
- No. 210 Disbursements
- No. 230 Parish Finance Committee