

## DIOCESE OF JOLIET FINANCIAL POLICIES

<b>PARISH RECEIPTS - COUNTING AND RECORDING PROCEDURES</b>	POLICY  D – 2.3	PAGE  1 OF 4
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### STATEMENT OF POLICY

The Breakdown Sheet should be completed by the counting team. The sheet should be used by the bookkeeper when recording receipts in the Cash Receipts Journal or when posting to revenue accounts. It should also be used when posting contributions to the individual donor records. It establishes a check as to the accuracy of such records and the correctness of amounts deposited.

#### Suggested Money Counting Procedure for Counting Teams:

1. Assemble all necessary supplies in the counting area. The counting area should be free of distractions and limited to only those involved in the counting process. If a priest or staff member is present, they should oversee the counting process; they should not be involved in the actual counting of the collections.
2. If tamper evident bags are used, complete the tamper evident bag tracking form. Note the condition of the bag before it is opened.

Please note: For larger parishes or large weekly donations, it is recommended the counting team break the process down by mass time in order to accurately complete the counting process. All special collections should be set aside and counted last. To further facilitate the process, the counting team should prepare a breakdown sheet for each mass and the special collections in these instances.

3. Open the tamper evident bag(s) and separate collections based on category: Sunday offertory, special parish collection, Diocesan collection, etc. For each collection, the following procedure should be followed:
  - a) Loose cash, loose checks, and envelopes are separated into stacks. The envelopes are then opened and segregated between cash and check envelopes.
  - b) Check envelopes are separated into batches of 25-50 envelopes. The amount of the check is written on the front side of the envelope. If already listed, the amount should be double checked for accuracy. An adding machine tape should be run on both the checks and envelopes to ensure the accuracy of the envelope batch. The

## DIOCESE OF JOLIET FINANCIAL POLICIES

<b>PARISH RECEIPTS - COUNTING AND RECORDING PROCEDURES</b>	POLICY  D – 2.3	PAGE  2 OF 4
--	-----------------------	--------------------

two amounts must balance. The two adding machine tapes are rubber banded to the stack of checks and envelopes with the balance total circled.

- c) The same procedures as stated in (2) above should be followed for the cash envelopes.
  - d) On the breakdown sheet, a description of the collection (ie. Sunday) is written in the column marked "Account Title". The check and cash envelope batch amounts are totaled and written in the appropriate column.
  - e) A copy of all loose checks is made or a list of names, addresses and amount received is prepared. An adding machine tape is run on the copies or the list and on the stack of checks. These two amounts must balance. The two adding machine tapes are rubber banded to the stack of checks and list of names (or copies of checks) with the balance total circled. The total amount is written in the appropriate column on the breakdown sheet labeled "loose checks".
  - f) Loose cash is counted and verified by two people. The total amount is written in the appropriate column on the breakdown sheet – "loose cash".
3. Repeat this procedure for all special collections.
  4. When all monies have been counted, the currency and coin should be categorized by denomination and that specific section of the breakdown sheet should be prepared. The total of all checks should be listed on the line marked "Checks".
  5. The amounts are added for a final total at the bottom of the sheet marked "CURRENCY + COIN + CHECKS = TOTAL DEPOSIT." This total should match the total of all collections in the top section of the breakdown sheet. If these two numbers do not match, double checks figures and/or recount coins, cash and checks until balanced.
  6. The backs of all checks are endorsed to the credit of the parish. Endorsement should be made by rubber stamp bearing the words "For Deposit Only" with the parish's name and bank account number.

## DIOCESE OF JOLIET FINANCIAL POLICIES

<b>PARISH RECEIPTS - COUNTING AND RECORDING PROCEDURES</b>	POLICY  D – 2.3	PAGE  3 OF 4
--	-----------------------	--------------------

7. A bank deposit slip is prepared using the breakdown sheet. A copy of the deposit slip should be attached to the breakdown sheet. If multiple breakdown sheets are used, a separate deposit slip should be prepared for each sheet.
8. The breakdown sheet is dated and signed by all counters and forwarded to the bookkeeper.

### Suggestions for Bookkeeper:

1. Post the receipts to the revenue accounts according to the breakdown sheet.
2. When the validated deposit slip is received from the bank, it should be attached to the breakdown sheet.
3. Consistent or large overages and shortages between the breakdown sheets and the bank deposit receipts should be reviewed to determine if additional counting team members should be recruited or if duties should be changed.
4. The breakdown sheet with the bank deposit slips attached should be filed by date and retained for seven years.

### Suggested Procedure for Posting Amounts to Parishioner Records:

1. Use the empty envelopes, the list or copies of loose checks, and the breakdown sheet when recording the parishioners' contributions to their individual record.
2. Post the contribution amounts to the individual parishioner records using the empty envelopes. When all are posted, the total entered should match the total of the adding machine tape and the amount listed on the breakdown sheet in the "Envelope" column.
3. Post the contribution amounts using the list or copies of loose checks. The non-parishioner checks can be posted in total or individually. When all are posted, the total entered should match the total of the adding machine tape and the amount listed on the breakdown sheet in the "Loose Checks" column.
4. Post the amount entered on the breakdown sheet in the "Loose Cash" column to the individual record that has been set up in the name "Loose Cash".

## DIOCESE OF JOLIET FINANCIAL POLICIES

<b>PARISH RECEIPTS - COUNTING AND RECORDING PROCEDURES</b>	POLICY D – 2.3	PAGE 4 OF 4
--	-------------------	----------------

5. Verify that the total entered for the given date equals the total amount listed on the breakdown sheet.