

Offertory Collection Procedures

1. Use Serial # Tamper Evident Bags
2. Parish to secure tamper evident bags
3. Bookkeeper/Secretary Log Bags to be used one weekend at a time from stock. (Serial # – Not Just 8 am Mass with pen) (Initial)
4. Ushers Log Bags (Initial)
5. Offertory placed immediately (in back of church) in tamper evident bags by ushers
6. Processed to the altar
7. After Mass – 2 ushers take the offertory to safe or drop safe
8. Money counters – verify tamper evident bags to log (initial)
9. Complete count – segregate envelope, special collections, and loose CASH and offertory collection form
10. QuickBooks deposit to segregate envelopes from loose cash