In this newsletter, the Internal Audit Department offers advice on how to reduce overall financial and administrative risk to your parish in regards to "Best Practices" for safeguard the Offertory through a Final Review of the Offertory Documentation.

Final Review of the Offertory Documentation:

1. A reconciliation sheet similar to the enclosed sample format should be utilized.

2. The pastor (or his designee, such as a Finance Committee member) should be given the duplicate deposit ticket (prepared by count team), validated bank deposit receipt, tally sheet and the PDS batch (contribution) report.

3. Upon receiving these documents, the pastor should first ensure that the amount on the validated bank deposit receipt agrees to the tally sheet total.

4. Next, the pastor should compare the cash total from the tally sheet to the duplicate deposit ticket.   If the bank provides a breakdown of cash and checks on the validated bank deposit receipt, the cash total should be compared there as well.

5. Lastly, the tally sheet total and the PDS batch report total should be compared. If significant variances exist they should be monitored to see if a pattern emerges.

6. All documents should be attached together and given to the parish bookkeeper for recording to Ledger. The Ledger batch report should be added to the bundle and filed in numerical order by month.

7. Periodically, a Finance Committee member should generate a PDS Church Office "Fund Totals" report for Fund 1 and compare it to the year-to-date PDS Ledger totals. There may be timing differences (a collection for the last day of the month may be recorded to Ledger the following month) and these are normal. All other significant variances should be researched and resolved.

8. Contribution statements should be generated for all parishioners at year-end and saved as an Adobe (pdf) document.

9. Contribution statements mailed to parishioners should request that the recipient contact the pastor (or his designee, such as a Finance committee member) directly if their records do not match; all variances should be researched and resolved.

Over

September 14, 2015

We recommend you share this information with your trustees and finance council / committee and document, in a memorandum, your offertory procedures and communicate these to the appropriate individuals in your parish during a periodic training session.

Next topic will be Other Cash Receipts

September 14, 2015

_____PARISH, _____
RECONCILIATION SHEET
DATE / WEEKEND_____

A. RECONCILE TALLY SHEET TO BANK DEPOSIT:

	CASH		CHECKS		DEPOSIT TOTAL
1. Total per Validated Bank Deposit Receipt and/or Duplicate Deposit Slip	$	+	$	=	$
2. Total per Tally Sheet	$	+	$	=	$
Variance (line A1 - line A2)	$	+	$	=	$

Explain variance & error resolution. _____

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B. RECONCILE TALLY SHEET TO PDS "QUICK POSTING" REPORT - FUND 1   PDS BATCH # _____

	ENVELOPE		LOOSE		TOTAL
1. Total per Tally Sheets	$	+	$	=	$
2. Total per PDS "Quick Posting" Report	$	+	$	=	$
Variance (line B1 - line B2)	$	+	$	=	$

Explain error and resolution. Remember to create a new "Quick Posting" batch for all corrections. _____

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C. RECONCILE TALLY SHEET TO PDS "QUICK POSTING" REPORT - FUND 9   PDS BATCH # _____

	ENVELOPE		LOOSE		TOTAL
1. Total per Tally Sheets	$	+	$	=	$
2. Total per PDS "Quick Posting" Report	$	+	$	=	$
Variance (line C1 - line C2)	$	+	$	=	$

Explain error and resolution. Remember to create a new "Quick Posting" batch for all corrections. _____

PREPARED BY: _____   **PASTOR'S SIGNATURE:** _____

Attach the following items to this sheet - a.) Duplicate Deposit Ticket
                     b.) Validated Bank Deposit Receipt
                     c.) Adding machine tape of the check amounts.
                     d.) PDS "Quick Posting" Batch Report
                     e.) Tamper-Evident Bag Log sheet (w/ bag tear strips attached)

File in date order, by calendar year.

_____PARISH, _____
RECONCILIATION SHEET
DATE / WEEKEND_____

	Envelope		Loose		Total	
	Cash	**Checks**	**Cash**	**Checks**	**Cash**	**Checks**
Amounts from Tally Sheet:						
Fund 1	_____	_____	_____	_____	_____	_____
Fund 9	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____