

Offertory Collections – Step 5 of 7
Preparation of the Tally Sheets and Bank Deposit

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 safeguarding the offertory in preparation of the Tally Sheets and Bank Deposit.

Preparation of the Tally Sheets and Bank Deposit:

1. An offertory tally sheet similar to the enclosed sample format should be utilized.
2. Tally sheets should be completed in ink.
3. Counters should record the various income categories to the tally sheet, including cash and check totals for each collection.
4. Loose checks should either be photocopied or documented on the “Loose Check List” and recorded as loose collections in the appropriate area of the tally sheet.
5. When all amounts have been recorded on the tally sheet, it should be totaled across and down. Total cash and total checks should be determined.
6. Checks should be restrictively endorsed with the parish name, “For Deposit Only”, and the parish bank account number.
7. One counter should prepare an adding machine tape of the checks. A second counter should prepare another tape.
8. When the totals on both tapes agrees to the “Total Checks” on the tally sheet, the amount should be written in the appropriate space on a duplicate-copy deposit ticket with the notation “See Tape”.
9. Attach one of the tapes to the deposit ticket and the other to the tally sheet.
10. Currency should be counted and wrapped. A second counter should verify each cash bundle and both counters should initial the paper wrapper.
11. Total wrapped currency and coin should agree to the “Total Cash” per the tally sheet. If so, these amounts should be recorded on the duplicate-copy deposit ticket. All coin should be deposited weekly.
12. Canadian funds should be accumulated in the parish safe and deposited to the bank periodically. A log sheet should be maintained to document the date and amount added and to maintain a running balance.

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13. The duplicate deposit ticket should be attached to the tally sheet (which all counters should have signed). It should be given directly to the pastor (or his designated representative other than the bookkeeper).
14. The collection should be sealed in a bank bag, and two unrelated individuals should immediately transport the offertory to the bank for deposit.
15. The offertory envelopes should be given to the independent individual that maintains the contribution register.
16. The Parish Business Manager should review the entire process including verification of bag numbers assigned and used. The Parish Finance Council should monitor and periodically review the procedures followed by the Parish Business Manager and the volunteer counting teams.

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 your volunteer counters during a periodic training session.

Next topic will be “Recording Offertory Contributions”.

TALLY SHEET

DATE / WEEKEND _____

CATEGORY

CASH

CHECKS

CASH

CHECKS

CASH

CHECKS

I. FUND 1 COLLECTIONS:

Acct # Name

3000.10 REGULAR

301_.10 HOLY DAY (_____)

3020.10 MONTHLY

3030.10 FUEL

325_.10 FLOWERS

OTHER (_____)

SPECIAL (_____)

SECTION I (FUND 1) SUBTOTALS

TOTAL - POSTED TO FUND 1

II. FUND 9 COLLECTIONS:

Acct # Name

390_.10 SPECIAL (_____)

390_.10 SPECIAL (_____)

SECTION II (FUND 9) SUBTOTALS

TOTAL - POSTED TO FUND 9

III. ITEMS NOT POSTED TO CHURCH OFFICE:

Acct # Name

3100.10 VOTIVE CANDLES

OTHER (_____)

OTHER (_____)

SECTION III SUBTOTALS

TOTAL ITEMS NOT POSTED TO CHURCH OFFICE

TOTAL TALLY SHEET RECEIPTS

BANK DEPOSIT DATE _____

BANK DEPOSIT AMOUNT \$ _____

COUNTERS' SIGNATURES:

