

Offertory Collections – Step 1 of 7 Tamper Evident Bags

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 with tamper-evident bags.

Preparation for bag use:

1. A parish staff member or volunteer should label each pre-numbered (serial number) tamper-evident plastic bag with the Mass date, time, and the collection purpose (when there is to be more than one collection at a Mass).
2. The Parish Business Manager or other representative (other than a member of the volunteer counting group) should place a sufficient supply of the tamper-evident bags in a designated area in the church building prior to each day's Masses.
3. A small emergency supply of extra, serial number-controlled bags can be on hand in case one of the bags malfunctions or in case another bag is needed because of collection volumes.
4. A designated person, such as the head usher for each Mass, should be responsible for obtaining the bag(s) before Mass.
5. An individual (who does not have access to the offertory safe) should track the use of the tamper-evident bags. The tracking should involve listing the date the bags are set out for use, and the date in which the bags are returned, by unique serial number. Any bags set out that are not returned, or bags returned that were never set out, should be investigated.

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 ushers and counters during a periodic training session.

Next topic will cover the Tamper-Evident Bag Control Log.