

Offertory Collections – Step 3 of 7 Parish Ushers

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 the role of Parish Ushers.

Parish Ushers:

1. A designated person, such as the head usher for each Mass, should be responsible for obtaining the bag(s) and control log before Mass.
2. When the collection is finished, the ushers (more than one person) at each Mass should empty the entire collection from the baskets into the tamper-evident bag(s). Each bag is to be signed and dated with a permanent marking pen by the two ushers (this may be done prior to inserting the money into the bags).
3. To seal the plastic bag, remove the paper strip (liner) from the adhesive area at the top of the bag and fold the flap down and seal the tamper-evident bag. Ensure that the contents are properly secured. If the bag is spoiled or unusable the spoiled bag should be kept and not thrown away – it is to be put into the substitute bag that should be available.
4. The tamper-evident bag(s), once sealed, should be put into the drop safe or other locked and secured area.
5. The control log should be signed by two ushers and given directly to the head count team member; an alternative would be to seal the control log inside the tamper-evident bag for the last weekend Mass.

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 some Count Team responsibilities.