

Direction for Completing Mass Reconciliation Worksheet

<u>Item</u>	<u>Instructions</u>
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| 1 | Enter the date the reconciliation was completed. Reconciliation should be completed in whole on the same day. |
| 2 | Enter the last time a disbursement was made from the Mass Offerings Account. |
| 3 | Enter any cash on hand used to make change or any undeposited Mass Offerings funds. |
| 4 | Enter all accounts designated for Mass individually. If you need more lines, email your annual report spreadsheet to IA to add banking lines for you. |
| 5 | Count and list all Masses that have been paid by the requester, <u>but not yet distributed</u> to clergy for current year end and enter on the appropriate line.
2023/2024/All Souls, Mother's Day, Father's Day, and Estate/Other. |

NOTE: Do not include pro populo (for the people) or any other Masses where a stipend is not received by the parish.

Do not include scheduled Masses that have not been paid for by the requester.

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| 6 | Mass Offerings Reconciliation MUST be completed by someone other than the person who handles the Mass Offerings Account deposits and disbursements. |
| A | Self-calculating total of all mass offerings, to include Cash on Hand. |
| B | Self-Calculating total of all unpaid Mass Offerings. |
| C | Mass Offerings for the Diocese of Buffalo are \$15 regardless of the date of the Mass.
Parishes are not authorized to charge more for Sundays/Christmas/Easter/Holy Days etc. |
| D | Self-calculating total Mass Offerings required to satisfy unpaid Masses. |
| E | Self-calculating Surplus/Deficit for unpaid Masses. Parishes with a deficit should take steps to make the Mass Offerings account whole.
Contact IA for assistance. |