

## Direction for Completing Mass Reconciliation Worksheet

<u>Item</u>	<u>Instructions</u>
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. 2024/2025/All Souls, Mother's Day, Father's Day, and Estate/Other.
<b>NOTE: Do not include pro populo (for the people) or any other Masses where a stipend is not received by the parish. Do not included scheduled Masses that have not been paid for by the requester.</b>	
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	<b>Mass Offerings for the Diocese of Buffalo are \$15 regardless of the date of the Mass.</b>
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.