



Memo

Date: March 15, 2021
To: All business managers, pastors and parish/mission administrators
From: Michael Warren, Director of Financial Services, Office of Finance
Re: Annual Appeal cash processing – ACTION NEEDED

Wells Fargo has alerted us that their lockbox is receiving CASH in addition to checks, envelopes, etc. from donors to the Archbishop's Annual Appeal. Cash cannot be sent in to the Post Office.

The Stewardship Office has a standard policy that any cash collected for the Annual Appeal be counted as part of the normal parish count room process, and the Parish Business Office would then submit a single check, a list of donors and the amounts contributed.

Despite the established process, in February more than 700 items were sent to the Post Office, and onward to the lock box. Wells Fargo is not equipped to handle incoming cash at the lockbox.

We are thankful for all donations made to the Annual Appeal, but must request, starting immediately, that all second collections be handled and processed by the local parish/mission count team, and that only checks, paperwork and a single check (for cash collected) be sent in to the Post Office and lock box.

If there are any questions about this, please contact the Office of Finance or the Office of Stewardship. Thank you.