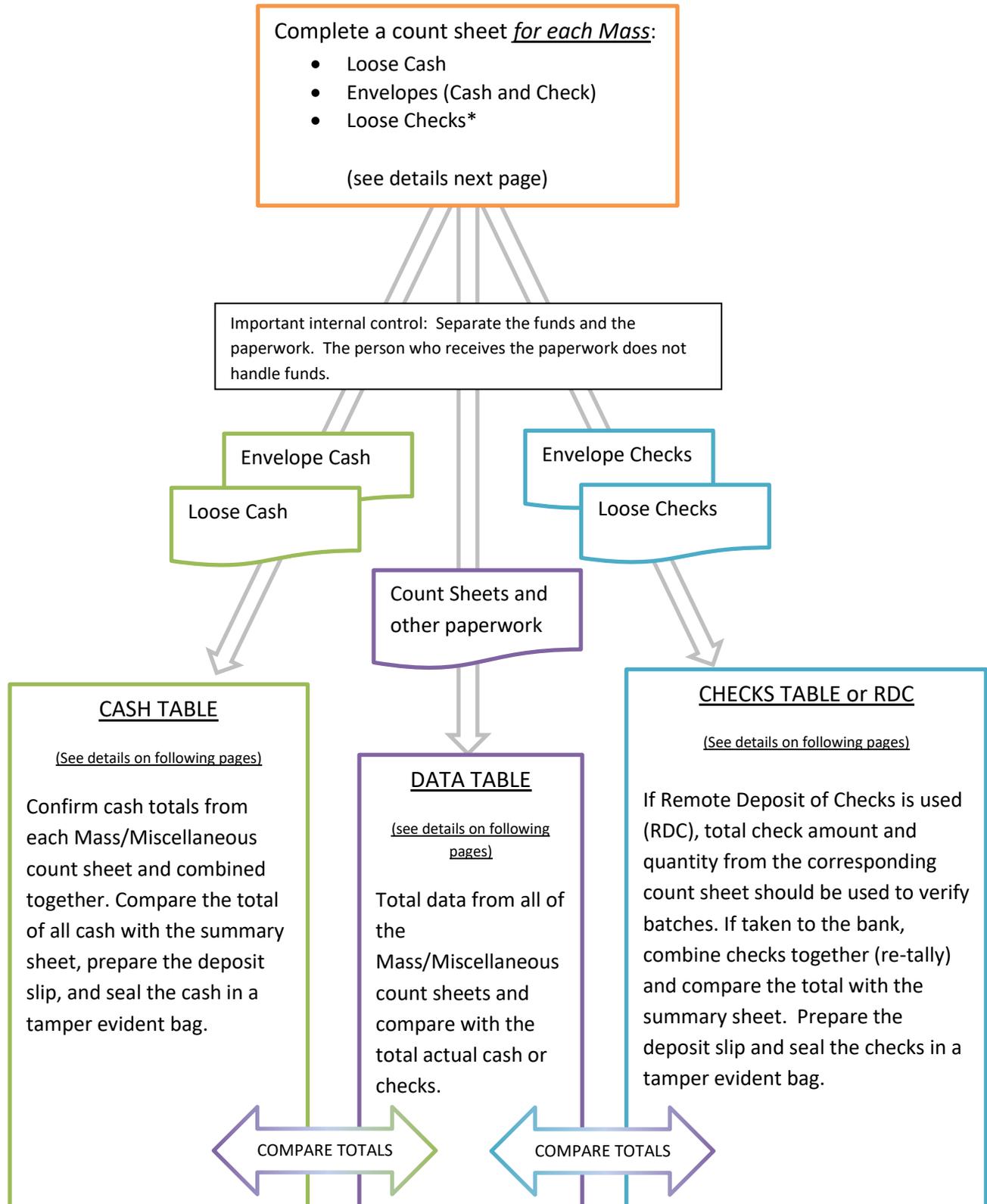




## OVERVIEW OF THE COUNTING PROCESS





\*The count training video shows loose cash and then loose checks. While tallying and stamping the loose checks after finalizing loose cash is preferred, waiting to enter the loose checks on the count sheet until after the envelopes are processed can be helpful if cash and checks are found in the same envelope during the envelope processing.

### IMPORTANT POINTS TO REMEMBER:

- Funds should always be stored in tamper-evident bags.
- The count room should be safe and secure.
- The count team should be composed of at least 3 unrelated individuals, including a count room supervisor and two counters.
- Cash should always be kept under dual control.
- Upon retrieval of funds from the drop safe, the bag numbers should be compared with the log to ensure that all bags have been received. The bag log should include both offertory and miscellaneous office funds unless an office drop safe is utilized.
- Funds are never held out to be deposited or transferred somewhere else, nor switched from one fund to another.
- The parish has only ONE operating account into which ALL funds are deposited.
- Funds should always be kept under dual control and counted by both counters working together on the same funds at the same time until that type of fund is verified and documented on the count sheet (not counted twice by one counter only).
- Counters work in teams of two, side by side, on the same batch at the same time. Married people or family relations should not count together.
- The count sheets should be completed in ink and signed by both counters. If errors are made, a line should be drawn through the error and both counters should initial the correction. If numerous errors are made, the counters may want to use a new count sheet.
- The counters duties include reconciling bags retrieved to the bag log, opening the mass bags, sorting and counting all funds, preparing the deposit slips and sealing the funds in a tamper evident bag. Two count volunteers may be used to take the funds to the bank if the pastor does not wish to use a security service. If funds are not taken to the bank immediately, the funds should be placed in the drop safe until they can be taken to the bank.
- If the count room supervisor has edit access to the general ledger (Parishsoft Accounting or Blackbaud) or a sub-ledger (ParishSoft Family Suite or Raiser's Edge), he/she should not handle actual cash or checks (except for copying loose checks which have been previously totaled).
- Funds are always counted as-received:
  - In the proper Mass
  - In the proper fund (as designated by the donor) to maintain donor intent, regardless of when the funds are received
  - In the proper form (loose cash, loose checks, envelope cash, envelope checks).
- Be observant and pay attention to what is going on around you.
- Know where to turn for support: the business manager, finance council chairman, parish treasurer and pastor are available to listen to your concerns. The Archdiocese of Atlanta also has a Whistleblower Policy (See Employee Policy Manual section 4.8 FRAUDULENT OR DISHONEST CONDUCT & WHISTLEBLOWER POLICY) Accounting or audit-related



issues at the parish/school level (financial mishandling, fraud, misappropriation, etc.) should be reported to the Archdiocese's 24 hotline 888-437-0764.

## **THE COUNTING PROCESS:**

### **Offertory and Second Collection Count**

Bags are opened by a pair of counters and sorted by cash, envelopes, checks, and other second collections with both counters sorting cash together before sorting envelopes and loose checks. Collections are counted in the following order:

- Loose cash
- Envelopes (cash and checks)
- Loose checks
- Non-offertory donations in the offertory bag (mass stipends, capital campaign, building fund, etc.) should be given to the miscellaneous funds count team for processing.
  - Most parishes open second collections prior to counting offertory to pull offertory envelopes that were included in the second collections bags into the proper offertory count.

Prepare count sheet noting type of funds (mass day and time/2<sup>nd</sup> collection/miscellaneous). See Appendix B for examples of count sheet templates.

**Loose cash:** Both team counters sort and count cash. All loose cash must be dual counted, under dual control, and agreed before either counter moves on to counting another type of fund.

- Counter 1: totals by denomination, writes it on the count sheet, and passes the cash to Counter 2
- Counter 2: counts the cash a second time and confirms the amount written by denomination on the count sheet.
- A calculator tape is run by each counter by the denomination amounts and agrees the tapes to the count sheet. Tapes should be labeled with Mass date & time, "Loose Cash", and counter's initials. One tape is rubber banded to the funds and the other is attached to the count sheet.

**Envelopes (cash and check):** Count pairs split the stack of all envelopes and each follows the process below on their stack:

- Open the envelope
- Remove the cash/check, write the amount and type of fund on the outside of the envelope.
  - For cash envelopes, funds should be returned to the envelope or kept with the envelope until the second counter can verify the funds and amount written on the envelope before separating the cash from the envelope. The counter should have one stack of cash/envelopes. See cash envelope process below.
  - For check envelopes, remove the check from the envelope, stamp the check "for deposit only." The bank name, parish name, and bank account should be on the stamp. It is not required to stamp the check if RDC is used.
  - Write the check number and amount on the outside of the envelope, placing the checks in a pile and the envelopes in a separate pile. See check envelope process below.



- Remember to look for checks made out to other organizations, incomplete checks (amount or signature missing), etc.
- Legally, banks cash the amount that is written out in words over the amount that is written numerically if there is a discrepancy.
- If an envelope contains both a check and cash, the envelope should remain with the cash and the check should be counted as a loose check.
- If an envelope contains weeks of offertory envelopes with one check or one cash payment, staple all envelopes together and record the check/cash amount on the top envelope (that week's dated envelope). The tally count of envelopes would show only one envelope for the stapled envelopes.
- If an envelope contains multiple second collection and offertory envelopes with one check or cash payment, the donation should be counted in miscellaneous funds on the split check/cash count sheet.
- If a blank envelope with no donor identifier (name, address, etc.) is used for cash donations, the envelope should NOT be thrown away but processed as a cash envelope with the amount written on the envelope and processed like any other cash envelope. The ParishSoft Family Suite record-keeper would record the envelope cash donation as anonymous. This is done to ensure we have a record of the donation/type if someone calls the parish to claim the donation is missing from their donor statement.
- Empty preprinted envelopes should be retained and bundled with corresponding envelopes. The ParishSoft Family Suite record-keeper would record the envelope as \$0 donation as evidence that the parishioner actively attends mass.
- Once all envelopes have been opened and labeled, the pair begins the cash envelope process detailed below.

***Cash Envelope process:*** Pass the cash envelopes to the partner who:

- Removes the cash from the envelope, verifying nothing is left in envelope.
- Counts the funds, making sure funds are not stuck together.
- Compares the total with the amount written on the envelope by the 1<sup>st</sup> Counter to the funds removed from the envelope.
- If the amounts agree, place envelopes in a pile and the cash in piles by denomination.
  - If a variance is found, both counters should recount the funds together to ensure accuracy. If an error was made, both counters should initial the corrected amount on the envelope.
- Counter 1 runs a tape on the envelopes while Counter 2 runs a tape on the cash. Counters compare totals.
  - Errors should not exist if Counter 2 pays attention to detail and truly verifies Counter 1's written amount.
  - If errors exist, re-tally the funds and envelopes.
  - Verify handwriting on envelopes.
  - Make sure denominations were correctly counted.



- If the error can't be identified to a donor, the last resort is to add the extra funds to or pull the funds needed from loose cash. This should never occur, but if this occurs frequently, it may be time for new counters with better attention to detail.
- Counter 1's tape from the envelopes is labeled as above (date, Mass time, "cash envelopes" and counter's initials), rubber banded together with the envelopes, and set aside to be bound with the finalized count sheet.
- Counter 2's tape from the cash is labeled as above (date, Mass time, "envelope cash" and counter's initials) and rubber banded together with the cash.
- A Counter completes the count sheet envelope cash amount by denomination including the number of cash envelopes counted. The pair next counts Envelope Checks.

***Envelope Checks:*** Begin the following once cash envelopes are finalized and recorded on the count sheet.

- Counter 1: The checks from both counters are consolidated and Counter 1 retains the checks. Counter 1 should verify all checks were stamped for deposit (unless using RDC).
- Counter 2: The envelopes from both counters are consolidated and Counter 2 retains the envelopes.
- Counter 1: Prepares a calculator tape on the checks, labels it, and rubber bands it together with the checks.
- Counter 2: Prepares a calculator tape on the envelopes, labels it, and rubber bands it together with the envelopes.
- Counter 1 and 2: Compare totals to ensure that they agree.
  - If a variance exists, start by ensuring the same number of checks/envelopes were included.
  - If a variance in the number of checks doesn't match along with the amounts, re-tally the envelopes and the checks to verify the correct number and amount. If this still doesn't correct the amount variance, rematch the checks to the envelopes to determine variance – could be handwriting issue.
- Once tally tapes match for envelopes and checks, a counter records the envelope checks on the count sheet noting both the number of envelopes and the total check amount.

**Loose checks:**

- Since loose checks lack an envelope with the donor's name and information, loose checks must always be copied, even if remote deposit capture (RDC) is used. (Since there is one deposit for RDC, it may be inefficient to identify and print the scanned loose checks because they are consolidated with the envelope checks).
- Loose checks/copies are totaled 3 times: first BEFORE being copied; second upon return from the copier to make sure all of the checks have been returned, and third, the copies are totaled to make sure all of the checks were copied, amounts and names are visible.
- Counter 1 will stamp all checks "for deposit only" with bank name, parish name, and bank account unless RDC is used.



- Counter 1 will then run the initial total and retain the tape while the checks are being copied by counter 2 or the Count Supervisor.
- Upon return of the checks from the copier:
  - Counter 2: runs a total on the actual checks, labels the tape, and rubber bands the checks and tape together after matching it to the original tally tape.
  - Counter 1: Labels the check copies, runs a total on the check copies, labels the tape, and attaches it to the check copies after matching it to the original tally tape.
- Counters 1 and 2 compare totals to make sure they agree. If they do not, verify checks were not left on copier or recopy checks that were missing.
- One counter records the number of loose checks and total amount on the count sheet.

#### **Summation and reverification of count sheet:**

- Counter 1 tallies the count sheet, labels the tape, and attaches it to the count sheet.
- Counter 2 verifies count sheet accuracy by verifying amounts on count sheet back to each type of fund's calculator tape and re-tallies the entire count sheet.
- If numerous errors are made, the counters may want to start with a fresh count sheet with the correct amounts.
- After the count sheet is correct and verified, both counters sign the count sheet, attach the loose check copies and all labeled tally tapes not wrapped on the checks or cash to the count sheet.
- The count sheet and corresponding paperwork should go to the data consolidation table while the cash and checks should go to the money table(s). Please note count rooms vary so there may be only one money table for cash and checks or there could be a separate cash table and a separate check table/RDC table.

### **Miscellaneous Funds Count**

Miscellaneous funds which include mass stipends, ministry fundraising collections, Religious Education retreats/tuition, etc. should be counted in the count room by the volunteer counters. Most of these funds should include an income remittance form (IRF). See Appendix B for an example of the IRF template. For miscellaneous funds, the IRF is used as a count sheet. A fundraising income remittance form should include a reconciliation of the tickets sold to funds collected. Examples of all templates are included in the appendix of this document for reference and use. These funds should also be processed under dual control.

- Counters open the miscellaneous bag(s) and sort funds as necessary.
- If funds include an IRF, compare IRF amounts to the cash/checks.
- Re-tally the IRF and the checks/cash. Label tally tapes and attach to the funds or IRF. If bags include mail in offertory or second collections that don't include an IRF, funds should be sorted by donor intent/payment purpose. If funds relate to offertory or second collections, an offertory count sheet is used for counting the funds following the same steps for offertory/second collection count procedures.



- Some locations include mail-in donations with a designated mass day/time every week, while other locations use a separate “mail-in donation” count sheet. We prefer a separate mail in sheet be used for better tracking but either process is acceptable.
- Please note the mail envelope for checks mailed to the parish does not need to be retained as the check is counted as a loose check and a copy made following the above procedures.
- Split-checks or split-cash donations should be processed by the miscellaneous count volunteers. A special split-check count sheet is used to identify the donor and amounts given for each donation intent. See Appendix B for an example of the split-check template.
- No matter the type of miscellaneous funds, the process of counting should follow the offertory count procedures when processing cash, envelopes, and then loose checks.
- Once the miscellaneous funds are dual counted, tapes labeled, count sheets or IRF dual signed by counters, the funds sorted by checks and cash should be placed on the cash table for consolidation. The IRFs and count sheets should be rubber banded to their supporting documentation including check copies, envelopes, cash receipt, etc. and placed on the data table for consolidation and data entry.

## **Consolidation for Deposit**

The consolidation of the funds and the paperwork are a key control to ensuring there are no errors in the deposit or paperwork. Note: While two deposits are recommended, one for the cash and one for the checks, some parishes prefer to deposit all offertory (cash and checks together) as one deposit and create a second deposit for all second collections and miscellaneous items (cash and checks together). Either is acceptable, but we recommend that no more than 2 deposit slips be created for a weekly count. See “CHECKS TABLE” for more info if RDC is used. Cash counting machines are very helpful in the consolidation process to verify accuracy.

### **Money (cash & check)**

#### **CASH TABLE**

- Confirm that the actual amount received agrees with each calculator tape.
- Separate the cash into piles by denomination.
- After all cash has been received, complete the final cash tally by denomination.
- Clip all the tally tapes together and attach to count sheet.
- Compare totals with the person at the data table (Note: It is important to compare totals by denomination, not just by total, even when the totals match.)
- If amounts agree, complete the deposit slip, seal cash and deposit slip in tamper evident bag, and place in safe for pickup by security service or two individuals take the funds to the bank immediately.
- Submit all paperwork to count room\_supervisor.



### CHECKS TABLE

#### Checks deposited at the Bank:

- Confirm that all checks have been endorsed.
- Prepare deposit slip by listing the check totals from each batch/count sheet. Tally for comparison.
- Tally all the checks and label tally tape. Most banks require a tally tape of all the checks in the deposit or each individual check amount written on the deposit slip.
- Compare the totals from the check tally and the deposit batch tally with the person at the data table.
- If amounts agree, enter total on deposit slip, seal checks and deposit slip in tamper evident bag, and place in safe for pickup by security service or have two individuals immediately take the funds to the bank.
- Submit all paperwork to count room supervisor.

#### Checks deposited via remote deposit:

- Log on to the remote deposit provider.
- Run all of the checks through the remote deposit machine for one deposit. Checks should not be processed in multiple batches. One deposit is preferred since they bank charges a fee per deposit.
- Verify that the total matches the count sheet total. Investigate errors as necessary by comparing the actual check to the scanned RDC version. Fix any errors.
- Verify RDC process stamped the back of the checks to reduce the risk of double depositing funds.
- Print the summary and the scanned check copy from the RDC system, attach to the count sheet, and provide the paperwork to the data consolidation table for consolidation and a review that the RDC deposit matches the count sheet check number and amount.
- Once complete, band and store all deposited checks by week in a container in a locked filing cabinet.
- Once the corresponding bank reconciliation is performed, checks should be shredded.

### DATA TABLE

The parish may use one consolidated summary sheet or two, one for offertory and one for all miscellaneous and second collections. See Appendix B for an example of the summary sheet.

- Enter data from each count sheet onto the summary sheet, or spreadsheet. Tally cash by denomination for easier error identification if necessary.
- Compare totals with the individuals who total the actual cash and checks.
- If the amounts agree complete the paperwork.

### **WHAT IF THE SUMMARY SHEET AND THE CASH OR CHECKS DO NOT AGREE?**

If the **checks** do NOT agree:

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



- Check the copier for forgotten checks.
- Check the floor, etc. for runaway checks.
- Check the empty envelopes for a check that was not removed.
- Re-tabulate the checks or compare the checks with the original calculator tape.
- Compare the amounts written on the summary sheet with the calculator tapes from each batch of checks (maybe a number was transposed or illegible when written on the sheet).

If the error is found, be sure to correct all documents affected (i.e. the Mass sheet, the final cash sheet, the summary sheet, etc.) and explain and initial changes

If the **cash** does not agree:

- Check the cash counting machine for stray bills.
- Recount the denominations in which a variance exists.
- Compare the *counters' calculator tapes* with the amounts entered on the summary sheet.

If the error is found, be sure to correct all documents affected (i.e. the Mass sheet, the final cash sheet, the summary sheet, etc.) and explain and initial changes.



## Appendix A

### FREQUENTLY ASKED QUESTIONS

Q. Is the business manager (bookkeeper or other paid staff) a counter?

**A. The business manager (or other paid staff) who manages the count should NOT participate in the count and especially not handle cash. The business manager is there to observe, oversee, answer questions, etc., but NOT to count or handle the funds. Handling the funds is a conflict of interest, as this person usually has access to the church's financial records as well, and could make changes to the records to cover up theft.**

Q. Coins are a pain to deal with. Can we exchange them for bills or hold them for a few weeks?

**A. Process the funds as received; count the coins with each Mass, and deposit the coins weekly. Do not exchange them with bills from another Mass or with your own personal bills. We encourage coins to be deposited weekly, but they may be held until a substantial amount (such as an amount for a coin roll) to deposit has been received.**

Q. Sometimes we receive funds for a second collection before the scheduled collection date. Should we hold them until the proper collection date?

**A. Second collections received early should be properly counted and deposited on the very next count day, and posted to the proper fund according to the donor's wishes. Early second collections should NOT be held until the scheduled collection date.**

Q. Sometimes we receive second collections *after* the scheduled collection date. Wouldn't it be much easier to just count these amounts as offertory?

**A. Not only is it our *policy* to credit donations to the fund designated by the donor, *it is the law!***

Q. Sometimes a parishioner writes one check for three separate funds. Splitting the check is quite difficult and creates a lot of extra paperwork. Can we just count it all as one fund?

**A. Not only is it proper policy to credit donations to the fund designated by the donor, it is the law! The check should be recorded on a "split check log" and allocated to the proper funds as designated by the donor.**



Q. We have received one check with three offertory envelopes (of different dates) attached. Does the check need to be divided into the three different amounts?

**A. No. Since the whole amount is designated to the same fund (offertory), the check amount does not need to be divided up. Leave the envelopes stapled together, document the check number and amount on the top envelope and process in the usual manner.**

Q. How do we handle envelopes that are received with no name on them? Should we move the funds to loose cash or loose checks and throw away the envelope?

**A. Again, all funds should be counted as received. Keep the envelope and count the funds properly as either envelope cash or envelope checks. Even without the donor's name the envelope still provides useful information for the accounting department including evidence as to where the donor wants the funds to be allocated or used. If the envelope contains a check, feel free to write the donor's name and address on the envelope ... if it contains cash, simply count it as envelope cash.**

Q. Should we make up envelopes for cash or checks received without an envelope?

**A. No. If the funds were received loose, then count them as loose. Some parishes ask the counters to write the parishioner number on the check, which is helpful to the accounting department, but an envelope should not be created.**

Q. What if we get an envelope with cash AND a check in it?

**A. Write the amount of cash on the envelope. Also write the check number and amount, and note on the envelope that the check was moved to loose checks. Keep the cash with the envelope, and move the check to loose checks. The payment is fully documented, and staff will have a paper trail to follow. If a donor calls about a discrepancy with their payment, a person in the office will be able to easily understand that the envelope contained cash AND a check, and a copy of the check will be found with the loose check copies.**

Q. Is it okay to cash checks or pay for church expenses with offertory cash?

**A. No. Cash should never be exchanged to cash a check for staff or clergy, nor should cash from the collection ever be used to make purchases or pay church expenses.**



### **DUTIES OF THE COUNTERS:**

The counters fulfill an important responsibility within the parish. Virtually all funds collected by the parish pass through the count room. For this reason, the count team is composed of some of the parish's most trusted volunteers.

The counters are tasked with

- counting the parish's funds properly and accurately
- protecting the parish's funds
- maintaining strict confidentiality
- adhering to a strong set of internal controls

### **HOW DO COUNTERS PROTECT THE CHURCH'S FUNDS?**

They do this in several ways:

- The counters should adhere to a strong set of internal controls. Internal controls are procedures designed in such a way to prevent or detect errors or theft. Of course, they don't work when they are discarded. For example, one counter adding a batch of envelopes, and one counter adding the checks from that batch, and then the two of them comparing totals, is an internal control. This procedure is likely to catch errors, thereby saving staff a good amount of time later, and reducing expense for the church. If a count team were to just add the checks twice and attach the extra tape to the envelopes (i.e. not add the envelopes), then they have disregarded the internal control.
- The counters should aid in the *implementation* of solid counting procedures for future counters to follow. By following solid procedures with good internal controls, the current counters help to protect the church from dishonesty by future counters. Sometimes some procedures seem to add unnecessary time and effort to the process and we may be tempted to eliminate that step, but consider this: skipping these steps may allow a future dishonesty to go undetected.
- The counters should bring concerns to management. Counters should understand that if there is anything that makes them uncomfortable regarding the security of the parish's funds (inside or outside the count room), they have an obligation to bring the issue to management. Bringing up a concern should not be a stressful situation. It simply means that you may see a weakness in the process that may need to be addressed, or may simply mean that the counter's procedures need to be updated.
- The Archdiocese of Atlanta also has a Whistleblower Policy (See Employee Policy Manual section 4.8 FRAUDULENT OR DISHONEST CONDUCT & WHISTLEBLOWER POLICY). Accounting or audit-related issues at the parish/mission/campus center/school level (financial mishandling, fraud, misappropriation, etc.) should be reported to the Archdiocese's 24 hotline 888-437-0764.



**IS THERE ANY SPECIAL ETIQUETTE THAT SHOULD BE FOLLOWED IN THE COUNT ROOM?**

Yes! All information seen and heard as part of your duties as a counter should be handled with professionalism and confidentiality, even within the count room.

Be courteous to your counting partner and be careful not to put your partner in an awkward situation. If you must leave the table, don't leave your partner alone when there is still cash on the table; wait until the cash is counted and put away, or even better, wait until the entire batch or Mass is finished. If some counters leave early, be sure that no single individual is left alone to finish up; at least two counters should remain until the entire process is finished (sealed in a tamper evident bag and secured) *even when a staff member is present (i.e. two counters plus the staff member).*



**Appendix B Count Templates –**

**The following templates are not required but may be used and modified to meet the parish's needs. Contact Department of Internal Audit for templates in Excel**

**COUNT SHEET TEMPLATE**

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



Parish/Mission				WEEKLY COLLECTION COUNT SHEET		BATCH #
DATE: _____		NAME: _____				
COLLECTION: _____		MASS TIME: _____				

LOOSE		ENVELOPES	
CHECKS	\$ _____ (1)	CHECKS	\$ _____ (1)
CASH	_____ (2)	CASH	_____ (2)
		BLANK	_____ (3)
<b>TOTAL LOOSE</b>	<b>\$ _____ (3)</b>	<b>TOTAL ENVELOPES</b>	<b>0 \$ _____ (3)</b>
<b>GRAND TOTAL \$ _____ -</b>			

LOOSE		ENVELOPES	
BILLS	\$100 _____ = \$ _____	BILLS	\$100 _____ = \$ _____
	\$50 _____ = \$ _____		\$50 _____ = \$ _____
	\$20 _____ = \$ _____		\$20 _____ = \$ _____
	\$10 _____ = \$ _____		\$10 _____ = \$ _____
	\$5 _____ = \$ _____		\$5 _____ = \$ _____
	\$2 _____ = \$ _____		\$2 _____ = \$ _____
	\$1 _____ = \$ _____		\$1 _____ = \$ _____
<b>TOTAL BILLS</b>	<b>\$ _____ -</b>	<b>TOTAL BILLS</b>	<b>\$ _____ -</b>
<b>ROLLED COINS:</b>		<b>ROLLED COINS:</b>	
Quarters	_____ = \$ _____	Quarters	_____ = \$ _____
Dimes	_____ = \$ _____	Dimes	_____ = \$ _____
Nickles	_____ = \$ _____	Nickles	_____ = \$ _____
Pennies	_____ = \$ _____	Pennies	_____ = \$ _____
<b>LOOSE COINS:</b>		<b>LOOSE COINS:</b>	
Quarters	_____ = \$ _____	Quarters	_____ = \$ _____
Dimes	_____ = \$ _____	Dimes	_____ = \$ _____
Nickles	_____ = \$ _____	Nickles	_____ = \$ _____
Pennies	_____ = \$ _____	Pennies	_____ = \$ _____
<b>TOTAL COINS</b>	<b>\$ _____ -</b>	<b>TOTAL COINS</b>	<b>\$ _____ -</b>
<b>TOTAL CASH</b>	<b>\$ _____ (2)</b>	<b>TOTAL CASH</b>	<b>\$ _____ (2)</b>
<b>TOTAL CHECKS</b>	<b>_____ (1)</b>	<b>TOTAL CHECKS</b>	<b>_____ (1)</b>
<b>TOTAL LOOSE</b>	<b>\$ _____ (3)</b>	<b>TOTAL ENVELOPES</b>	<b>\$ _____ (3)</b>

<b>COUNTER #1</b>	<b>COUNTER #2</b>
_____	_____

MISCELLANEOUS COUNT SHEET TEMPLATE

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



<b>MISCELLANEOUS COUNT SHEET</b>				
_____ CATHOLIC CHURCH/MISSION				
			Counter Signature #1 _____	
Week of _____				
			Counter Signature #2 _____	
	<b>Check s</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
<b>Offertory Mail-In</b>				
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total Offertory Mail-In</b>	\$	\$	\$	\$
<b>Miscellaneous</b>				
	<b>Check s</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Building Fund/Capital Campaign	\$	\$	\$	\$
Mass Stipends	\$	\$	\$	\$
Religious Education/Faith Formation	\$	\$	\$	\$
Flowers	\$	\$	\$	\$
Votives				
Saint Vincent de Paul – Parish	\$	\$	\$	\$
Georgia Bulletin	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total Miscellaneous</b>	\$	\$	\$	\$
<b>Archdiocese 2nd Collections</b>				
Hispanic Ministries	\$	\$	\$	\$
Black and Indian Missions	\$	\$	\$	\$
Catholic Relief Services	\$	\$	\$	\$
Holy Land	\$	\$	\$	\$
Seminarians	\$	\$	\$	\$
Catholic Home Mission	\$	\$	\$	\$

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



Catholic Communications	\$	\$	\$	\$
Peter's Pence	\$	\$	\$	\$
Mission Cooperative Program	\$	\$	\$	\$
Catholic University of America	\$	\$	\$	\$
Saint Vincent de Paul	\$	\$	\$	\$
World Missions	\$	\$	\$	\$
Campaign for Human Development	\$	\$	\$	\$
Retirement Fund for the Religious	\$	\$	\$	\$
Catholic Charities	\$	\$	\$	\$
<b>Total Archdiocese 2nd Collections</b>	\$	\$	\$	\$
<b>Grand Total All Receipts</b>	\$	\$	\$	\$





THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



**SUMMARY TEMPLATE**

_____ Catholic Church - DEPOSIT SUMMARY: Week of _____				
<b>Offertory Saturday 5 PM</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$
<b>Offertory Sunday 8 AM</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total</b>				\$
<b>Offertory Sunday 10:30 AM</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total</b>				\$
<b>Offertory Mail-In</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total</b>				\$
<b>Special Mass</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total</b>				\$
<b>Split Checks</b> Offertory	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Total</b>				\$
<b>Offertory Summary</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Envelopes	\$	\$	\$	\$
Loose	\$	\$	\$	\$
<b>Grand Total for All Masses</b>	\$	\$	\$	\$
<b>Parish Specific</b>	<b>Checks</b>	<b>Cash</b>	<b>Coins</b>	<b>Grand Total</b>
Mass Stipend	\$	\$	\$	\$
Annual Appeals	\$	\$	\$	\$
RE/Faith Formation	\$	\$	\$	\$
Break the Chain	\$	\$	\$	\$
Flowers	\$	\$	\$	\$
SVdP	\$	\$	\$	\$
Georgia Bulletin	\$	\$	\$	\$

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Peter's Pence	\$	\$	\$	\$
Mission Co-Op	\$	\$	\$	\$
Catholic University	\$	\$	\$	\$
World Missions	\$	\$	\$	\$
Seminarians	\$	\$	\$	\$
Human Development	\$	\$	\$	\$
Retirement Fund	\$	\$	\$	\$
Catholic Charities	\$	\$	\$	\$
Candles	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total Other Receipts</b>	\$	\$	\$	\$
<b>Grand Total All Receipts</b>	\$	\$	\$	\$

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<b>Name:</b>	Volunteer Count Room Guidelines
<b>Purpose:</b>	The <i>Volunteer Count Room Guidelines</i> have been developed to assist parishes, and missions, campus centers, and school in implementing a strong internal control process in the count room. Sample count templates are provided. This document can be used along with the <a href="#">Volunteer Count Room Training on Vimeo</a> .
<b>Original Date Prepared:</b>	September 2015
<b>Date Last Revised:</b>	June 2, 2022
<b>Prepared by:</b>	Internal Audit Department