



Memo

Date: May 16, 2022

To: All pastors, parish administrators, principals and presidents and business managers

From: Holly Orsagh, internal audit manager, Office of Finance

Re: Volunteer Count Room Guidelines updated

The [Volunteer Count Room Guidelines](#) have been updated to assist parishes, missions, campus centers and schools in implementing a strong internal control process in the count room. Sample count templates are provided. This document can be used along with the [Volunteer Count Room Training on Vimeo](#). The guidelines and video link can also be found on [Policies, Best Practices & Procedures – Roman Catholic Archdiocese of Atlanta | Atlanta, GA \(archatl.com\)](#).

Questions related to these guidelines should be directed to me at horsagh@archatl.com