

Collection Counter Summary

The Most Common Errors made by Collection Counters are:

- No amounts on the envelopes (or the amounts are difficult to decipher)
- Extension Errors / Addition Errors on the Deposit Slip and Cheque List.

The detailed instructions (attached) were originally written to help the collection counters do this job, but, some of the procedures have been put in place to minimize errors and when errors occur these procedures make it easier for the staff to determine what the error was so that it can be corrected.

Thank you for your hard work and cooperation.

1. When & Where

- following 9:00 Sunday Mass
- Dawn's office, just off Parish Office

2. Gather Supplies

- Supply Box
- Collection box from filing cabinet)
- & ALL the collection (don't forget to include money/cheques on the clipboard)

3. Sort - Envelopes

• Envelopes that you "Do Not Open"

- Other Churches,
- St. Vincent de Paul,
- Mass Intentions,
- Hike for Life,
- Annual Bishop's Appeal (white – only the one's that were mailed to you)
- Food Bank

• Envelopes that you "Do Open"

- All causes for which there is an envelope in the Collection boxes. May be blue, yellow, pink or they could be a brown all-purpose envelope from the pew boxes or any envelope the donor chooses. THE KEY IS THE PURPOSE of the donation not the type of envelope.
- Facilities Expansion
- Manna Ministry
- Inn from the Cold
- Development & Peace (including special appeals for whatever the current need is e.g. Horn of Africa, Pakistan)
- Holy Lands
- Education of Priests & Seminarians
- Pope's Pastoral Works / Papal Charities
- Needs of the Canadian Church
- Evangelization of the Nations
- Missions (World Missions, Diocesan Missions)
- Catholic Education
- Flowers of Remembrance (Please leave the card with names of loved ones in the envelope marked "Flowers of Remembrance")

- Regular Collection Envelopes & Special Collection to open (as above)
 - sort into
 - ✓ those with **No amount shown** (have one person look after these)
 - ✓ those with the amount shown

4. Empty Envelopes (verify the amount enclosed) & Sort money, cheques, rolled coins, etc. Make sure that all envelopes have an amount and have been emptied.

5. Please sort cheques by amount and write on the Cheque Record Sheet in order.

6. Prepare Deposit Slip & put money etc. in Deposit bag

7. Put information on Tally Sheet (yellow)–Include the total amount of Deposit, amount of loose money in 2nd Collection for Facilities Expansion, names of collection counters, etc.

8. Put Supplies away

9. Deposit in Royal Bank Night Deposit (Northland Plaza Branch)

Please also put in the RBC Night Deposit any completed Deposit Bag, as is, left in the money drawer

10. Return Night Deposit Key Thank You

COUNTING THE SUNDAY COLLECTION

1. When & Where

When: ***FOLLOWING THE 9:00 MASS.*** Diocesan Policy, based on the recommendation of the Insurance Company & City Police, states that the collection must be deposited on the Sunday. It cannot remain in the Church over Sunday night.

Where: Dawn's office, just off of Parish Office.

2. Gather Supplies

Before you start YOU NEED:

A. SUPPLIES: found in the file cabinet closest to the office door (labelled).

- Contains: Elastic bands, Paper clips, Coin rolls for each denomination of coin, Stamp pad & ink, Deposit Only Stamp, letter opener, pens, sponge & dish, Deposit slips, Night Deposit bags, Adding Machine, an updated copy of these instructions.

B. COLLECTION BOX: found in the top drawer of the Fire King filing cabinet (key on key board- PLEASE DO NOT REMOVE THIS KEY FROM THIS ROOM).

Contains:

- Clipboard with Tally Sheet & any money collected throughout the week (is attached to the clipboard & has already been identified on the tally sheet or whatever was necessary),
- Roll-X sorter with any coin left from previous week,
- 5:00 PM collection, in sealed envelope with signatures
- 5:00 PM second collection, in sealed envelope with signatures, when applicable
- tub for US BILLS,
- envelopes for donations to the Food Bank, St. Vincent de Paul, Hike for Life, Bishop's Appeal, Other Churches, Mass Intentions
- file folder with Cheque Record Form

C. ALL THE COLLECTION:

- You may need the key from Fr. Luis for this -
- The 9:00 collection is locked in the Reconciliation Room.
- There is usually some cash from the collection in the offertory basket on the Altar.

3. / 4. Sort Envelopes/ Empty Envelopes/ Sort Money

- a) Separate the "**DO NOT OPEN**" Envelopes (listed below). **Please leave intact and place in the appropriate envelope** found in the collection box in the filing cabinet the following
(Please Note: This includes donations made using our brown "All Purpose Envelopes" on which the donor has shown the purpose to be one of the following):
- Other Churches,
 - St. Vincent de Paul,
 - Mass Intentions, for Father
 - Hike for Life,
 - Food Bank
 - Annual Bishop's Appeal (ONLY white return envelopes from mail out—often contain post dated, multiple cheques)
- b) **DO OPEN AND PROCESS:**
- All causes for which there is an envelope in the Collection boxes. May be blue, yellow, pink or they could be a brown all-purpose envelope from the pew boxes or any envelope the donor chooses. **THE KEY IS THE PURPOSE** of the donation not the type of envelope.
 - Facilities Expansion
 - Manna Ministry
 - Inn from the Cold
 - Development & Peace (including special appeals for whatever the current need is e.g. Horn of Africa, Pakistan)
 - Holy Lands
 - Education of Priests & Seminarians
 - Pope's Pastoral Works / Papal Charities
 - Needs of the Canadian Church
 - Evangelization of the Nations
 - Missions (World Missions, Diocesan Missions)
 - Catholic Education
 - Flowers of Remembrance (Please leave the card with names of loved ones in the envelope marked "Flowers of Remembrance")
- c) **Separate the envelopes that DO NOT HAVE THE AMOUNT MARKED ON THEM.**
- **Let ONE person be responsible for opening & marking the amount on them.**
 - **Envelopes with no amount on them is the most common error made by Collection Counters.**
 - **LOOSE CHEQUES** – Please complete the small yellow form for each loose cheque (loose cheques found in the collection)
- d) Remove money from the envelopes. Set up some kind of system whereby you are certain which envelopes have been emptied and which have not. We can find money left in the envelopes.
- e) The Diocese of Calgary has instituted some procedures that will ensure the collection received is what is deposited. These procedures were instituted to protect everyone who handles the collection.

The Mass Steward and one Usher:

- * **5:00 Mass** Put the collection in a large envelope, sign and date across the seal. Put the envelope in the safe and lock it.

- * 9:00 Mass the Collection is locked in the Reconciliation Room during Mass. It should be brought to the office workroom to be counted after Mass.
- * 10:45 Mass the collection is taken to the office workroom as soon as possible after it has all been gathered. If no one is there to receive it the collection will be locked in the Reconciliation Room.
- 2nd Collection will be in the green box or 2nd envelope from 5:00 PM Mass

The office staff:

- Will prepare a Deposit and seal in Deposit Bag any money gathered during the week, and then leave the completed Deposit Bag in the money drawer

Please leave the empty envelopes on the clipboard when you have opened and emptied them.

- f) Please use a consistent system to show amounts, for example it is sometimes difficult to distinguish \$500 –is this \$5.00 or \$500.00.
- If necessary **confirm the amount by re-writing (could use words rather than numbers for clarity) it near the amount shown on the envelope**, but please do not change the number written by the parishioner.
 - **If there is a discrepancy, draw a line through their amount, write the correct amount & initial the change**—we should always be able to figure out what the parishioner’s intention was.
- g) **Please keep ALL the envelopes found in the collection and write the amount enclosed on each envelope.**
- h) It is **not necessary** to total the dollar amounts on Special collections (the computer will do this for us)
- i) **FACILITIES EXPANSION SECOND COLLECTION:** Please count and note the amount on the Tally Sheet of **loose money** (that is everything gathered during the 2nd Collection that does not come out of envelopes or loose cheques with forms completed). We need this number so that we can determine how much was given to Facilities. There should be a form left on the clipboard whenever there is a 2nd Collection—but the number is required if the form is not there. Please use this form to calculate the loose 2nd Collection and leave the completed form on the clipboard when finished.
- Process everything in envelopes as usual.
 - The envelopes + loose money will tell us how much to credit to Facilities Expansion
- j) Please sort envelopes numerically (they are filed numerically).
- Please ensure that you tuck in or fold down the flap of empty envelopes
 - Leave the St. Pius envelopes in the wooden sorter provided for this purpose found on top of the filing cabinet.

K) **U. S. MONEY & CHEQUES**

- Leave cash (BILLS ONLY) in the Brown Tub
- Please keep an eye out for **cheques written in U.S. Funds** – occasionally we do receive them and usually when the Collection Counters miss them, so does the bank.
- Leave **U. S. Funds Cheques on the clipboard. DO NOT DEPOSIT.** These cheques will be deposited in a U.S. Funds account.

5. **Prepare the Deposit Slip**

We have been in contact with Bank personnel to determine the correct and best procedures to follow

BILLS:

- Stack bills of the same denomination in piles, with the heads facing the same direction.
- When there are 100 bills of one denomination, bind them with 2 elastics (one at each end). All bills face the same way.
- Bundles of 100 go into the deposit bag as separate bundles.
- The remaining **BILLS AND CHEQUES** form 1 bundle:
 - At the bottom of this bundle are the cheques with adding machine tape
 - Next come the bills, in descending order, with the smallest denomination on the top.
 - The top two copies of the Deposit slip
 - Secure with an elastic around each end of the bundle.
- Please leave any US Bills in the plastic tub in the Collection box in Fire King cabinet.

COIN:

- Roll whatever you can.
- Any loose change (less than a roll) can be left in the Roll-X for next week's deposit.

CHEQUES:

- **Any Loose Cheques (not in envelopes, found in the collection)** - please note name, address, phone #, etc. On the 'Loose Cheque forms,' located in the Ziploc bag on the clipboard. If there is a purpose noted on the cheque memo, or perhaps the payable will indicate purpose, please note information on the loose cheque form otherwise we assume it's a regular donation.
- Check for post-dated cheques (leave post dated cheques on the clipboard)
- Check for cheques written in U.S. Funds (leave on clipboard)
- Endorse all cheques for deposit on the back with the St. Pius stamp.

- It is extremely helpful to the parish staff if you sort cheques by denomination before listing – and this helps to reduce addition errors and aides us when correcting errors.
- **List ALL cheques to be included in the deposit on the CHEQUE RECORD form.**
- List by surname & first initial and cheque amount.
- **Please note that this form is double-sided.**
- Total by using the Cheque Record list and then total by using the cheques. This is a good way to double-check your total and greatly reduces deposit errors.
- Bundle cheques with the adding machine tape attached and in the same sequence shown on adding machine tape.
- Please ensure that the bottom edges of the cheques (where the encoding is) are even, so that the elastic does not tear them. Oversized cheques can be folded on the top.

DEPOSIT SLIP:

- -On the deposit slip note:
 1. Number of bills of each denomination and their extended value
 2. Total(s) from each bundle of cheques
 3. Total amount of coinage -show a Breakdown of coinage
 4. Total amount of deposit
 5. Date and your initials

6. Put Information on Tally Sheet

Please note on the Tally Sheet (Shaded areas only):

- Date
 - Total amount of deposit
 - Reason and amount of any other receipts included in deposit (e.g. 2nd Collection loose amount, 1st Eucharist Fees, etc.)
 - It is not necessary to total the envelopes
 - The names of all the collection counters plus some indication of who will be making the deposit
- **ATTACH THE 3RD COPY OF THE DEPOSIT SLIP, the Cheque record and the strip taken from the night deposit bag** to the tally sheet and leave it on the clipboard in the collection box in the Fire King cabinet.
 - **Put all the bundles, rolled coin, and top two copies of deposit slip into the night-deposit bag and seal it closed.** (Please note: If you cannot fit all the cash into one night deposit bag, as can happen when there is a lot of change, you need to have a separate deposit slip for each bag.)
 - *(Attach the numbered strip from the deposit bag to the tally sheet)*

7. Put Supplies Away

- *Please leave a note regarding the shortage of supplies with the tally sheet.*

8. Deposit in Royal Bank Night Deposit

Please deposit the Bag
along with any Deposit Bag that was left in the money drawer
into the
ROYAL BANK NORTHLAND PLAZA night depository.
(S.E. corner Northland Drive and Northmount Drive)

9. Return Night Deposit Key

- Please return the night deposit key to the church office as soon as possible and BEFORE the following Sunday. WE JUST HAVE ONE KEY!

THANK YOU VERY MUCH FOR YOUR HELP!