

<b><i>Parish Name</i></b> <b><i>Cash Receipts</i></b>	
<b>Sub Title / Sub Business Area:</b> Recording the Deposit	
<b>Prepared By:</b>	<b>Last Update:</b> November 8, 2021
<b>Policy and / or Best Practice:</b> <i>Parishioner contributions from donor envelopes and checks are tracked, reviewed, and reported back to parishioners.</i>	
<b>Steps:</b> <ol style="list-style-type: none"> <li>1. The individual responsible for entering the deposit into the accounting system communicates to the individual responsible for entering the parishioners' contributions into the Census system the amount of the deposit. See the attached form.</li> <li>2. For each envelope, the parishioners can be looked up by their parishioner number.</li> <li>3. For each copy of the loose checks, the parishioners can be looked up by their last names.</li> <li>4. Donations should be entered using the date received/deposited rather than the week to which the donation applies. For instance, families submitting multiple envelopes for previous Sundays on one Sunday should be entered with the Sunday date the multiple envelopes were received, not the day the data was entered, or the Sunday dates printed on the envelopes.</li> <li>5. After all envelopes and loose checks have been entered, a dummy entry is made to parishioner "Cash" in the amount of the loose cash deposited.</li> <li>6. The Contribution Summary report is run from the Census system that details all of the donations entered for that particular day.</li> <li>7. The total amount is compared to the total deposit. See attached Census system Cash Entry and Reconciliation Form.</li> <li>8. The Reconciliation Form is attached to the Contribution Summary report and given to the Pastor for his review.</li> <li>9. The signed reconciliation is filed and retained for future reference.</li> </ol>	
<b>Results:</b>	
<b>Comments:</b>	
<b>Input Data:</b>	<b>Output Attachments:</b> Census system Cash entry and Reconciliation Form
<b>Reviewed:</b>	<b>Reviewer:</b>

**1808.0**  
**Procedure Development**

**Parish Name**  
**Census System Cash entry and Reconciliation Form**

**Date** \_\_\_\_\_

	<b>Amount</b>
<b>Sunday Collections Loose Checks</b>	
<b>Sunday Collections Envelope Cash</b>	
<b>Sunday Collections Envelope Checks</b>	
<b>Special Collections Cash</b>	
<b>Special Collections Checks</b>	
<b>Total Traceable Collections</b>	
<b>Total Census System Entry</b>	
<i>Difference</i>	

**Reconciliation Performed by:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_