

1807.0
Procedure Development

<i>Parish Name Cash Receipts</i>	
Sub Title / Sub Business Area: Making the Deposit	
Prepared By:	Last Update: November 8, 2021
Policy and / or Best Practice: <i>The complete collection is deposited. None of the collection is kept at the parish as convenience cash.</i>	
Steps: <ol style="list-style-type: none">1. Petty cash should not be taken out of the Sunday and Holy Day collections. Checks made payable to the Parish by parishioners, volunteers, or employees should not be cashed, only deposited..2. If the collection is transported to the bank via armor courier service, then the deposit ticket is placed in the bag with the collections. The bag is then sealed and placed in the safe awaiting pickup.3. If a parish representative(s) delivers the deposit to the bank, the individuals responsible for making the deposit retrieve the sealed tamper-evident bag either directly from the count team or from the locked safe. These individuals must not be the same individuals responsible for recording the deposit or maintaining the Tamper-evident Bag Tracking Form.4. At least two people bring the sealed bag to the bank.5. If the bank is open at the time of deposit, the bag should be brought inside to the teller by both individuals. The teller should give the individuals a deposit slip matching the total amount of the deposit ticket. Bank verification and any subsequent adjustments will generally occur later and post to the parish account at the end of the business day.6. The individuals receive the deposit receipt as well as the strip from the tamper-evident bag. These items should be returned to the individual responsible for entering the deposit into the Parish's records.	
Results:	
Comments:	
Input Data:	Output Attachments:
Reviewed:	Reviewer: