



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

Collection Handling and Counting Policy

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Revised by: The Most Reverend Salvatore R. Matano

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KEY POLICY STATEMENTS:

- Serially numbered tamper Evident bags must be used to increase the security of all collections.
- Ushers and Collection Counting Team members must sign the Acknowledgement Form which states that they have received the Collections Handling and Counting Procedures for Ushers and Collection Counting Team Members. [Link](#)
- At least three people must be present whenever money is counted or taken to/from the safe and bank. None of the individuals present may be related.
- Parish must have at least two count teams that rotate weekly.
- All contributions must be recorded to the appropriate parishioner number in ParishSoft.
- Statements of contribution are to be mailed to all parishioners on an annual basis.
- See also Collection/Second Collection Counting Procedure. [Link](#)

APPLIES TO: All collections at all parishes