Collection Sheet Instructions:

Please fill out date and organization/event info.

List under description any information that would be helpful in correctly identifying the collection.

List the total of cash and checks in the appropriate areas.

Enter the totals on both the right side and bottom areas.

At least two unrelated individuals should sign the sheet in the Money Counter area.

Place the cash/checks along with the collection sheet in a bank approved sealable plastic bag (found in the conference room right side top cabinet drawer).

Seal the bag and place into the drop box in the Parish Safe.

If you need information regarding the location of the Parish Safe, please contact either Mary Adams or Lori Kissinger at the church office.