


Exhibit #24: Tamper Proof Cash Deposit Bag

This is an example of a secure bag to be assigned typically by the business manager or administrative assistant for weekly Offertory Collections. Secure bags can be purchased from various vendors including: Connover Packaging, W.B. Mason, and Amazon.


REMOVE RECEIPT PRIOR TO SEALING BAG
Cell: _____ Prepared By: _____
Amount: _____ Verified By: _____

PA 00008810


WARNING
ANY ATTEMPT TO REOPEN THIS BAG WILL RESULT
IN EVIDENCE OF TAMPERING.
IF CLOSURE AND/OR BAG IS DISTORTED, TORN OR DISRUPTED
DO NOT OPEN - NOTIFY SENDER IMMEDIATELY

PA 00008810 


TO: _____	SAID TO CONTAIN: _____
_____	CASH AMOUNT: \$ _____
_____	CHECK AMOUNT: \$ _____
FROM: _____	OTHER AMOUNT: \$ _____
_____	TOTAL DEPOSIT AMOUNT: \$ _____
_____	PREPARED BY: _____
ACCOUNT/STORE #: _____	DATE: ____/____/____
AUTHORIZED SIGNATURE: _____	




1. USE A BALL POINT PEN TO FILL OUT REQUIRED INFORMATION AND INSERT CONTENTS INTO BAG.




2. REMOVE RECEIPT FROM TOP OF BAG AND RETAIN FOR YOUR RECORDS.



3. REMOVE LINER TO EXPOSE ADHESIVE STRIP. PRESS FIRMLY ACROSS THE BAG. IF SEALED IMPROPERLY, DO NOT ATTEMPT TO RESEAL THE BAG.





LDPE
Recyclable



SECUR-PAK™

Item # XT-SCC-14T
1924

TO REMOVE CONTENTS - CUT ALONG DOTTED LINE  

WEEKLY SECURE BAG TRACKING SHEET

Parish _____

Parish # _____

Weekend of Masses _____

Date of Count _____

TO BE COMPLETED BY PARISH STAFF			TO BE COMPLETED BY COUNT TEAM - SEE BELOW FOR STEPS TO PERFORM BEFORE YOU SIGN					
Weekend Mass Times	Collection	Serial Number of Bag Assigned	Serial Number of Bag to Be Counted	Was Bag Signed by at least 2 Ushers? (Yes or No)	Sign to indicate serial numbers matched and bags inspected			Issues to Note or N/A
		ISSUE SEQUENTIALLY			Signature 1	Signature 2	Signature 3	
Please type in Your Parish Mass Times	1st							
	2nd							
Please type in Your Parish Mass Times	1st							
	2nd							
Please type in Your Parish Mass Times	1st							
	2nd							
Please type in Your Parish Mass Times	1st							
	2nd							

(1) BAG ASSIGNMENT BY PARISH STAFF

BAGS SHOULD BE ASSIGNED BY A PARISH STAFF MEMBER. BAGS SHOULD BE SECURED AND NOT ACCESSIBLE TO THE COUNTERS OR OTHERS.

(2) COUNTER SIGNOFF

SATISFACTORY INSPECTION OF BAG ENTAILS THE FOLLOWING:

- Independent inspection by each counter.
- Bag received was signed by the Ushers.
- Bag received at the Count Table has not been opened.
- Bag clearly not torn or cut; no evidence of tampering.
- Bag Serial Number matched Serial Number assigned for the particular Mass.

(3) DEPOSIT AT BANK

Note that you may use either a locking bank bag or a Secure Bag for transporting the deposit to the bank. If you use a Secure Bag, please note the serial number of the Bag below for Secure Bag inventory tracking purposes. Serial Number of Bag For Deposit (If used): _____

(4) FINAL INSPECTION BY THE BUSINESS MANAGER*

Print name

Sign name

- *Business Manager sign off attests to successful performance of the following steps:
- Reviewed tracking sheet to ensure complete and that all bags originally assigned were inspected for tampering and accounted for
 - Reviewed count sheet with counters signatures
 - Matched deposit slip to the signed count sheets
 - Stapled deposit slip, count sheet, tracking sheet together.

Exhibit #26: Drop Safe for Cash Deposits

This is an example of a drop safe. Please ensure that the opening of the drop safe is large enough to fit one filled Secure Bag and that it can be secured to the floor.



WEEKLY MASS COUNT & DEPOSIT WORKSHEET

FOR THE WEEKEND OF: _____

CODE	ACCOUNT NAME	MASS 1	MASS 2	MASS 3	MASS 4	MASS 5	TOTAL
	OFFERTORY						
	OFFERTORY MONTHLY						
	GRAND ANNUAL						
	SHRINES, CANDLES & FLOWERS						
	SACRAMENTAL OFFERINGS						
	GIFTS & BEQUESTS						
	PAMPHLETS						
	RELIGIOUS EDUCATION						
	DONATIONS/OTHER						
	ENTERTAINMENT/FUNDRAISING						
	SPECIAL COLLECTION NAME:						
TOTALS							

DEPOSIT SUMMARY:							
CHANGE							
BILLS							
CHECKS							
TOTAL							

Counters:

1 . _____
 2 . _____
 3 . _____

4 . _____
 5 . _____
 6 . _____

*should match

*Minimum of three counters required

Exhibit 28: Deposit Slip

This is an example of a deposit slip.

Deposit		
Date _____	CASH	
Name _____	CHECKS	
Account Number _____		
The Money Bank	Subtotal	
Cashton, NC 22222	Less Cash	
	TOTAL	