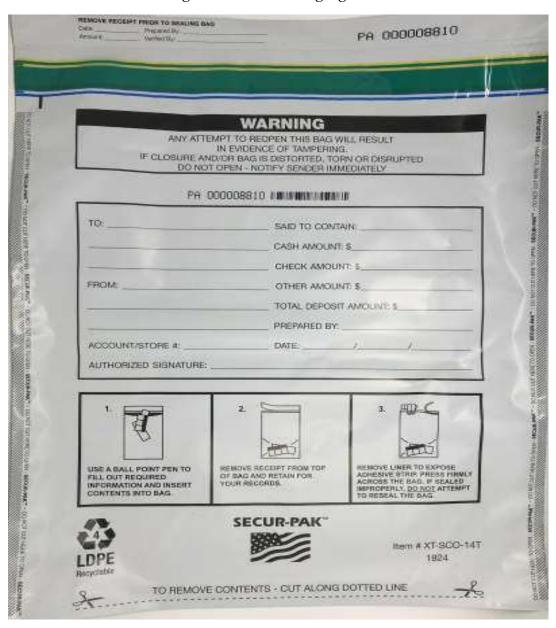
Exhibit #24: Tamper Proof Cash Deposit Bag

The 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.



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	1st								
Mass Times	2nd								
Please type in Your Parish	1st								
Mass Times	2nd								
Please type in Your Parish	1st								
Mass Times	2nd								
Please type in Your Parish	1st								
Mass Times	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 yo
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
-(bear

(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:						*should match
	1	•		4	·		
	2	·		5	i		
	3	•		6	·		

^{*}Minimum of three counters required

This is an example of a deposit slip.

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