

# ARCHDIOCESE OF AGANA

## COLLECTION COUNT SHEET

\_\_\_\_\_  
Parish Name

\_\_\_\_\_  
Date of Count

### OFFERTORY COLLECTION

Mass Time and Date	Sealed Bag Number	Checks	Cash (Bills)	Coin	Mass Total (Check, Cash, Coin)
<b>TOTALS:</b>	<b>Not Applicable</b>				
<b># of Envelopes:</b>		<b>Dollar Amount from Envelopes:</b>			
<b>Dollar Amount from Loose Contributions (Mass Totals Minus Dollar Amount from Envelopes):</b>					

### SPECIAL COLLECTIONS/SECOND COLLECTIONS

Mass Time and Date	Sealed Bag Number	Checks	Cash (Bills)	Coin	Mass Total (Check, Cash, Coin)
<b>TOTALS:</b>	<b>Not Applicable</b>				
<b># of Envelopes:</b>		<b>Dollar Amount from Envelopes:</b>			
<b>Dollar Amount from Loose Contributions (Mass Totals Minus Dollar Amount from Envelopes):</b>					

**Cash Breakdown (Offeratory):**

Denomination	Count	Amount
100	_____	_____
50	_____	_____
20	_____	_____
10	_____	_____
5	_____	_____
1	_____	_____
0.5	_____	_____
0.25	_____	_____
0.1	_____	_____
<b>TOTAL</b>		

**Cash Breakdown (Special Collection):**

Denomination	Count	Amount
100	_____	_____
50	_____	_____
20	_____	_____
10	_____	_____
5	_____	_____
1	_____	_____
0.5	_____	_____
0.25	_____	_____
0.1	_____	_____
<b>TOTAL</b>		

**BANK DEPOSIT**

DATE \_\_\_\_\_  
 CHECKS \_\_\_\_\_  
 CASH \_\_\_\_\_  
 COIN \_\_\_\_\_  
 TOTAL  

Note: Masses do not need to be counted separately. The form is designed this way to accommodate those parishes that track Masses separately. This form should be completed in ink.

COUNTER'S SIGNATURE <small>(All counter's will sign)</small>	DATE