

DIOCESE OF SIOUX CITY

Offertory Collection Procedures For Use of Tamper Proof Money Bags

Tamper proof money bags are for safe keeping your weekly offertory giving. These are used by the ushers after the mass offertories and are opened by the weekly counters when they process the donations. A separate tamper proof bag should be used after each collection. For example, one for mass, one for a special collection, etc. The guidelines for using these bags is separated by function as follows:

Bookkeeper – before mass

- Identify the number of bags needed each weekend. On the bag receipt, identify the mass date and time, type of collection (offertory, Holy Land collection, etc.).
- Maintain the offertory collection money bag log. On this, identify the bag number, mass date and time, and type of collection.
- Give the bags to the pastor to pass on to the ushers prior to mass.

Ushers

- Obtain the tamper proof money bags from Father. The paper receipt located on the back of the red security seal identifies the mass date, time, and type of collection. View this to ensure you have the correct bag for the collection.
- After the ushers have taken the collection, empty the collection baskets into the tamper proof bags. This should be done in the presence of at least two ushers and in visible site (not in a closed room, etc.). Deposit everything in the collection baskets into the tamper proof bag, i.e., envelopes, loose checks and change.
- After all is included, remove the paper receipt from the back of the red security seal on the bag to expose the adhesive. Put the receipt inside the tamper proof bag.
- Press firmly on the entire length of the red security seal to close the bag. Note: If sealed improperly, DO NOT attempt to reseal the bag.
- Place the sealed bag in the larger offertory basket, which should then be taken to the front of the church, placed in the locked sacristy, the locked safe, or another secure location within the church until it is ready to be counted.
- In the event a parishioner or visitor gives the usher an envelope that didn't make it into the basket, DO NOT attempt to open the bag to include it. Place this in a separate envelope and include it in the secure location for counting. This should occur infrequently.

Counters

- The counters obtain the tamper proof bags from the secure location.
- If the bag appears to have been opened, notify Royce Ranniger (712-233-7592) or Julie Mahaney (712-233-7515) at the Diocese. The bag has been tampered with if the red security seal closure is torn, distorted or displays any one of the following:
 - “void” message
 - dark blue dots in clear circles
 - smeared or missing stars
- If the bag appears ok, cut the bottom of the bag along the dotted (-----) line with scissors to remove the contents. DO NOT open the bag any other way.
- Count the collection and complete and sign the offertory collection tally sheet.
- Ensure a paper receipt exists for each bag that was counted. This should have been included inside the sealed bag. Attach these to the carbon copy deposit slip that goes to the bookkeeper.
- Keep the used bags and give these to the bookkeeper with the deposit slip.

Bookkeeper – after the count is complete

- Match the number on the paper receipts to the money bag log. Check off on the log to indicate the receipt was received and the bag deposited.
- If any receipts are missing, first check if the bag is in the church and for some reason was not used. Check with the ushers and counters if needed. If the receipt still cannot be located, notify Royce (712-233-7592) or Julie (712-233-7515).
- View the used bags to ensure they have not been tampered with. Reference counter procedures above.
- Used bags should be kept for one month after the bank reconciliation is completed. These may then be discarded.