



DIOCESE OF MANCHESTER MEMORANDUM

To: Pastors, Parish Administrators, and Business Managers/Bookkeepers
cc: Mac Bryant, Finance Officer/Secretary for Temporalities
Mary Averill, Assistant Director of Parish & School Financial Services
From: Director of Parish & School Financial Service
Date: February 20, 2019
RE: Offertory Handling Best Practices

The accuracy and expediency of the offertory handling is of great importance. First and foremost, we would like to thank the volunteers and employees for their time and expertise in assisting the parish with these procedures on a weekly basis.

We are providing additional guidance in regards to offertory collection, counting, and deposit. These best practices described in the attached are not required, but recommended. We have also attached two offertory count sheet templates as well as a tamper-evident bag log sheet for your consideration.

We hope that this material will prove valuable to you. Should you have any questions, please contact the Director of Parish & School Financial Service at 603-663-0118.