

Parish Collection Report (Part 1)

Parish Name		Collection Date	
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Type of Collection: Regular Other: (specify) _____

Loose Collection			Envelopes with Cash Only		
	# of bills	Amount		Envelope # or Name	Amount
Bills	\$5.00	x		1	
	\$10.00	x		2	
	\$20.00	x		3	
	\$50.00	x		4	
	\$100.00	x		5	
Coins	\$2.00	x		6	
	\$1.00	x		7	
	\$0.25	x		8	
	\$0.10	x		9	
	\$0.05	x		10	
TOTAL			(A)	11	
Cash from Envelopes				12	
		# of bills			
Bills	\$5.00	x		13	
	\$10.00	x		14	
	\$20.00	x		15	
	\$50.00	x		16	
	\$100.00	x		17	
Coins	\$2.00	x		18	
	\$1.00	x		19	
	\$0.25	x		20	
	\$0.10	x		21	
	\$0.05	x		22	
TOTAL			(B)	23	
Cheques (from envelopes and loose)				24	
Name on Cheque	Envelope #	Amount		25	
				26	
				27	
				28	
				29	
				30	
				31	
				32	
				33	
				34	
				35	
TOTAL CHEQUES			(D)	36	
Miscellaneous (Specify)				37	
				38	
			(E)	40	
Other Income (Specify)				Total Envelope Cash (C)	
			(F)		

Note: Total (B) MUST = Total (C)

Complete the Reconciliation and Signature sections of this form on the reverse

Parish Collection Report (Part 2)

RECONCILIATION	
Loose Collection Cash	(A)
Envelope Cash	(B=C)
Cheques	(D)
Miscellaneous	(E)
Other Income	(F)
TOTAL COLLECTED	
AMOUNT DEPOSITED	

SIGNATURES	
COLLECTION	DEPOSIT
<p>Collection Counters (names)</p> <p>(1) _____</p> <p>(2) _____</p> <p>Collection Counters (signatures)</p>	<p><u>Deposited by</u></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
Signature (Counter 1)	
Signature (Counter 2)	
Date Collection Counted	