

Diocese of Wheeling-Charleston

ParishSOFT Standard Operating Procedures

Offertory and Contribution Entry

Offertory payments should be posted into ParishSOFT according to each family who contributes to the parish, by the fund to which they have given, as soon as possible following a deposit of offertory funds to the parish's bank. This posting to each family is the main method for parishes to track and record this information. Families and members must exist in your database before you can record their contributions and pledges in the Offering module. Because family and member information impact all other modules in ParishSOFT Family Suite, it is important that your family and member data is accurate and kept up to date. The total for each batch which is posted in ParishSOFT should correspond to the appropriate totals on the cash counters sheet and/or the deposit slip from the bank.

I. Ushers

Ushers consolidate individual collection baskets to a tamper-resistant or locking bag assigned to that Mass. This is always done in the presence of a witnessing usher. If tamper-resistant plastic bags are used, on the front of each bag, write the Mass, collection (first or second), and the date. If locking bank bags are used, the bags should be pre-numbered and marked for collections. The bags are then transported to a secure area for safekeeping until they can be delivered to the count team.

II. Money Counters

- A. Select multiple money counters, regardless of the size of your church. Always have at least 2 people present when counting. Only the counters, priest overseeing the count, and/or someone from the parish staff should be in the room. The priest or member of staff should not participate in counting the collection.
- B. Select a safe room for the counters to do their job. Set up the count room with counting supplies, collection worksheets, and bank deposit tickets. Supply a new tamper-resistant bag to secure funds for deposit after the count is complete.
- C. Ensure that all counting is done during the same week that the offerings are collected. No one should handle, sort, or organize money prior to the arrival of the count team.

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- D. Collections are counted and recorded by alternating count teams, or duties are rotated among count-team members. The complete collection is deposited. None of the collection is to be kept at the parish for “convenience” cash.

- E. Donation envelopes are opened, and the amounts verified to the figures indicated on the front of the envelopes. Envelopes should be held and stored until after the corresponding tax season.

- F. Checks are endorsed by stamping “For Deposit Only” to the Parish Account. Photocopies of loose checks (those not in envelopes) are made and retained along with the donation envelopes. If a copier is not readily available, list the names and dollar amounts of such checks.

- G. Currency is separated by denomination, counted, and banded. The band is verified by the second counter and both initials are recorded on the band. Two adding machine tapes are run to verify the total of checks. Two adding machine tapes are run to total the currency and coin.

- H. Counters complete the count sheet by documenting currency, coin, and checks. Adding machine tapes should be identified as cash or check, initialed, and dated. One copy of the tape is attached to the collection worksheet. Each counter signs or initials the collection worksheet to provide accountability for the totals.

III. Deposit

- A. Counters will record currency and checks on a duplicate bank deposit ticket. All information is to be included on the deposit ticket. The collection is placed in a tamper-resistant bag, ready for transport, along with the original deposit ticket and second copy of the adding machine tape listing check amounts. (The parish should retain a copy.) The collection is then transported for deposit to the bank.

- B. Count sheets are retained, along with duplicate deposit tickets and Bag Tracking Forms. Bank deposit receipts may arrive in the mail within a few days of the deposit. Immediately match deposit receipts to count sheets to verify and attach for the file. Such documents should be readily available for audit or internal review. Records should provide clear documentation of cash receipts from the time of collection to the time of deposit.

- C. Confirm the amount of the deposits credited to the parish account and add transactions to the general ledger. Deposit receipt received from the bank is compared to the balance on the count sheet. The deposit receipt is retained, along with the count sheet.

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IV. Credentials

Each ParishSoft user has their own credentials. It is imperative that you do not share your credentials with any other person. Permissions are granted on a per user basis. When using the offering module, the owner of a batch is the name of the individual who created the batch. **This is a system-assigned (read-only) field that cannot be edited.** These login credentials are also used for an individual to access their own personal information and giving history through My Own Church.

V. What to Post

A. All offertory type of payments (even if pledges exist for parishioners) should be posted through the Batch screen. All amounts should correspond to the fund/collection in which it was received and/or designated by the parishioner's envelope. When posting check payments, it is recommended to record all check numbers as they may be needed in the future to verify a specific check number was received or if an audit occurs.

B. For loose cash from unknown givers, create a "Loose Cash" family in the Family Directory (the Family Group would be listed as CONTRIBUTOR, the registration status as UNREGISTERED, and the individual member status as INACTIVE. The address for the "Loose Cash Family" would be the church's address. Please be sure to uncheck the box relating to sending mail.

VI. Posting by Batches

A. All deposits should be entered using the batch function as it is the most accurate method for recording this information. The batch function was created by ParishSOFT as a mechanism for accuracy when entering multiple checks or envelopes. Do NOT post checks to family or member records outside of batching.

B. The posting date of the batch should be tied to the Sunday date of the weekend (not Saturday) and deposits should match the entire amount of the collection baskets. For example, monies collected for the weekend of April 5th and 6th should have batch names and posting dates as follows:

Batch Description: 2023 April 6 Weekly Offering Collection

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Please note that the posting date should be part of the batch title. Putting the year first will also help when searching for a batch.

C. Do not back-date envelopes to the Sunday-date printed on the envelope; use the date of the collection. For instance, contributions from families submitting multiple envelopes for previous weeks' collections on the same day should be entered with the actual date the envelopes were received, not the date printed on the envelope, nor the date the data was entered. A note can be entered to indicate the donation is from a previous week's envelope.

D. The Tuition portion in the Religious Education module is the only exception to using a batch for all contributions because it only allows for individual posting by family. If you are using the Tuition module to invoice for religious education fees, you must post tuition payments tuition module and not in the offertory or the program will be unable to accurately track tuition payments.

VII. Posting to Non-Parishioners

If you are posting to a family who is not in your parish database you will need to use the Add Family function in ParishSOFT add/import them to your parish, labeling them as Not Registered and with the Family Group label of Contributor. When visitors from out-of-state submit checks, the checks are to be copied, the family added to Family Suite and the contribution(s) posted to the appropriate fund. Why? Because they may contribute at another parish in the diocese and once their record is created it can be used by multiple parishes, thus capturing their giving history. The family group would be listed as Contributor, the registration status as Unregistered, and the individual member status as Inactive. Include the Last Name, First Name, Mailing Name, and address. This can be found on the upper left corner of the check.

VIII. Funds

A. A fund is a pool of money that is allocated for a specific purpose. Every entry in your batch will have a contributor (a person known by a name from an envelope/check or anonymous due to loose cash contributed) and a fund (purpose).

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B. Recommend Funds are listed:

Offerings & Contributions
 Building Fund
 Tuition assistance
 School Support
 Holiday Flowers
 Diocesan Collections
Latin American/Home Missions
 Catholic Spirit
Black & Native American Mission
 Catholic Relief Services
 Holy Land
Education of Seminarians
 Peter's Pence
 Diocesan Scholarships
 Catholic University
 Universal Missions
Campaign for Human Development
 Catholic Charities WV
 Authorized Missions
Communication Campaign
 Religious Retirement
 Annual Bishop's Appeal
 CSA Parish Collections
Other Diocesan Collections
Retirement Fund for Priests

IX. Posting to Multiple Funds

A. It may occur that a family submits one payment of which portions are designated for multiple Funds. You can enter portions of payments to as many different ParishSOFT Funds as necessary within the same batch.

Example of split payments: On 1/2/23 Sue Brown encloses a check for \$40.00 in her weekly envelope and puts it in the 9AM Mass collection. On the envelope she has designated \$20 is for the regular offertory and \$20 to the building fund. The check is bundled and totaled as part of the Weekly Collection batch. When posting to the batch you would post \$20.00 to the proper offertory Fund; Then change the Fund field to the proper building Fund and post the

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remaining \$20. Make sure that you note the check number for each corresponding transaction, in the check number field.

X. Editing/ Reviewing a Batch

If a batch is not balanced after you finish your posting work, you must determine the source of any errors and correct them to put the batch in balance so that it can eventually be closed. Batch reconciliation is the process of resolving errors in a batch to make sure expected and actual counts and totals are equal. For auditing purposes, you must supply a reason for the changes made in the Reason field. We recommend that the data entry person perform batch reconciliation to double-check his or her work for errors before marking the batch as ready for review.

Any open batch can be edited. Typical edits include correcting the overall batch name/amounts and editing an amount posted or its posting date. Once a batch is balanced it can move to the review status. A batch that has been flagged for review is still considered open and can be edited. The review process is intended to allow **a second set of eyes** to inspect the batch before closing it. The person that reviews the batch will also be responsible for closing the batch. The system will track who closed the batch.

XI. Completing a Batch

Batch approval entails one final check of a batch to confirm that the contents are accurate. Unless otherwise specified, an approval check should generally consist of a random inspection of elements in the batch to confirm that data was entered as intended. After no errors are found during a random check, the batch is ready to be closed. When the batch is complete it is a good idea to close it immediately. The contributions will not apply to the contributors record until the batch is closed.

XII. Quick books

Each week, collections are required to be recorded in QuickBooks Online using the accounts specified in the Diocese chart of accounts. These entries can be made using the Bank Deposit feature in QuickBooks Online. If there are no corrections to a batch and it is closed, print both a detailed report for the batch and a summary report by fund for this batch for the individual in charge of posting the overall amounts to the QuickBooks accounting program. Please also keep a copy of these reports along with a copy of the deposit slip and cash counters slip as an audit trail for each batch you enter into ParishSOFT.

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XIII. Editing a Batch which is Closed.

Closed batches cannot be altered in any way and will require a correction batch to be applied in the event they need to be changed (for returned checks, incorrect postings, etc.). These adjustment postings will create audit trails explaining the change(s).

To correct a posting to a closed batch and to handle NSF or other returned checks, please follow the ParishSOFT instructions located at ParishSoft support <https://support.parishsoft.com/hc/en-us/articles/14630327542427-PSFS-Offering-Batches-Correction-Batch-How-to-use-the-correction-batch-feature-to-correct-a-closed-batch-posting-amount-using-the-memo-field>

When the adjustment batch is closed, print a batch detail report. Attach any correction documentation to this report to complete the audit trail for these adjustments.

XIV. Automatic Deduction (ACH or EFT) Contributions

All automatic deductions (ACH) or electronic fund transfers (EFT) should be batched separately by fund, using a posting date which matches the actual date which the ACH/EFT transaction took place. This can be done manually, imported or by ChMS integration. Verify the date and actual posting which occurred by checking the parish bank statement or online giving report. If you are not currently using the ChMS integration system, we strongly suggest that online donations are imported or manually batched weekly. Batch descriptions should be formatted like regular collection batches. For example:

Batch Description: 2023 April 6 Online Giving

XV. Tax Statements

A system to provide year-end contribution statements to parishioners using envelopes, checks, or automatic bank transactions must be in place. All donors should receive, at least annually, a statement of their donations (not just those who request statements). Someone independent of those responsible for counting, depositing, and recording collections should prepare year-end statements to parishioners. Parishes typically send written acknowledgments to donors no later than January 31 of the year following the donation.

If a donor makes an individual contribution of \$250 or more, the donor must be sent a timely, written tax acknowledgement, stating the amount and date of the contribution.

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XVI. Misc

Parishes should not delete any transactional history from family or individual records. A retention schedule is currently in place for parish records.

Contributions made, regardless of method, must be recorded in ParishSoft on a timely basis. Contributions do not apply to a parishioner's record until the batch is set to a closed status. Parishioners have the capability to monitor their own giving history using My Own Church. This also ensures records are up to date for audit purposes.

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Collection Counters' Form

Rev 08 22 2013



Parish (City): _____

Date: _____

		Cash	Checks	Total
Contribution Envelopes	A	\$	\$	\$
Loose Contributions	B	\$	\$	\$
Other Collections				
Votive candles		\$	\$	\$
Poor box		\$	\$	\$
Other collections for parish use (listed below)				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Diocesan Collections (listed below)				
Church in the Developing World (Latin America/Central & Eastern Europe/Africa)				
Church Missions within the United States (Black & Indian/Home Missions)				
Diocesan Priests' Retirement Fund				
Pontifical Good Friday Collection for the Holy Land				
Catholic Relief Services				
Catholic Communications Campaign /Campaign for Human Development				
Peter's Pence				
Education of Seminarians				
Catholic University of America				
World Mission Sunday				
Archdiocese for the Military Services				
Retirement Fund for Religious				
Catholic Charities West Virginia				
Other Diocesan Collections (specify)				
		\$	\$	\$
		\$	\$	\$
Total Other Collections	C	\$	\$	\$
Grand Total of Deposits	A+B+C=D	\$	\$	\$
				Deposit Total

Denomination	Count	
\$1		\$
\$5		\$
\$10		\$
\$20		\$
\$50		\$
\$100		\$
Coins		\$
		\$

Total must equal total of Cash column

Counted by: _____

Verified by: _____

Pastor's approval: _____