

## **Holy Cross Parish ( Holy Cross and St. Margaret Mary Churches)**

### **How we handle our money**

The principles behind our policies are : the safety of all parishioners handling money and the security of the money.

Bags to be used for collections.

Special collections to be taken up between final prayer and blessing.

All collections should be left in the collection bags and put in safe. Only money counters will open bags.

### **HX**

5.30pm 2 red bags for offertory , 2 special collection blue bags, colour same as 9.30am

9.30 2 black bags for offertory, 2 special collection blue bags .

MM 11.30- need 4 blue bags for offertory; need 4 special collection black bags.

Polish : 4 red bags for offertory 4 red bags ( specially marked) for special collection)

Collection is taken . Money is brought up in offertory procession. Put to side

Immediately after Mass sacristan takes money to safe and puts bags in.

Access to safe key is needed.

MS brings bags from St. Mary's on Monday morning

Money is kept in office until 12.00 noon

Must be at least two counters present before bag is opened.

Preferably there should be three counters.

Money is counted and report sheet filled out (using laptop).

### **Miscellaneous**

No change to be given from bags.

Need reserve individuals and teams

Password for laptop

MM to revert to collecting by bags

List of diocesan and parish collections enclosed

Any requests for other collections could go through the parish priests and finance committee.

## Appendix 1

### Money counting – Mondays at 12:00

Computer is brought from sacristy to small room;

Cash tray is taken out from wardrobe in the small room;

Bags are taken out from the safe and from Maciek bag and brought to the small room table;

On the computer is executed file Sunday income spreadsheet;

in the spreadsheet are recorded date of Sunday of collection which will be counted;

bags are open and each mass is counted separately and recorded separately;

Gift Aid envelopes from each mass are recorded in the spreadsheet alongside with proper mass;

Other incomes from previous week are recorded as well into the same spreadsheet;

All collected coins and notes are check if the number is this same like come out from spreadsheet;

If any differences appear corrections are made in the spreadsheet;

after necessary corrections in the spreadsheet is recorded number of pay-in slip and number of bank bag, what special collection was taken (if any) and pdf Statement of Income file is generated by clicking big blue button on the first page of spreadsheet;

the pay-in slip is filled up with bank money bag and it's sealed;

sealed bag is taken to Corstorphine branch of RBS and put into express pay-in machine.

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