

Offertory Bag Log Sheet

A parish staff member or volunteer should print these log sheets with the bag serial numbers and other information pre-printed on the sheet on a weekly basis, set the log sheet in a discrete location for the individuals depositing the offertory bags (ushers) into the safe and the individuals retrieving the offertory bags (offertory counters) to sign. If it is not practical to have the information pre-printed on this log sheet as recommended, then the ushers can write in the information and the ushers and counters should still sign or initial the sheet as described above (in pen rather than pencil). After the ushers have gathered the collection (or immediately after Mass), the offertory should be placed into a tamper-evident, pre-numbered bag. The two ushers will then sign or initial next to the appropriate bag number on this log sheet indicating that they have placed that sealed bag into the safe. Two offertory counters should retrieve the offertory bags from the safe, and indicate that the bag numbers match the bag numbers indicated on this Offertory Bag Log Sheet with their signature or initials.

Mass Date	Mass Time	Bag No.	Usher 1	Usher 2	Verified by Offertory Counter 1	Verified by Offertory Counter 2

Any discrepancy in the bag numbers or indication that the bag seal has been tampered with must be reported to the pastor and the parish office manager. Once the sheet has been properly executed it should be retained with the offertory deposit records, and a copy given to the individual who tracks the use of the collection bags.