

COLLECTION COUNTERS' SCHEDULE 2017

JAN 8	TEAM 6	JUL 9	TEAM 4
JAN 15	TEAM 7	JUL 16	TEAM 5
JAN 22	TEAM 1	JUL 23	TEAM 6
JAN 29	TEAM 2	JUL 30	TEAM 7
FEB 5	TEAM 3	AUG 6	TEAM 1
FEB 12	TEAM 4	AUG 13	TEAM 2
FEB 19	TEAM 5	AUG 20	TEAM 3
FEB 26	TEAM 6	AUG 27	TEAM 4
MAR 5	TEAM 7	SEP 3	TEAM 5
MAR 12	TEAM 1	SEP 10	TEAM 6
MAR 19	TEAM 2	SEP 17	TEAM 7
MAR 26	TEAM 3	SEP 24	TEAM 1
APR 2	TEAM 4	OCT 1	TEAM 2
APR 9	TEAM 5	OCT 8	TEAM 3
APR 16	TEAM 6	OCT 15	TEAM 4
APR 23	TEAM 7	OCT 22	TEAM 5
APR 30	TEAM 1	OCT 29	TEAM 6
MAY 7	TEAM 2	NOV 5	TEAM 7
MAY 14	TEAM 3	NOV 12	TEAM 1
MAY 21	TEAM 4	NOV 19	TEAM 2
MAY 28	TEAM 5	NOV 26	TEAM 3
JUN 4	TEAM 6	DEC 3	TEAM 4
JUN 11	TEAM 7	DEC 10	TEAM 5
JUN 18	TEAM 1	DEC 17	TEAM 6
JUN 25	TEAM 2	DEC 24	TEAM 7
JUL 2	TEAM 3	DEC 31	TEAM 1

- Team 1** Mary Lou Galle (476-1291), Jan Beller (541-8657), Sister Doris (476-1246)
- Team 2** Bob Hucke (476-1973), Marilou Dugan (792-7199), Bonnie Mueller (476-3724)
- Team 3** Gene/Marlene Herrmann (476-3428), Julie Herrmann (593-2379)
- Team 4** Louise Hepp (476-7912), Mary Ann Krausz (476-1362), Julie Schaefer (779-4424)
- Team 5** JoAnn Pisel (476-3872), Shirley Rinck (476-7313), Darleen Sandheinrich (476-1542)
- Team 6** Mary Agnes Schlather (233-3123), Juleene Weilbacher (476-3587) Gerry Schmidt (476-7203)
- Team 7** Rich/Norma Brune (476-1593), Doreen Baltz (476-3252)
- Sub: Dennis and Rosalie Dengler (476-7788)**

COLLECTION COUNTERS' INSTRUCTIONS

1. Enter date of the collection and the names of those counting the collection on the spaces provided on the recording form.
2. Sort loose collection from envelopes and sort envelopes according to type, e.g. Adult, Immaculate Conception, THE MESSENGER, Debt Reduction, Sister Parish, etc.
3. Count loose collection (currency and coins only) and record in book. See #4 for instructions on how to handle loose checks.
4. Open envelopes by type and make sure the amount of the contribution is written or indicated on the face of the envelope. For loose checks, write the name and address of the contributor, the date of the contribution and the amount of the contribution on a piece of paper. Record the total of the particular type of envelope you are counting on the appropriate line in the book. Also list the number of envelopes (by type) opened and counted. Repeat this process for as many types of envelopes you have. N.B. You do not have to process Catholic Service and Ministry Appeal, raffle tickets, Mass stipends or other miscellaneous items. Set these aside.
5. If someone writes a check for more than one type of envelope, convert the check into cash and then put the envelopes along with the proper amount of cash into its respective pile.
6. As you count loose collection and envelopes, sort check into one stack and sort face currency into separate stacks by denomination.
7. Double check to see that the total amount of money recorded in the book for a particular type of envelope matches the total amount of the money you have by running a tape on the particular type of envelope.
8. Prepare the money for deposit by combining the currency, coin and check from the loose collection, Sunday and holy day envelopes and other special envelopes **excluding** the Building Fund and School Endowment envelopes.
9. Endorse the check on the back with the St. James Church stamp, run a tape on the checks and rubber band this tape with the checks. Total the amount of currency and coin. Write these totals on the deposit ticket and add. Using the same procedure, prepare a separate deposit slip for the Building Fund, Debt Reduction envelopes, and Dollar Sunday collection. These types of envelopes have their own separate account.
10. Mark the School Endowment and SVDP envelopes with the amount but **do not deposit the money**. Include the School Endowment envelopes and the St. Vincent de Paul envelopes and the money with the rest of the envelopes. They need to be dealt with separately.
11. Put the original deposit slips and the money from the regular collect and the Building Fund, Debt Reduction envelopes and Dollar Sunday into a night deposit bag. Lock the bag and drop it into the night depository at the Central Bank of St. Louis. Return the night depository key to the rectory and drop it through the mail slot in the front door (the one facing Madison St.). Be sure to leave the key for the night deposit bag at the rectory.

The ministry of counting the collection is the responsibility of keeping the contributions CONFIDENTIAL.

Please do not discuss any contributions.

THANK YOU FOR SHARING YOUR TIME TO COUNT THE COLLECTION.