Parish Name ***Cash Receipts***	
Sub Title / Sub Business Area: Annual Contribution letters	
Prepared By:	**Last Update:** November 8, 2021
Policy and / or Best Practice: *Parishioner contributions from donor envelopes and checks are tracked, reviewed, and reported back to parishioners.*	
Steps: 1. An individual independent of the counting, depositing, and recording of collections prepares the year-end parishioner statements. 2. A contribution summary report is printed at the beginning of January for the previous calendar year. 3. A letter is prepared for each parishioner identifying the donation amounts received during the previous calendar year. 4. The letters are mailed by the end of January each year. 5. Discrepancies identified by parishioners should be resolved immediately by reviewing contribution and deposit records.	
Results:	
Comments:	
Input Data:	**Output Attachments:**
Reviewed:	**Reviewer:**