

# OCCI – Implementing the System

1. On a weekly basis, Business Manager assigns Secure Bags for each Mass (writing Mass time & date & collection di assigned Secure Bags onto form



TO BE COMPLETED BY OFFICE STAFF		TO BE COMPLETED BY COUNT TEAM		
Weekend Mass Times Collection	Serial Number of Bag Assigned	Serial Number of Bag to Be Counted	Sign to indicate serial numbers matched and bags inspected	Issues to Note or N/A
1st			Signature 1	Signature 2
2nd			Signature 3	
1st				
2nd				
1st				
2nd				



# OCCI – Implementing the System (Cont.)

2. Ushers collect the Offertory and at least two participate in consolidating the Offertory into the Secure Bag(s)



3. Two Ushers sign Secure Bags to evidence their participation



# OCCI – Implementing the System (Cont.)

4. Secure Bags should then be moved immediately to Parish safe by at least two individuals
5. At least two counters should together retrieve Secure Bags from Parish safe



# OCCI – Implementing the System (Cont.)

6. Counters log each Secure Bag onto form and inspect them to ensure serial numbers match, they have not been opened, torn, or cut, and that there is no evidence of tampering



-Counters sign form and note

TO BE COMPLETED BY OFFICE STAFF		TO BE COMPLETED BY COUNT TEAM		
Parish	Serial Number of Bag Assigned	Serial Number of Bag to Be Counted	Sign to indicate serial numbers matched and bags inspected	Issues to Note or N/A
Parish #	Collection	Signature 1	Signature 2	Signature 3
Dates of Masses	1st			
Date of Count	2nd			
	1st			
	2nd			
	1st			
	2nd			
	1st			
	2nd			



# OCCI – Implementing the System (Cont.)

7. After count, Business Manager retrieves completed form, reviews for issues, and signs the bottom. The signed form should be stapled to tally sheet as record of successful Secure Bag System implementation

Parish																				
Parish #																				
Dates of Masses																				
Date of Count																				
		<b>TO BE COMPLETED BY OFFICE STAFF</b>			<b>TO BE COMPLETED BY COUNT TEAM</b>															
Weekend Mass Times	Collection	Serial Number of Bag Assigned	Serial Number of Bag to Be Counted	Sign to indicate serial numbers matched and bags inspected			Issues to Note or N/A													
				Signature 1	Signature 2	Signature 3														
Please type in Your Parish Mass Times	1st																			
	2nd																			
Please type in Your Parish Mass Times	1st																			
	2nd																			
Please type in Your Parish Mass Times	1st																			
	2nd																			
Please type in Your Parish Mass Times	1st																			
	2nd																			
Serial Number of Bag For				(N/A if acceptable deposit bag already in use)**																
Satisfactorily Inspected. No issues noted:																				
<i>Print name / Business Manager</i>																				
<i>Sign name / Business Manager</i>																				

**SATISFACTORY INSPECTION OF BAG ENTAILS THE FOLLOWING:**  
 Independent inspection by each counter.  
 Bag received at the Count Table has not been opened.  
 Bag clearly not torn or cut; no evidence of tampering.  
 Bag Serial Number matched Serial Number assigned for the particular Mass.

