

Cash Collection Sheet

- **What is this used for?**
 - This should be used to post the weekly collection income into the accounting system
 - Note this will post data into the live Parish database. Contact Hove to obtain access to a test database for training and practice.
- **Header Information**
 - Enter [date received](#) - the collection date
 - Enter [date banked](#) - the date the money is taken and deposited at the bank or post office
 - Choose [Mass centre](#), there will only be a limited choice depending on how many churches are in the Parish
- **Parish Income**
 - This section is used to record the income that remains in the parish and will be reported as income for the parish in the reports
 - Enter cash and cheque amounts separately, the system will perform the adding up for totals and subtotals
 - You can record cash receipts for GASDS as this is money for our own charity
 - When all data has been entered in this section click on [\[NEXT\]](#) to move onto the next section
- **Bishops Collections**
 - This section is used to record special collections, where the funds raised are passed over to be recorded as income in the Diocese - this form will replace the pink sheets
 - The figures entered here will be credited to a diocesan supplier account in the parish purchase ledger and subsequently will be paid over to the diocese
 - You can record cash receipts for GASDS as this is money for our own charity
 - When all data has been entered in this section click on [\[NEXT\]](#) to move onto next section
- **3rd Party Diocese**
 - This section is used to record special collections, where the funds raised are passed over to the Diocese for collective paying over to a third party charity - this form will replace the pink sheets
 - The figures entered here will be credited to a diocesan supplier account in the parish purchase ledger and subsequently will be paid over to the Diocese and passed on
 - When all data has been entered in this section click on [\[NEXT\]](#) to move onto the next section
- **3rd Party Parish**
 - This section is used to record special collections, where the funds are held in the parish for subsequent paying over to third party charities
 - The figures entered here will be credited to a third party supplier account and subsequently will be paid over to the appropriate charity
 - When all data has been entered in this section click on [\[NEXT\]](#) to move onto the next section
- **Summary**
 - This screen will give you an overall total figure and figures for the totals of cash and cheques entered on the previous screens which should reconcile with the amount of money being banked
 - If totals are incorrect then you can go back and correct by clicking on the appropriate heading on the left hand side and changing the figures. When corrected return to the Summary page either by clicking on Summary, left hand side, or by clicking [\[NEXT\]](#)
 - Once you are happy that the totals are correct the data is ready for processing and posting into the accounting system - click on [\[PROCESS\]](#)

You will then get a message asking you to confirm you want to process these transactions. After answering [\[YES\]](#) then you will get a message to confirm the postings have been made.

[Logout](#) of the Cash collections screen

Other Income Banked by Parish

- **What about other cheques we receive?**
 - The cash collection form is not really designed for other sundry income that comes into a parish. It is recommended that this other income is banked on a separate paying in slip and entered into AccountsIQ using the sundry receipts posting routine (see below)
 - This will allow
 - extra description to be put against each receipt
 - posting to specific general ledger accounts
 - further analysis and reporting by use of BI codes (this is short for Business Information Codes - these are used to identify specific costs centres, funds or buildings)

- **Sundry Receipt Posting**
 - This function is found within AccountsIQ under **[BANK]** (grey tab)
 - Click on the word **[RECEIPTS]** under the specific bank account where the money is being deposited into
 - The bank account will default in from the previous screen
 - [TAB] or [ENTER] or use mouse clicks to move from one field to another
 - The batch date will default to the processing date
 - [TAB] across to the Lodgement No field and enter here the date the money is taken to the bank (format should be consistent and recommended dd/mm/yy)
 - [TAB] will take you to the first line of the screen
 - Choose the General Ledger account you want to post the receipt to
 - If you know it the simply type the number in
 - If you don't know then you can search by code or name, (income codes start with 10)
 - When you have found the account select it by clicking on it
 - BI codes are for additional analysis and reporting -
 - A small arrow to the right of the BI Code box allows you to choose a Business Information Code. These are used if the income is special in some way - for example a restricted donation to a project fund. If it is general income choose a code ending in XXXX-GEN.
 - Date will default from the Batch Date
 - Ext Ref/Cheque
 - This should be the date banked in same format as previously entered
 - Description/Payee
 - Free format field to be used for any description or name the user wishes to enter to enable identification at a later stage
 - Skip past and ignore Tax
 - Enter the amount of the receipt in the Gross amount

Repeat the above steps for each separate receipt that is forming part of this banking. When all items have been entered the **[PROCESS BATCH]** will post the data into the system.

Shortcuts - can be found at the top of the screen to assist with any problems on the screen and **[HELP]** is also available at the top of the screen

Cash Deducted Prior to Banking

- **What about if we take cash out prior to making the banking?**
 - Where cash is held back from banking for items such as Petty Cash or paying priests to cover domestic payments, then the following process is recommended
 - The net cash banked is entered onto the cash collection sheet with the amount of cash retained being deducted from the Offertory figure.
 - A Petty Cash account is created as a Bank account within AccountsIQ
 - This will be done by Bishops-House team and needs to be requested by the parish
 - There is facility to have up to 10 Bank or Petty Cash accounts
 - The cash held from banking is posted as a receipt into this Petty Cash account by using the routine of Sundry Receipts, (See 'Other Income banked by Parish' section). The general ledger account for the receipt to be credited into would be Offertory, effectively therefore reversing the adjustment made on the cash collection sheet. This ensures that Offertory is not understated.
 - Payments made out of this cash held should be posted using the Sundry payments routine (See 'Payments' section of the Handbook)

- **How do we account for part bags of money which are not accepted by the Post Office?**
 - Cash that cannot be banked by the Parish due to restrictions placed on it by the Post Office should be treated as the same as cash held back for Petty Cash described above
 - Any cash held back should be deducted from the cash collections sheet by adjusting offertory, and separately posting as income using Sundry Receipts and credit the petty cash account
 - When this cash is subsequently banked the extra funds should be added to the offertory amount on the cash collection sheet and a Sundry Payment should be posted against the Petty Cash account by debiting the general ledger account Offertory to ensure income is not inflated.
 - The balance on the Petty Cash account should be any excess cash that has not yet been able to be banked