

2023-24 Parish Second Collection Accounting Procedures

1. Open ALL collection envelopes – **Parish and Diocesan**
2. Record the total dollar amount (**designations if needed**)
3. Record gifts on the parishioner's Camino record
4. Discard all envelopes.
5. Complete Parish Remittance Form
6. Send the remittance form along with a parish check representing the **entire amount** received for the collection to the Office of Stewardship and Mission Services

Make check payable to:
Diocese of Covington

Send check and remittance form to:
Diocese of Covington
Office of Stewardship & Mission Services
1125 Madison Avenue
Covington, Kentucky 41011-3115

Parishes are responsible for generating acknowledgment/thank-you letters for gifts to this collection, and including this amount in their tax letters at the end of the year