

ARCHDIOCESE OF CHICAGO

Department of Insurance and Risk



Post Office Box 1979
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November 2, 2000

Re: Church collections, tuition receipts and fundraising proceeds

Dear Pastor, Pastoral Coordinator, Business Manager & Principal;

As you prepare for the upcoming Thanksgiving and Christmas holiday seasons, we remind you to be careful in safeguarding your collections and cash receipts. Parishes often experience an upsurge in donations and unfortunately, we experience an increase in thefts of cash. Experience has taught us that common sense loss prevention techniques eliminate or reduce the possibility of a theft or robbery. It is important to emphasize the recommended Best Practices regarding money management and security.

Upon receipt of any church collections, tuition receipts and fundraising proceeds, each parish / school should immediately store the monies in a secure, locked, fireproof safe. All monies (cash and check) should be counted, bundled and secured. Bank deposits should occur on a daily basis at various unscheduled times.

Please use this as an opportunity to review your location's practice of securing, counting and depositing church collections, tuition receipts and fundraising proceeds. Please take advantage of the services provided by your local bank and police departments. Such services include night deposit boxes, a police presence at parish / school functions, and a security review of your facility.

In case of a theft, please file a police report promptly and notify Gallagher Bassett Claim Services at 847-394-3900 of your loss. Thefts that occur because of insufficient money management practices may not be covered under the protected self-insured loss program.

Please feel free to contact me at 312-751-8295 with any questions you may have.

Sincerely,

Matthew M. Kaminski
Manager, Insurance and Risk