



# Best Financial Practices for UTO: Ingathering Collections

## For Parish UTO Ingatherings

1. Engage two unrelated people to count the Ingathering. If available, use your church's administrative staff.
2. Make sure your treasurer records the UTO Ingathering in a separate general ledger account for transmittal and reporting.
3. To shorten the time it takes for the Ingathering collection to be received by the UTO office, please ask your treasurer to mail the Ingathering to the UTO Lockbox in St. Louis.

### Two Suggestions for Handling Check Donations:

1. Create a listing of checks with name, address, and amount. Deposit the cash and checks into your parish bank account. Send one composite check to the Lockbox with the check listing. The UTO office will acknowledge and thank the donors with a tax receipt and include them in the UTO database.
2. Send all the checks collected and a separate check for the cash to the Lockbox. The UTO office will process the same acknowledgements and be able to include the donors in the UTO database.

## For Diocesan UTO Ingatherings

In planning for the UTO Ingathering at Diocesan Convention, the Diocesan Coordinator educates parishes and engages Diocesan staff to promote and execute the Ingathering program and presentation.

- We strongly recommend that parish offerings be sent directly from the parish to the DFMS UTO Lockbox
- When parishes send their checks in directly to the Lockbox, a card is deposited at the Ingathering at Diocesan Convention as a symbol (like we do at General Convention). Follow-up with a report of contributing parishes in your Diocesan newsletter. (You can download cards to use from [www.UnitedThankOffering.org](http://www.UnitedThankOffering.org))
- The UTO Office will supply a bi-annual accounting report of Diocesan parish and individual donations
- All Ingathering checks which are sent directly to the UTO office receive a thank you card/acknowledgement and tax receipt