

Procedures for Counting Money

(Please use only this process for counting money after church on Sundays.)

Participants:

- 2 assigned volunteers
- Church Treasurer (If the treasurer is not present, use the Alternative Counting Procedures).

Steps:

1. Pick up offering plates after the service. Keep the Sunday school money separate; it's usually in one plate, which can be identified because it generally does not contain member envelopes, only cash. The Sunday school money should be entered on the contribution summary sheet.
2. Separate offering into
 - Member envelopes
 - Pew envelopes (those with the date and member number blacked out): Checks in these envelopes are put with pledge payments. If you find cash in the envelope and you cannot identify the giver, put the cash with the loose cash.
 - Loose cash and checks without envelopes.
3. Obtain the forms to be filled out (bank deposit book and contribution form) and the deposit stamp from the Treasurer. *(If the Treasurer is not in church that Sunday, she will leave all forms (including the number sheet) and the deposit stamp on the corner of her desk. You will need to follow a modified procedure when she is not at church.)*
4. Put the envelopes in numerical order. If the envelope number is not written on the check, write the number on the lower left memo line of the check.
5. Give the Treasurer any checks that do not have an envelope number written on them. The Treasurer will check the files, write the envelope numbers on the bottom of each check and return them to you.
6. Go through the checks, having one person read the numbers and amounts, while the other person writes the amounts on the numerical sheet (list of all envelope numbers). Indicate if the money in the envelope is cash by either entering the amount in red ink or circle the amount in red ink, so that if you need to verify amounts, you can easily do so.
7. One counter can record checks individually on the bank deposit ticket (first initial, last name). On the top of each bank deposit ticket, write the date. Be sure to stamp each check with the endorsement stamp. Keep the checks in the same order as entered on the deposit slips.
The other counter can total the numerical sheet while the other records the checks on the deposit ticket.
8. Total each deposit ticket, so that it can be checked against the summary sheet and the numerical sheet.
9. List any additional checks that the Treasurer may give to you on the deposit ticket but not on the numerical sheet.
10. Verify that the amount on the bank deposit sheet should balance with the amount on the contribution summary sheet.
11. Each counter must sign the numerical sheet.
12. The treasurer will deposit the money.