

# Church Name

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<b>Procedure Number</b>	02-1003
<b>Procedure Title</b>	Contributions Counting Procedure
<b>Department</b>	Finance Department
<b>Approved By:</b>	

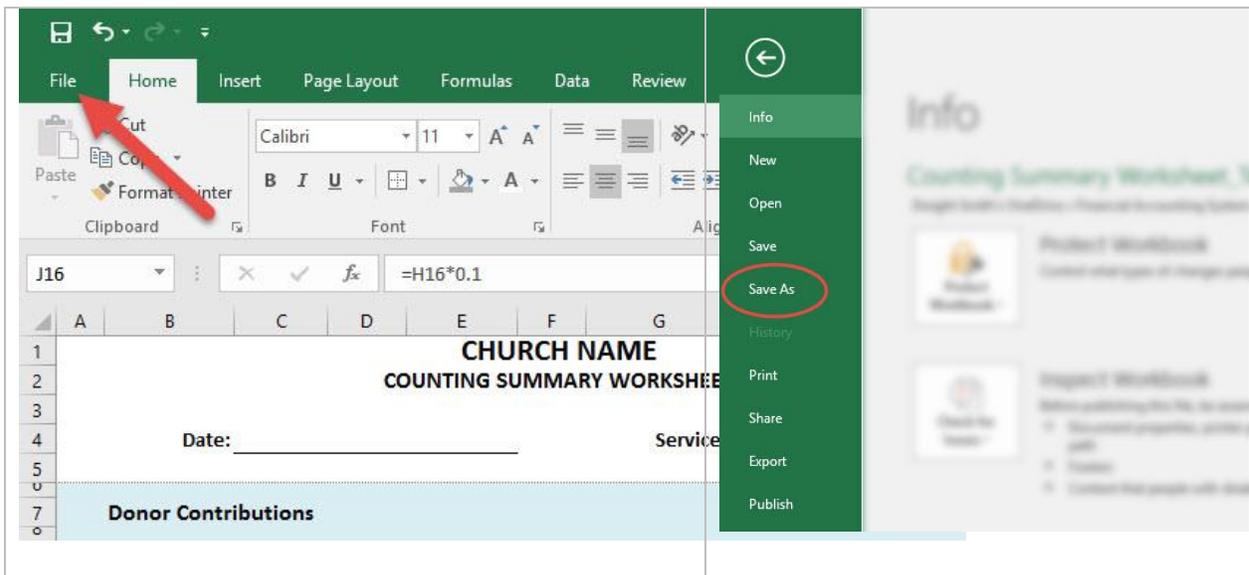
**NOTE:**

- A. There **MUST** be a minimum of two (2) counters at all times during the “Counting the Money” steps of this procedure.
- B. This procedure may be done manually, or with the use of the computer.
- C. Only authorized individuals are allowed in the finance office when an offering is being counted.

## Using the Computer to Complete the COUNTING SUMMARY WORKSHEET (in Excel)

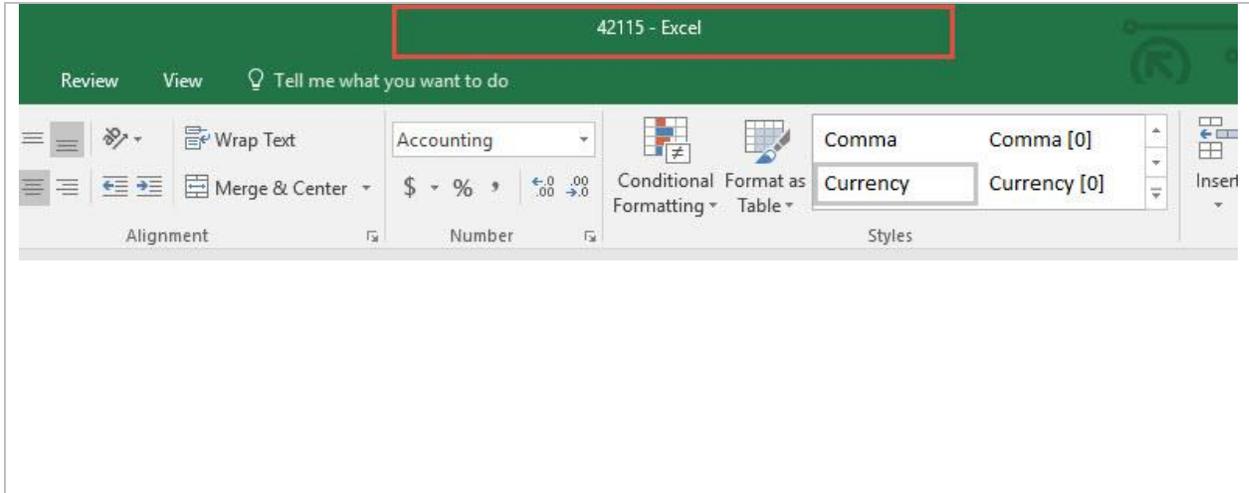
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- 1. Turn on the computer.
- 2. Open the Excel Workbook named “Counting Summary Worksheet\_Template”.
- 3. When the workbook opens, begin by renaming the file. Click FILE at the top of the menu bar, then select SAVE AS and rename the file to the current date using a number only format.
  - a. Example – if the date is 4/21/15, use “42115” as the file name. Be sure that the filename has changed at the top.



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4. You are now ready to begin filling in the “Counting Summary Worksheet\_Template”.

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## Counting the Money

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### Preparation

1. Begin separating all money into groups:
  - a. Tithing/Offering Envelopes
  - b. Loose Cash
  - c. Loose Change

Be sure to also check the safe for any additional offerings/contributions that have been counted and may need to be added to this deposit. If there is offering from a mid-week service that has not been counted, do a separate count for that offering first, using the process below.

2. Organize the table by gathering all of the tools necessary to complete the count accurately.
  - a. Endorsement Stamp
  - b. Deposit Slips
  - c. Deposit Bag w/ key
  - d. Adding Machine (with tape)
  - e. Counting Summary Worksheet (if completing manually)
  - f. Pens
  - g. Stapler
  - h. Rubber Bands

### Sorting & Counting

3. Open all offering envelopes, verifying that the contents within the envelope match the total recorded on the outside.
  - a. If the amount inside the envelope matches the total written on the outside of the envelope – verify the count by marking the envelope with a “red check mark”.
  - b. If the contents of the envelope do not match what is written on the outside, cross out the amount on the envelope with a single line and write in the correct amount. Add your initials next to the amount that was crossed-out.
  - c. If no amount is recorded on the outside of the envelope, write the contribution amount that was inside the envelope in the “Tithing” section, so that the envelope now matches the contents inside. Add your initials to the “tithing” section.
  - d. If no name is recorded on the outside of the envelope and there is a check inside, or if there are “loose checks” without an envelope, or if a contribution has been given online, use the name on the check (or online statement) to write the donor’s name (and amount) on the outside of the envelope. Add your initials next to the name section.
  - e. If there is only cash in the envelope with no name, add the cash to the “Loose Cash” pile. Do not add it to the envelope cash pile.
  - f. Group checks together and cash together separately.
4. Indicate on the envelope if the donor has paid by cash or check by writing the check number or “CA” in the upper right hand corner of the envelope.
5. 1<sup>st</sup> Counter will run adding machine tape on all envelopes which contained checks, as well as any online donations. 2<sup>nd</sup> Counter will run a separate tape on all of the checks and on all online donations that were received. Compare the totals, ensuring that the numbers are the same.

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6. Once all of the envelopes have been properly documented, put them into a pile and secure them using a rubber band. Place the envelopes back into the safe for the Recording Secretary.
7. Add the total number of envelopes to the Counting Worksheet.
8. Add the check total to the “donor check total” section, and the online donation total to the “online contributions” section of the Counting Worksheet.
9. Use the counting worksheet template (spreadsheet) to total all cash and coins that were included in the envelopes.
10. Once all of the envelope contributions have been totaled, the “total donor contributions total” will be calculated automatically. Move the envelope contributions (checks and cash) to the side.
11. Use the counting worksheet template (spreadsheet), total all loose cash and coins that were given in the offering. The total will automatically calculate.
12. Be sure to add any offering left in the safe that needs to be deposited to the counting worksheet. Add the service/fund name and the amount being deposited. Be sure that all checks written, have an envelope documenting the contribution of the donor, and is included for the Recording Secretary.
13. With all subtotals now added, you will see the total amount being deposited on the bottom.

## Depositing & Clean-Up

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1. In order to prepare the money for deposit, begin by stamping each check with the “DEPOSIT ONLY” stamp, which includes the church’s account number.
2. Fill out the deposit slip in its entirety
  - a. Be sure the white card is between the current deposit slip and the next deposit slip. *There should be a top white copy and a carbon yellow copy underneath.*
  - b. Enter the current date
  - c. Itemize each check on the deposit slip, making sure to include the
    - i. Check number on the left
    - ii. Check amount on the right
  - d. Enter total Cash Amount (This can be obtained from the middle section of the Counting Worksheet\_Template)
  - e. Enter total Change Amount (This can be obtained from the 2<sup>nd</sup> section of the “Counting Worksheet\_Template)
3. Enter the total deposit in the bottom block(s) of the deposit slip
4. Tear both copies of the deposit slip (white copy & yellow copy) out of the deposit slip book.
5. Place all money along with the white copy of the deposit slip into a night deposit bag. Be sure to wrap large amounts of coins and/or bills in the appropriate wrappers (if applicable). Use a coin envelope for loose change that cannot be wrapped.
6. Seal the money along with the white deposit slip inside the night deposit bag
7. Take money to bank and deposit in night deposit drop box.
8. Scan a copy of the deposit slip and add it to the corresponding month’s folder, along with the saved Counting Worksheet\_Template.
9. Close Counting Worksheet\_Template (spreadsheet) making sure to SAVE YOUR WORK one last time. Turn off the computer.

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10. Make sure contribution envelopes are in the safe, and a copy of the Counting Worksheet has been stored on the church PC for the corresponding month.
11. Clear table, store all equipment and tools, and secure safe. Deposit all monies in night deposit box. Use security precautions found in Contributions\_Donations Policy.