

OFFERING COUNTING INSTRUCTIONS

1. Separate offering into 4 groups:

- a. Plate – Loose currency and coin from offering plate
- b. Envelopes - Regular & Special Service (Christmas, Easter, etc.) and green envelopes marked regular offering. *Give unmarked green envelopes to head counter for determination.*
- c. Loose Checks (head counter to remove offerings received during the week from the Regular Offering Envelope in the safe to be counted with Sunday's regular and special service offering)
- d. Special Purpose Envelopes (Flowers, Food Baskets, Memorial Fund, etc.) to be placed in special offering envelope in safe by head counter for counting by specials counter during the week.

2. Count offerings:

- a. Plate – Separate currency and coin by denomination. Note the quantities of each denomination, using the scrap paper provided. Hand off to Head Counter to enter on the Offering Counting Sheet.
- b. .Envelopes - Regular & Special Service (Christmas, Easter, etc.)
 - i. Open each envelope and remove cash or check. Write the amount clearly on the bottom right of the envelope. Write Cash or Check # (example: \$50 cash; \$50 #1234). Separate into 2 piles – checks with checks envelopes and cash with cash envelopes.
 - ii. Cash- Separate by denomination. Note the quantities of each denomination, using the scrap paper provided. Also indicate the # of cash envelopes on the paper. Hand off to Head Counter as above.

Checks - Endorse the checks with endorsement stamp from safe and run a tape of checks to determine the total of envelope checks, label the tape 'Envelope Checks' and indicate the # of checks on the tape and the number of envelopes.

- c. Loose Checks
 - i. Make copies of all checks not received in an envelope. Endorse the checks with the endorsement stamp from the safe and run a tape of the checks to determine the total. Label the tape 'Loose Checks' and indicate the # of checks on the tape.
- d. Combine all checks and run a single tape to determine the total of all checks. Tape should be verified by a second person for accuracy. *(Total should equal the totals of the envelope checks plus the loose checks)*

3. Finalize Count:

- a. Head Counter:
 - i. Enter cash and check totals on appropriate lines and columns of the offering counting sheet. Have the total cash (plate and envelope) verified for accuracy
 - ii. Prepare deposit slip and night deposit bag
- b. Make copies needed for distribution to Treasurer and Finance Secretary: one (1) copy of Offering Counting Sheet; two (2) copies of the sheet showing the 3 check tape totals.
- c. Prepare distributions for Treasurer and Finance Secretary:

To Treasurer (Jill Weidner)

Original Offering Counting Sheet
 Copy of Adding Machine sheet with check totals
 Duplicate Deposit Slip
 Night Deposit Tear-off Slip

To Finance Secretary (Stephanie Meister)

Copy of Offering Counting Sheet
 Copy of Adding Machine sheet with check totals
 Copies of all loose checks, along with any check stubs. ***Shred any unneeded/bad copies of checks.***
 Envelopes

- d. Head Counter
 - i. Attach adding machine sheet for all checks to the checks and put in night deposit bag together with currency and coin and original deposit slip.
 - ii. Take night deposit bag to TD Bank. The bank now requires depositors to be registered, to provide ID, and to wait while the deposit is counted.

TO HELP THE FINANCE SECRETARY:

- Please write the check #/cash in the bottom right corner of the **face** of the envelope.
- Try not to “nest” the envelopes – they get stuck together and can get overlooked.
- Wrap the envelopes with the copies of the counting sheet, adding machine tapes, and checks; secure with rubber bands. An example is in the counting room.