Offering Date: Month/Day/Year \_\_\_\_/\_\_\_\_/\_\_\_\_

Loose Checks – List Name(s), Check Amount and Check Number

Name Amount Check # Name Amount Check#

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1. Loose Checks: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C) Checks in Envelopes: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Loose Plate Cash: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (D) Cash in Envelopes: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(currency & coin) (currency & coin)

 (E) TOTAL of A, B, C & D: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1) All Currency & Coin $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) All Checks $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(3) TOTAL (1 & 2) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Note: When completed, (E) and (3) should be equal.

Counter #1 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counter #2 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For Office Staff Only:

Date of Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions for Money Counters

1. COUNTERS: Counters must be two adults, non-family members of Christ Lutheran Church.
2. USHER STAND: Collect the money from the offering plates AND the tall wooden box in the second secretary’s office. The key for the box can be found in the money counter box in the last closet in the office area. There is a sign on the closet door directing you to the location.
3. IMPORTANT INFORMATION: Only count the Sunday offering. If there is any coffee money, memorial money, etc. put the envelope in the folder on the secretary’s desk.
4. SORT: Separate loose checks, loose currency & coin and envelopes into three piles.
5. LOOSE CHECKS: List full name(s), amount of each check and check number in the space provided on the reverse side of this form. Total and enter amount in (A) Loose Checks. Set checks aside.
6. LOOSE CURRENCY & COIN: Count and enter total in (B) Loose Plate Cash.
7. ENVELOPES: Open and separate into two piles: envelopes with cash and envelopes with checks
8. ENVELOPES WITH CASH: If the name and dollar amount is filled in, please check for accuracy. If the name and dollar amount is not filled in and cash box is not checked, please do so. Add and enter amount in (D) Cash in Envelopes.
9. TOTAL CASH: Add together the cash from the envelopes and the cash from the loose plate and enter amount in (1) All Currency & Coin. Total should equal (B) and (D).
10. ENVELOPES WITH CHECKS: If the name, dollar amount and check number are filled in, please check for accuracy. If the name, dollar amount and check number are not filled in, please do so. Use the calculator to add the checks together (do not total at this point, in step 11 you will add the loose checks to make a tape for the bank.) Enter the total in (C) Checks in Envelopes.
11. ADD LOOSE CHECKS: Take the loose checks that you set aside earlier and continue the ‘add tape’ for the bank deposit. Enter this amount in (2) All Checks. Total and save ‘add tape’. Total should equal (A) and (C).
12. TOTAL: Add (A), (B), (C) and (D) and enter in (E) Total. Add (1) and (2) and enter in (3) Total.
13. BALANCE: When done, (E) and (3) should be equal. Both money counters should sign the form.
14. STAMP: Stamp all checks “For Deposit Only”.
15. DEPOSIT TICKET: Prepare bank deposit ticket. Put deposit ticket, cash, checks, and ‘add tape’ in bank deposit bag. Zip and lock bag.
16. COMPLETED FORM: Put form, duplicate deposit slip and envelopes in the folder on the secretary’s desk.
17. BANK & CHURCH KEYS: The round gold key is for the bank deposit. The large gold “Bowman’s” key is for the outside church door. The two medium silver keys and the other large gold “Seven Pin” key are for the bank deposit bags.
18. TAKE THE BAG TO THE DROP BOX AT FIRST SECURITY BANK. RETURN THE KEYS TO THE MONEY COUNTER BOX.

