

COUNT SHEET

Today's Date:

Service Time:

Checks

<i>quantity</i>		<i>subtotal</i>
	checks	\$

Cash

<i>quantities</i>		<i>subtotals</i>
	100's	\$
	50's	\$
	20's	\$
	10's	\$
	5's	\$
	1's	\$
	coins	\$
		\$ Total Cash

The Deposit

\$ Grand Total

deposit bag serial number:

signature 1

signature 2

The Process

1. Be conscious of the chain of custody: combine the contents of all the plates, bags or boxes used to collect the offering, but don't let it sit unsupervised for any length of time before it gets into the hands of the 2 people who are counting the offering that week.
2. Identify an out-of-the-way place to count the offering
3. Set aside contact/prayer request cards (if you have people drop those in the offering)
4. Open any envelopes and record cash amounts & donor info on each envelope (IRS rules)
5. Process the checks:
 1. include any that were mailed in during the week
 2. stamp all checks with the "deposit only" bank endorsement stamp
 3. record the total number of checks on the Count Sheet
 4. add up and record the sum of all the checks on the Count Sheet
 5. scan, image or photocopy all of the checks *and cash envelopes* for donor tracking
6. Process the cash:
 1. record the total of all the coins on the Count Sheet
 2. each of the counters count up the bills independently; record quantities of each bill/denomination on the Count Sheet
 3. add up and record the sum off the bills & coins on the Count Sheet
7. Prepare the deposit:
 1. date the deposit slip
 2. enter the check & cash totals on the slip
 3. add those up and enter that total on both the deposit slip and the Count Sheet
 4. both of the counters put their initials on the deposit slip
 5. scan, image or photocopy the deposit slip
 6. put the deposit slip along with all of the checks & cash into the tamper-evident deposit bag and seal it
 7. tear off the bag's serialized receipt/tag and record that number on the Count Sheet; staple the tag to the Count Sheet, too
8. Finalize the documentation:
 1. date the Count Sheet
 2. each of the 2 counters sign at the bottom of the Count Sheet
 3. scan or image the Count Sheet
 4. if you're using an **analog**/offline process, then attach the photocopies of the checks, envelopes & deposit slip to the Count Sheet and get it into the hands of the bookkeeper, or
 5. if you're using a **digital**/online process, then upload the scans/images of the checks, envelopes, deposit slip and Count Sheet (more on that below)
9. Get the contact cards and sealed deposit bag to the responsible parties