

Instructions for Counting Collections

- ❖ Collections from all services on any day may be counted together
- ❖ The collections must be counted by **two** unrelated Parishioners.
- ❖ **Envelopes:**
 - ◇ Keep "general giving" and "special appeals" (mission giving) envelopes separate. Record the amounts received separately.
 - ◇ Remove money from each envelope and write the amount on the front of the envelope and in the appropriate column on this sheet.
 - ◇ Add the amounts recorded on the sheet. Add the amounts recorded on the envelopes. Check that the totals agree.
 - ◇ Count the cash and record with any cheques received in the envelopes column on the sheet. Ensure that this total agrees with the total amount received in the envelopes.
 - ◇ Tie each group of envelopes together separately and file in the appropriate place.
- ❖ **Other Offerings**
 - ◇ Count the money and record cash and cheques in the appropriate column on the sheet. It is best if one person counts and records and the second person checks the amounts and additions.
- ❖ **Enter total cash and total cheques in the bank deposit book and seal cash and cheques in the appropriate sections as instructed by the bank.**
- ❖ **Place the banking in the parish safe. On the next working day the offerings are to be deposited at the bank.**
- ❖ **Each parish will have register for recording of offerings. Amounts are to be recorded in the register and signed by the two counters.**