EST. HOMETOWN 1988

CHURCH

FUNDS COLLECTED BY A MINISTRY

Directions

1) Have at least two people collect and count all funds together.
2) Turn into the church office all funds collected within **TWO** weeks of collecting the funds.
3) List below which location and ministry the funds are from.
4) Describe specifically why you collected the funds. Did you collect the money as an offering, as a fee for an event, because you sold something , or for some other reason?
5) Count and list the checks, cash and coins you are turning in with this form.
6) Have both people who counted the funds sign the form.
7) Put the funds and this report in an envelope.

These funds are for which location ? _____

These funds are for which ministry ? _____

Describe why the funds were collected?

Offering _____

Event Fees _____

Sales of _____

Other _____

Funds turned in with this report are:

Checks $ _____

Cash $ _____

Coins $ _____

Total Funds $ _____

Ministry People Who Counted the Funds

_____ Signature _____ Date

_____ Signature _____ Date

Finance People Who Counted the Funds

_____ Signature _____ Date

_____ Signature _____ Date

Version 5
6/2/20