

Counting Team Guidance

1	Collect Counter's Box from [Location Where Counting Tools Can Be Found] . Everything you need is in the Box including a member's sheet to record individual giving, calculator etc
2	Separate the loose cash, the giving envelopes, and cheques
3	One member of the team to assume responsibility for counting the loose cash and recording the breakdown and initial total and accounting for any additional cash found in unnamed envelopes.
4	Another member of the team records the cheques on the members sheets. (Once cheques have been processed, they are to be placed in the plastic contained marked "recorded cheques")
5	All members of the team to open the envelopes recording the details of the content on the members' sheets. If an envelope has no name on it and contains cash please mark the front of the envelope "unallocated cash" and write the amount of cash contained. The amount should then be added to the total of the loose cash previously counted.
6	Envelopes marked "unallocated cash" should be kept separate until the offering has been balanced. All other envelopes to be kept in a pile.
7	Once all the envelopes have been dealt with one member of the team will assume the responsibility for counting the cash, another for totalling the cheques (using the printout electronic calculator), and another for totalling the counting sheets.
8	When the envelopes have been finished you will know the amount of loose cash plus any additional unallocated cash that had been given in an unnamed envelope. This total should be entered on the summary sheet.
9	Where an envelope is received from someone whose name is not on the members' sheet, please add them to your sheet.
10	Once the cash and cheques have been totalled this should be entered on the summary sheet, and totalled.
11	When the summary sheets have been added the total should be entered on the summary sheet, and when added to the total of the loose and unallocated cash, should equal the total of the cash and cheques.

12	<p>What happens if the totals don't agree?</p> <ul style="list-style-type: none">- Check the printout of the cheques listing- Check the cash count- Check that the loose cheques have been recorded on the counting sheets- Check that the "unallocated cash" has not been missed by checking the envelopes that have been kept separate- Check the totals on the counting sheets are correct- If after these measures you are still out please record the amount you are out on the summary sheet
13	<p>All the team sign the summary sheet</p> <p>All cash and cheques are bagged up, brown envelopes placed together, Counting Sheets and summary sheet stapled together, and then given to [Church Administrator/ Name Of Person For These Items To Be Given To] to be locked away.</p>
14	<p>Return Counters' Box to [Location Where Counting Tools Can Be Found].</p>

Thank you for your help!