

TERRA NOVA CHURCH COUNT TEAM

PROCESS SHEET & REMINDER CHECKLIST

Reminders Before You Begin

Money should never be left unattended. (For example, don't leave pails of money or a bank bag unattended on the information table in Revolution Hall while you look for Phil Taylor or Paul Gordon to get a key to let you in the church offices. Or don't leave the money or bank bag in an office at 409 River Street while you go to the bathroom or look for a key to the safe.)

There should always be someone else from the finance team with you and the money. This creates a level of accountability for all people counting in case there is ever a variance.

Summary of Procedures

- 1. Pick Up Bank Bag**
- 2. Check Placement of Collection Pails**
- 3. Monitor Passing of Collection Pails**
- 4. Gather Collection Pails Containing Tithe & Offering and Go To Information Table**
- 5. Put Tithe & Offering in Deposit Bank**
- 6. Get Keys to Unlock Church Office**
- 7. Go to Office to Count**
- 8. Get Supplies Out & (if 12pm service) Bank Bag from the Safe**
- 9. Sort Coins, Currency, & Checks**
- 10. Sort Special Offerings**
- 11. Check for Envelopes & Identify Amount Inside**
- 12. Date Count Sheets**
- 13. Count Tithe & Offering**
- 14. Calculate Total General Tithe**
- 15. Count & Calculate Special Offerings**
- 16. Calculate Totals**
- 17. Compare Totals**
- 18. Sign Both Count Sheets**
- 19. Put Count Sheets along with Tithes & Offering in Bank Deposit Bag**
- 20. Put Away Supplies**
- 21. Put Count Sheet in Phil Taylor's Office (12pm service only)**
- 22. Lock Bank Deposit Bag in Safe.**

Detailed Procedures

- 1. Pick Up Bank Bag:** Arrive before the service starts and pick up a green bank deposit bag in the storage cabinet at 409 River Street.
- 2. Check Placement of Collection Pails:** Before the service starts, check to see that all of the appropriate number of collection pails (4 downstairs and 5 upstairs) are placed under chairs in the front row of each section.

If you are counting for the second service, the pails from the first service may be on the information table instead of under the chairs in the front row. If they are, please be sure to place them in their appropriate places in the front row.
- 3. Monitor Passing of Collection Pails:** At the end of the service when the tithe and offering begins (this time will be announced by the worship leader), walk around and check to make sure each of the collection pails is being passed. (Sometimes the person in the front row may forget or not know to pass it or there won't be anyone seated in the front row.) You should initiate the passing of a collection pail if it isn't being circulated.
- 4. Gather Collection Pails Containing Tithe and Offering and Go to Information Table:** Gather the collection pails at the back rows after each section has passed them. Stack them on top of each other and bring them (along with the green bank bag) to the information table near the entry of Revolution Hall. (Do not consolidate the money from the multiple collection pails in the worship area.)
- 5. Put Tithe and Offering in Deposit Bag:** Wait for the other counter to arrive at the information table and then both counters should put the tithe and offering in their pails into a green bank bag. (Do not count the money in Revolution Hall.) Leave the empty pails on the information table.
- 6. Get Keys to Unlock Church Office:** If you are counting for the first service, the doors at the church offices at 409 River Street should be unlocked or an attendant will be at the front of the church offices to let you in.

If you are counting for the second service, get a key from Phil Taylor or Paul Gordon that will let you into the church offices to count. Be sure to relock the door behind you after you enter and to return keys to Phil or Paul after you are done counting.
- 7. Go to Office to Count:** Bring the tithe and offering contained in the green bank bag to the church offices to count. (Both counters should remain together with the money until it is deposited into the safe or given to whoever is making the deposit.) Be sure to close the door to the office you are counting in to prevent people coming in and out while you are counting.
- 8. Get Supplies and (if 2nd Service) Bank Bag from Safe:** If you are counting for the first service, take two Weekly Tithe Count Sheets, the calculator, and pens out of the storage cabinet.

If you are counting for the second service, take the calculator, pens and a key to the safe out of the storage cabinet. Both counters should then go to the safe and retrieve the green bank bag containing the money and counting sheets from the first service. Bring it back to the office you are planning to count in. (Be sure not to leave the green bank bag containing the tithe and offering from the second service unoccupied in the office or in the possession of just one counter while you go to the safe.)
- 9. Sort Coins, Currency and Checks:** Sort the coins, cash, checks, and offering envelopes into stacks for counting. Cash should be sorted into stacks of the same denomination (ones, fives, tens, twenties, fifties, hundreds).

10. **Sort Special Offerings:** Some people put their donations for special offerings (purposes other than the general tithe and offering) into the collection pails. (For example, someone may put an envelope in the collection pail that includes cash and has a note on the front that indicates that it's payment for a church retreat. There may be a check from one of the church's supporters such as Acts 29. Or, there may be a special collection done to support an organization, such as Love 146 or Joseph's House).
While sorting, create a separate pile for special offerings. Also, while sorting checks, review the memo section of the check and to who the check is made out so that you can identify those for a purpose other than the tithe and offering.
11. **Check for Envelopes and Identify Amount Inside:** If there are any offering envelopes, ensure that the amount inside is written on the front of the envelope. If the amount is already written on the front, confirm that the amount of the offering inside is accurate. (The name of the person giving does not need to be identified.) Take the checks, coins and/or currency out of the envelope and sort it along with the rest of the tithe and offering. Do not throw away the empty envelope. Include it (with the amount that was given in it written on the front) in the green bank bag for your service that will be placed in the safe.
12. **Date Count Sheets:** If you are counting for the first service, fill in the date on two new Weekly Tithe Count Sheets. These sheets will be used for tabulating the tithe and offering for both services. Only complete the section of the count sheets for the first service.
If you are counting for the second service, take the two Weekly Tithe Count Sheets used for the first service out of the green bag containing the tithe and offering from the first service. (To avoid mixing the tithe and offering from the first and second services, be sure not to take any of the cash, checks, envelopes, or other information out of the bank bag from the first service. Only the counting sheets are needed.)
13. **Count the Tithe and Offering:** The two counters should begin with one of them counting the coins and bills and the other counting the checks. Below are the detailed procedures for counting to ensure that the count sheets are completed accurately (which will allow for a smooth process when making deposits at the bank and an accurate finance reports to the church leadership). Each counter will complete a count of the coins and bills as well as the checks.

Coins and Currency

- a. Begin by counting the number (not the value) of coins. Write the number of each collected for your service on the left column of the count sheet. (For example, if there were seven dimes, you would write the number "7" in on the left column.)
- b. Count the value of the coins and then write the amounts for your service in on the right column. (For example, if there were 10 nickels, you would write "\$0.50" in on the right column.) Be sure to check your math using calculator.
- c. Repeat the same procedure used for coins with the paper currency, first counting the number of each denomination for your service and filling it in on the left column and then the value of each denomination of the bills for your service and filling it in the right column.
- d. After counting the number and value of the coins and currency, use the calculator to add up the total value of coins received and write the total for your service on the sheet in Row A. Do the same for the bills and write the total for your service in Row B. Use the calculator to add the value of the coins from Row A and currency from Row B and write the total value for your service in Row C ("Total Coin & Currency"). (The Rows are labeled on the count sheet)

- e. After counting the coins and bills is completed, switch with the person counting the checks after they are done and count the checks (if you haven't done so already) by following the procedures listed below.

Checks

- f. Begin by first flipping through the stack of checks to confirm that each one is made out to Terra Nova Church and that there isn't any special designation written in the memo section of the check. Sometimes a special offering will be taken or someone will put their support for a ministry that the church supports into the collection pails. Checks that are made out to someone or an organization other than the church or identified in the memo section for a purpose other than the tithe and offering should be put into a separate pile.
 - g. Count the number of checks and write the number for your service in on the left column of Row D.
 - h. Using the calculator, add the total value of the checks and write the amount for your service in on the right column of Row D.
14. **Calculate Total General Tithe:** Using the calculator, calculate the Total General Tithe (Row E) by adding the Total Coin & Currency for your service (Row C) with the Checks Total for your service (Row D). Write this amount for your service in Row E.
 15. **Count and Calculate Special Offerings:** Identify the purpose of any special offerings included in the collection pails on the Weekly Tithe Count Sheet and indicate the total amount given for each. (None of the funds included in this section should be included in the above section on the count sheet for Total General Tithe.) Calculate and write the Total Special Offerings in Row F.
 16. **Calculate "Total":** Use the calculator to add the Total General Tithe (Row E) and Total Special Offerings (Row F) and write the total in the bottom row of the sheet (the area identified as "Total").
If counting for a second service, use the calculator to also add all the totals of coins, currency, and all subtotals for both services in the column farthest to the right.
 17. **Compare Totals:** After each counter has completing all of the counting and calculations for their sheets, they should compare their results and ensure that all numbers are the same and correct any errors. The numbers and amounts on both sheets should be exactly the same in every place.
If counting for the second service and you notice an inaccuracy has occurred in the mathematical calculations for the first service, put a line through the incorrect number and write the correct number next to it along with your initials next to where the change was made.
 18. **Sign Both Count Sheets:** Each person counting should sign the bottom of their sheet in the area designated for their service. Signing the count sheet indicates that the numbers and amounts on it are correct and that it reflects exactly what is included in the bank bag. Switch sheets with the other person counting and also sign theirs.
 19. **Put Count Sheet and Tithe & Offering in Bank Deposit Bag:** After the counting and Weekly Tithe Count Sheets are completed after the 10am service, put it all in the green bank deposit bag.
If counting for the second service, combine the currency and checks with that for the first service and put it all into one green bank deposit bag. Leave one of the completed counting sheets out of the green deposit bag. (This will be left in Pastor Phil Taylor's office.)
 20. **Put Away Supplies:** Put the empty bank deposit bag, calculator, pens, unused count sheets, and any other counting supplies back on the counting shelf in the supply cabinet.

21. **Put Count Sheet In Phil Taylor's Office:** Leave one of the completed counting sheets on Phil Taylor's office chair (folded in half so that the print is in the inside of the paper). If his office is locked, just slide it under the door.
22. **Lock Deposit in Safe:** Finally, get the key to the safe. Both counters should then go to the safe and lock the bank deposit bag (containing the tithe and offering and appropriate count sheets) inside.

Your done! Thank you for all your work in volunteering for the Count Team!

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