

Instructions for Money Counters

Purpose: With the VPD ensure all funds are accounted for and all financial information processed properly and to deposit funds collected into Regions bank account. This is done after Sunday's 10:30 service only.

- Collect all offerings from the collection baskets (found under the altar)
- Retrieve any funds from the safe under the altar (checks and paper money only; do not include coins in the deposit). Key to the safe is kept in the file cabinet in the money counting room
- Ensure all checks have been endorsed by check writer
- Stamp back of all checks with provided check stamp
- Copy the front of all checks making certain the following items from each check appear on the copy
 - Name
 - Check #
 - Amount
 - Memo line
- Both counters should individually add all checks and cash, then total deposit. Compare totals for agreement
 - Record each check number and dollar amount on the back of the deposit slip
 - Record currency, check, and deposit totals on the front of the deposit slip
 - Ensure the totals match the written amount on each check and the deposit slip
 - Verify the number of checks vs the number of copied checks
- Copy any envelope containing cash
- Copy both sides of the deposit slip
- Place all checks, cash, and deposit slip in bank deposit envelope
- Complete the Collection Record with all information and names of both counters
- Stamp front of deposit envelope with check stamp and add cash amount and check amount
- Staple together the following and place in the 3rd drawer of file cabinet in the Annex (with the checkbook which is also there)
 - Collection record
 - Copy of deposit slip
 - Copy of all checks and envelopes that contained cash
- Leave slip with parishioner count in the money counting room for the Celebrant who will record number of communicants in the service register
- Check copy machine for any documents, checks, etc. that may have been left there