

Elder Signature 1: _____ Date: _____ Elder Signature 2: _____ Date: _____

Elder Signature 1: _____ Date: _____ (For Christmas and Easter counting – 3 people)

To be verified and filled out by Elders	OFFERING COUNTING PROCEEDURE	
GIFT CARDS	<p><i>Carefully read these instructions before proceeding. Basically we are restrictively endorsing the checks to PPC, and counting all cash, but need to retain the source of the donation if the source is identified on the envelope.</i></p> <p>You will need:</p> <ol style="list-style-type: none"> 1. Large brown <u>envelope</u> found in upper cabinet across from safe: use to hold offering. 2. <u>Combination</u> to safe: on post-it on “Lay Leader Instruction Sheet”. 3. “<i>For deposit only</i>” <u>ink stamp</u> kept inside safe. (Make sure it is the “For Deposit Only” stamp and not the “address” stamp.) <p>Procedure:</p> <ol style="list-style-type: none"> 1. Carefully open ALL envelopes and pull out contents just enough to see if check or cash. Do NOT separate envelope and contents if a name or giving number is legible. If there is no donor name or number- dispose of envelope. The gift is not traceable. 2. Count & total the number of gift cards received and the total value of the gift cards and notate in the appropriate boxes on the left. 3. Make two piles of envelopes: one of checks & one of cash (keeping cash in the envelope if envelope has donor information). 4. Stamp each and every check, no matter what it is for: flowers, special offerings, etc. Count and record the number of checks in the appropriate box on the left. 5. Count & total loose cash and notate in appropriate box on the left. 6. Count & total cash in envelopes, keeping in envelopes, and notate in appropriate box on the left. <ol style="list-style-type: none"> a. Write on large brown envelope: Two Elders’ names, Date of offering 7. Each elder should sign and print name in the space above. 8. Make a copy of this sheet and place in Treasurer’s Box. 9. Place original in brown envelope 10. Place sealed brown envelope and stamp in safe and lock. <p style="text-align: center;">Never take the offering home or out of the building. For Christmas and Easter counting – 3 people.</p> 	
# of gift cards		
Total value of gift cards		
CASH		
Loose Cash		
Cash in Envelopes		
Total amount of Cash		
CHECKS		
# of checks in offering plate		
NOTES		