

Appendix G

Procedure for Counting the Offering

Supplies Needed:

4 tape calculators	1 Container marked "checks"
Rubber bands	1 Container marked "receipt"
Coin wrappers	1 Container marked "no receipt"
Money bags	Note paper/pens

Procedure

1. Remove envelopes from buckets.
2. Separate envelopes with cash from envelopes with checks. (Should be marked on envelope by donor; if not, look inside.)
3. Remove checks from envelopes.
4. Check value of check against amount written on envelope. Write on correct amount.
5. Deposit envelopes in containers for "receipt~~ or no receipt" depending on what is indicated by donor on envelope.
6. Separate checks by value. (Rubber band each value.)
7. Add total of each banded group, attach note paper with amount under rubber band.
8. Stack checks in container marked "checks".
9. Take cash out of envelopes.
10. Verify cash amount with amount written on envelope. Correct if necessary.

11. If envelope is marked “no receipt” put envelope in container marked “no receipt”.

12. If envelope is marked receipt put envelope in container marked “receipt”.

13. Separate currency by value. (Use rubber bands and coin wrappers.)

14. Add total cash value.

15. Put cash into money bags.

16. Add cash total to check total.

17. Head counter takes checks, money bags, and envelope containers and carries out instructions for holding and depositing.

18. An armed police officer should be present at all times.