

# Offering Counters

A team of volunteers records and processes the cash and checks and other items placed in ATN's donation boxes at each worship service or event where donations are solicited. To protect the volunteers serving as counters, there are always 2 unrelated volunteers. To protect our staff, none of the volunteers are to be related to the staff members.

## Process

- Approximately 10-15 minutes after the end of the service, retrieve the donation boxes from the connections tables (*one in the center back, and one close to the front entry*)
- Place the two donation boxes on an out-of-the-way table with the counters
- Open the boxes (*code=2105*), placing the contents on the table
- Collect any prayer request forms or Welcome cards and give these to Lead Pastor
- Organize piles of:
  - Coins
  - Paper Money by denomination - all \$5 in one pile, all \$20 in another, etc.
  - Checks
  - Giving Envelopes
- Open Giving Envelopes
  - If there is a name on the envelope and it contains more than \$5, write the donation amount on the envelope.
  - Add the donation to the appropriate pile - coins, checks or cash
- Using two copies of the Receipts Count Summary form (*available from ATN's Ministry web page*), each counter independently is to:
  - Record the service date at the top of the form
  - Enter the total of all coins
  - Enter and total the number of paper money by denomination
  - Enter the total amount of paper money plus coins received
  - Enter each check (name, check number, date, and amount)
  - Enter the total amount of check donations received
  - Add the total cash donations plus total check donations as the Total Deposit amount
- Once the two forms agree...
  - Both counters enter their names and sign the forms
- Place all of the recorded donations in the deposit pouch
- Give a copy of the donation form and the giving envelopes to ATN's Finance chair
- Give a copy of the donation form and the deposit pouch to ATN's volunteer depositor