

## **ABC Baytown – Church Offering Counting Procedure:**

1. Collect offering from the offering collection box located on top of the black cabinet at the middle/right of the gym facing the stage (this may get moved to a different location in time).
2. Select an authorized person to count with you. The list of authorized persons should be selected using the order below:
  - a. Another member of the trustees
  - b. An admin committee member
  - c. An elder
  - The Individuals who serve in the roles below cannot serve as counters of the offering because they handle the offering after it is taken up or they should otherwise not be privy to what is given:
    - o Lead pastor
    - o Church treasurer
    - o Assistant Church treasurer
    - o Church secretary
3. Take the offering box (or contents inside) to the left side of the counter inside of the kitchen. Select a counting form and envelope from the far left side counter drawer
4. Check all envelopes to determine whether they contain cash or a check. If they contain a check they do not need to be counted and can be set to the side.
5. If the envelope contains cash....this must be counted. Take the cash or coins out of the envelope and count it. Record the contents on the envelope listing out the amount along with the number and type of bill that is inside (exp... (5 qty) \$20s = \$100). Keep checking and adding up all envelopes with cash inside in this manner. Any envelope with cash that does not have a name on it will be considered “anonymous” cash.
6. Collect any loose cash or change collected from the box and count it. This will be considered “anonymous” cash.
7. After (or during ) the counting of the cash record the results on the counting form taken from the drawer. All cash and change should be

recorded and totaled on the form. There is also a blank space to record the amount of anonymous cash that was found in the box.

8. Once the counting is complete and the counting form is filled out...both the counter and the verifier should sign the form and then put the cash and form inside of an envelope and seal it. Write the date on the outside of the envelope.
9. Take the envelope to Grace House and deposit it inside of the church secretaries office using the mail slot on the church secretaries office door.