

## Offering Counter Guidelines

Counting offerings may not be a glamorous task, but it is vital to ensuring proper and smooth functioning of the many ministries of St. Matthew's. For your own protection, it is important to read and follow the guidelines and procedures below.

### General:

It is required to have two (non-related and non-staff) counters present while counting. If a scheduled counter is not present, another counter will be recruited from the congregation.

### Counting Procedure:

1. Obtain offerings from ushers and get the black counter bag from the workroom cabinet.
  - a. Obtain the lock box key from the key cabinet to open the lock box.
2. Separate offerings into (1) envelopes, (2) loose checks, and (3) loose cash.
  - a. Count loose cash and annotate the amount on the Counter's Report.  
Cash should be reported as cash from member envelopes, and loose cash.
  - b. Open envelopes.
    - i. Ensure each check is annotated with circled envelope number and amount designated. Note any amount given for other than general offering. If check does not already have a number, copy the number from the outside of the envelope, and write this number on the lower left corner of the check and circle it. If the number cannot be found, use the list of names and giving numbers in the counter's bag.
    - ii. For envelopes that contain cash, write the amount and the word "Cash" on the envelope, and set them aside to be copied with the checks.

- c. Annotate loose checks.
    - i. Check for envelope number on check face. If none is present, check member list in counter bag for envelope number and, if present, write the circled envelope number in the lower left corner of the check. (Don't confuse the alphabetical sequence number with the envelope number.) Non-member checks will not be annotated.
  - d. Stamp the backs of all checks with the bank stamp found in the counter bag.
  - e. Make copies of all checks and envelopes containing cash, and ensure name, envelope number (if applicable), check number, and amount are readable.
  - f. Count checks and annotate amount on Counter's Report. Log designated offerings (Youth Fund, memorials, special gifts, etc.) on the Counter's Report and crosscheck that they are annotated on the memo line of the check or on the cash envelope.
  - g. Total the cash and checks and sign Counter's Report.
3. Total cash and checks, and document on deposit slip (found in counter bag supplies). Also for cash, document by denomination on the deposit bag.
  4. Using the Counter's Report, add all check totals, annotate this total on the Counter's Report and then recount all checks by reading the amounts from the copy pages. Resolve any variance between totals.
  5. Document check total on the deposit slip and on the deposit bag.
  6. Sum cash and checks and place total on the deposit slip and on the deposit bag.
  7. Place deposit slip, checks, and cash in deposit bag. Add name, date, and account number. Sign and seal bag.
  8. Place check copy pages and counter supplies in counter bag and place bag in counter cabinet.
  9. Return collection plate to usher cabinet.
  10. Deliver deposit bag to Frost Bank night deposit repository.

**Thank you for your willingness to serve our community of faith as an Offering Counter.**