

**BEAUTIFUL SAVIOR LUTHERAN CHURCH
COUNTERS
DUTIES & RESPONSIBILITIES JAN 16/2013**

“Serve ..not by the way of eye-service, as people-pleasers, but as servants of Christ, doing the will of GOD from the heart, rendering service with a good will as to the Lord and not to man, knowing that whatever good anyone does, this he will receive back from the Lord, whether he is a servant or is free” (Ephesians 6: 6-8).

PROCEDURES FOR COUNTING:

- Retrieve Offering Plates from the Sanctuary.
- No meetings allowed in counting room, lock the door if necessary.
- Counting teams to be made up of 2 no more than three individuals.
- Counting teams term is for 2 Sunday's in a row.
- Finding a replacement is your responsibility if unable to attend and only as a last resort, advise the Financial Recording Secretary, that you will be unable to fulfil your Counter duties for the coming Sunday.
- Retrieve BSLC Deposit stamp & stamp pad, Deposit Book, Balancing sheet, Credit Union Deposit Envelope, etc. from storage cabinet.
- Separate loose monies from offering envelopes, make a separate pile for BSLS(School).
- Complete an offering envelope for each loose cheque, putting full name, address, postal code, phone number, and amount on the envelope.
- Open one offering envelope at a time ensuring the amount recorded on the envelope equals the amount found inside the envelope. If different mark the envelope showing the change.
- Place the last name of the contributor on the offering Envelope.
- Mark on each envelope what was inside, ie 1 @\$20.00 or cheque.
- When opening the envelope check the date, amount of cheque, make sure cheque is signed.
- Process all envelopes until all are open, checked and marked.
- Stamp the back of all cheques with the BSLC deposit stamp, make two calculator tapes of all the cheques, tape one is to be stapled to the deposit slip and tape two is stapled to the yellow offering summary sheet.
- Make a calculator tape of all the regular offering envelopes, keep tape with the envelopes, tape must equal the amount recorded on the Summary

Sheet.

- Make a calculator tape of other envelopes, which indicate a purpose other than regular offering ie: Capital Account, Memorial Fund, Sunday School.
- Add up all the loose monies in the offering plate that have no envelope.
- Place emptied Memorial contribution envelopes with the rest of the offering envelopes. The recording Secretary will provide the information to the Secretary so that a letter of acknowledge can be sent to the recipient family.
- Complete the BSLC Offering Summary Sheet.

PROCEDURES FOR COMPLETING SUMMARY SHEET & BANK DEPOSIT BOOK.

- Record the date on the top of Summary Sheet.
- Record the amount of loose cash received in the offering plates.
- Record each cheque amount on the left hand side of the deposit slip.
- Record the total amount of the cheques from the calculator tape on the left side of the deposit slip.
- Carry the cheque total to the right hand side, listed cheque subtotal.
- Record the amounts for other separately on the summary sheet.
Ie, Memorial Fund, Capital Fund, Sunday School, and any other designated fund(s).
- Calculate top section, total and record amount on Total A.
- Record in Section B, types of bills, count of coins, and cheque total.
- Multiply total amount of each bill by the value of each bill.
- Calculate bottom section, total and record amount on Total B.
- Make sure that Total A is equal to Total B.
- Sign the Summary Sheet (must be signed by TWO people).
- Complete the Bank Deposit slip in the Bank Book.
- Record all monies on the right hand side of the Deposit Page.
- Record the total of all cheques on the left hand side of the Deposit Page.
- Make sure the Final Deposit amount equals the B total on the Summary Sheet.
- Sign & Date the Deposit Page.
- Tear the top deposit page from the deposit book, place with all monies and cheques with tape into the Credit Union Deposit Bag.
- Seal the deposit bag, write BSLC on front of Deposit Bag.
- Deposit bag in to the Night Depository at the Credit Union.

- Place white copy of Summary sheet on Secretary's desk.
- Place yellow copy of Summary sheet with the offering envelopes with calculator tape enclosed, in cupboard for the Recording Secretary.
- Return Deposit Book, stamp & stamp pad, to cupboard, close the door.
- Return offering plates to the Sanctuary.
- Make sure the door to the Office is locked when you leave.
- Keep the most up to date procedures for COUNTERS posted in the office.

See following Pages for Summary sheet and for Bank Deposit Sheet.

PROCEDURES FOR COMPLETING BSL SCHOOL OFFERING

- Open offering envelope(s).
- Ensure the amount recorded on the envelope equals amount found inside the Envelope.
- Mark on envelope what was inside i.e. 1 \$20.00, or cheque, etc.
- When you open the offering envelope, check the date, amount of cheque, is cheque signed, place name on the offering envelope.
- Proceed to complete BSLS(School) deposit book.
- Place deposit slip, monies, cheques in a separate envelope, then place this envelope into the Credit Union Deposit Bag.
- Place offering envelope with the bundled envelopes. Financial Recording Secretary will advise the school of the amount and name of contributor(s).

Please note Counting of Offerings requires two or more people for Internal control purposes.

3rd Draft

COUNTERS GUIDE

BEAUTIFUL SAVIOR LUTHERAN CHURCH

Revised January 16th, 2013