# Money counting

### Parochial Funds

* Retrieve collection bags from church safe and/or storeroom safe

*(ask staff or warden for key)*

* Retrieve ‘admin’ laptop computer from storeroom.
* Open excel spreadsheet titled Master Count and save working copy for the week’s counting.
* For each service count the ‘open’ money and record in spreadsheet
* Then count the number of envelopes and count money from envelopes and record.
* Once all the offertory monies have been counted and recorded, do a verbal reconciliation with fellow counter to ensure all monies accounted for
* Make receipt in Parochial book *(top drawer office safe)* for the total amount received for the services, listing total for Open and total for Envelopes.
* Prepare Westpac bank deposit slip and bank plastic satchel *(bottom drawer office safe)*
* Place monies in separate bags
* Monies deposited at Post.

**If there are non-Parish monies to count** *(e.g., BCA boxes, Harvest Table, Samaritan Purse)*

* Count money received and prepare a funds receipt/s in the normal way.

### AREA donations

* Open each envelope and record amount on donation sheet against respective envelope number.
* Prepare Commonwealth bank deposit slip.
* Monies deposited in Commonwealth branch, Alstonville on Monday
* At the end of each month, send email to AREA Treasurer with monthly reconciliation.

**Collection Counting Sheet**

The sheet used by Service Collection Counters is attached.