

*ST. LUKE'S LUTHERAN CHURCH*  
**OFFERING COUNTING PROCEDURES**  
Revised May 2013

*Note: Follow steps in the order listed.*

**A. SET UP and OBTAIN OFFERINGS.**

- 1. Set up for counting (Counter's box, adding machine, etc.).
- 2. Get early service offerings, other offerings, special gifts, and payments from locked file cabinet (bottom drawer; the key is on the key ring in the Counter's box).

**B. SORT OFFERINGS BY CATEGORY.**

- 3. **Before opening any envelopes, review, sort, and separate the offerings, special gifts, and other income into various categories.** *This is a critical step that ensures the offerings and other contributions are properly accounted by the Treasurer and Financial Secretary.*
  - a. See a partial list of categories in Step C.
  - b. **Carefully**, review **each** regular envelope, pew envelope, loose check, etc. for notes, which designates the offering/gift as a special gift; sort and separate accordingly. When reviewing loose checks, check the "note" or "memo" section for special gifts. **Perform this step with close attention, as it is the most common error made by Counters; i.e., missing a special contribution and incorrectly counting the contribution as general offering.**
  - c. If a pew envelope has no name, open the envelope:
    - If it is cash, sort the offering as "loose offering".
    - If it is a check, clearly print the name and amount on the pew envelope and sort it as "envelope offering".
  - d. Verify that loose checks are written to St. Luke's. *Checks not for St. Luke's should be given directly to the proper payee.*
    - Using the information from the check, prepare a pew envelope with the contributor's name and the amount of the check.

**DO NOT COMMINGLE MONEY and CHECKS UNTIL STEP 10 IS COMPLETED.**

**C. COUNT OFFERINGS, SPECIAL GIFTS, and OTHER INCOME for EACH CATEGORY.**

*Count each category of offering and special gift **separately**. Envelopes are to be opened at this step. Record the offering totals, by category, on the top portion of the "Deposit Recap Slip."*

- 4. Count Loose Cash Offering, **separately**. **Verify that the loose offering count is correct, as there is no means to correct if the loose offering is not counted or an error is made.**
- 5. Count Sunday School offering, **separately**.
- 6. Count the Memorial Gifts, **separately**, by each person being memorialized; prepare a "Memorial Gift Record Sheet," for each person memorialized.
- 7. Count the Special Gifts, **separately**, by each special gift type.
- 8. Count Other Income, **separately**, by each Other Income source.
- 9. Count the Flower contributions, **separately**. *Follow the procedures noted for Envelope Offerings (see step 10, below). Ensure that a name and amount is on each envelope for Flowers.*

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- 10. Count the Envelope Offering (General Fund), separately.
  - a. Check that a name is on each pew envelope. *If no name is on a pew envelope, see step 3-c, above.*
  - b. **Open each envelope and remove the offering.**
  - c. **Check that an offering amount is recorded on the envelope (regular and pew).**
  - d. Check that the amount written on the envelope agrees with actual amount of the actual offering.
  - e. If amount received is **cash**, write cash on the envelope.

**Note: If any of these checks are not done or an error is made, there is no means to verify the error later or to correct the error.**

**D. COMMINGLE and COUNT the MONEY and CHECKS RECEIVED.**

*Record counts (totals) on the "Deposit Recap Slip".*

- 11. Total the "Currency" received and record at bottom of Slip.
- 12. Total the "Coins" received and record at bottom of Slip.
- 13. Total the "Checks" received and record at bottom of Slip. *Save the adding machine tape and include with the deposit (Step 18).*

**E. RECONCILE the COUNTS.**

- 14. Total the recorded amounts on the "Deposit Recap Slip" for Offerings, Special Gifts, and Other Income (i.e., top portion of Slip.)
- 15. Total the recorded amounts on the "Deposit Recap Slip" for Currency, Coins, and Checks (i.e., bottom portion of Slip.)
- 16. Reconcile the totals; the top portion total (Step 14) must agree with the bottom total (Step 15).

**F. PREPARE THE DEPOSIT.**

- 17. Endorse (stamp) the checks.
- 18. Prepare deposit slip; attach the adding machine tape of the checks (Step 13) to the deposit slip.
- 19. Place the deposit slip, monies, and checks in deposit bag (if number of items being deposited is unusually high, you may need a second deposit bag). Stamp the deposit bag with St. Luke's endorsement stamp.
- 20. Tear off and complete the 'tear off' strip at the top of the deposit bag.

**G. DISTRIBUTE RECORDS.**

- 21. Distribute "Counting" Records as follows: **Put records in appropriate mail boxes.**
  - a. Treasurer:
    - ▶ "Deposit Recap Slip" (original). Place this on top with accompanying documents stapled behind it.
    - ▶ Carbonless copy of bank deposit slip.
    - ▶ Deposit bag tear off strip (record of deposit).
    - ▶ Other documents that might be valuable to the Treasurer such as receipts, notes, etc. *Such items are **not** common.*

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- b. Financial Secretary:
  - ▶ All envelopes (regular, pew, flowers, special, etc.)
  - ▶ Copy of "Deposit Recap Slip".
  - ▶ Memorial records -- "Memorial Gift Record Sheet."
- c. Church Office Secretary (***Place on desk top.***):
  - ▶ Copy of memorial records -- "Memorial Gift Record Sheet".
- d. Finance Board Chairperson:
  - ▶ Copy of "Deposit Recap Slip".

**H. RETURN MATERIALS and LOCK UP.**

- 22. Return counting materials and clean up. Ensure the file cabinet is locked.  
***When cleaning up, do NOT put empty brown lunch sacks in the Counter's Box; stack sacks on top of the file cabinet or a shelf.***
- 23. Lock Office.
- 24. Return Counter's box key ring to office through the office mail slot in middle door, providing the night deposit key is not needed to make the deposit (see step 25, below).

**I. MAKE DEPOSIT.**

- 25. Make deposit at either the F&M Bank located near the southwest corner of Florin Road and Franklin Blvd or at the F&M Bank located in Elk Grove at 8799 Elk Grove Blvd.
  - a. **Use caution when making the deposit at the bank;** check your surroundings for suspicious characters; do **not** make the deposit if in doubt, go to another F&M bank.
  - b. After placing the deposit bag in the night box deposit slot, check to make sure the night deposit machine correctly accepts the bag (i.e., open the slot and look in to ensure the bag is gone).

**Note: If you notice the supply of anything getting low (such as, adding machine tape, deposit bags, deposit slips, deposit recap and anything else), leave a note on the Church Secretary's desk.**