

SUMMARY OF OFFERING COUNTING TASKS

Each week or month members of Christ Our Savior give offerings that are used to support the various activities and ministries of your church. The following is a summary of the tasks for the offering counters. Detail relative to each of these tasks is contained on the following pages.

Offering Preparation

1. Separate the offerings into three piles: envelopes, loose checks, and loose cash.
2. Open the envelopes indicating on the outside of the envelope the check number and noting the amount given.
3. Post the loose checks either on the member sheet or on the visitor sheet.
4. Using the "Cash Control Sheet" tally the loose cash by fund and by denomination and write down the total by denomination on the control sheet.

Computer Entry

1. Enter the offerings into the computer. Enter each of the envelopes individually. Enter each of the loose checks whether member or visitor individually. Enter the total loose cash amounts.
2. Print out the offering detail and offering summary. Check the printed offering detail against the envelopes, member sheet, visitor sheet, and "Cash Control Sheet".

Balance and Generate Offering Transmittal

1. Add up all the checks and generate an adding machine tape.
2. Balance the offering totals and post to the offering transmittal sheet.