

Cash Counting Policy



To be used whenever cash is counted as part of our church functions, including but not limited to Worship Service Offerings; Special Fundraising Events; Children's and Youth Services and Activities; any other times when cash transactions occur.

- All cash should be counted by two people in each other's presence.
- A Cash Counting Record shall be filled out and initialed by both parties.
- The two parties may not be related to each other.
- The cash and the Cash Counting Record should immediately be placed in an envelope together, labeled with event and date, sealed, and placed in the lock box in the office.
- Cash should not be removed from the church by anyone other than the Financial Secretaries at the time of the deposit.
- Extra "counters" will be enlisted by the Human Resources Committee as needed and requested

May 2013

CASH COUNTING RECORD

United Church of Christ in New Brighton

Occasion: _____

Date: _____

Counters: _____

Amount

Pennies: _____

Nickels: _____

Dimes: _____

Quarters: _____

Ones: _____

Fives: _____

Tens: _____

Twenties: _____

Fifties: _____

Hundreds: _____

Total: _____

Deposited: _____



**NOTE:
FOR CASH ONLY.
DO NOT RECORD
CHECKS ON THIS
FORM.**