

Guidelines for Sunday count:

Prior to Service

- set up card table in the small chapel.
- On the table put: Envelope Recording sheet, Offering Detail form, insurance notebook

After the Service (at least two people required)

- collect Offering Containers from the Communion table (or sanctuary area) and take to card table

Loose offerings:

- Sort into denomination order with the Queen's head uppermost

Person A	Person B
Count the money and enter the details on the Offering Detail form under the heading "Loose".	Check the count

- Place the money in a plastic bag and keep separate from all other money.

Numbered envelopes

- Sort into numeric order.

Person A	Person B
Call out each envelope number	Make a small tick beside that number
Open each envelope, <ul style="list-style-type: none"> • extract the offering, • count the money • record that amount on the top right hand corner of the envelope. • call the envelope number and the amount to Person B • put the money in piles according to the denomination (head uppermost) • put the envelopes in a pile upside down 	<ul style="list-style-type: none"> • Watch to ensure that Person A has correctly counted the offering. • Enter the amount next the appropriate number on the Envelope Recording sheet
When all the envelopes have been opened, <ul style="list-style-type: none"> • count and record the cash on the Offering Detail form under "Envelopes" • Combine "Loose" and "Envelopes" totals and record 	Add the individual columns getting a total of the giving through the envelope system. This must agree with the total of the money counted. See note over page if numbers don't agree.
Sign the Offering Detail form and the Envelope Recording Sheet.	Sign the Offering Detail form and the Envelope Recording Sheet.
Fill in the notebook for insurance purposes. This MUST be kept separate from the cash until the banking is deposited in the bank on the following working day.	
One member takes the responsibility of ensuring that the money is banked.	
The envelopes are folded within the Envelope Recording sheet. These are to be taken to the Church Office ASAP.	
The Offering Detail form is to be taken or e-mailed to the Accounts Clerk.	
The green satchel can be given to the next person rostered on Count or taken home and returned the following Sunday.	

Over 

Notes:

1. If there is more than one envelope for a particular number record the total amount on one envelope the total is noted on the Envelope Recording Sheet (the other envelope can be destroyed).
2. Any cheques should be recorded with a small `c` beside the number on the Envelope Recording Sheet. The amount should be recorded at the bottom of the Envelope Recording Sheet.

If the tally and cash do not agree

- Recheck the addition on the envelope recording sheet
- Recheck the cash count and check the additions on the Offering Detail Form.
- Recount the cash and cheques separately. The cheques should agree with the list on the top right hand corner of the envelope recording sheet.