



Sunday Morning Offering Counting Procedure

1. Empty Offering Bags onto Counting Table.
2. Separate the Loose Currency (***money not inside an envelope***).
3. Count the Loose Currency and write the total in the "Loose Cash/Ofrenda Suelta" box on the middle, right-side of counting sheet. Set the loose currency aside in a pile separated by denominations.
4. Begin opening envelopes and removing contents as follows: Separate the envelopes by currency type (cash or check).
 - A. Open envelope and remove contents, one envelope at a time.
 - B. **Circle Amount and Check Number or Cash** with a **red** pen to confirm amount and type. If amount written by the contributor is unclear make sure to write the amount clearly and initial. ***Currency is to be separated into denominations and combined with the loose cash pile. Checks are to be placed in their own pile.***
 - i. **NOTE: DO NOT** throw out any envelopes. If an envelope does not contain any information but has currency inside, please follow the same process indicated in step B.
 - C. Repeat step B for all tithe/offering envelopes.
 - D. Count all coins and enter the total in the "Coins/Monedas" box located in the middle left-hand side of form.
 - E. Count all cash (***including the loose cash***) and enter the amounts of each denomination on the counting sheet in each respective box in the "Tithes/Diezmos" column.
 - i. **NOTE: DO NOT** use the "***TOTAL (for office use only)***" column located on right-side of T&O sheet. The New Life Central Services Team will use this column for verifying purposes.
 - ii. **NOTE:** Two people need to count the cash together at the same time. Do not have one person counting the cash and one person counting the checks.
 - F. Once the coins and cash are broken down on the form, add the totals of each denomination with the total coins under the "Tithes/Diezmos" column and enter that total in the "Cash/Coins – Efectivo y Monedas" box.
 - G. Add all the checks and enter that total on the counting sheet in "Checks/Cheques" box under the "Tithes/Diezmos" column. **IMPORTANT: Checks are to be endorsed with the New Life Bank Stamp during this step.**
 - H. Add the "Cash/Coins – Efectivo y Monedas" and "Checks/Cheques" and enter that total in the "Total Offering/Ofrenda" box.

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5. Repeat step 4 for each additional fund, should you choose to use the “Other/Otro” columns.
 - i. **NOTE: Use these columns only if you are sure how to separate funds.**
6. Sign the counting form and place all cash, checks, envelopes and counting sheet in the Security Bag provided to you. Seal the bag and place in safe.
 - i. **NOTE: Security Bag must be completed on the outside (i.e. Midway English 9:30am, Midway English 11:30am, Midway Spanish 9:30, etc). There should be one bag per each service.**

If there are any questions regarding this procedure, please do not hesitate to contact the Accounts Receivable Manager at the number or email below.

Shirley Huesca | Accounts Receivable Manager – Central Services
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Important: A minimum of two counters are required to count and verify the offering. These two individuals must not be related in any way (i.e. spouses, parent/child, etc.). The Pastor or Pastors wife are not to be part of the counting team.

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