



## Sunday Morning Offering Counting Procedure

To view our video tutorial, visit: <https://www.youtube.com/watch?v=WgWd-EF3XaY>

***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.) and the Pastor or Pastors wife are not to be part of the counting team.***

- 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.**  
  
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/Diezmós**" column.  
  
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.  
  
**Two people need to count the cash and checks 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/Diezmós" column and enter that total in the "**Cash/Coins – Efectivo y Monedas**" box.

---

All Over The City For The Good of The City

Central Services: 4101 West 51<sup>st</sup> Street • Chicago, IL 60632

Tel: 773-492-3648 • Fax: 773-362-5391 • [www.newlifecommunity.church](http://www.newlifecommunity.church)



- G. Add all the checks and enter that total on the counting sheet in “Checks/Cheques” box, under the “Tithes/Diezmós” column. **IMPORTANT: Checks need to be endorsed using the New Life Bank Stamp on the back of each check, during this step.**
- H. Add the “Cash/Coins – Efectivo y Monedas” and “Checks/Cheques” and enter that total in the “Total Offering/Ofrenda” box.
- 5) Repeat **step 4** for each additional fund, should you choose to use the “Other/Otro” columns.  
**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.

**Note: The Security Bag must be completed on the outside** (i.e. Midway English 9:30am, Midway English 11:30am, Midway Spanish 9:30, etc) **and there should be one bag per each service.**

If you have any questions regarding this procedure, please do not hesitate to contact our finance team.

Blessings,

**Samara Sotelo**

*Finance Administrator*

New Life Community Church | Central Services

4101 W 51st St - Chicago, IL 60632

**Phone:** 773-645-1228

**Email:** [samaras@newlifechicago.org](mailto:samaras@newlifechicago.org)

---

All Over The City For The Good of The City

Central Services: 4101 West 51<sup>st</sup> Street • Chicago, IL 60632

Tel: 773-492-3648 • Fax: 773-362-5391 • [www.newlifecommunity.church](http://www.newlifecommunity.church)