



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/Diezmos" 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.
- 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.

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- G. Add all the checks and enter that total on the counting sheet in "Checks/Cheques" box, under the "Tithes/Diezmos" 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

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