Church

Weekly Giving Sheet

**Do not count by yourself**. If no one shows up, find a trusted member of the congregation to help you. Please follow these steps and thank you for your service.

1. Get a blank Weekly Giving Sheet and fill in the current date.
2. Get the bank bag out of the drawer.
3. Separate the contents into two (2) piles.
   1. Loose cash
   2. Loose checks and giving envelopes
4. Open each giving envelope
   1. If the envelope has no name or designation **and** contains cash, then place the contents in the loose cash pile to count later and discard the envelope.
   2. For all remaining giving envelopes, verify that the amount on the front of the envelope matches the contents. Retain the envelopes for proper designation.
5. Using the calculator, add all the checks. Attach the tape to the Weekly Giving Sheet.
6. Count the cash from the giving envelopes.
7. Enter the monies onto the Weekly Giving Sheet placing the dollar amount of each denomination and the sum of the checks under the Known Giving column. Stamp the back of all checks with the church’s Deposit Only Stamp.
8. Count the loose cash pile.
9. Enter the monies onto the Weekly Giving Sheet placing the dollar amount of each denomination under the Anonymous Giving column.
10. Complete the Weekly Giving Sheet
    1. Total the columns and rows. Make sure they balance.
    2. Each counter must sign the sheet.
11. Put all checks, cash, giving envelopes, and the Weekly Giving Sheet into the bank bag and lock it in the drawer.

Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Known Giving | Anonymous Giving | **Total** |  | **NOTES** |
| $1 |  |  |  |  |  |
| $5 |  |  |  |  |  |
| $10 |  |  |  |  |  |
| $20 |  |  |  |  |  |
| $50 |  |  |  |  |  |
| $100 |  |  |  |  |  |
| $Other |  |  |  |  |  |
| Coin |  |  |  |  |  |
| Total Cash |  |  |  |  |  |
| Total Checks |  |  |  |  |  |
| **Total Giving** |  |  |  |  |  |

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