

Contribution Record

DATE: _____ SERVICE: _____

Counter #1: _____

Counter #2: _____

Counter #3: _____

INSTRUCTIONS:

1. Before opening the envelopes, count the loose cash and record on this form. Then record the amount on an envelope marked "Public Offering" and counters initial the envelope. Set aside loose cash.
2. Open the envelopes and verify the amount and information on the envelope with the amount inside. If there is a difference, write the difference next to their total and initial. If the amount is not legible, rewrite the amount next to their total and initial. Every offering must have an envelope with the name and amount.
3. Count and record the envelope cash amount on this form. Please use calculator tape for all counting.
4. Count and record the check amount.
5. Total cash and checks for the Grand Total.
6. Total envelope amount and compare to Grand Total.
7. Place offerings, envelopes, and the Contribution Record in the money bag and give it to the Head Usher.

CURRENCY	#	LOOSE CASH AMOUNT	#	ENVELOPE CASH AMOUNT
100's		\$		\$
50's		\$		\$
20's		\$		\$
10's		\$		\$
5's		\$		\$
1's		\$		\$
TOTAL CURRENCY		\$		\$
COINS	#	LOOSE CASH AMOUNT	#	ENVELOPE CASH AMOUNT
Dollars		\$		\$
Half Dollars		\$		\$
Quarters		\$		\$
Dimes		\$		\$
Nickels		\$		\$
Pennies		\$		\$
TOTAL COINS		\$		\$
TOTAL CURRENCY & COIN		\$		\$

ENVELOPE COUNT	AMOUNT
Loose Cash Total	\$
Envelope Cash Total	\$
CASH TOTAL	\$
TOTALS	AMOUNT
Total Cash	\$
Total Checks	\$
GRAND TOTAL	\$

Please assure that the envelope totals match the Grand Total.

ENVELOPE TOTAL	AMOUNT
Envelope Total	\$