

SUNDAY COLLECTION COUNTING CHECK LIST

rev. April 2013



1. **RETRIEVE** collection plates and **envelopes from “Box #2”** in the counting room. —
2. **SORT into batches:** [#1] 1-100; [#2] 101-999 & **“loose cheques”**; [#x] special batches. —
 - * **sort envelopes in numerical order** within each batch. —
 - * **gather loose cash** together. —
3. **FOR EACH BATCH (process one batch at a time):**
 - * **Verify** (or record and initial) **and remove contents** of each envelope. —
 - * Place **“loose cheques” in blank envelopes** with **donor name, address & amount** —
 - * **Move envelopes containing US currency** to one separate batch. —
 - * **Make a tape** of total of contents **from envelopes**; label “tape 1” or “tape 2”, etc. —
 - * **Bundle batch and tape of total** with elastic band. —
 - * **Make a tape of cheques**; label “tape 1” or “tape 2”, etc; **stamp cheques** “for deposit...” —
 - * **Record** cash & cheques on **Master Control Sheet (MCS)**. —
 - * **Verify MCS “batch total” equals total on batch tape.** —
 - * **REPEAT** the above **FOR THE NEXT BATCH.** —
4. **MASTER CONTROL SHEET** (see sample **Guidelines** sheet):
 - * enter loose cash. —
 - * enter miscellaneous receipts, one category per line
(e.g. Communion, CDMT Fund, Triple F, photocopies, space sharing, etc.). —
 - * for **US Currency** make a separate Master Control Sheet. —
 - * **Total** rows & columns; **Verify** grand total. —
5. **BANK DEPOSIT SLIP.** —
 - * identify cheques as “tape 1”, “tape 2”, etc. —
 - * count and enter bills and coins by denomination. —
 - * report US currency on the designated line. —
 - * ensure totals by denomination equals
column totals on Master Control Sheet. —
6. **BUNDLE & place in ENVELOPE SECRETARY’S MAIL SLOT:**
 - * envelopes **in batches with tapes** of totals. —
 - * Master Control Sheet(s). —
 - * carbon copy of Bank Deposit Slip. —
 - * tear-off strip from plastic bank deposit bag. —
7. **PLACE IN PLASTIC DEPOSIT BAG:** —
 - * deposit slip. —
 - * cash, with coins rolled. —
 - * cheques, **stamped “for deposit only..”** & bundled with tape for each batch. —
 - * Seal & take to night depository, Bank of Montreal, Smyth Rd @ Russell. —