



Sunday Morning Offering Counting Procedure

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

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.**
 - i. **NOTE: 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.
 - i. **NOTE: 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.
 - ii. **NOTE:** Two people need to count the cash 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.
 - G. Add all the checks and enter that total on the counting sheet in "Checks/Cheques" box under the "Tithes/Diezmós" column. **IMPORTANT: Checks are to be endorsed with the New Life Bank Stamp during this step.**

ALL OVER THE CITY FOR THE GOOD OF THE CITY

CENTRAL SERVICES: 4101 WEST 51ST STREET • CHICAGO, IL 60632

TEL: 773-838-9470 • WWW.NEWLIFECOMMUNITY.CHURCH



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

If there are any questions regarding this procedure, please do not hesitate to contact the accounting department at the number or email below.

Samara Sotelo | Finance Administrator | Central Services
New Life Community Church | 4101 W 51st St - Chicago, IL 60632
Phone: 773-645-1228 | **Email:** samaras@newlifechicago.org

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

ALL OVER THE CITY FOR THE GOOD OF THE CITY

CENTRAL SERVICES: 4101 WEST 51ST STREET • CHICAGO, IL 60632

TEL: 773-838-9470 • WWW.NEWLIFECOMMUNITY.CHURCH