

## **Offering Counters**

Each Sunday's offerings must be accounted for, deposited, and records provided to the Financial Secretary. Offerings are generally kept within the safe within the sanctuary from Sunday through Monday morning. Additional offerings may have been provided to the Administrative Secretary and stored in a locked file cabinet within the office.

Monday's procedure requires that one of the counters and either the Administrative Secretary or Pastor retrieve the funds and drive them back to the office.

The counters have both an alpha and an offering envelope number list in able to allocate the offerings to the appropriate donors. These lists are then provided to the Administrative Secretary for transmission to the Financial Secretary who records the data with Servant Keeper's Contribution module.

Members of the counting team make the bank deposit.