

SJBC Collection Counting Form

Envelopes

Total ("A") For All Envelopes: \$

J. L. Davenport	Bldg Fund	Offering	Misc.	Ushers	Christmas	Special	Sunday School	Thanks Giving	Tithes	Mission	Revival	Brotherhood	NurseGld	ChildCh	Choir		
															Tots	Youth	Adults

DATE:

<i>Loose Cash</i>						
Currency			Coins			Checks
	No.	Value		No.	Value	
\$ 100			\$ 0.25			
\$ 50			\$ 0.10			
\$ 20			\$ 0.05			
\$ 10			\$ 0.01			
\$ 5						
\$ 1						
Totals						

<i>Envelope Cash</i>						
Currency			Coins			Checks
	No.	Value		No.	Value	
\$ 100			\$ 0.25			
\$ 50			\$ 0.10			
\$ 20			\$ 0.05			
\$ 10			\$ 0.01			
\$ 5						
\$ 1						
Totals						

Totals

Total B + Total C + Total D = Totals E Total F + Total G + Total H = Total I

Check One Morning Wednesday Other: _____
 Block Evening Sunday School Description of Miscellaneous _____

Total E
 Total I
 Grand Total

Committee Member 1 Signature _____
 Committee Member 2 Signature _____
 Committee Member 3 Signature _____
 Committee Chairmans' Signature _____

All signatures indicate I have reviewed this document and concur that the information entered is correct and accurately reflects the funds collected or deposited on the date indicated.

<i>Treasurer's Receipt & Deposit Information</i>			
Total Amount Received And Deposited	Cash Received	Checks Received	Deposit Total
Date: _____	Total B+C+F+G	Total D+H	Grand Total
Treasurers' Signature: _____			

Form Instructions

Envelopes: Enter the total amount collected for each of categories listed.

Envelope Total A: Add the amounts of all categories and enter the total here.

Currency No.: Enter the total number of bills matching the listed amount.
Then multiply No. X listed and input the total under value.

Coin No.: Enter the total number of bills matching the listed amount.
Then multiply No. X listed and input the total under value.

Checks: Input the total amount of all checks collected.

Totals: Add the values in each column then input the totals for currency, coins and checks.

Grand Total: Add totals E + I.

Check one of the 5 blocks for Morning, Afternoon, Wednesday, Sunday School or Other.
If the "Other" block is checked, please specify

Description of Miscellaneous: Specify the description of the miscellaneous amount under envelopes.

Committee member & Chairman signature: Specified individuals will sign all copies of this form.

Date: Enter the current Date. (Today's Date)

Distribution

Distribution/
Form Flow:

Prepare form in 4 copies.

1 - All three sent to Budget Review. Keep the returned copy (until approval/disapproval).

1 - kept by Budget Review (18 mos for disapp/5 yrs for appvl.) and
2 sent to Budget Preparation.

1 - kept by Budget Preparation (18 mos for disapp/5 yrs for appvl.)
and 1 sent back to Requestor.

1 - Courtesy Copy to the Pastor

Form Labeling Description

Description of Form
Number and Name

SJBC = St. John's Baptist Church

Numbers 1000-1999 = Education and Legal

Numbers 2000-2999 = Budget Preparation & Request

Numbers 3000-3999 = Marketing and Subscription

Numbers 4000-4999 = Accounting & Reports

Treasurer's Receipt & Deposit Information

Cash Received Total: Input the total cash received from the counting committee.
Amount should match Totals B + C + F + G.

Checks Received Total: Input the total amount of checks received from the counting committee
Amount should match Total D + H

Deposit Total: Input the total amount of funds received from the counting committee that will be deposited. This amount should match Grand Total

Treasurers' Signature: Treasurer will sign.