**Procedure for Counting money in envelopes.**

You will need

* Two summary sheets ‘Summary of cash lodgement’
* At least 3 batch sheets
* Pen, weights for notes etc.

**Free will offering envelopes.**

On a Summary sheet Circle **FWO** and put in date - Date of the Sunday

Count the loose cash and record it on the summary sheet under cash collections. Set it aside.
If you find what looks like a donation of more than £30 (eg two £20 notes together) please note such as an Anon. donation and not under cash collection.

Now get a batch sheet to record money in the envelopes.

* Open an envelope – watch notes sometimes get stuck and left behind in them
(also watch out for a green £20 and a green £10 note which are very similar)
(In general, leave envelopes with coins until the end – easier to group together)
* Count the money
* Record on the envelope the actual denominations and total of the money or if it is a cheque.
* Record on batch sheet the number and total of the envelope (and mark if a cheque).

When batch sheet full – total it and check against the cash – write the denominations on the back of the batch sheet to help check cash.

Wrap the batch sheet around that group of envelopes and secure with a rubber band.

Repeat until all envelopes counted.

Record all details on the summary sheet.

Check all totals match.

Make up the lodgement book

Both counters record and sign sheet.

Repeat same process for **Development Fund envelopes** with a new Summary sheet and circle Development Fund.

Leave money in the safe.

Any questions please contact me and add a note on the back of the appropriate Summary sheet.

Many thanks for this important service.