

Offertory Count Worksheet

Church: _____ Date: _____

Service **8:00am 9:30am 10:00am 5.00pm 7:00pm**

1. **Two unrelated persons** must be present to count and record the offertory.
2. The total amount in all envelopes (whether for a specific purpose or the general use of the church) should be included in "Envelopes" column in the first table
3. All specific purpose giving (indicated on the envelope or cheque) is recorded in second table.

	Offertory		Other receipts			TOTAL
	Plate	Envelopes	Books	CDs /Tapes	Photocopy	
\$100						\$
\$50						\$
\$20						\$
\$10						\$
\$5						\$
\$2						\$
\$1						\$
Silver						\$
Cheques						\$
TOTAL	\$	\$	\$	\$	\$	\$

Break-up Specific Purpose Offertory (as indicated on the envelope or cheque)					
For the church			For Missions (specify)		
Building project	Youth minister	Other (specify)	1	2	3
TOTAL	\$	\$	\$	\$	\$

Duty officers:

name		
signature		

Include this worksheet with notes, coins and cheques for banking – then retain for audit purposes.