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COUNTING/DEPOSIT PROCEDURES

1. Any person involved in the counting process should have the utmost respect for confidentiality and will be required to sign a PCC confidentiality agreement.
2. All offerings collected throughout the week should be put in the church safe and counted and deposited with the Sunday offering once weekly.
3. Immediately after the Sunday second service collection has been completed, at least two unrelated persons should take the offering to a designated secured room. If not counted immediately, the unopened offering envelopes and different monies should be placed in a “tamper evident” money bag, then sealed and signed by both persons and locked in the church safe.
4. Counting should take place in a designated secured room, free of distractions, with no through traffic. At least two unrelated persons should always be present.
5. Each envelope should be sorted and opened separately, envelopes containing cash and having a contributors name on it should be counted and the amount written on the envelope should be verified. If the amount does not match, the amount should be written on the envelope and initialed. Mark “CASH” on the envelopes and save for photocopying. Envelopes containing checks should be verified that the designation on the envelope matches the designation on the check, if it matches the envelope can be shredded. If the information does not match or the envelope contains both cash and check, write the correct information on the envelope and save it for photocopying. Envelopes without a name or designation can be discarded. Alphabetize all checks and envelopes by last name.
6. One person should count while the other observes, and then the observer should recount while the original counter observes. Counters should match the checks to the calculator tape to verify that all the checks have been totaled. The totals should be recorded in ink on the collection sheet.
7. Collect and total all designated giving amounts from checks and envelopes and record them appropriately on the collection sheet. Make sure all designated giving information is clearly written and copied for recording purposes.
8. Checks should be stamped on the back for deposit only, verify correct church name on checks, fill out deposit slips with correct information, total deposit slips and verify that they match the collection sheet total, photocopy all checks and envelopes, complete and both persons sign and date collection sheet. Make sure all necessary items have been shredded. Submit collection sheet, check/envelope copies, and deposit slips (carbon copy) to the treasurer. Submit a copy of the collection sheet and deposit slips to the assigned church officer.
9. Fill out all required information on the bank deposit bag. Neatly seal the checks, cash and deposit slips (originals) in the bank deposit bag. The bank deposit should be made immediately. Two persons are always required to make the bank deposit.

Adopted on April 3, 2012
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