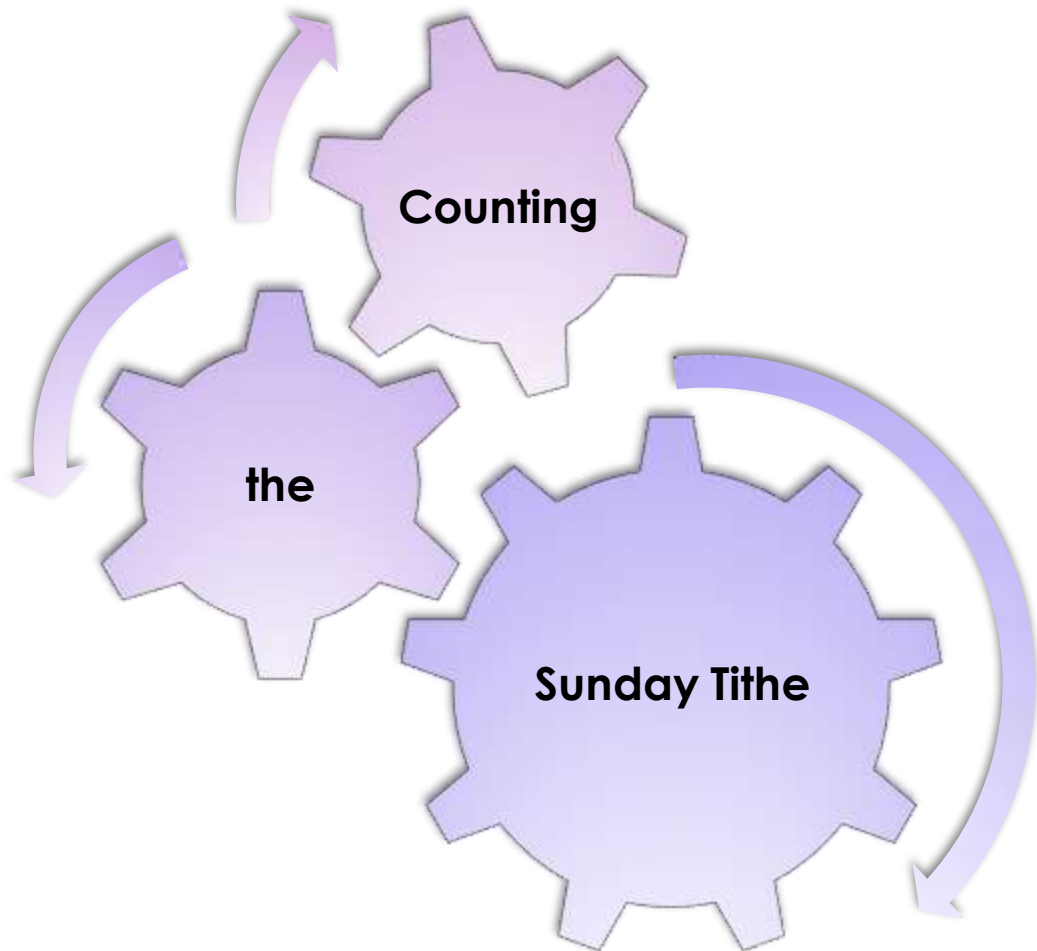


Unity of Lehigh Valley

Office Procedures



- Credit Card Envelopes – List name and CC amount under the Credit Card heading. The total credit card amount should be placed on the right side of the envelope next to Credit Cards under Totals. Place credit card envelopes in the Source Envelope.
 - Gather all loose/unallocated cash/coins not in envelopes and list the total in the space marked **Misc Cash** on the Source envelope.
 - The Misc Cash amount and cash envelopes should all add up to the Total Cash. List the total cash amount in the Source envelope on the right side of the envelope under Totals and next to Cash.
 - Sort the cash by denomination and put it in the Source envelope.
 - List each check (last name, first initial if needed) and amount on the Source envelope. (Use a 2nd Source envelope if needed) **NOTE:** Review the memo line on checks! Often people will add checks for flowers, workshops, retreats. These checks should be separated and not counted as a tithe.
 - List the total check amounts in the Source envelope on the right side of the envelope under Totals and next to Checks.
 - Stamp (the Endorsement General Stamp is in the desk drawer with the supply of Source envelopes) the reverse of all checks in the endorsement space.
 - Place the stamped checks in the Source envelope.
 - Calculate the 'Total in Envelope' amount and verify that it matches what is actually in the envelope. (If more than 1 Source envelope is required, label each envelope. (Example = 1 of 3, 2 of 3, 3 of 3) Total each Source envelope by the actual amount in the envelope and add the Grand Total on the last Source envelope in addition to that actual Source envelope amount.
 - Each counting member signs/initials at Prepared By.
 - Seal the Source envelope and place it in the lower desk drawer in the 'Deposits to be Made' file folder.
4. Special events should also be counted and recorded in this same manner.
 5. Lock the church office desk and then the church office door.
 6. Return the desk key to the minister's office and lock the office door if the minister is gone.
 7. Return the green offering bag(s) to the usher chairs just inside the Sanctuary.

Counting Schedule

1 st Sunday =	Bev Freeman	&	Jo Sieger
2 nd Sunday =	Karen Ickes	&	Joie Barry
3 rd Sunday =	Ginny Stanglein	&	Sophia Finnerin
4 th Sunday =	Suzy Funk	&	Davina Short
5 th Sunday =	Suzy Funk	&	Joie Barry