

Safeguards for Handling the Offering

Counting the Offering

- Do not leave the offering unattended or with only one person. Do not take it home with you.
- Two unrelated people should count the offering.
- See Bank Deposit Form example on the following pages.
- One person counts the cash inside the envelopes and writes the amount on the front of the envelope.
- The cash then goes into the “cash” area to be tallied on the front of the deposit form along with any loose offering cash.
- Another person lists the cheques on the back of the form.
- Cash and cheques are tallied and re-verified by the second person and then the bank deposit slip completed.

Tracking Contributions

- Bank Deposit Form and empty cash envelopes go to the person posting the contributions.
- See the following forms in this manual for Contribution Tracking examples.
- Contributions are posted by the cheque listing on the Bank Deposit Form and cash by the amount listed by the **counter** on the envelopes.

Contribution Receipts

- See the following pages for a CRA sample of an Official Donation Receipt