Melfield United Church of Christ

Cash Counting Tips & Forms

3029 Melfield Dr, Haw River, NC 27258

Procedures & Checklist

- **Two-person rule:** Always count with two unrelated counters present. Both sign every total.
- **Secure location:** Count in a quiet, secure room. Keep doors closed; no personal bags on counting table.
- **Separate envelopes:** Do not open sealed envelopes until both counters are present.
- **Sort first:** Separate cash by denomination; separate checks. Remove non-gift notes and set aside.
- **No commingling:** Do not mix current week gifts with prior weeks. Use a fresh tally sheet each count.
- **Use a tally sheet:** Record quantities by denomination. Extend to amounts; double-check with a calculator.
- **Checks:** Count total checks and list a combined amount. (Optional: record check # range on back.)
- **Dual verification:** Both counters must verify totals match the deposit slip and sign the sheet.
- **Seal promptly:** Place funds and copies of the tally/deposit slip in a tamper-evident bag or sealed envelope.
- **Chain of custody:** Record who sealed, who transported, and who received the deposit at bank/treasurer.
- **Privacy:** Do not photograph, text, or email donor details. Store forms in a locked cabinet.

Suggested Weekly Flow

1. Collect offering and secure immediately after service (ushers to locked office).
2. Counters meet the same day (or next business day) in the counting room.
3. Count cash by denomination; count checks; complete the tally sheet.
4. Prepare deposit slip. Attach a copy of the tally sheet to the deposit and file a copy in church records.
5. Seal in deposit bag/envelope with the total written on the outside.
6. Hand off to treasurer or designated depositor; complete chain-of-custody log.
7. Deposit to bank and return stamped receipt to church records with the paperwork.

Tip: For large holiday offerings, use an extra counter and run a second, independent tape.

Cash & Checks Tally Sheet

Date: Service: Envelope Count:

Prepared By (Counter #1): Prepared By (Counter #2): Start Time:

Denomination	Qty	Amount (USD)
$100		
$50		
$20		
$10		
$5		
$2		
$1		
$1 coin		
50¢		
25¢		
10¢		
5¢		
1¢		
Checks (count)		Checks Total (USD)
Online/Other (optional note)		Amount (USD)
SUBTOTAL CASH		
GRAND TOTAL (Cash + Checks + Other)		

Verified By (Counter #1): Verified By (Counter #2):

End Time: Bag/Envelope #:

Both counters attest that the totals above match the enclosed deposit.

Deposit Log & Chain-of-Custody

Date:	Service:	Envelope Count:
Loose Cash Total:	Check Count:	Check Total:
Online/Other Total:	Grand Total:	

Sealed in Bag/Envelope #:	Sealed By:	Time:
Handed To (Treasurer/Depositor):	Received Time:	Location:
Bank Deposit # / Receipt ID:	Deposit Time:	

Prepared By (Counter #1):	Signature:	Date:
Prepared By (Counter #2):	Signature:	Date:
Treasurer/Depositor:	Signature:	Date:

Store this log with the weekly deposit paperwork. Maintain records for your auditor’s recommended retention period.