COLLECTION SHEET For counting church offerings

Total envelope gifts

Service and	date:							
Pastor taking	g the service:							
Date collecti	on counted:	This should	This should be as soon as possible after the service					
Counted by ((names):							
		This should	d be two people w	ho are unrelated	d to on	e another		
Was this:		 ☐ An ordinary collection for general church purposes or ☐ A special collection for a specific cause or use Special cause: If this money was collected for a special cause it must be kept separate from other monies and recorded in the accounts as 'restricted' income. 						
£50 notes		£2 coins		10p coins				
£20 notes		£1 coins		5p coins				
£10 notes		50p coins		2p coins				
£5 notes		20p coins		1p coins				
Sub-total		Sub-total		Sub-total				
Total cash gifts				£				
ENVELOPES	mher on envelone			Amount		Gift Aid	Declaration? Y / N	
Name or number on envelope			Amount		GIT AIG DECIGION: 17 N			

£

CHEQUES

Notes:

Name	Amount	Cheque number
Total cheque gifts	£	
TOTAL COLLECTION: £		
Signatures of counters:		
Banked on (date):		
Banked by (name):		
Paying in ref:		