

COLLECTION SHEET

For counting church offerings

Service and date: _____

Pastor taking the service: _____

Date collection counted: _____
This should be as soon as possible after the service

Counted by (names): _____

This should be two people who are unrelated to one 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.*

CASH

£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

Name or number on envelope	Amount	Gift Aid Declaration? Y / N
Total envelope gifts		£

CHEQUES

Name	Amount	Cheque number
Total cheque gifts	£	

TOTAL COLLECTION: £ _____

Signatures of counters: _____

Banked on (date): _____

Banked by (name): _____

Paying in ref: _____

Notes: