BUC Finance Committee

Revised – February 2019 2018 – add ‘cheque’ box to total amount for banking line.

**Context of procedure**

The collection in the open plate at BUC each Sunday is a significant amount of money – usually well over $1,000 and the handling of the counting and banking needs to be monitored by at least two people who are not related. The items in the plate are in three categories: Loose cash, Cash or cheques in offering envelopes and cash or cheques in envelopes marked for a specific purpose. Cheques are very rare. In addition, some other monies due to the church or special donations may be presented as part of the offering process.

It has been the practice at BUC to account for loose cash and offering envelope amounts separately, but no record is kept of who has what envelopes. However, the amount ‘pledged’ by regular givers is known in the budget context, so the practice of separating the amounts is useful as a budget check.

A member of the finance committee or other approved person will be rostered as responsible for dealing with the collection. That person should approach another regular congregation member on the Sunday to assist with counting and sign off on the amount. The two people should not be related. One option could be to ask one of the persons on the welcome roster.

**Procedure**

Prior to Sunday ensure that you have your individual kit including a print out of the collection log sheet (copy attached) a deposit slip, bank coin bags for money and a suitable bag or purse to carry the cash. The log sheets, deposit slips and coin bags are part of your kit – you should ensure you have enough spares.

* At the conclusion of the service, collect the bowls promptly and choose a secure location in the body of the church in good view of others for counting. With your assistant, separate the contents into loose cash, envelopes and special gifts. **Before opening envelopes, check if any are marked as special donations and separate these.** For each category, count the amount by denomination of notes and coins and enter the amount on the log sheet.
* Check the totals in rows and columns and ask your assistant to do the same. Both should enter their name and sign the document. Please take your time and fill in carefully, both counters need to initial any corrections.
* Ensure that the purpose of any special gifts is entered on the log sheet.
* Check the envelopes once more – to ensure that they are really empty before disposal. All the money may now be combined into the bag or purse.

The signed log sheet should be placed in the Inbox on the desk in the church office for the Bookkeeper to record on his next visit. Alternately, the log sheet can be scanned and emailed to the BUC Treasurer email address <buc.payments@gmail.com>.

The money should be securely stored and banked at the earliest opportunity at any branch of the ANZ bank.

Normally the treasurer will hold the deposit book. If the deposit book is not in your kit, you should use a pay-in slip at the bank branch, with the details below. Return the pay-in slip butt to the Treasurer, or leave in the Inbox in Church Office.

The bank details are:

ANZ Bank

Account of: Uniting Church Brunswick  
BSB 013-236 Account Number 0086 – 87863

**Collection plate tally sheet Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Notes Denomination** | **Loose Plate**  **Count (No) Value** | | **Envelopes**  **Count (No) Value** | | **Total by denomination** |
| **$100** |  | **.00** |  | **.00** | **.00** |
| **$50** |  | **.00** |  | **.00** | **.00** |
| **$20** |  | **.00** |  | **.00** | **.00** |
| **$10** |  | **.00** |  | **.00** | **.00** |
| **$5** |  | **.00** |  | **.00** | **.00** |
| **Total Notes >** | | | | | **.00** |
| **Coins Denomination** |  |  |  |  |  |
| **$2** |  | **.00** |  | **.00** | **.00** |
| **$1** |  | **.00** |  | **.00** | **.00** |
| **50c** |  | **.** |  | **.** | **.** |
| **20c** |  | **.** |  | **.** | **.** |
| **10c** |  | **.** |  | **.** | **.** |
| **5c** |  | **.** |  | **.** | **.** |
| **Total Coins >** | | | | | **.** |
| **Cheques >** | | | | | **.** |
| **TOTALS >** | **Loose >** | **.** | **Envelope >** | **.** |  |
| **GRAND TOTAL OFFERING >** | | | | |  |

**Other gifts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose / Description** | **Notes** | **Coins** | **Amount** |
|  |  | **.** | **.** |
|  |  | **.** | **.** |
|  |  | **.** | **.** |
|  |  | **.** | **.** |
| **TOTALS >** |  | **.** | **.** |

**Counted and checked by:**

|  |  |
| --- | --- |
| **Name & signature 1** | **Name & signature 2** |
|  |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOTAL amount for banking:** | **Cheques** | **Notes** | **Coins** | **Amount** |
| **TOTALS >** |  |  | . | . |

A bank deposit receipt or pay in butt should be returned to the treasurer

ANZ Bank Account of: Uniting Church Brunswick BSB 013-236 Account Number 86 – 87863