



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Treasurer		Tony Wilkes	Every 3 years	5.11.2018	John Milroy Tony Wilkes

Counting House Procedures

Sunday morning/evening

1. The person with the safe key (currently Peter Stojanov/Geraldine Luffrum/Caroline Gainey) 'the Key person', will take the offering bags to the Deacons Vestry immediately after the service.
2. Another person (the one on the rota for that day), 'the rota person', will join the key person in the Deacons Vestry.
3. The safe will then be unlocked and the black lock up tin removed.
4. The rota person will unlock the black lock up tin and together all the money from the offering bags will be put into the black lock up tin.
5. The tin is then locked by the rota person and put back into the safe.
6. The key person locks the safe in the presence of the rota person.
7. On special offering Sundays where an entire offering goes to a specific cause (e.g. Harvest, Carols by Candlelight, Christmas Day or some special missions event), that offering must be put into a bag to separate it from the other service offering.
8. At no point, should a key person also have access to a key to the black lock up tin nor should a rota person have access to the safe key.

Monday morning (or next working day in the event the Monday is a Bank holiday)

1. The key person (currently Geraldine Luffrum/Caroline Gainey) and the person on the rota will meet in the Deacons Vestry.
2. The key person will unlock the safe and remove the black lock up tin.
3. The rota person will unlock the black lock up tin.
4. All the loose cash is counted by the rota person.
5. The envelopes and cheques are opened and counted by the key person.
6. All the money is counted and recorded on the counting sheet (copy attached)
7. The key person then checks the cash counted by the rota person and vice versa.
8. The total of the cheques is recorded on the sheet separately.
9. The black lock up tin is then locked and returned to the safe.
10. The safe is locked by the key person.

Banking

1. The key person will record the cash and cheques onto the bank book ready for banking.
2. It is important to check that the total in the bank book corresponds to the total on the counting sheet.
3. The key person will then take the cash/cheques to the bank and bank it.