

MONEY COUNTERS JOB DESCRIPTION

Thank you for being on this rota.

- 1 **Please swap if you cannot do your duty on any given Sunday.**
- 2 Count the CSE [brown] envelopes [record the amount on the envelope], the Gift Aid [white] envelopes [record the amount in the envelope], the Cash, the Coffee Money and any other Collections and enter the amounts on the dated Weekly Money Sheet. Record the names of the counting team at the bottom of the sheet. All cash and cheques to be recorded against the respective category. The total at the end includes all cash and cheques received that week. Record the value of cash and cheques separately after the total.
- 3 Put the Weekly Money Sheet and the opened envelopes in Deborah's tray in the vestry.
- 4 CASH Place the cash into separate money bags for each coin denomination. On a sheet of paper, record how much of each denomination is to be banked.
- 5 CHEQUES Keep separate from the cash and enter the details onto a Bank Paying In Slip for them and put this in the Deposit Envelope with the cheques.
- 6 Put the amount of money counted in the weekly register.
- 7 Put the bank book, cheques and money in the vestry safe after counting. Safe keys from the service wardens or clergy.

Thank you for your service, from St. James PCC.