**Loose** **Checks**

**Separate Envelopes, Loose Cash, Loose Checks**

**Fill out envelope for loose cash**

**Loose Cash**

**Counting Team Procedures: Flowchart**

**Envelope**

**Totals match**

**Totals don’t match**

**Write on the check memo all information from the envelope (designation and amounts)**

**ie: Tithe $400, Building $325**

**See if any checks were not copied (or if there is a duplicate copy of a check). Check to make sure that a loose plate cash envelope was filled out for the loose cash.**

**Copy Envelopes**

**(Serves as church record)**

**Copy Checks**

**(Serves as church record)**

**Verify that the amount recorded on the envelope matches the amount of cash in the envelope. If no name, write loose plate on envelope. If no amount, simply write total dollar amount on envelope.**

**Envelope** **contains** **cash**

**Complete summary sheet and deposit slip. Both members sign summary sheet. Attach adding machine tape totals for: checks, copies of checks, cash by denomination, copies of** **envelopes to summary sheet.**

**Use adding machine with tape, each person counts:**

|  |  |  |
| --- | --- | --- |
| **Checks** | **Should equal** | **Copies of Checks** |
| **Count Cash by denomination** | **Should Equal** | **Copies of cash envelopes** |

**Deposit is placed in tamper evident bag and taken to the bank. Submit the summary sheet with copies of checks and envelopes for data entry into contribution system.**

**Set the envelope aside. Keep for reference, but do not copy: The check contains all needed information.**

**Envelope** **contains** **check**