

THE CENTER FOR NEW CHURCH DEVELOPMENT
THE NORTH TEXAS CONFERENCE OF THE UNITED METHODIST CHURCH

Sunday Counter's Tally Sheet

Date: _____, 20____

FOR GENERAL FUND/CURRENT EXPENSES/BUDGET:

From identified donors: Use spreadsheet on page two to record all names and addresses; this will enable you to sort by name at the end of the year to send out IRS tax deductible Donation Forms

Total # of checks: _____, **totaling \$** _____ (make photo copy of checks before placing in bank bag)

Cash from envelopes, totaling \$ _____ (keep envelopes until names are recorded on page 2 , and place totals on each one)

From unknown donors: (loose plate or blank envelopes)

Cash (currency and change) \$ _____

ANY SPECIAL GIFTS DESIGNATED GIFTS OR MEMORIALS:

List each gift:

<u>From:</u>	<u>Purpose</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL OF SPECIAL GIFTS: \$ _____

GRAND TOTAL \$ _____ (this should equal deposit amount)

Notes:

We have counted the offering twice, and we agree on the above amounts.

Signed _____

Signed _____

Make three copies of this sheet:

- 1) Place one copy inside the sealable plastic bank bag (minus the spreadsheet on page 2)
- 2) Save the second copy to send to the CNCD.
- 3) Keep the third copy, including the spreadsheet on page 2, in the 3 ring notebook (keep for 3 years). Make sure to staple the filled in tear-off paper from the deposit bag to this copy

