

COUNTERS

LAWRENCE CHAPEL UNITED METHODIST CHURCH

GUIDELINES FOR COUNTERS:

Here are just a few reminders for counters:

- *Sort checks according to the funds
- *Envelopes must have the amount recorded on the front
- *Carefully read any notations in the memo section of checks i.e.,
Pledge=Building Fund
- *Make sure checks are made out to Lawrence Chapel. If not, do not include in the totals but place them in the counter envelope.
- *List Memorials (names only) on back of envelope
- *Make sure the calculator has been cleared
- *Include the calculator tape in the envelope with money and checks
- *Check totals twice before putting in the envelope
- *Split checks are to be separated from other checks when counting
- *Leave a Xerox copy of the envelope on the desk
- *Check the money bag for checks/cash
- **Please lock the safe by pushing in the silver round lock****

Thanks you for your service.

Elizabeth Bowman, Financial Secretary

Financial Policy

LAWRENCE CHAPEL UNITED METHODIST CHURCH

GUIDELINES FOR COUNTERS:

- *On Sunday 2 finance committee members count the offering.
After the money is counted and recorded on the offering envelope it is locked in the church safe. The following instructions are followed on Sunday.
- *Sort checks according to the funds
- *Please do not include checks made out to the LCUMC Cemetery in the deposit. Place them in a separate envelope for me thanks so much I will give the checks to the cemetery treasurer.
- *Envelopes must have the amount recorded on the front
- *Carefully read any notations in the memo section of checks i.e.,
Pledge=Building Fund, breakfast fund etc.
- *Make sure checks are made out to Lawrence Chapel. If not, do not include in the totals but place them in the counter envelope.
- *List Memorials (names only) on back of offering envelope
- *Make sure the calculator has been cleared
- *Include the calculator tape in the envelope with money and checks
- *Check totals twice before putting in the envelope
- *Split checks are to be separated from other checks when counting
- *Leave a Xerox copy of the envelope on the desk
- *Check the money bag for checks/cash
- *Please place all giving envelopes in the counter's envelope.
- **Please lock the safe by pushing in the silver round lock****