

Handling Tithes and Offerings

1. The Ushers are responsible for collecting the tithes and offerings during the first service. Tithes and offerings are collected in the offering receptacles during the second service.
2. After the first service the Head Usher and one other usher, or two members will count the cash and note denominations and amounts on the tally sheets. They will place the cash and tally sheet in the cash envelope along with the unopened, numbered offering envelopes in the safe. After the second service two designated members will follow the same procedure as the first service.
3. The Financial Secretary is responsible for collecting the offering from the safe and after keeping correct records, deposit the funds in the bank. This must be done within one to two days after collection.
4. The Financial Secretary is responsible to keep a ledger of the source of revenue as well as the designated disbursement thereof.
5. A summary of deposit records shall be given to the Treasurer on a weekly basis.
6. At the end of each calendar year a personal giving record shall be given to each member using the church envelope offering method.