

**SDA CHURCH
WEEKLY OFFERINGS WORKSHEET**

SABBATH DATE: _____

TODAY'S DATE: _____

ENVELOPES	CASH AND CHECKS
LOOSE OFFERINGS ENVELOPE(S): S.S. MISSION _____ S.S. EXPENSE: _____ MAIN SERVICE: _____ _____ OTHERS (SPECIFY) _____ _____ _____ LOSSE OFFERINGS TOTAL: (1) _____ OTHER ENVELOPES TOTAL:(2) _____	PENNIES: _____ NICKELS: _____ DIMES: _____ QUARTERS: _____ HALVES: _____ CHANGE TOTAL: (3) _____ ONES: _____ FIVES: _____ TENS: _____ TWENTIES: _____ FIFTIES: _____ HUNDREDS _____ CURRENCY TOTAL: (4) _____ CHECKS TOTAL: (5) _____
THIS WEEK 'S TOTAL A: (A)= (1) + (2) =====	THIS WEEK TOTAL B: (B)= (3)+(4)+(5) =====

PLEASE READ THE FOLLOWING BEFORE YOU SIGN

1. Total A and Total B must agree at all times.
2. ADDING MACHINE TAPE TOTAL for this week's batch of tithe envelopes must agree with TOTAL A and TOTAL B.
3. Deposit slip(s) total must agree with TOTAL A, TOTAL B and ADDING MACHINE TAPE TOTAL.
4. This worksheet must be prepared and signed below by those who actually counted monies – either assistant treasurers or deacons. The treasurer should not prepare this worksheet.
5. Before the treasurer counter signs this worksheet, he (she) must verify all the figures in the worksheet with other records such as tithe envelopes, adding machine tapes, deposit slips, and cash.
6. This worksheet is not valid unless all parties sign below.
7. This worksheet must have at least three (3) copies, and should be given out to the following persons:

Treasurer	The original
Those who prepare this sheet.....	2 nd copy
Pastor.....	3 rd copy
8. Original copy of this worksheet must be submitted to the Conference auditor for the audit.
9. **Do not destroy this worksheet.** This worksheet may be destroyed only after the audit and with approval from the local church board.

ASST. TREASURER SIGN: _____

ASST. TREASURER SIGN: _____

Full Name: _____

Full Name: _____

TREASURER SIGN: _____

Full Name: _____