



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Treasurer	March 2018	Geraldine Luffrum Tony Wilkes	Every 3 years	15/3/2024	Tony Wilkes

Counting House Procedures

Sunday morning/evening

1. The person with the safe key (the “Key person”), will collect any money that has been dropped into the 5 donation wall boxes situated in the foyer, upstairs and in the School Room corridor and take it to the Photocopier Room immediately after the service.
2. Another person (the one on the rota for that day), ‘the rota person’, will join the key person in the Photocopier Room.
3. The safe will then be unlocked and the black lock up tin removed.
4. The rota person will unlock the black lock up tin and together all the money from the wall boxes will be put into the black lock up tin.
5. The tin is then locked by the rota person and put back into the safe.
6. The key person locks the safe in the presence of the rota person.
7. On special offering Sundays where an entire offering goes to a specific cause (e.g. Harvest, Carols by Candlelight, Christmas Day or some special missions event), that offering must be put into a bag to separate it from the other service offering.
8. At no point, should the key person also have access to a key to the black lock up tin nor should a rota person have access to the safe key.

Banking

1. Once a month, the key person (currently the Finance Officer) and the person on the rota (currently Alice Bridge as she is the office volunteer) will meet in the Photocopier Room. (The reason for only once a month is because of the low volume of cash received on a Sunday).
2. The key person will unlock the safe and remove the black lock up tin.
3. The rota person will unlock the black lock up tin.
4. All the loose cash is counted by the rota person.
5. The envelopes and cheques are opened and counted by the key person.
6. All the money is counted and recorded on the counting sheet (copy attached)
7. The key person then checks the cash counted by the rota person and vice versa.
8. The total of the cheques is recorded on the sheet separately.
9. The black lock up tin is then locked and returned to the safe.
10. The safe is locked by the key person.
11. The “key person” will record the cash and cheques onto the bank book ready for banking.
12. It is important to check that the total in the bank book corresponds to the total on the counting sheet.
13. The key person will then take the cash/cheques to the bank and bank it.