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| <b>Policy Location:</b>      | GSFS - 13                                  | Created: 7/11/2024 |
| <b>Title:</b>                | Counting Collection Plate Money            | Revised: 7/11/2025 |
| <b>Policy Owner:</b>         | Financial Stewardship Team                 |                    |
| <b>Associated Documents:</b> | GSFS – 1 Financial Stewardship Team Policy |                    |
| <b>Last Reviewed:</b>        |                                            |                    |

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## Policy

### Purpose

The purpose of this policy is to set a procedure for counting the weekly offertory.

## Procedure

1. Staff receives the offertory plates from the ushers.
2. Staff places full offertory in lockable security bag (one for each service)
3. Staff bring security bag to Finance Coordinator
  - a. If the Finance Coordinator is unavailable, Staff is to put the security bag(s) in a locked location previously decided on between the staff and Finance Coordinator.
4. Finance Coordinator and one staff member is to count the offertory so that the deposit matches
5. Finance Coordinator makes the deposit