1st Free Will Baptist Church of Park Hills

Offering Count and Deposit Accountability

FRM-009 | RELATED POLICY: Offerings, Contributions, and Church Funds Handling Policy

Complete in ink at the time funds are counted. At least two counters should participate except in unusual circumstances documented below. Do not use whiteout; strike through errors once and initial corrections.

01 Collection information

Date received / service or event

Funds received from / purpose

- ☐ General offering
- ☐ Special offering
- ☐ Designated gifts
- ☐ Event / product sales
- ☐ Other

Offering / designated purpose (if any)

Count date and time

02 Count by payment type

Payment type	Amount
Loose cash	$
Cash in envelopes	$
Checks (number of checks: _____)	$
Money orders / other counted funds	$
TOTAL RECEIVED	**$**

03 Allocation / designations (if applicable)

Fund / designation	Amount
	$
	$
	$

Total allocated (should match total received when all funds are assigned)

Explanation of difference, if any

04 Count verification

Counter name (printed)	Signature or initials	Time

- ☐ Count verified with another member
- ☐ Only one person counted (explain below)
- ☐ Count / accountability document secured with funds

If solo count or discrepancy occurred, record the reason and who was notified

05 Deposit / secure custody

- ☐ Placed in church safe
- ☐ Deposited at bank
- ☐ Other approved secure custody (explain)

Custodian / depositor name

Date deposited / secured

Deposit amount

Bank receipt / reference / attached documentation

Other approved secure custody / deposit notes (if applicable)

Attach deposit evidence and supporting count records where applicable. Maintain confidentiality of individual giving information.