

Usher Collection Procedures

OFFERING

After the offering has been collected two people (not from the same family) will count the offering.

Take the offering to the usher room and close the door.

Empty all the pouches.

Separate into unique stacks; paper money, coins, checks, envelopes, and visitor forms.

File visitor forms and checks in appropriate slot in deposit box.

ENVELOPES

If the envelope has no name on it OR has no designation checked, empty the envelope and add to cash pile.

All envelopes with a name and/or designation marked get put in the deposit box files at Envelopes.

CASH

1st UU Church of San Diego  
**DEPOSIT VOUCHER**

Collection # \_\_\_\_\_  
Date: \_\_\_\_\_

Currency		
Denomination	Quantity	Amount (\$)
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
<b>Subtotal Currency</b>		
\$1		
50 ¢		
25 ¢		
10 ¢		
5 ¢		
1 ¢		
<b>Subtotal Coins</b>		
<b>Total Deposit</b>		

Committee Member: \_\_\_\_\_  
Phone : \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Phone : \_\_\_\_\_

Using ink, write the names and phone numbers of who is doing the counting as well as the Collection # (Which service) and Date on the Deposit Voucher.

Count number of pennies, nickels, dimes, etc. Multiply number of each type of coin and put total of pennies, nickels, etc. under Amount Ex: 7 quarters is  $7 \times .25 = \$1.75$ . When the amounts are entered on the form add the total of coins and put the amount under Subtotal Coins. There is a calculator in the Usher room or most smart phones have a calculator.

Separate bills into denomination: ones in a stack, fives, etc. Start counting the number of each denomination. It is useful to put in crisscrossed layers of ten. Write the number in small print under quantity. Both people may be counting. When done, count the stack you didn't count. See if the count agrees with the first count. If it does, write the quantity legibly under quantity. If the count doesn't agree, have the original counter check again. Sometimes bills stick together.

When both of you agree to the number of each denomination start totaling. Multiply the number of ones for the total of ones and write it under amount, so the same for fives, tens, twenties, etc. When all the amounts are completed add the dollar amounts and put the total at Subtotal Currency.

Add the Subtotal Currency and the Subtotal Coins and put the amount at Total Deposit.

Put the coins in the coin envelope and file in deposit box where it says Coins.

Put the paper money under the appropriate file labeled 1's, 5's, etc.

Put Visitor forms in the appropriate file in the deposit box.

Lock the box and give box and key to Rose in the sound booth.