

Church offering count sheet

One collection, one currency. Fill in the fields and check all totals manually.

Church

Date

Service / reference

Currency

01 Cash counted

Value	Quantity	Subtotal

02 Receipts

Cash

Checks

Confirmed bank gifts

Total received

Include confirmed bank gifts only once. They are not part of the cash and checks to deposit.

03 Fund allocation

Fund / purpose

Amount

Total allocated

Compare allocated funds with total receipts. Record any difference.

04 Handover and review

Cash + checks to deposit

Handover / deposit: date and reference

Differences and follow-up

Counted by / signature

Reviewed by / signature

Internal count record, not a tax receipt. Keep individual giving details private.