DUTIES OF CONTRIBUTION DEPOSIT COORDINATOR

WEEKLY RESPONSIBILITIES

1. Input the check contributions on a weekly basis into Quick Books and also input Teller Worksheet for cash from Sunday. Checks and Cash are combined into one bank deposit and taken to the bank. Yellow copies of deposit tickets and bank receipt are placed in Treasurers folder.

2. Verify any cash for Restricted account and deposit at Bank and enter into Quick Books.

3. Prepare and send an e-mail which is formatted so that each deposit slip has a separate breakdown explanation. E-mail is sent to the Rector, Treasurer, Assistant Treasurer and any others as needed. When appropriate notify contact person for individual committees with any financial transactions affecting them.

MONTHLY RESPONSIBILITIES

4. Schedule Tellers to count Cash contributions following the 10:00 am service each Sunday. This is coordinated with the Master Schedulers for other Sunday services.

ANNUAL RESPONSIBILITIES

5. Compile a list of pledgers and their pledge envelope number. This is provided by Stewardship Chairman prior to first deposit in new year. A copy is maintained in white notebook for tellers reference.

6. Prior to January 31st of the following year, send out a contribution statement to anyone contributing $250 or more for the year. More frequent statements may be provided upon request.

OTHER RESPONSIBILITIES

7. Deposit Coordinator is also a member of the Finance Committee.

Revised 10/11/17 Vestry Approved 11/27/17

Deposit Procedure – Other Than Sunday Offering (Fundraisers)

1. This procedure is intended for use by those who handle any monies other than the Sunday Service Offering.

2. Two (2) persons are to count the monies together; verifying the amount and denomination of the funds for deposit.

3. The counters may not be members of the same family.

4. The counting should be done in a place away from ongoing activities.

5. The money is never to be left unattended.

6. The St. Martha's Deposit Forms (2) for Operating & Restricted Accounts are to be completed and signed by both parties.

7. The monies & Deposit Form should then be placed in an envelope or other suitable receptacle and left for the Teller's in one (1) of the zippered bank envelopes in the lock box in the sacristy. The sacristy door must be locked after leaving any monies and Deposit Form. Any questions should be directed to the Deposit Coordinator.

8. The Committee/Group representative should retain one (1) copy of the Deposit Form for his/her records.

Revised 3/8/2016 Vestry Approved 4/17/16

DEPOSIT FORM – ST MARTHA'S CHURCH

DATE:________________________

TO: ST. MARTHA'S FUNDS DEPOSITOR

RE: DEPOSIT OF FUNDS

PERSON SUBMITTING FORM:
Please print ______________________________

DEPOSIT

CURRENCY ______________________________

COIN ___________________________________

CHECKS_________________________________

TOTAL: ______________________

SOURCEOF FUNDS: __________________________

(Bake Sale, Book Sale, Golf-outing, etc.)

*** Give funds & form to Parish Funds Depositor; Make a copy for Committee/Group Responsible ***

___ Operating Budget ______________________Line Item

___ Restricted Acct __________________________Fund

Revised 3/8/2016 Vestry Approved 4/17/16

DEPOSIT FORM – ST MARTHA'S CHURCH

DATE:________________________

TO: ST. MARTHA'S FUNDS DEPOSITOR

RE: DEPOSIT OF FUNDS

PERSON SUBMITTING FORM:
Please print ______________________________

DEPOSIT

CURRENCY ______________________________

COIN ___________________________________

CHECKS_________________________________

TOTAL: ______________________

SOURCEOF FUNDS: __________________________

(Bake Sale, Book Sale, Golf-outing, etc.)

*** Give funds & form to Parish Funds Depositor; Make a copy for Committee/Group Responsible ***

___ Operating Budget ______________________Line Item

___ Restricted Acct __________________________Fund

Revised 3/8/2016 Vestry Approved 4/17/16

Teller Counting Procedure

1. The 8:00 am Sunday contributions will be in the cash box in the drawer in the Sacristy. You may have to retrieve the 10:00 am offering from the altar if the Ushers have not placed it in the cash box. Teller Sheets are in the white binder in upper cabinet. An adding machine is in the cabinet if you wish to use it. A copy of these instructions is posted on the teller's table top in the Sacristy for your reference.
2. Get a Teller Sheet from the binder. Print the tellers' names and sign and date the Teller Sheet. If one of the assigned Tellers does not show up find someone to help you. Policy requires two Tellers.
3. Set loose cash aside. Set loose checks aside for the Deposit Coordinator. Open all envelopes to determine if they contain a check or cash.
    a. For pledge envelopes that contain a check, set aside for Deposit Coordinator.
    b. For other envelopes that contain a check, just leave the check in the envelope and set aside for the Deposit Coordinator.
    c. For envelopes that contain cash and are labeled with the source and/or the purpose, set aside to record on the teller sheet individually.
    d. Unlabeled envelopes with cash should be added to plate offering.
4. Add up all of the loose plate cash and put the total on line labelled " Loose Cash/Collection Plate". Do not deposit any cash from Fundraisers. These cash amounts have already been verified by the committee member turning in the cash to be deposited by the Deposit Coordinator.
5. Record cash that is from an identified person and/or for a particular source, such as pledge envelope number, on the Teller Sheet.
6. Double count cash from various sources, combine, and make sure the total cash equals the total funds recorded on the Teller Sheet.
7. **Do not fill out a bank deposit form.** You are now finished. Place the Teller Worksheet and the cash in a blue bank envelope to be put in the safe by The Deposit Coordinator (Carl Long). If Carl is not available, give the

envelope to Mary Allen to be put in the safe. Any checks should also be placed in the envelope.

Do not leave any cash or checks in the Lockbox!

Revised 6-25-18 Vestry Approved 7-23-18

St. Martha's Teller Worksheet for Collection Plate Cash

Date:____________________

Tellers:____________________

____

Contributors Name	Envel#	Cash Amount
Loose Cash/Collection Plate		
Contributors:		
TOTAL		

Do not take this money to the Bank

Place this workshee and the cash along with any checks in an envelope to be placed in the safe . If Carl Long is available, give him the envelope to put into the safe. Otherwise give it to Mary Allen.

Revised 6-25-18

Year End Contribution Instructions

QuickBooks Program

Go to:

- Reports
- Sales
- Sales by Customer Detail
- Customize Report
- Display
  - Dates
  - Report Basis-Cash
- Columns
  - Place check mark on following columns:
    - Date
    - Name
    - Memo
    - Item
    - Paid Amount
    - Check #

Print

- Report
- Settings
  - Check Page break after each major grouping

Print

The above should give you a separate report for each Donor for the dates requested. Have Parish Administrator print a set of mailing labels to mail statements prior to Janua

Revised 3/19/15 Vestry Approved 4/17/16