

Sunday Collection

1. Open envelope and verify counting of cash and checks
2. Identify any cash that is documented as pledge income
3. Remainder of cash is "loose offering"
4. Identify type of each check payment – pledge (prior, current, pre-paid), other, etc
5. Enter donations in Church Windows – Donations Module; Batch Code = "SUN"; date = prior Sunday
6. "Print" Batch to preview report of check entries and account allocations
7. Fill out Bank Deposit Slip – include name and check # for checks
8. Total deposit slip and balance to totals on Batch printout
9. Stamp checks with "Deposit Only" stamp
10. Post Batch on Church Windows and print hard copy
11. Highlight Batch on Church Windows and verify all credits are to proper accounts
12. Enter "Sunday Collection" in comments field
13. Transfer to Accounting, post and print hard copy
14. Enter attendance figures in Xcel spreadsheet (statistical data.xls?)
15. Staple Batch printout, Accounting printout and all envelopes together and put in "to File" folder

Other Donations from Safe

1. Same procedure as above but separate Batch and separate Bank Deposit Slip
2. Batch Code = "MON"
3. Post, print batch, transfer to Accounting, post and print transfer

Other Income

1. Separate income with specific systems / spreadsheets; Service Auction, Project Phoenix, Arts & Crafts
2. Update specific systems / spreadsheets
3. Enter directly into Accounting Module on Church Windows; enter name & type in Comments field
4. Types:
 - a. Fundraising – coffee – use Coffee Sales; print monthly GL for Carol Bowles
 - b. Fundraising – script – use grocery specific script sales; verify with Carol's record of sales if needed
 - c. Fundraising - service auction – Use Service Auction Item Value
 - d. Project Phoenix – separate Xcel spreadsheet for donations and payments – Use Project Phoenix Donations???
 - e. Office Rent
 - f. Building Use

Combine Other Donations with Other Income

1. Add amounts / checks to Bank Deposit Slip
2. Go to Reports in Accounting module and print Deposit Slip for the day's deposits
3. Balance report to Posting printouts and to written Bank Deposit Slip
4. Place all cash, checks and deposit slips in bank bag and return to safe or take to bank for deposit
5. Place pad of Bank Deposit slips and Bank Stamp in safe