

## Offering Counting Schedule - 2023

Note: If the assigned dates don't work out, you need to find a replacement counter

Date	Scheduled Counters	
8-Jan	AL	SW
15-Jan	MA	AB
22-Jan	RB	MN
29-Jan	AL	SW
5-Feb	MA	AB
12-Feb	RB	PG
19-Feb	AB	MN
26-Feb	PG	SW
5-Mar	RB	AL
12-Mar	MA	MN
19-Mar	PG	AL
26-Mar	RB	SW
2-Apr	AL	MN
9-Apr	MA	PG
16-Apr	AB	SW
23-Apr	RB	AL
30-Apr	MA	AB
7-May	PG	MN
14-May	RB	AL
21-May	MA	SW
28-May	MA	PG
4-Jun	AL	MN
11-Jun	RB	AB
18-Jun	MA	MN
25-Jun	PG	AL
2-Jul	AB	SW
9-Jul	MA	RB
16-Jul	MA	MN
23-Jul	PG	SW
30-Jul	AB	PG
6-Aug	RB	MN
13-Aug	AB	SW
20-Aug	PG	AL
27-Aug	MA	MN
3-Sep	RB	AB
10-Sep	AL	SW
17-Sep	PG	MN
24-Sep	MA	AB
1-Oct	PG	SW
8-Oct	PG	AL
15-Oct	AB	MN
22-Oct	MA	SW
29-Oct	RB	PG
5-Nov	AL	MN
12-Nov	AB	SW
19-Nov	MA	RB
26-Nov	AB	MN
3-Dec	AL	SW
10-Dec	RB	PG
17-Dec	MA	PG
24-Dec	AB	SW
31-Dec	RB	MN

Version: 25 Jun 2023

### Offering Counting Reports

#### Church Windows Sunday Reports

Batch Report - 1 copy (the report used by the counters for verification)

Deposit Slip – 1 copy

Giving Summary – 2 copies

Log Report – 1 copy

#### When all reports are printed, distribute the reports as follows:

Deposit Slip – attach to bank deposit slip

Batch Report and one Giving Summary – put in Financial Secretary's (church admin.) mailbox

One Log Report and one Giving Summary – put in Senior Pastor's mailbox

Our current Treasurer is reviewing everything electronically (no paper reports needed)