PVCC Collection and Contribution Policy

The collecting, counting, depositing and reporting of the church's offering are very important functions. God demands excellence in this area and the congregation and our insurance providers require accountability and accuracy. The following policy and procedures are intended to ensure the church is a good steward of the funds entrusted to it.

1. At all times, at least two individuals will be in custody of the offering until the cash is counted and verified.
2. All money (cash and checks) must be deposited within 48 hours.
3. All money (cash and checks) collected mid-week or off-site must be secured in the Admin office within 48 hours.
4. All counters of the monies must be approved by the Administration Team. Initial training will be done by the contributions secretary. The Administration Team will ensure that two unrelated counters will be available each week.
5. The record on all contributions will be maintained in two secure locations. One location will be on a computer at the church with access controlled by a password retained by a person selected by the Administration Team.
6. Collection and Counting Procedure
    A. All checks and envelopes will be opened and verified.
    B. All checks will be immediately stamped with "For Deposit Only" stamp.
    C. All cash and checks will be tallied and recorded on the ***Sunday Attendance & Offering*** form.
    D. The ***Sunday Attendance & Offering*** form will be verified and reconciled.
    E. The deposit slip will be prepared listing currency, coin and check totals.
    F. All cash will be accounted for and placed with the deposit slip in the money bag.
    G. All checks must be photocopied. A tally will be run on the photocopies as a double checking system. The copies, along with a photocopy of the deposit slip and the tear-off record from the deposit bag, will be attached to the ***Sunday Attendance & Offering*** form and given to the contribution secretary.
    H. Before sealing the bag, remove the tear-off section, record the date and amount and attach it to the ***Sunday Attendance & Offering*** form. Both counters initial the tear-off record.
    I. All counters' names will be recorded on the ***Sunday Attendance & Offering*** form along with the person's name making the deposit.
    J. A copy of the deposit slip will be given or mailed to the treasurer. The total amount of contributions will also be given to the church office for next week's bulletin.