

Teller Instructions

1. Recruit another person not related to you to witness and help count the offering.
2. Retrieve the collection plates from the sound system cabinet and take them to the workroom.
3. From the workroom drawer labeled "Teller Supplies," retrieve the following:
 - a. Collection report form
 - b. Check endorsement stamp
 - c. Large envelope to hold counted collection and report
4. Separate the checks, cash, cash pledge payments in envelopes, and coins.
5. Endorse the checks using the stamp and count the number of checks. Both the teller and witness should count the checks to make sure the count is accurate. *Do not add up the total dollar amount of the checks. Write the number of checks received on the report.*
6. Sort the cash (other than cash pledge payments in envelopes) into denominations and count the cash. Both the teller and witness should count the cash to make sure the count is accurate. *Write the cash amounts and the total cash in the appropriate spaces on the report form.*
7. If there are any cash pledge payments in envelopes, open the envelopes to count the cash, but leave the cash in the envelopes so the payments can be properly credited. Both the teller and the witness should count the cash pledge payments to make sure the count is accurate. *Write the total of cash pledge payments on the "Cash Pledge Payments" line of the report form.*
8. If there are any coins, both the teller and witness should count the coins to make sure the total is accurate. *Write the total of coins on the report form.*
9. *Add up the total amount of cash, cash pledge payments and coins and write the total on the report form.*
10. Both the teller and the witness should then sign the report form and print their names on the lines provided.
11. Place the checks, cash, cash pledge payments (*in their envelopes*), coins and report form in the large envelope.
12. Slide the large envelope under the Church Administrator's office door far enough that it cannot be reached without opening the door.
13. Return the collection plates to the sound system cabinet.

You're done! Thanks for your service!