

Money Received Sheet

Ministry/ Event _____ dated: ___ / ___ / ___

The money received today was counted by 1. _____ 2. _____
signature 1 signature 2
 PRINT NAMES 1. _____ 2. _____

Please Enter the amounts received in the table below.

Denomination	No	Amount
Credit card slips		
Cheques		
\$100		
\$50		
\$20		
\$10		
\$5		
Coin		
Total:		

Instructions for organising the money you have collected are as follows:

1. Please place in a neat pile.
2. Notes on the bottom (grouped in like currency (*flat & facing same way*), eg. \$100, then \$50s, \$20s etc)
3. Place cheques on top of notes
4. Place Credit card authorities on the top (N.B. do they include: card name, no, exp date and signature??)
5. Place a rubber band around the pile
6. Put all coins into a plastic coin bag and seal.

***Please photocopy this summary sheet and keep the copy in your records. Place the original in the blue bag with the money ***

If you have any questions, please contact the church office: 9360 7840 or matthias@matthias.org.au.

Thank you!