**Eden Uniting Church Money Collections**

Don’t worry if you over-document. It is for everyone’s benefit if person banking   
and auditors can track deposits

**Church on Sunday**

Collect from pig immediately after church

Count money with another person

Place in an envelope or money bag. Labelled Sunday xx/xx/xx and $xx.xx

In green book Record service leader, speaker, amount, attendee numbers (Adults, children), 2 people sign

Money to Peter or Michael to be banked in IMB General a/c 200354335. In the **General banking deposit** book (if you have it)- on opposite page write what the donation was for eg *Offertory xx/xx/xx*

**Pantry**

Float would be available from previous Thurs (or Sat if market week).

2 people count - pantry money and donations separately

1. Money for **mission donations** in multiple small banking bags and labelled eg Mission xx/xx/xx $53.50. Donations go to IMB Mission a/c and annotated with the word *Pantry* on the bank book page for the bank. On opposite page write what the donation was for eg *Pantry donations xx/xx/xx $53.50*
2. Thurs - Money for **pantry** takings banked at about 12:30 to get to CBA (money collected after 12:30 is the float for next pantry)

notes in one bag, coins counted then all in one bag (CBA has counter), both put into another, larger bag and labelled - *Pantry, date, $xx*

Pantry money- banked at Commonwealth in Pantry bank book. Hours are only up to 1pm. Record amounts in the green book that is kept above the hand washing sink in kitchen pantry. 2 people to sign

eg *Pantry xx/xx/xx $1,340*

**Market**

Michael has a float for the Saturday market. Peter has a float for the pantry on Saturday

There may be up to **3 separate amounts** to bank in separate accounts. Amounts recorded in green book above basin in kitchen pantry

1. Market takings, adding together **barbecue, stallholders, kitchen and other donations**. All counted as one. Remember to take out $50 float back to Michael.
   1. Bag up as above as separate coin denominations. Banked in IMB Garden a/c 200483303 Write on opposite page what the deposit was for *eg February Market, $xx.xx*
2. **Pantry ‘sales’** as per 2. above, Remember to take out float approx. $50
3. **Church mission stall** usually run by Dawson/Avent team. Books, ornaments etc. usually counted later by Lyn and Paul and deposited in Mission bank book IMB 200511271 (as separate entry and labelled in book on deposit page and opposite page with a purpose *eg Rukwa* for overseas mission

**Other occasions**

These may be special fundraising events for a special purpose such as a film or speaker, supporting another charity or group.

Counted, recorded in hall green book above basin in kitchen pantry and usually banked in the IMB Mission account 200511271 with the bank’s page annotated with the purpose and the page opposite also labelled *eg Women’s Resource Centre $90.50*

**Pantry Count Date . Count date .**

See instructions for bagging and banking

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pantry takings** | | |  | **Donations** | |
|  | Number | Value |  |  |  |
| 100 |  |  |  | 100 |  |
| 50 |  |  |  | 50 |  |
| 20 |  |  |  | 20 |  |
| 10 |  |  |  | 10 |  |
| 5 |  |  |  | 5 |  |
| 2 |  |  |  | 2 |  |
| 1 |  |  |  | 1 |  |
| .50 |  |  |  | .50 |  |
| .20 |  |  |  | .20 |  |
| .10 |  |  |  | .10 |  |
| .05 |  |  |  | .05 |  |
| **Total** |  |  |  | **Total** |  |

**Pantry Count Date . Count date .**

See instructions for bagging and banking

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pantry takings** | | |  | **Donations** | |
|  | Number | Value |  |  |  |
| 100 |  |  |  | 100 |  |
| 50 |  |  |  | 50 |  |
| 20 |  |  |  | 20 |  |
| 10 |  |  |  | 10 |  |
| 5 |  |  |  | 5 |  |
| 2 |  |  |  | 2 |  |
| 1 |  |  |  | 1 |  |
| .50 |  |  |  | .50 |  |
| .20 |  |  |  | .20 |  |
| .10 |  |  |  | .10 |  |
| .05 |  |  |  | .05 |  |
| **Total** |  |  |  | **Total** |  |

**Pantry Count Date . Count date .**

See instructions for bagging and banking

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pantry takings** | | |  | **Donations** | |
|  | Number | Value |  |  |  |
| 100 |  |  |  | 100 |  |
| 50 |  |  |  | 50 |  |
| 20 |  |  |  | 20 |  |
| 10 |  |  |  | 10 |  |
| 5 |  |  |  | 5 |  |
| 2 |  |  |  | 2 |  |
| 1 |  |  |  | 1 |  |
| .50 |  |  |  | .50 |  |
| .20 |  |  |  | .20 |  |
| .10 |  |  |  | .10 |  |
| .05 |  |  |  | .05 |  |
| **Total** |  |  |  | **Total** |  |

**Market Count Date .**

See instructions for bagging and banking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pantry takings Date ………………..** | | |  |  |  | |
|  | Number | Value |  |  |  | **Date** |
| 100 |  |  |  |  | 100 |  |
| 50 |  |  |  |  | 50 |  |
| 20 |  |  |  |  | 20 |  |
| 10 |  |  |  |  | 10 |  |
| 5 |  |  |  |  | 5 |  |
| 2 |  |  |  |  | 2 |  |
| 1 |  |  |  |  | 1 |  |
| .50 |  |  |  |  | .50 |  |
| .20 |  |  |  |  | .20 |  |
| .10 |  |  |  |  | .10 |  |
| .05 |  |  |  |  | .05 |  |
| **Total** |  |  |  |  | **Total** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Market takings –** bbq, food, stallholders, ch produce stall | | | |  |  | | |
|  | Number | Value |  |  |  | Number | Value |
| 100 |  |  |  |  | 100 |  |  |
| 50 |  |  |  |  | 50 |  |  |
| 20 |  |  |  |  | 20 |  |  |
| 10 |  |  |  |  | 10 |  |  |
| 5 |  |  |  |  | 5 |  |  |
| 2 |  |  |  |  | 2 |  |  |
| 1 |  |  |  |  | 1 |  |  |
| .50 |  |  |  |  | .50 |  |  |
| .20 |  |  |  |  | .20 |  |  |
| .10 |  |  |  |  | .10 |  |  |
| .05 |  |  |  |  | .05 |  |  |
| **Total** |  |  |  |  | **Total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mission stall for Date** | | | |
|  | Number | Value |  |
| 100 |  |  |  |
| 50 |  |  |  |
| 20 |  |  |  |
| 10 |  |  |  |
| 5 |  |  |  |
| 2 |  |  |  |
| 1 |  |  |  |
| .50 |  |  |  |
| .20 |  |  |  |
| .10 |  |  |  |
| .05 |  |  |  |
| **Total** |  |  |  |