

# SUNDAY COLLECTION

AUGUST 2018

Procedure for counting the Sunday collection:

- 2 people will count together, from the Board of Directors and/or the Finance Committee
- Fill out the form on the outside of one of the envelopes kept in the Office Administrator's office by the safe.
- Each person initials the form when the counting is complete
- When done counting, insert the envelope in the safe in the OA's office
- On Intergenerational Sundays, when the coins are collected for the Children's KIVA fund, put the coins in the blue banker's envelope found by the safe. You do NOT need to count the coins.
- Put the coin envelope in the bottom right drawer, as you sit in Linda's desk, and leave Linda a note that you put it there.