

# COLLECTION SHEET

## For counting church offerings

Service and date: \_\_\_\_\_

Pastor taking the service: \_\_\_\_\_

Date collection counted: \_\_\_\_\_  
*This should be as soon as possible after the service*

Counted by (names): \_\_\_\_\_  
 \_\_\_\_\_  
*This should be two people who are unrelated to one another*

Was this:  An ordinary collection for general church purposes  
 or  
 A special collection for a specific cause or use

Special cause: \_\_\_\_\_  
*If this money was collected for a special cause it must be kept **separate** from other monies and recorded in the accounts as 'restricted' income.*

### CASH

£50 notes		£2 coins		10p coins	
£20 notes		£1 coins		5p coins	
£10 notes		50p coins		2p coins	
£5 notes		20p coins		1p coins	
<b>Sub-total</b>		<b>Sub-total</b>		<b>Sub-total</b>	
<b>Total cash gifts</b>				£	

### ENVELOPES

Name or number on envelope	Amount	Gift Aid Declaration? Y / N
<b>Total envelope gifts</b>		£

