

# Best Practices for Handling Offerings

Most church denominations have some sort of Sunday collection. This can vary from passing a collection plate through the pews, to simply leaving a basket or box at the back of the church for members to place their offering in. Whichever way your church collects offerings, it's important to safeguard those funds that have been prayerfully given to the church. Here are some best practices to ensure the safety of both the money and the people collecting it.

- ▶▶ Your offering counting team should consist of a minimum of two people appointed annually by the finance committee.
- ▶▶ Spouses and immediate family members should not be on the team at the same time.
- ▶▶ The team should count all money received during weekly worship services.
- ▶▶ The team members should not be the treasurer or bookkeeper.
- ▶▶ All cheques should immediately be stamped "for deposit only" and placed in a lockable cash bag or safe.
- ▶▶ Use a cash bag with only two keys – one that you keep at your financial institution, the other at the church.
- ▶▶ Never keep cash on the premises unless you use a lock box or safe. Cash should be deposited in the church's bank account. If your church would like to consider online giving for your offerings, please consult the resource Online Giving for Congregations.

**Speak with an Account Manager at your nearest Kindred branch for advice and options for setting up online giving at your church.**

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