

ALL SAINTS COLLECTION RECORDING

DATE:

SERVICE TIME:

COINS/NOTES
IN COLLECTION

COMPLETION INSTRUCTIONS

NOTE/ COIN VALUE	COLLECTION AMOUNT
£50	
£20	
£10	
£5	
£2	
£1	
50p	
20p	
10p	
5p	
2p	
1p	
TOTAL	

1. Open all envelopes (gift aid and weekly planned giving envelopes) one at a time and
 - count the money inside each individual envelope.
 - write the amount of money each envelope contained on the outside of that envelope.

3. Count all of the money from the envelopes together with the loose change in the collection plate

4. Write the amounts counted in the column on the left.

5. Total the column and sign the form.

6. Place the empty envelopes and the money in a bag together with this form.

CHECKED BY:

SIGNATURE _____

PRINT NAME _____

SIGNATURE _____

PRINT NAME _____