

### Check Processing:

1. Examine the checks to make sure:
  - a. The check is dated
  - b. The numerical amount equals the long hand written amount.
  - c. The purpose of the check is noted
2. Sort the checks alphabetically. (Operating Fund and Designated Fund checks do not have to be totaled separately, they should all be contained in one alphabetical batch.)
3. Endorse the checks.
4. Count the number of checks.
5. Run an adding machine tape to determine the total amount of the checks to be deposited. [Note: the adding machine probably has an 'Item Count' feature so the that number should equal the hand counted number of checks]
6. Attach the tape to the checks and lock them up for processing them at a later time.

### Cash Processing:

1. Loose Offerings, All Church Fellowship, Building Usage. Gifts & Miscellaneous and Copier Usage are generally posted as separate totals on the Operating Account Summary Sheet
2. Other items such as Pledge Payments, Per Capita "Tax", and Eearth Advocates should have individual envelopes with the donations. Those envelopes should be appropriately notated as to Amount, Donor and Fund. These would be used by Jana to do the data entry.

### Finishing Up:

At the bottom of the Designated Fund Summary Sheet is a place to record the Total Designated Funds and The Operating Total from the other side of the sheet and the Deposit Total.

1. At this point, count the total coin and total bills and then the total of the two at the box in the top right hand corner.
2. Sign the Counter's Box
3. Put the total number of checks prepared in the next box down.
4. Put the total dollar amount of the checks from the adding machine tape in the next box down.
5. Fill out the bank cash deposit slip.
6. Make sure the Deposit Total at the bottom of the page equals the Coin and Bills total at the top of the page.
7. Take it to THE BANK OF BENNINGTON night deposit. There are new deposit bags. If the bag is more than 0.75" thick, the night deposit key may be needed. The night deposit key is in the key cabinet in the office.