

**SEVENTH-DAY ADVENTIST CHURCH  
WEEKLY OFFERINGS WORKSHEET**

Church Name: \_\_\_\_\_

Date: \_\_\_\_\_

ENVELOPES	CASH AND CHECKS
<p><b>LOOSE OFFERINGS DETAILS</b></p> <p>Sabbath Sch. Mission: _____</p> <p>Sabbath Sch. Expenses: _____</p> <p>Main Service: _____</p> <p>Wednesday Service: _____</p> <p>Youth Program: _____</p> <p> </p> <p>OTHERS (SPECIFY) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>LOOSE OFFERINGS TOTAL: (1)</b> _____</p> <p><b>OTHER ENVELOPES TOTAL: (2)</b> _____</p> <p> </p> <p><b>TOTAL ENVELOPES THIS WEEK</b> _____</p> <p>(A)=(1)+(2)</p>	<p><b>CHANGE:</b></p> <p>Pennies     \$0.01    x    _____ = _____</p> <p>Nickels     \$0.05    x    _____ = _____</p> <p>Dimes       \$0.10    x    _____ = _____</p> <p>Quarters    \$0.25    x    _____ = _____</p> <p>Halves      \$0.50    x    _____ = _____</p> <p>One Dola    \$1.00    x    _____ = _____</p> <p><b>CHANGE TOTAL: (3)</b> _____</p> <p><b>BILLS:</b></p> <p>Ones        1.00    x    _____ = _____</p> <p>Twos        2.00    x    _____ = _____</p> <p>Fives       5.00    x    _____ = _____</p> <p>Tens        10.00   x    _____ = _____</p> <p>Twenties   20.00   x    _____ = _____</p> <p>Fifties     50.00   x    _____ = _____</p> <p>Hundreds   100.00 x    _____ = _____</p> <p><b>BILLS TOTAL</b> _____</p> <p><b>CURRENCY TOTAL (4)</b> _____</p> <p><b>CHECKS TOTAL (5)</b> (see details on next page) _____</p> <p> </p> <p><b>TOTAL MONEY RECEIVED THIS WEEK</b> _____</p> <p>(B)=(3)+((4)+(5))</p>

PLEASE READ THE FOLLOWING BEFORE YOU SIGN

1. Total envelopes and total money **must** be agree at all times
3. DEPOSIT SLIP(S) total must agree with TOTAL ENVELOPES, TOTAL MONEY and ADDING MACHINE TAPE TOTAL
4. This Worksheet must be prepared and signed below by those who actually counted monies - either assistant treasurers or deacons
5. Before the treasurer signs this worksheet, he (she) must verify all the figures in the worksheet with other records such as tithe envelopes total, adding machine tapes, deposit slips, and cash.
6. This worksheet is not valid unless all parties sign below.
7. Original copy of this worksheet must be submitted to the Conference auditor for the audit review.
8. **Donot destroy this worksheet** .This worksheet may be destroyed only after the Audit Review and with Church Board approval

Signatures:

Ass. Tresurer Name \_\_\_\_\_

Ass. Treasurer name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Ass. Tresurer name: \_\_\_\_\_

Tresurer Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

