



FUNDS COLLECTED BY A MINISTRY

Directions

- 1) Have at least two people collect and count all funds together.
- 2) Turn into the church office all funds collected within **TWO** weeks of collecting the funds.
- 3) List below which location and ministry the funds are from.
- 4) Describe specifically why you collected the funds. Did you collect the money as an offering, as a fee for an event, because you sold something, or for some other reason?
- 5) Count and list the checks, cash and coins you are turning in with this form.
- 6) Have both people who counted the funds sign the form.
- 7) Put the funds and this report in an envelope.

These funds are for which location ?

These funds are for which ministry ?

Describe why the funds were collected?

Offering

Event Fees

Sales of

Other

Funds turned in with this report are:

Checks

\$ _____

Cash

\$ _____

Coins

\$ _____

Total Funds

\$ _____

Ministry People Who Counted the Funds

Signature

Date

Signature

Date

Finance People Who Counted the Funds

Signature

Date

Signature

Date