

# FINANCIAL ASSISTANTS IN COUNTING CONTRIBUTIONS NEEDED

## Introduction

Financial Assistants, often referred to as Counters, play a pivotal role in the management of contributions at Faith. Their responsibilities extend beyond merely tallying funds; they ensure accuracy, transparency, and accountability in the financial processes of counting and recording donations.

## Counting Contributions Each Week

One of the primary duties of Financial Assistants is to count contributions on a weekly basis. These contributions can come from various sources such as donations to the General Fund, designated and reserve funds, or event proceeds. By maintaining a consistent schedule, Financial Assistants help to ensure that financial records are up-to-date and reflective of the organization's financial health.

## Process of Counting Contributions

The process of counting contributions typically involves several steps:

- **Collection:** Contributions are collected from various sources, which may include collection plates, donation boxes, online platforms, or direct contributions to the organization's office.
- **Sorting:** Contributions are sorted by type, such as cash, and checks. This step helps in organizing the contributions and preparing them for counting.
- **Counting:** Financial Assistants count contributions using tools such as tally sheets for checks and cash. Multiple counts are conducted to ensure accuracy.

- **Recording:** The counted contributions are recorded in the organization's financial system by the Financial Secretary, not the Counters.
- **Verification:** A verification process is by the Financial Secretary to cross-check the counted amounts and recorded entries.

Multiple teams of Financial Assistants is an option to eliminate every Sunday duty. If you could work at least one Sunday per month that would be a help. Contributions are counted on Sunday.

Financial Assistants, or Counters, are essential to the smooth operation of Faith. Their meticulous work in counting contributions each week, often supported by multiple teams, ensures that financial records are accurate, transparent, and up to date. Ultimately, the role of Financial Assistants is crucial in fostering trust and integrity within their organizations and among their stakeholders.

If you feel called to participate in this critical task of the Church office, please submit your name to the Church office.

Mike Martin  
Chairman