

Emergency Fund Collection Report

Procedures:

1. Counting the money must be done as **securely** as possible. Once counting has begun no one should leave the counting area until the total count is completed.
2. At least **two** people must count each part of the collection to ensure the final figure is correct. This includes confirming the total amount for each church area.
3. The collection **total** is to be immediately written on this form and the deposit slip. Both signatories must understand they are declaring the amount entered on this form is correct.
4. Any alteration to the figures must be initialled by **both** signatories.
5. The contributions must be banked into the denomination's National Australia Bank account within **two working days** after they are received.
6. Congregations should determine if additional security measures need to be considered in taking the money to the bank.
7. Attach deposit slips to this form and **post the same day the offering is banked** to Accounts Department, Grace Communion International, PO Box 402, Varsity Lakes, QLD 4227 or scan and email to accounts@gci.org.au



*Please
staple
deposit
receipts
here*

Emergency Fund Collection Report

Church area _____

Date collected

Date banked

Agent number used _____

Banked at

[illegible]

We, the undersigned, verify the above amounts are correct.

Signature No. 1

Signature No. 2

Signature: _____

Signature: _____

Print name: _____

Print name: _____