

Monthly Donation Report

MONTH: _____

CHURCH AREA: _____

Date	Amount	Attendance	Signatures	Banked by
/ /	.		Signature 1 X _____ Signature 2 X _____	Name: _____ Contact No: _____
/ /	.		Signature 1 X _____ Signature 2 X _____	Name: _____ Contact No: _____
/ /	.		Signature 1 X _____ Signature 2 X _____	Name: _____ Contact No: _____
/ /	.		Signature 1 X _____ Signature 2 X _____	Name: _____ Contact No: _____
/ /	.		Signature 1 X _____ Signature 2 X _____	Name: _____ Contact No: _____
/ /	.		Signature 1 X _____ Signature 2 X _____	Name: _____ Contact No: _____
TOTAL	\$.	Method of Collection: _____ Regularity: _____		

Procedures:

1. The count must be done as **securely** as possible prior to leaving the hall.
2. At least **two** people must be involved in the count, to ensure the final figure will be the amount banked.
3. The weekly contribution is to be immediately written on this form, the deposit slip, and the log book. Both signatories must understand they are declaring the amounts entered on this form and in the log book, to be correct.
 - Two signatures are required for a week with a NIL amount.
 - If a special offering is taken up, complete the *Special Offering Report* form and note on the appropriate date above, "See Special Offering Report form".
 - We require the name and contact details of the person nominated to deposit funds each week.
4. Any alteration to these 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. Attach all deposit slips to this form before **posting** to the national office **after the last church service of the month**.