

Special Collection Report

Procedures:

1. **This form can be used for special allocation to any other GCI Australia Funds**
2. If a combined service, ensure blank **envelopes** are available prior to the service – necessary if the monies are to be allocated to the specified church area.
3. If a combined service, ensure an **announcement** is made mentioning that, unless otherwise marked on the envelopes, 75% of donations will be attributed to the host church.
4. Count the **number** of baskets to be used before the offering is taken up and ensure the same number of baskets are returned.
5. 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.
6. 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.
7. 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.
8. Any alteration to the figures must be initialled by **both** signatories.
9. The contributions must be banked into the denomination's National Australia Bank account within **two working days** after they are received.
10. Congregations should determine if additional security measures need to be considered in taking the money to the bank.
11. 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*

Special Collection Report

Church area (host) _____

Occasion\Purpose _____

Date collected _____

Agent number used _____

Attendance _____

Date banked _____

Banked at _____

Church Area\Purpose	Amount
TOTAL	\$

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

Signature No. 1

Signature No. 2

Signature: _____

Signature: _____

Print name: _____

Print name: _____