

COUNTING COMMITTEE

MISSION STATEMENT: To prayerfully count and maintain confidential records on monies collected by First Baptist Church Jennings (FBCJ).

OBJECTIVE: To accurately count and record all monies deposited in the church safe each week.

COMMITTEE STRUCTURE: Eight (8) members enlisted by the Committee on Committees, voted on by the church, to serve a three (3) year term, working under the direction of the committee chair. The Ministerial Staff serve as Ex-Officio members and are advisors/consultants without voting privileges.

TASKS: (All tasks are to conform to FBCJ Bylaws)

- Conduct a counting committee meeting prior to the first Sunday service in January to plan the year. Items to be discussed (not inclusive) include:
 - Schedule of counting assignments for the year.
 - Confidentiality.
 - Review of written counting procedures.
 - Chair notification if unable to attend an assigned counting.
 - Exchange contact information and preferred method.
- Committee chair assigns a minimum of two (2) members to count monies each Monday morning, or first business day, with the church secretary. A rotating monthly assignment is made by the committee chair and agreed to by the counting committee.
- Monies collected (offerings, cash registrations, cash tuitions, etc.) are counted; recorded on proper forms and signed by the counters and the church secretary. Cash received by the secretary during the week is placed in the safe, after documentation, and is counted by the committee. Checks received during the week will be deposited by the secretary in a timely manner.
- Assist the Finance Committee and the Financial Secretary to insure that accuracy and confidentiality is consistently upheld regarding the monies handled at FBCJ.

Date Revised: 5/06/16

Date Voted: 6/22/16