

Church Offering Count Sheet

A printable tally sheet for counting tithes and offerings with two counters — cash, checks, and designated gifts.

Service date

Service / event

Deposit date

Counter 1 (print name)

Counter 2 (print name)

Cash		
Denomination	Count	Amount
\$100 bills		\$
\$50 bills		\$
\$20 bills		\$
\$10 bills		\$
\$5 bills		\$
\$2 bills		\$
\$1 bills		\$
Dollar coins		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
Total cash		\$

Checks		
Check #	Name	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total checks		\$

More checks? List them on the back and carry the total forward.

Where the money goes		Totals	
General tithes & offerings	\$	Total cash	\$
Designated – Building Fund	\$	Total checks	\$
Designated – Missions	\$	Online / other (if counted)	\$
Designated – Benevolence	\$	Grand total	\$
Other: _____	\$		
Total by fund (must equal grand total)	\$	☐ Matches deposit slip	

Counter 1 signature

Counter 2 signature

How to use this count sheet

1. **Count with at least two people** who are not related, and keep the offering in sight of both until it's sealed.
2. **Count cash first**, then list every check with its number, name, and amount.
3. **Separate designated gifts** using the envelope or memo line — building fund, missions, benevolence, and so on.
4. **Make sure “total by fund” equals the grand total.** If it doesn't, recount before anyone signs.
5. **Both counters sign**, then seal the deposit and this sheet together or give them to the treasurer.
6. **Enter contributions promptly** — ideally the same week — and match the entry to the bank deposit.

Common mistakes to avoid

- One person counting alone, or the same pair every week with no rotation.
- Mixing designated gifts into general giving.
- Letting count sheets pile up before entering them.
- Not keeping the count sheets — file them with the deposit records.

From count sheet to giving statement, automatically

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Enter each week's offering once and ChurchBooks3 keeps fund totals, deposit records, and donor contribution statements up to date. Desktop and Online versions available.

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