

Urban Refuge

Funds Collected by a Ministry

- 1) Have at least two people collect and count all funds together.
- 2) Turn into the church office all funds collected within two weeks of collecting the funds.
- 3) List below which ministry the funds are from.
- 4) Describe specifically why you collected the funds. Did you collect the money as an offering, as a fee for an event, because you sold something, or for some other reason?
- 5) Count and list the checks, cash and coins you are turning in with this form.
- 6) Have both people who counted the funds sign the form.
- 7) Put the funds and this report in an envelope and place in the safe in the church office.

These funds are for which ministry? _____

Describe why the funds were collected?

Offering _____
Event Fees _____
Sales of _____
Other _____

Funds turned in with this report are:

Checks \$ _____
Cash \$ _____
Coins \$ _____
TOTAL \$ _____

Ministry People Who Counted the Funds:

Signature Date

Signature Date

Finance People Who Counted the Funds:

Signature Date

Signature Date