OFFERING DEPOSIT LOG

One line per deposit

Church: _____ **Month / year:** _____ **Bank account:** _____

Date counted	Count sheet / slip #	Cash	Checks	Total deposited	Counted by (2 initials)	Taken to bank by	Date deposited	On bank statement	Notes
TOTAL		**$**	**$**	**$**					

Reviewed by (treasurer): _____ **Date:** _____

Tick 'On bank statement' when the deposit shows on the statement during your monthly bank reconciliation. A deposit that hasn't appeared after a few days is worth asking the bank about. Keep this log with the count sheets.

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