

Senior Center Contribution Counting Procedures

1. Contributions are to be counted once per week, *preferably* on Friday and deposited soon thereafter. This is to reduce the amount of money susceptible to the risk of theft or other loss.
2. A minimum of two counters must be present to count the contributions. These counters must be listed and approved as authorized counters on the Contributions Accounting Authorization form before counting any contributions.
3. A Contribution Accounting Receipt form must be completed every time the money is counted. The original white copy will be submitted to SARCOA; the yellow carbon copy and any additional copies will remain with the center and/or contractor records.
4. Each counter must sign their own name on the Contribution Accounting Receipt every time the money is counted.
5. All contribution boxes are to remain locked until the counters open them to count the money. The center director or other site manager should not have access to the keys. The keys for the boxes should remain off-site of the center and should be brought in only on days the contributions are counted.
6. The contribution boxes may NOT be used to make change.
7. Contribution accounting procedures will be monitored by SARCOA staff, who reserve the right to interview the authorized counters during any normal operating hours of the senior center.

As an authorized counter or center director, I have read and understand these procedures.

Printed Name

Signature

Date

To be kept on file with Contributions Accounting Authorization form.