

Thank you for downloading this brochure for our Tithes & Offerings Capture Spreadsheet. Take a look below to see what this software offers you.

The Tithes & Offerings Capture gives you the following advantages:

Allows you to pass on comprehensive details to your admin staff

Gives your counters a clear indication of requirements

See a breakdown of finances from all services

See missing details required

Easy selection of your current members

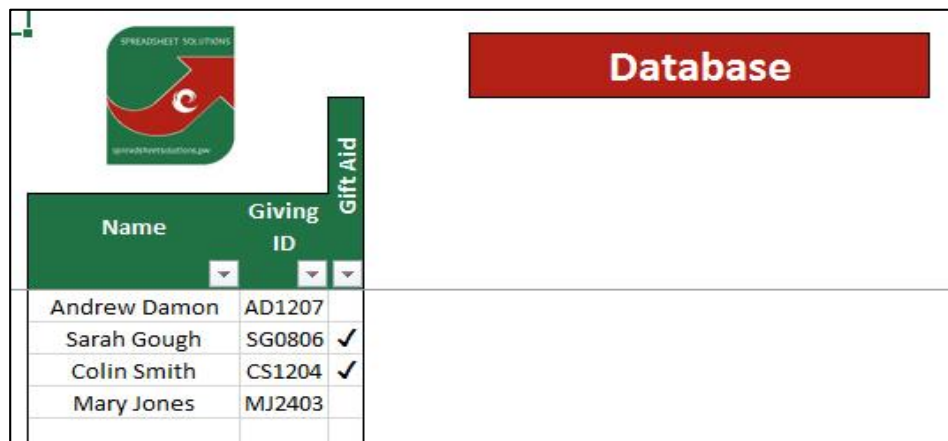
Cash breakdown (now in \$ or £)

Checks and balances for various actions

And more.. Take a look below for more details

Firstly, you can make sure that your name of your church is correct. Then read through the instructions. The main task of this spreadsheet is to capture the details of the giving from various services. It is assumed that you have envelopes for the givers to capture certain details, and this form allows you to show what has been captured, and what is still required (in order for the office staff to follow up).

Make sure that your database of givers is up to date, with their name, giving ID and Gift Aid 'status'. This will not only supply the name for the list of giving, but also show what their current gift aid status is on order to let the staff know what action needs to be taken regarding the gift aid.



The screenshot shows a spreadsheet interface. In the top left corner, there is a logo for 'SPREADSHEET SOLUTIONS' with a stylized 'e' and the website 'www.spreadsheetsolutions.co.uk'. To the right of the logo is a red rectangular box with the word 'Database' in white text. Below the logo and box is a table with three columns: 'Name', 'Giving ID', and 'Gift Aid'. The 'Name' and 'Giving ID' columns have dropdown arrows. The 'Gift Aid' column has checkmarks for Sarah Gough and Colin Smith. The table contains the following data:

Name	Giving ID	Gift Aid
Andrew Damon	AD1207	
Sarah Gough	SG0806	✓
Colin Smith	CS1204	✓
Mary Jones	MJ2403	

You can then capture the details from each envelope given, and any loose cash. There is a line required per envelope, making sure to capture under the green headings, and any red headings that are relevant. For example, if someone pays by card, but the number is unreadable, then fill in the respective details.

Tithes & Offerings - BCC

Sun, 21 February 2016
First Service

All OK ✓
Office !
Counter +
Error X

Giving IDs to Add: 1 !
Cash Totalled: £0.00 X
Missing Details: 0 ✓
Gift Aid Changes: 0 ✓

Select if amount on envelope differs to cash given

Complete if Existing Gift Aid is blank

Complete for each entry

PAYMENT DETAILS

Status	Giving ID	Name	Amount	Type	Cash Incorrect	Existing Gift Aid	Today & Future Past 4 Years Today Only	Today Only	Card	Status	Type	Number	Start Date	Expiry Date	Issue No.	Security Code	Name on Card	Telephone Number	Dated	Signed
✓	AD1207	Andrew Damon	£100.00	Cash																
✓	CS1204	Colin Smith	£80.00	Cheque																
!	SG0806	Sarah Gough	£60.00	Card																
	MJ2403																			

Tithes & Offerings - BCC

Sun, 21 February 2016
First Service

All OK ✓
Office !
Counter +
Error X

Giving IDs to Add: 0 ✓
Cash Totalled: £0.00 X
Missing Details: 1 !
Gift Aid Changes: 0 ✓

Select if amount on envelope differs to cash given

Complete if Existing Gift Aid is blank

Complete for each entry

PAYMENT DETAILS

Status	Giving ID	Name	Amount	Type	Cash Incorrect	Existing Gift Aid	Today & Future Past 4 Years Today Only	Today Only	Card	Status	Type	Number	Start Date
✓	AD1207	Andrew Damon	£100.00	Cash									
✓	CS1204	Colin Smith	£80.00	Cheque		✓							
!	SG0806	Sarah Gough	£60.00	Card		✓			Missing Details				
✓	MJ2403	Mary Jones	£120.00	Cash									

CREDIT / DEBIT CARD INFO: Type, Number, Start Date

Untidy

Each entry has a 'status', which shows who needs to add or update details in order to complete the entry. There is also an overall status, showing what tasks are still required on the current sheet.

Sun, 21 February 2016
First Service

All OK ✓
Office !
Counter +
Error X

Giving IDs to Add: 0 ✓
Cash Totalled: £0.00 X
Missing Details: 1 !
Gift Aid Changes: 0 ✓

You can then supply a breakdown for the cash. Once done, the overall status will reflect the changes done.

Not relating to each row - Please fill in the details below relating to all the cash

CASH

Note / Coin	Quantity	Amount
£50	0	£0.00
£20	5	£100.00
£10	8	£80.00
£5	6	£30.00
£2	4	£8.00
£1	1	£1.00
50p	2	£1.00
20p	0	£0.00
10p	0	£0.00
5p	0	£0.00
2p	0	£0.00
1p	0	£0.00

All OK ✓
Office !
Counter +
Error X

Giving IDs to Add: 0 ✓
Cash Totalled: £220.00 ✓
Missing Details: 1 !
Gift Aid Changes: 0 ✓

The report then shows the responsibilities of the admin staff, as well as a breakdown of the money taken, and what is still outstanding. The admin staff can then go and acquire and fill in the missing details, in order to complete the lines and the report. Once all of the lines have a green tick, this document is ready to be filed and passed onto the accountant.

Offering Report for Sun, 21 February 2016				
Offering	Cash	Card	Cheque	IOU
First Service	£220.00	£60.00	£80.00	£0.00
Second Service	£0.00	£0.00	£0.00	£0.00
First Special Offering	£0.00	£0.00	£0.00	£0.00
Second Special Offering	£0.00	£0.00	£0.00	£0.00

First Service	
Giving IDs to Add:	0
Missing Details:	1
Gift Aid Changes:	0

Cash	Totals
✓	£360.00
+	£0.00
+	£0.00
+	£0.00
Grand Total:	£360.00

So there you have it, how useful is this going to be to you and your church? If you wish to get more information, please follow the links below, and remember if you want something custom made for your needs, we do that too!

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To watch a demonstrational video