

**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**

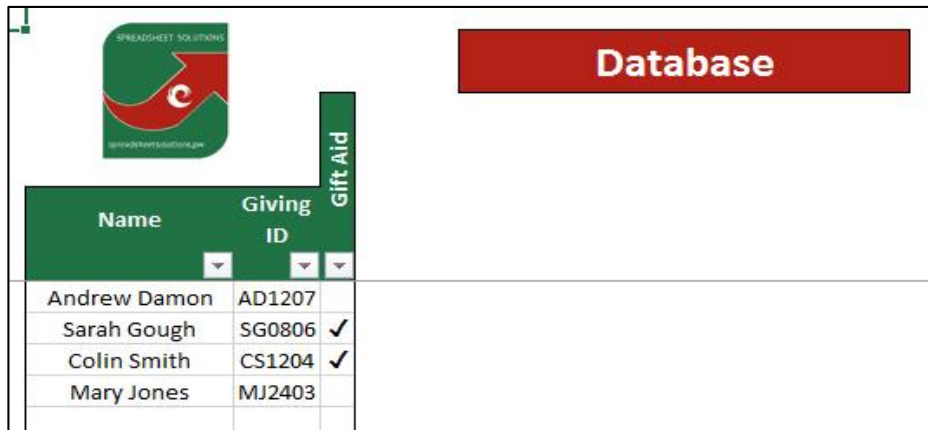
**Cash breakdown (now in £, \$ or R)**

**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 displays a spreadsheet interface. In the top left corner, there is a logo for 'SPREADSHEET SOLUTIONS' featuring a green and red circular design with a white 'c'. To the right of the logo is a red rectangular button labeled 'Database'. Below the logo and button is a table with the following columns: 'Name', 'Giving ID', and 'Gift Aid'. The 'Name' column has a dropdown arrow, and the 'Giving ID' column also has a dropdown arrow. The 'Gift Aid' column has a dropdown arrow and a checkmark icon. 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**

Giving ID	Name	Amount	Type
AD1207	Andrew Damon	£100.00	Cash
CS1204	Colin Smith	£80.00	Cheque
SG0806	Sarah Gough	£60.00	Card

**GIFT AID**

Select if card payment

Only complete if card information given is incorrect, select the relevant column to show what detail is still required

**CARD**

**CREDIT / DEBIT CARD INFORMATION - Only complete if paid by card and there are details missing**

Status	Type	Number	Start Date	Expiry Date	Issue No.	Security Code	Name on Card	Telephone Number	Dated	Signed

**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**

Giving ID	Name	Amount	Type
AD1207	Andrew Damon	£100.00	Cash
CS1204	Colin Smith	£80.00	Cheque
SG0806	Sarah Gough	£60.00	Card
MJ2403	Mary Jones	£120.00	Cash

**GIFT AID**

Select if card payment

Only complete if card information

**CARD**

**CREDIT / DEBIT CARD INFORMATION**

Status	Type	Number	Start Date
Missing Details		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		Cash	Card	Cheque	IOU	Cash	Totals	
First Service	£220.00	£60.00	£80.00	£0.00	✓		£360.00	
Second Service	£0.00	£0.00	£0.00	£0.00	+		£0.00	
First Special Offering	£0.00	£0.00	£0.00	£0.00	+		£0.00	
Second Special Offering	£0.00	£0.00	£0.00	£0.00	+		£0.00	
<b>Grand Total:</b>							<b>£360.00</b>	

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

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!

**ORDER PRODUCT**



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Creating business solutions through custom spreadsheets



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To watch a demonstrational video