

Dear Sidespersons,

Following discussions by the parish council at recent meetings, it has been determined that the weekly distinction of offerings by way of envelopes and open plate is no longer required. In an attempt to simplify the Sidespersons responsibilities on each Sunday morning, the differentiation of offerings will no longer be made.

To enact this change, a new Sidespersons reporting slip has been prepared to allow for the new method of recording the offerings and other collections received during the service. Please find attached to this letter a copy of the new Sidespersons reporting slip along with copies for completion in the drawer.

Completion of the Sidespersons reporting slip should be as follows:

- Please circle the church and service time relevant to the collections and complete the date of the service
- Each Sidesperson is required to sign the slip to confirm that they agree with the detail contained on the slip and that this matches to the Vestry Records Book. Two signatures are required on each slip
- The Notes/Cheques/Coins section of the slip is new, however merely seeks to formalise the process of which the majority of Sidespersons are completing weekly currently. The total collections of each denomination are to be entered as relevant and totalled under the heading Total Collections
- The **Detail** section of the slip provides the breakdown of collections between offerings by parishioners and funds collected for other activities (i.e. donations, special appeals, Christmas and Easter offerings, fundraising event proceeds etc.). The total of the **Detail** section should match to that of the Notes/Cheques/Coins section

It is noted that the Vestry Records Book will not be updated for the above alteration and will retain the envelopes and open plate distinction columns for the time being. To complete, please simply enter the total offerings received (from both the envelopes and open plate) in the envelopes column and enter a " – " in the open plate column.

I am hopeful of a smooth transition to the new reporting of collections from the prior system to the new, however should you have any questions in completing the Sidespersons slip or the Vestry Records Book, please do not hesitate to contact either myself on 0449 575 569, one of the Wardens or a current member of the Parish Council.

Yours faithfully

Tyson Jeanes  
Treasurer

**Anglican Parish of Coromandel Valley**

The following amounts were received and agree with the entry in the Vestry Records Book

<b>Church</b>	St Johns / All Hallows	<b>Service</b>	8.00am / 10.00am / Other	
<b>Date</b>	_____			
<b>Sidesperson</b>	_____			
<b>Detail</b>		<b>Notes</b>	<b>Coins</b>	
Offerings	\$ _____	\$100	\$ _____	\$ _____
Other:	_____	\$50	\$ _____	\$ _____
_____	\$ _____	\$20	\$ _____	\$ _____
_____	\$ _____	\$10	\$ _____	\$ _____
_____	\$ _____	\$5	\$ _____	\$ _____
_____	\$ _____	Cheques	\$ _____	\$ _____
_____	\$ _____	<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Total</b>	<b>\$ _____</b>		<b>Total Collections</b>	<b>\$ _____</b>

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<b>Date</b>	_____			
<b>Sidesperson</b>	_____			
<b>Detail</b>		<b>Notes</b>	<b>Coins</b>	
Offerings	\$ _____	\$100	\$ _____	\$ _____
Other:	_____	\$50	\$ _____	\$ _____
_____	\$ _____	\$20	\$ _____	\$ _____
_____	\$ _____	\$10	\$ _____	\$ _____
_____	\$ _____	\$5	\$ _____	\$ _____
_____	\$ _____	Cheques	\$ _____	\$ _____
_____	\$ _____	<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Total</b>	<b>\$ _____</b>		<b>Total Collections</b>	<b>\$ _____</b>

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<b>Total</b>	<b>\$ _____</b>		<b>Total Collections</b>	<b>\$ _____</b>