

The role of the teller is critical in relation to the management and security of our cash receipts. The tellers count the cash received as offerings at church services, add donations and monies received from other sources, and prepare them for deposit at the bank, keeping full records for the Treasurer and Gift Aid secretary.

1. The appointment of tellers is made by the incumbent and churchwardens working together.
2. Tellers are required to work as team of two. These teams will be rotated periodically.
3. Tellers working in a team must not be related by family or workplace.
4. Reserve tellers will also be appointed in order that sudden gaps can be filled promptly and appropriately.
5. Tellers who anticipate absence may exchange duties directly with colleagues (aware of point 3 above), as well as informing the lead teller (Ian Pratt) and the churchwardens.
6. When offering plates are emptied, at least two tellers must be present.
7. All cash must be counted on church premises.
8. All monies received are to be placed in a canvas cash bag and to be handed to a churchwarden to be placed in the church safe.
9. The tellers are required to record the money received in accordance with the procedures specified by the bank and the church treasurer.

**Date agreed by PCC: January 2024**