

**Summary Report for Individual Task
805D-208-1007
Manage an Offering
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Given a chapel environment, offering counting room, A scratch paper, offering plates, A daily income report, bank deposit bags, bank deposit slips, receipt book, deposit stamp, pens, envelopes, rubber bands, paper clips, stapler, calculator, bank night deposit key, service bulletin, local SOP, two trainees to act as counters, one chaplain assistant receiving training, one chaplain assistant to act as chaplain in charge of service. This task should not be trained in MOPP 4.

Standard: Receive the offering in correct manner. Fill out the Detail Income Record without error. Secure offering in authorized manner.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Secure the Detail Income Records (DIRs), bank deposit slips, and bank deposit bags from the installation chaplain funds office.
2. Ensure section I of the DIR is accurate for the service being conducted.
3. Select and brief the counters.
 - a. Select two non-related individuals over the age of 18 from the congregation, one of whom may be a member of the unit ministry team (UMT) staff, to collect and count the offering.
 - b. Brief the counters on their critical duties and responsibilities in the collecting, counting, and safeguarding processes as described in the following three paragraphs.
4. Ensure the offering is properly collected.
 - a. Have the counters pass the collection plates or baskets through the congregation.
 - b. Carry the total offering to the altar area and place it on or near the altar in full view of the congregation. Offering will be received publicly and remain in public view until removed for counting.
5. Ensure the offering is properly transported, secured, and counted immediately once removed from the service.
 - a. After the service, both counters carry the offering in plain view from the altar area to the counting room, or to the counting area if you are in a field or combat environment.
 - b. The chaplain assistant/verifier remains in the counting room or counting area and observes the counters as they count the offering.
6. Separate offering by coins, currency, checks and foreign currency if any.
7. Ensure both counters and the chaplain assistant/verifier count all currency to include checks and annotate counts on a scratch piece of paper. Do not share counts until each individual has counted each item for themselves. Note each person must get a separate count of the offering.
 - a. If the numbers do not agree, recheck your steps. If you made the error and your figures now agree with the counters, proceed with filling out the Detail Income Report.
 - b. If your recheck shows the counters made an error, have them recount the offering until all counts match.
8. Ensure counts match between both counters and the chaplain assistant/verifier, if the counts match record the count, in the NUMBER column of SECTION II of the Detail Income Record, the quantity of coins and currency by denomination. Multiply each of the recorded quantities by the value of the corresponding currency (Example: 14 nickels x \$.05 = \$.70). Record each result in the AMOUNT column.
9. Individually record the last name, check number, and the amount of each check of the offering on the appropriate lines.
10. Stamp the name of the fund on the PAY TO THE ORDER line of any check that has that line blank. Stamp the back of all checks with "FOR DEPOSIT ONLY".

Note: This stamp should also include the name of the chaplains' fund and its account number.
11. Add all figures in the AMOUNT columns. Record resulting total currency, total coin, and total check amounts in SECTION II on the appropriate lines.

12. Add all figures in the U.S. and FOREIGN columns. Record resulting total amounts in SECTION II on the appropriate line.

13. If there is an error recorded on the Detail Income Report make the correction by lining once thru the mistake and making the correction next to the error. Have both counters and chaplain assistant/verifier initial next to error with correction ensuring everyone agrees with correction.

14. Ensure the counters sign their names on counted by lines in Section III. The counters wait in the counting room or counting area while the Detail Income Record is signed by the chaplain assistant/verifier.

15. Ensure the chaplain assistant/verifier signs on the verified and secured by line in section III.

16. Fill out the bank deposit slip. Verify that the deposit slip and Detail Income Report match.

17. Ensure both the chaplain in charge of the service and the chaplain assistant/verifier covering the service sign both verification pages. Ensure all questions are answered on both verification pages as well as the attendance.

18. Place the total offering, page one of the verified Detail Income Report, and deposit slip in the bank bag.

19. Place the Fund Manager verification page of the Detail Income Report in the bank bag. Local SOP may dictate another secure drop location for the fund manager verification page.

20. Ensure the Chaplain In Charge of the Service received the chaplain in charge of the service verification page.

21. Secure the offering in an approved GSA security container until the offering can be either transported to the fund personnel or deposited into the bank's night depository.

Note: If no Army-approved combination lock safe is available, you should secure the offering on your person until the offering can be transported, as soon as possible, to the fund personnel or deposited into the bank's night depository.

22. Transport the offering to the bank and ensure the offering is dropped into the bank's night depository. Either the fund clerk or the fund manager will pick up the offering the next banking day and check the accuracy of the Detail Income Report. Check local SOP for deposit guidance.

23. Consider additional security measures or additional management control measures.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Soldier must be able to manage an offering and fill out a Detail Income Report with no errors. Note corrections can be made on the Detailed Income Record but must be done per regulation guidance.

Evaluation Preparation: Setup: Provide the Soldier with the equipment and/or materials described in the condition statement.

Brief Soldier: Tell the Soldier what is expected of him/her by reviewing the task standard. Stress the importance of managing an offering

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Secured the Detail Income Records (DIRs), bank deposit slips, and bank deposit bags from the installation chaplain funds office.			
2. Ensured section I of the DIR is accurate for the service being conducted.			
3. Selected and briefed the counters.			
4. Ensured the offering is properly collected.			
5. Ensured the offering is properly transported, secured, and counted immediately once removed from the service.			
6. Separated offering by coins, currency, checks and foreign currency if any.			
7. Ensured both counters and the chaplain assistant/verifier counted all currency to include checks and annotate counts on a scratch piece of paper.			
8. Recorded the count, in the NUMBER column of SECTION II of the Detail Income Record, the quantity of coins and currency by denomination.			
9. Individually recorded the last name, check number, and the amount of each check of the offering on the appropriate lines.			
10. Stamped the name of the fund on the PAY TO THE ORDER line of any check that has that line blank. Stamp the back of all checks with "FOR DEPOSIT ONLY".			
11. Added all figures in the AMOUNT columns. Recorded resulting total currency, total coin, and total check amounts in SECTION II on the appropriate lines.			
12. Added all figures in the U.S. and FOREIGN columns. Recorded resulting total amounts in SECTION II on the appropriate line.			
13. Ensured errors were lined thru and corrected.			
14. Ensured the counters sign their names on COUNTED BY lines in Section III.			
15. signed on the verified and secured by line in section III.			
16. Filled out the bank deposit slip. Verified that the deposit slip and Detail Income Report match.			
17. Ensured both the chaplain in charge of the service and the chaplain assistant/verifier covering the service sign both verification pages. Ensured all questions on both verification pages as well as the attendance were filled out.			
18. Placed the total offering, page one of the verified Detail Income Report, and deposit slip in the bank bag.			
19. Placed the Fund Manager verification page of the Detail Income Report in the bank bag.			
20. Ensured the Chaplain In Charge of the Service received the chaplain in charge of the service verification page.			
21. Secured the offering in an approved GSA security container until the offering can be either transported to the fund personnel or deposited into the bank's night depository.			
22. Transported the offering to the bank and ensure the offering was dropped into the bank's night depository.			
23. Considered additional security measures or additional management control measures.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 165-1	Army Chaplain Corps Activities	Yes	No
	DA PAM 165-18	Chaplaincy Resources Management	No	No
	DA PAM 165-3	Chaplain Training Strategy	No	No
	FM 1-05	Religious Support	Yes	No
	JP 1-05	Religious Affairs in Joint Operations	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is a continual process. Always be alert to ways to protect our environment and reduce waste.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None