

## **Duties of St. Martha's Contribution Deposit Coordinator**

1. Schedule Tellers to count cash contributions following the 10:00 am service each Sunday. This is coordinated with the Master Schedulers for other Sunday services and is done bi-monthly.
2. Input the check contributions. This could be done weekly or bi-weekly.
3. Deposit the check contributions or checks and cash depending on schedule.
4. Prepare and send an e-mail with the contribution details to Rector, Treasurer and Asst. Treasurer, Vestry contact, and committee persons as needed.
5. Send out quarterly contribution statements to all pledgers.
6. Send a year-end statement which must be distributed prior to January 31<sup>st</sup> of the following year. This is done for contributions of \$250 and above.