

GUIDELINES FOR ACCOUNTING FOR *GIFTS OF HOPE* PROCEEDS

The congregation's financial officers are a vital link in the *Gifts of Hope* process, ensuring that the proceeds are properly accounted for and remitted to the Synod. Below are a few simple guidelines for this purpose. Please ensure that these guidelines are given to the responsible officers in your congregation.

After each sales event

- Deposit the proceeds in your congregation's bank account, using your usual procedures for depositing contributions. Do not keep them separate until the end of the campaign.
- Record the total receipts as you would for giving to any special or dedicated fund, identifying them as *Gifts of Hope* proceeds.
- Your congregation's *Gifts of Hope* coordinator records purchases by each individual. The order form includes a space for congregants to record their envelope or giving number. These records should be forwarded to the person responsible for posting to individual records of giving.

At the end of the *Gifts of Hope* sales season

- Your congregation's *Gifts of Hope* coordinator will prepare a summary sheet, the "Synod Remittance Report," showing a breakdown of the total purchases of each gift. Verify that the dollar total of *Gifts of Hope* purchases on the form agrees with your accounting records of *Gifts of Hope* deposits, and if there is a discrepancy, resolve it with the coordinator.
- The Synod Remittance Report form lists 39 specific gifts and a subtotal of purchases of gifts 1-39. Prepare a check for the amount of this subtotal to "Metropolitan Washington D.C. Synod, ELCA." Put *Gifts of Hope* on the memo line. Do not include the proceeds for Gift #40, if any.
- Give the check to your coordinator for mailing, or if you prefer, mail it yourself to the Synod office. The check should be accompanied by a copy of the Synod Remittance Report.
- Mail a copy of the Synod Remittance Report to John Clark, a member of the committee, at the address shown on the form.
- If your congregation designated a "congregation-designated gift" (#40), as provided by *Gifts of Hope* procedures, send those proceeds directly to the beneficiary.

To help speed the delivery of Gift of Hope funds to the recipients, send your congregation's check and Report to the Synod Office by January 15. Our goal is to get the funds to the benefiting organizations as soon as possible after Christmas. The Synod cannot make disbursements until all remittances are received from the more than 70 participating congregations. Please don't let your congregation hold up the distribution of funds.

Any questions? Contact John Clark at johnclark3@cox.net or call 703-573-2719.

Thank you for your participation in this year's *Gifts of Hope* program.