

# Procedures for Handling Church Contributions

Date: [Insert Date]

Dear [Insert Recipient's Name],

We are grateful for your contributions to our church, which support our mission and activities. To ensure transparency and accountability, we have established the following procedures for handling all church contributions:

## 1. Receipt of Contributions

All contributions will be received by designated church officials during regular service hours, special events, or through online donation platforms.

## 2. Documentation

Each contribution will be documented using a standardized contribution receipt form, which includes the donor's name, date, amount, and purpose of the contribution.

## 3. Deposit Procedures

All contributions will be deposited into the church's bank account within [Insert Time Frame, e.g., 48 hours] of receipt. A record of all deposits will be maintained.

## 4. Reporting

A monthly report of contributions will be generated and shared with the church board for review and oversight. This report will summarize total contributions and compare them with budget projections.

## 5. Acknowledgment

All donors will receive an acknowledgment letter for their contributions by the end of the fiscal year, which can be used for tax purposes.

We appreciate your cooperation and support in following these procedures. Should you have any questions or suggestions, please don't hesitate to reach out.

Thank you for your generosity.

Sincerely,

[Your Name]  
[Your Position]  
[Church Name]