(POL-FUNDS) Offerings, Contributions, and Church Funds Handling Policy

General Board Approved: May 31, 2026

Revision of Offerings Policy & Procedures, Adoption Date: 11/22/2020

1. Purpose

The purpose of this policy is to ensure that all offerings, contributions, donations, event payments, product sales, reimbursements, and other church funds are received, counted, recorded, deposited, and reported with financial integrity.

This policy is intended to protect the church, its officers, staff, volunteers, members, donors, and the testimony of the church by providing clear procedures for handling money.

2. Officers Responsible for Handling Money

The 1st Free Will Baptist Church shall have two officers responsible for handling church funds:

- Treasurer
- Assistant Treasurer

If the Treasurer is unable to fulfill his or her duties, the Assistant Treasurer shall serve as Acting Treasurer until the Treasurer is able to resume those duties.

If both the Treasurer and Assistant Treasurer are temporarily unable to fulfill these duties, the Trustee Chair may receive and secure church funds on a temporary emergency basis until either the Treasurer or Assistant Treasurer is able to resume those duties or until the General Board makes other provision. Any such action shall be reported to the General Board.

3. General Policy

All church funds, regardless of the method by which they are received, shall be handled with honesty, accountability, confidentiality, and proper documentation.

Church funds include, but are not limited to:

- General offerings;
- Special offerings;
- Designated gifts;
- Online giving;
- Event payments;
- Product sales;
- Fundraisers;
- Reimbursements;
- Cash, checks, money orders, electronic payments, and any other form of payment.

No church funds shall be used, deposited, transferred, or disbursed except according to church policy, approved church procedures, and the authority of the church.

2026-05-31

4. Receiving and Recording Funds

All funds received by the church shall be given to the Treasurer, Assistant Treasurer, or Acting Treasurer as soon as reasonably possible.

Whenever possible, funds should be accompanied by:

- Date received;
- Source or purpose of funds;
- Name of donor or payer, if known and appropriate;
- Ministry, event, or account designation, if applicable.

All received funds shall be recorded and tracked in a manner that allows accurate financial reporting and, when applicable, annual giving statements for donors.

Annual giving statements should be made available to donors by the end of January for the previous calendar year.

5. Confidentiality of Giving Records

Giving records shall be kept confidential.

Access to individual giving records shall be limited to the Treasurer, Assistant Treasurer, Acting Treasurer, and any other person specifically authorized by the General Board who has a legitimate church, legal, financial, or administrative need to know.

Individual giving information shall not be shared for gossip, favoritism, pressure, personal advantage, or unnecessary curiosity.

6. Counting Offerings and Funds

No offering or church funds should be counted by one person alone except in an emergency or unusual circumstance. If funds must be counted by one person alone, the reason should be documented and reported to the Treasurer or the designated General Board members.

At minimum, the Treasurer, Assistant Treasurer, or Acting Treasurer should be assisted by at least one other active church member when counting cash or checks.

Whenever possible, counters should not be members of the same household.

2026-05-31

7. General Offering Procedure

Immediately after receiving an offering, the Treasurer, Assistant Treasurer, Acting Treasurer, and assisting member or members shall take the funds to a secure room or secure location and follow these procedures:

- Sort checks, cash in envelopes, loose cash, and any designated gifts.
- Count each category separately.
- Record totals on an accountability document using ink.
- Recount funds as needed to verify accuracy.
- Correct errors by drawing a single line through the incorrect entry, writing the correction, and initialing the change. Whiteout should not be used.
- The Treasurer, Assistant Treasurer, Acting Treasurer, and all assisting counters shall initial or sign the accountability document, confirming that the count is accurate to the best of their knowledge.
- Funds and the accountability document shall be placed in a bank bag or other secure container.
- Funds shall either be deposited promptly or secured in the church safe until deposit.

8. Deposits

Whenever possible, all received funds shall be deposited into the church's bank account at least once per week.

No checks made payable to the church shall be cashed by the Treasurer, Assistant Treasurer, Acting Treasurer, or any other person.

Deposit records shall be maintained weekly, monthly, and yearly.

Deposit documentation should include the accountability document, bank deposit receipt, and any other supporting record.

9. Electronic Giving and Non-Cash Contributions

Electronic giving, online payments, ACH transfers, credit/debit card gifts, and similar contributions shall be recorded and reconciled with the church's financial records.

Access to online giving platforms, payment processors, bank accounts, and financial software shall be limited to persons approved by the General Board or the designated General Board members.

Non-cash gifts may be accepted only when appropriate and shall be handled according to church policy, financial best practices, and any applicable legal or tax requirements.

2026-05-31

10. Special Offerings and Designated Gifts

Special offerings may be received during worship gatherings or other approved church events for missionaries, ministries, benevolence, projects, or other purposes approved by the General Board or according to established church procedures.

Special offerings shall be handled separately from general offerings but shall follow the same counting, recording, confidentiality, and deposit procedures.

Designated gifts shall be received and used according to the approved purpose when that purpose is consistent with the church's mission, policies, and legal responsibilities.

If a designated purpose cannot be fulfilled, becomes unnecessary, or is inconsistent with church policy or legal requirements, the General Board shall determine the appropriate handling of those funds.

11. Reporting

The Treasurer or Acting Treasurer shall maintain weekly, monthly, and yearly records of deposits and contributions.

A regular financial report shall be provided according to church practice to the appropriate church officers, Pastor, General Board, and/or church body.

Reports should provide sufficient information for accountability while maintaining the confidentiality of individual giving records.

12. Reconciliation and Review

Bank statements, deposit records, giving records, and financial reports shall be reconciled regularly.

Whenever possible, financial records should be reviewed periodically by someone other than the person who prepared the records.

The General Board may request financial reports, records, reviews, or audits as needed.

13. Record Retention

Offering count sheets, accountability documents, deposit records, giving records, bank statements, and related financial documents shall be retained according to the church's Records Retention and Confidentiality Policy.

14. Final Accountability

All church funds are entrusted to the church for the work of the Lord and shall be handled with integrity, wisdom, accountability, and care.

15. Review

This policy shall be reviewed periodically by the General Board and may be revised as needed.

2026-05-31