



Guidelines For Congregation Treasurers

Gifts of Hope is an alternative gift-giving program that encourages people to think differently about Christmas gifts. *Gifts of Hope* are given in lieu of, or in addition to, more traditional gifts – the “stuff” we normally give at Christmas.

Congregational treasurers (or accountants) are a vital link in the process. For your convenience, we have summarized a few simple guidelines that we hope you, as treasurer will observe to ensure a speedy and accurate accounting and disbursement of the *Gifts of Hope* receipts.

1.0 After Each Sales Event

Your congregation's *Gifts of Hope* coordinator/committee records each individual purchase and provides those records to the congregation financial secretary to permit him or her to record the purchases on each person's record of giving. There is a space on the order form for congregants to record their envelope or giving number.

The committee also ensures that the proceeds from that week's event are deposited in the congregation's bank account, in the same manner that you would deposit any receipts, and provides to the treasurer a record of the total amount of those deposits, again using your congregation's regular procedures for this process.

The congregational *Gifts of Hope* coordinator is urged not to keep the proceeds until the end of the program, but to deposit them as you would any other contributions. The treasurer, in turn, will ensure that each deposit is recorded in the appropriate manner and identified as *Gifts of Hope* proceeds, as you would for giving to any special or dedicated fund.

2.0 **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.

You will note that there are 36 separate gifts listed on the Remittance Report form, and a total line for the dollar amount of these gifts. Please 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.

Prepare a check for this amount to "SC Synod, ELCA." In order to reduce the possibility of confusion, please do not combine this money with any other funds you may need to send to the Synod Office.

We recommend that you give the check to the *Gifts of Hope* coordinator for mailing, but if you prefer to mail it yourself, send the check to the Synod Office address shown on the Remittance Report together with a copy of the Report, and notify the *Gifts of Hope* coordinator that you have mailed it.

In addition, either you or the *Gifts of Hope* coordinator needs to send a copy of the Remittance Report to B. J. Hodge, a member of the Synod Gifts of Hope committee, at the address shown on the form.

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 participating congregations.

Please don't let your congregation hold up the distribution of funds. We need you to send your congregation's check and Remittance Report to the Synod Office as soon as possible or at the very latest by January 15.

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