

**Receipts Policy**

The purpose of this Receipts Policy for Crestwood Christian Church is to establish procedures for the acceptance of contributions given to the church.

**CASH & CHECKS**

The Church will accept cash and checks made payable to Crestwood Christian Church. Checks should be marked in the memo line if the contribution is for a special purpose other than pledge. All checks not designated for a special purpose are applied to Pledge payments.

**GIFTS OF NEGOTIABLE SECURITIES**

Negotiable Securities will be accepted and valued as of the day they are delivered to the office of the church or into the church's brokerage account. The value of the security will be the closing price on the date of delivery as set forth above. The value of the security will be recorded as a pledge payment unless otherwise instructed by the donor.

**GIFTS OF REAL OR PERSONAL PROPERTY (Other than Negotiable Securities)**

Acceptance of real estate or personal property must be approved by the Administrative Board after a recommendation of the Finance Ministry. After acceptance, the gifts will be converted into cash as soon as is feasible, unless contrary to the terms of the gift or the bequest. Donors should consult their tax advisor for tax treatment of the contribution. No value will be assigned to the property unless accompanied by an acceptable appraisal prepared by a knowledgeable, independent third party.

**ACKNOWLEDGEMENT & DESIGNATION OF GIFTS RECEIVED**

Crestwood records contributions categories such as the following examples: Pledges, Special Offerings, Capital, Campaigns, Memorials and Endowments.

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Contributions received are recorded on a weekly basis. An additional recording of contributions is made on December 31 of every year.

**RECORD OF CONTRIBUTIONS**

Donors who make a pledge or demonstrate a regular giving pattern will receive a Record of Contributions. Any contributor to the church may request a Record of Contributions.

Crestwood sends a Record of Contributions to donors detailing their contributions (amount, account and date credited; account status) as follows:

- At the end of each of the first 3 quarters of the year
- an “annual draft Record of Contributions” in early December each year
- A year-end statement in January of the following year.

Only gifts of cash, check, or other gifts converted to cash are recorded on the Financial Statement of Giving.

Any recording errors should be reported to the Financial Secretary for correction.

**AMENDMENTS**

Amendments to this policy should originate with the Finance Ministry for recommended action by the Administrative Board.