

5.0 After Each Sales Events -

Preparing Deposit Summary and Other Accounting Duties

The accounting and cash handling procedures are crucial to a successful *Gifts of Hope* campaign. The proceeds must be safeguarded and properly handled, and accurate records of purchases must be maintained. This is to ensure that after Christmas the correct amount can be sent to each recipient organization by the synod and the giving records of the purchasers in your congregation will be properly credited. The following steps should be followed after each

STEP	NOTES
1 Complete the Deposit Summary	<ul style="list-style-type: none"> • Use the Order Forms to complete a copy of the Deposit Summary form. • Remember to not use the MASTER form. • This form aggregates the number and value of gifts purchased. • Verify that on the Deposit Summary: <ul style="list-style-type: none"> - the number of gifts times the price equals the line item total; - the subtotal is entered for gifts 1 – 38; and - the grand total agrees with the total amount of the checks and cash for deposit.
2 Transmit the Order Forms	<ul style="list-style-type: none"> • After you have used the Order Forms to complete the Deposit Summary, make copies of the Order Forms and give them to the person in your congregation who keeps the records of members' giving, to permit him or her to record the purchases in the usual manner. • Retain the Deposit Summary for use later.
3 Transmit Checks and Cash	<ul style="list-style-type: none"> • Give checks and cash to the person in your congregation responsible for making bank deposits. • Do not hold the proceeds until the end of the campaign, but ensure they are deposited regularly, at least once a week, according to your congregation's regular procedures.
4 Notify Your Treasurer / Accountant	<ul style="list-style-type: none"> • Notify your treasurer/accountant of the amount of each deposit for Gifts of Hope, using your congregation's usual procedures. • This will permit that person to make an accurate record of the amount that will be transmitted to the Synod for further distribution when the <i>Gifts of Hope</i> campaign concludes.