

6.0 After the Campaign Is Over -

Preparing Remittance Report and Other Accounting

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 do not let your congregation hold up the distribution of funds. Try to see that your congregation's check and Remittance Report are sent to the Synod as soon as possible after the last sales event, at the very latest by January 13.

STEP

NOTES

| | |
|--|--|
| 1 Prepare Remittance Report | <ul style="list-style-type: none"> • When all your sales events are over, use the Deposit Summaries to complete the Synod Remittance Report. • This form accompanies the check for the total of all gift sales to the Synod, and summarizes the total number and value of purchases of each gift. • As with the Deposit Summary, verify that for each line, the number of gifts times the price equals the line item total, and that the subtotal for lines 1-38 and the grand total are correct. |
| 2 Include Congregation Number | <ul style="list-style-type: none"> • We have printed this 3-digit number on the remittance form for you. • If you lose your form and get a new copy from the website, please obtain this number from your Congregation Treasurer. |
| 3 Verify Amounts | <ul style="list-style-type: none"> • Confirm with the Congregation Treasurer/Accountant the amount to be remitted to the Synod according to their records. • Investigate and resolve any differences between your records and the treasurer's. |
| 4 Include Your Contact Number | <ul style="list-style-type: none"> • Prepare the Remittance Report to the Synod in final form, making sure to include your name and telephone number in the appropriate places. |
| 5 Request Check | <ul style="list-style-type: none"> • Request that a check be made out to the Synod for the total remittance of gifts 1-38, as indicated on the report. • To ensure that the check and Remittance Report are mailed as quickly as possible, you may wish to request that they be given to you to mail. |
| 6 Copy Report and Send to <i>Gifts of Hope</i> Treasurer | <ul style="list-style-type: none"> • Send a <u>copy</u> of the final Synod Remittance Report to B. J. Hodge (address on the form) for the <i>Gifts of Hope</i> Committee's use. |
| 7 Mail check and Report to Synod | <ul style="list-style-type: none"> • Mail check and original final Remittance Form to the Synod Office. • Return unused cards to the Synod Office. |
| 8 Thank your Congregation for their Generosity | <ul style="list-style-type: none"> • Be sure to thank your congregation and let them know how much money they raised. • When the Synod-wide <i>Gifts of Hope</i> results are announced, publicize these also. |