

RECEIPTABLE CONTRIBUTION LIST

Due to high cost of processing, receipts are issued for gifts of \$5.00 or more.

MEMBER NUMBER For Office Use Only	Line 1 — Complete Name			FUNDRAISING EVENT (do NOT list checks for purchases)		SUB LED For Office Use Only
	Line 2 — Address					
	Line 3 — City	State/Province	Zip/Code			
<i>Sample</i>	1. Mrs. John Smith (Mary)					
	2. 123 North Main Street, Apt. C					
	3. Hometown	MO	61234			0 00

TOTAL THIS COLUMN. If additional lines are needed, transfer total to page 3.
If all gifts are listed on this page, TRANSFER THE TOTAL TO PAGE 1, LINE 8.

\$	
----	--

INSTRUCTIONS FOR COMPLETING THE STONECROFT FUNDRAISING EVENT FINANCIAL SUMMARY

ONLY FUNDS RECEIVED FROM THE FUNDRAISING EVENT are to be reported on this form. All other group income, expenses, and contributions are to be listed on the regular Financial Summary. **This form is to accompany the regular Financial Summary for the month.** It does not replace the monthly summary. Please prepare this summary in **duplicate**.

- I. **PROCESS NONRECEIPTABLE FUNDS** including proceeds from sales at Country Fairs, Silent Auctions, Craft Fairs, Bazaars, etc.; and money received as loose cash from contributions for the Fundraising Event.
 - A. **Process funds received from sales. KEEP CHECKS AND CASH FROM SALES SEPARATE FROM ALL CONTRIBUTION FUNDS.** According to the IRS, if a nonprofit organization receives payment for merchandise, meals, etc., that amount cannot be receipted for a tax deduction.
 1. Record total of checks made for purchases on LINE 1.
 2. Record total of cash for purchases on LINE 2.
 3. Add LINES 1 and 2 and list total on LINE 3.
 4. If expenses incurred for the Fundraising Event (Country Fair, etc.) are to be paid from the proceeds from sale of items purchased, the **total amount** used to pay these expenses should be recorded on LINE 4, and subtracted from the amount on LINE 3. Record the balance on LINE 5.
 - a. The Financial Coordinator needs to transfer the amount on LINE 4 of this report to LINE 6 or 7 on the **regular Financial Summary** as Local Income.
 - b. The sales event expenses being paid should be listed as Local Expenses (on LINE 15 or 16) on the **regular Financial Summary** if they have not been listed as expenses on previous reports.
 - c. If there is any question concerning this, please contact the national office for further explanation.
 5. **Checks for purchases should be made payable to the local group and deposited in the group's local bank account.** However, if checks for **purchases** are made payable to Stonecroft Ministries, they are to be included with a note attached "For Purchases" and sent with this Financial Summary. They are not tax-deductible because goods were received in exchange and therefore will not be listed on the receiptable contribution list. **DO NOT WRITE ON THESE CHECKS.**
 - B. **If any contributions (not purchases) are given for the Fundraising Event, process as follows:**
 1. **Separate the loose cash contributions** from donations that are to be receipted. Donations of \$5 or more that include the name and address of the donor are receipted by the national office. Count the loose cash contributions and record amount on LINE 6. **DO NOT MIX THIS LOOSE CASH WITH CASH FROM RECEIPTABLE DONATIONS OR FROM PURCHASES.**
 2. Subtotal by adding LINES 5 and 6 and record the total on LINE 7.
- II. **PROCESS RECEIPTABLE DONATIONS** for the Fundraising Event. List full information (name, address, and amount) for each donation on pages 2 and 3 of this report. This includes **donations** (not purchases) for the Fundraising Event given by check, cash, or check in offering envelope, and cash or check in receipt envelope. The total of receiptable donations is transferred to page 1, LINE 8.
- III. Add amounts on LINES 7 and 8, and record the **Total on LINE 9. This is the total amount collected.**
- IV. LINE 10 equals funds retained for local use—up to 10% of LINE 9. Transfer amount on LINE 10 to LINE 7 of the Local Financial Summary.
- V. **Determine the amount of your group check.**
 - A. List on LINE 12 the same amount as LINE 11.
 - B. Record on LINE 13 the total amount of personal donation checks. Send these checks with this report to be endorsed and deposited by the national organization.
 - C. Subtract LINE 13 from LINE 12 and enter the balance on LINE 14.
 - D. Write group check from the Local Reserve Account for the amount on LINE 14 (two signatures required on the check).
- VI. **Two copies of this summary are to be completed, verified, and signed by two people.** Send the original copy and checks totaling LINE 11 to the national office with the regular Financial Summary this month. The Financial Coordinator should keep one copy with other monthly reports.

Please send original summary and checks totaling LINE 11 to:



STONECROFT MINISTRIES

P.O. Box 9609 • Kansas City, MO 64134-0609

Telephone: (800) 525-8627 • FAX: (816) 765-2522 • www.stonecroft.org