

Contribution Guidelines

Type of Contribution	Report in Year	
	2018	2019
Cash		
Cash donations/offerings received by December 31	X	
CHECKS		
Checks written in December 2018 and deposited in the mail and postmarked in December 2018, but not received by the church until January 2019	X	
Checks written in December 2018 and deposited in church offering in January 2019		X
Checks written and deposited in church offering in January 2019 but “backdated” to December 2018		X
Checks written and deposited in church offering in December 2018 but “postdated” to January 2019		X
Checks written in December 2018 and deposited in the mail in December 2018 but not postmarked until January 2019, and not received by the church until January 2019		X
CREDIT CARDS		
Credit Card offering envelopes received and processed by December 31, 2018	X	
Credit Card offering envelopes postmarked in December 2018 and received in January 2019		X

Please put the following notice in the church bulletin:

Important Notice: