

First Parish Church of Stow and Acton

Policy for Tracking Pledges

Policy # 023

Revision # 00

I. POLICY STATEMENT

The Board of Trustees shall appoint a Pledge Secretary who shall be responsible for recording contributions and for sending statements to members.

II. SCOPE

The Pledge Secretary shall keep records of all pledge income from each household that makes a pledge of financial commitment to the church.

The Pledge Secretary shall send at least two communications per year to all households who make a financial pledge to FPC.

1. At the end of each calendar year, the Pledge Secretary shall send out a printed receipt for all pledge monies received for federal and state tax purposes.
2. At least a month before each church fiscal year, the Pledge Secretary shall notify households who have not yet fulfilled their pledges for the fiscal year. Notifications shall include the total amount pledged for the fiscal year and the amount of the pledge still to be fulfilled.

These records shall be kept confidential, available only to the Treasurer, Pledge Secretary, Stewardship Chairs, and Minister.

The Pledge Secretary reports the total amount of received funds each month to the Treasurer.

The received funds may be in any form deemed acceptable by the Treasurer, including but not limited to cash, checks, direct electronic payments from financial institutions, stock transfers, and any other assets.

III. RESPONSIBILITY

The Board of Trustees appoints the Pledge Secretary at the recommendation of the Treasurer.

The Pledge Secretary reports to the Treasurer.

IV. DEFINITIONS

The calendar year is defined as January 1 through December 31 of each year.

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The church's fiscal year is defined as July 1 of a given year through June 30 of the following year. For example, the fiscal year starting July 1, 2020 through June 30, 2021 is defined as Fiscal Year 2021.

V. REFERENCES

None

VI. APPROVAL SIGNATURES



Originator / Date

On behalf of the Board of Trustees



02/01/2021
FPC President / Date