

## Contribution Guidelines

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

*Please put the following notice in the church bulletin:*

***Important Notice:***