



RECIBOS  
DE  
DIEZMOS Y  
OFRENDAS

Southeastern California Conference  
Church Receipting

# Ofrenda Suelta

- Verificar que la ofrenda suelta sea igual a la cantidad ya contada.
- El sobre “Loose offering” debe siempre incluir
  - Nombre de su iglesia
  - Fecha del sábado
  - Códigos para cada ofrenda.



# Abrir los Sobres

- Los sobres se deben colocar en orden alfabético.
- Abra los sobres y verifique el contenido de cada sobre con el total en frente.
- Si no son igual, escriba el total correcto en la cara del sobre con tinta roja.



# Códigos:

- Asegúrese de que cada ofrenda tenga un código.
- Códigos del 1-69 son fondos de la conferencia.
- Códigos 70-126 son fondos locales.
- Códigos locales (70-78 y 90-97) se pueden cambiar a códigos específicos para su iglesia.
- Si los códigos locales son diferentes que los enumerados en la lista de contribuciones, no podremos utilizar esos números.
- Código 116 para contribuciones que no tengan ningún código enumerado.

# Código “Non Tax Deductible”

- Todas las iglesias deben de tener un código “Non Tax Deductible”. (No Deducible de Impuestos)
- Si el tesorero no lo indica, SECC le asignará un código.
- Que se considera “Non Tax Deductible”? (No Deducible de Impuestos)

# Contribution Categories

## (numeric)

9/27/2006

\* CONTRIBUTION CATEGORIES .\*

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| CODE | Description              | GL Account | ! | CODE | Description             | GL Account | ! | CODE | Description             | GL Account |
|------|--------------------------|------------|---|------|-------------------------|------------|---|------|-------------------------|------------|
| 1    | TITHE                    | 0          | ! | 43   | K-12 Scholarships       | 0          | ! | 85   | A.H. Children's Center  | 0          |
| 2    | Member Reclamation       | 0          | ! | 44   | TV Evangelism           | 0          | ! | 86   | Pastor's Class          | 0          |
| 3    | Sabbath School 12 Sab.   | 0          | ! | 45   | Evangelism              | 0          | ! | 87   | Tape Ministry           | 0          |
| 4    | Sabbath School 13th Sab. | 0          | ! | 46   | PSR Scholarships        | 1516911724 | ! | 88   | Wedding Fund            | 0          |
| 5    | Investment               | 0          | ! | 47   | Indian Work Offering    | 0          | ! | 89   | Youth Camp              | 0          |
| 6    | Birthday & Thank         | 0          | ! | 48   | Inner City Offering     | 0          | ! | 90   | LOCAL MISC              | 0          |
| 7    | Annual Sacrifice         | 0          | ! | 49   | La Sierra University    | 1010243434 | ! | 91   | LOCAL MISC              | 0          |
| 8    | Midsummer Missions       | 0          | ! | 50   | Pine Springs Ranch      | 0          | ! | 92   | LOCAL MISC              | 0          |
| 9    | Fall Mission Appeal      | 0          | ! | 51   | Calexico Mission School | 0          | ! | 93   | LOCAL MISC              | 0          |
| 10   | Missions/Miscellaneous   | 0          | ! | 52   | Katrina Relief Fund     | 1010244405 | ! | 94   | LOCAL MISC              | 0          |
| 11   | Spring Mission Appeal    | 0          | ! | 53   | Conf. Budget Donations  | 1012623020 | ! | 95   | LOCAL MISC              | 0          |
| 12   | DO NOT USE               | 0          | ! | 54   | Global Mission          | 1010243600 | ! | 96   | LOCAL MISC              | 0          |
| 13   | Adventist Media Center   | 0          | ! | 55   | Temperance (Conf)       | 1562910101 | ! | 97   | LOCAL MISC              | 0          |
| 14   | World Budget             | 0          | ! | 56   | Check Exchange (Conf)   | 0          | ! | 98   | Student Missionary      | 0          |
| 15   | Ingathering (Member)     | 0          | ! | 57   | Quiet Hour              | 0          | ! | 99   | Recreation              | 0          |
| 16   | Ingathering (Non-Member) | 0          | ! | 58   | New Church Development  | 0          | ! | 100  | Inner City Fund         | 0          |
| 17   | Universities Combined    | 0          | ! | 59   | Tsunami Relief          | 0          | ! | 101  | Bus                     | 0          |
| 18   | Christian Record         | 0          | ! | 60   | PSR Pathfinder Museum   | 0          | ! | 102  | Repairs                 | 0          |
| 19   | Faith for Today          | 0          | ! | 61   | UNUSED                  | 0          | ! | 103  | Library                 | 0          |
| 20   | Loma Linda University    | 0          | ! | 62   | UNUSED                  | 0          | ! | 104  | Misc Missions           | 0          |
| 21   | Oakwood College          | 0          | ! | 63   | UNUSED                  | 0          | ! | 105  | Elementary Education    | 0          |
| 22   | Voice of Prophecy        | 0          | ! | 64   | UNUSED                  | 0          | ! | 106  | Missionary Volunteer    | 0          |
| 23   | ADRA (Disaster/Famine)   | 0          | ! | 65   | UNUSED                  | 0          | ! | 107  | Needy Poor              | 0          |
| 24   | Multilingual Ministries  | 0          | ! | 66   | UNUSED                  | 0          | ! | 108  | Vacation Bible School   | 0          |
| 25   | Adventist Chaplaincy Min | 0          | ! | 67   | UNUSED                  | 0          | ! | 109  | Evangelism              | 0          |
| 26   | Temperance (Union)       | 1562910101 | ! | 68   | UNUSED                  | 0          | ! | 110  | Youth Fund              | 0          |
| 27   | Adventist World Radio    | 0          | ! | 69   | UNUSED                  | 0          | ! | 111  | Tuition Assistance      | 0          |
| 28   | ACS Disaster Relief      | 1010243800 | ! | 70   | LOCAL MISC              | 0          | ! | 112  | Church Building Fund    | 0          |
| 29   | It Is Written            | 0          | ! | 71   | LOCAL MISC              | 0          | ! | 113  | Church Growth           | 0          |
| 30   | Andrews University       | 0          | ! | 72   | LOCAL MISC              | 0          | ! | 114  | Pathfinders             | 0          |
| 31   | NonChristian World       | 0          | ! | 73   | LOCAL MISC              | 0          | ! | 115  | Music                   | 0          |
| 32   | Black Convocation        | 0          | ! | 74   | LOCAL MISC              | 0          | ! | 116  | Misc Donations          | 0          |
| 33   | Women's Ministries       | 1010244860 | ! | 75   | LOCAL MISC              | 0          | ! | 117  | Literature              | 0          |
| 34   | Religious Liberty        | 0          | ! | 76   | LOCAL MISC              | 0          | ! | 118  | KSGN Radio              | 0          |
| 35   | NET Evang/Spanish        | 0          | ! | 77   | LOCAL MISC              | 0          | ! | 119  | Community Services      | 0          |
| 36   | Gen Conf Special Project | 0          | ! | 78   | LOCAL MISC              | 0          | ! | 120  | Personal Ministries     | 0          |
| 37   | Ebony Fund               | 0          | ! | 79   | Social Functions        | 0          | ! | 121  | Conf & Union Approp.    | 0          |
| 38   | Chaplain Ministries      | 0          | ! | 80   | LOCAL MISC              | 0          | ! | 122  | LOCAL MISC              | 0          |
| 39   | Breath of Life           | 0          | ! | 81   | Check Exchange          | 0          | ! | 123  | School Building Fund    | 0          |
| 40   | Conf Church/School Build | 0          | ! | 82   | Health Education        | 0          | ! | 124  | Church School Operating | 0          |
| 41   | Fire Disaster Relief '03 | 1530970100 | ! | 83   | Interest Income         | 0          | ! | 125  | Sabbath School Expense  | 0          |
| 42   | Literature Evang Advance | 0          | ! | 84   | Flower Fund             | 0          | ! | 126  | Church Budget           | 0          |

# Si el nombre es ilegible

- IMPRIMA EL NOMBRE sobre el nombre del donante con tinta roja.
- Comprobar información
  - Nueva dirección
  - Recibos separados para parejas
  - Si es Sr. o Jr. etc.



# Abrir los Sobres

- Coloque en orden alfabético.
- Verifique las sumas.
- Haga una cinta de la maquina sumadora (tape) incluyendo el sobre de la ofrenda suelta.
- Debe igualar la cantidad total de su deposito de banco.

# Tape & Deposit Slip

10.00 +  
 25.00 +  
 100.00 +  
 50.00 +  
 25.00 +  
 25.00 +  
 100.00 +  
 25.00 +  
 25.00 +  
 200.00 +  
 100.00 +  
 75.00 +  
 50.00 +  
 50.00 +  
 25.00 +  
 85.00 +  
 50.00 +  
 50.00 +  
 10.00 +  
 75.00 +  
 50.00 +  
 65.00 +  
 85.00 +  
 55.00 +  
 60.00 +  
 25.00 +  
 1,495.00 \*

SECC  
 9-16-06

© DELUXE 8043  
**DEPOSIT TICKET**  
 FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

**Bank of America**  
 Inland Empire Regional Commercial Banking Office 1498  
 3650 14th Street  
 Riverside CA 92502

DATE 9-16-06

P. O. BOX 8050  
 RIVERSIDE, CA 92515

|                 | DOLLARS | CENTS |
|-----------------|---------|-------|
| CURRENCY        |         |       |
| COIN            |         |       |
| LIST EACH CHECK |         |       |
| 1               |         |       |
| 2               |         |       |
| 3               |         |       |
| 4               |         |       |
| 5               |         |       |
| 6               |         |       |
| 7               |         |       |
| 8               |         |       |
| 9               |         |       |
| 10              |         |       |
| 11              |         |       |
| 12              |         |       |
| 13              |         |       |
| 14              |         |       |
| 15              |         |       |
| 16              |         |       |
| 17              |         |       |
| \$              | 1495    | 00    |

SOUTH-EASTERN CALIFORNIA CONFERENCE

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT

149500

PLEASE ENTER OTHER

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

TOTAL ITEMS

15-55  
1220

- Donaciones de tarjeta de crédito, “Adventist Giving” etc. hacer separadas.
- Eventos o proyectos especiales, depósito separado, incluir la fecha de un sábado del mes.
- Depósitos del banco hacer el primer día laboral que sigue los servicios del fin de semana.

# Enviar a la Conferencia

## Departamento de “Church Receipting”

1. Todos los sobres de diezmos y ofrendas.
2. Cinta de maquina sumadora (tape).
3. Una copia del recibo de deposito.

### Importante:

- Enviar **CADA SEMANA** en el primer día laboral.
- Si es conveniente:
  - utilizar la caja de depósito fuera del edificio
  - traer sus sobres a la ventana del cajero.

# Cuando reciba los sobres, haga lo siguiente:

- ABRA SU CORREO
- Compruebe siempre cada sobre contra el informe semanal.
- Verifique que el nombre, la distribución y contribución total sean exactos.

# CORRECCIONES

Si encuentra una discrepancia:

- Prepare “Sobre de Corrección” que especifica la corrección exacta.
- Escríbalo con tinta **roja**.
- Escriba la palabra “**CORRECTION**” en la porción superior del sobre.
- Incluya:
  - Nombre del donante.
  - Fecha original que fue registrado.
  - El cambio que se hará.

# Correction Envelope

## CORRECTION

TITHES AND OFFERINGS RECORD

SOUTHEASTERN CALIFORNIA CONFERENCE

11330 Pierce Street

Riverside, California 92515-8050

Name John Smith

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Church SECC Date 10-8-06

| TITHE 10%                                  | 01  |              |
|--------------------------------------------|-----|--------------|
| LOCAL CHURCH BUDGET 2-3%                   | 126 | 10.00        |
| SABBATH SCHOOL EXPENSE                     | 125 |              |
|                                            |     | 26 < 10.00 > |
|                                            |     |              |
|                                            |     |              |
|                                            |     |              |
|                                            |     |              |
| CONFERENCE BUDGET 1-2%                     | 53  |              |
| Conference Church and School Building Fund | 40  |              |
|                                            |     |              |
| WORLD BUDGET 2-3%                          | 14  |              |
| Sabbath School Missions                    | 03  |              |
|                                            |     |              |
| TOTAL ENCLOSED                             |     | 0            |

- Cheques con fondos insuficientes (NSF) se debe de acompañar con:
- Copia del cheque cancelado o estado de cuenta.
- Puede enviar estas correcciones junto con su siguiente sumisión.
- **NO INCLUYA** las correcciones en los totales de la semana. Deben ser separados.

# “Tithe & Offering Remittance Report”

- Incluidas con los sobres y el informe semanal del ultimo sábado del mes hay dos copias de este reporte.
- Guarde uno para sus archivos.
- El otro debe ser enviado con su cheque en el sobre **rosado**.
- No haga cambios, mande la cantidad indicada.
- Recibido por la conferencia el décimo día del mes siguiente.

Southeastern California Conference of SDA  
Tithe & Offering Remittance Report

For the Month Ending July 31, 2006

| Offering                     | Jul 01, 2006     | Jul 08, 2006    | Jul 15, 2006    | Jul 22, 2006    | Jul 29, 2006     | TOTAL            |
|------------------------------|------------------|-----------------|-----------------|-----------------|------------------|------------------|
| 1 TITHE                      | 7,716.64         | 6,013.82        | 4,584.49        | 4,627.00        | 8,686.32         | 31,628.27        |
| 3 Sabbath School 12 Sab.     | 100.83           | 51.85           | 129.63          | 71.85           | 40.00            | 394.16           |
| 4 Sabbath School 13th Sab.   | 0.00             | 0.00            | 0.00            | 100.00          | 0.00             | 100.00           |
| 6 Birthday & Thank           | 0.00             | 0.00            | 0.00            | 0.00            | 5.00             | 5.00             |
| 10 Missions/Miscellaneous    | 2.97             | 0.00            | 0.00            | 0.00            | 0.00             | 2.97             |
| 14 World Budget              | 50.00            | 325.00          | 0.00            | 0.00            | 0.00             | 375.00           |
| 22 Voice of Prophecy         | 0.00             | 10.00           | 0.00            | 0.00            | 25.00            | 35.00            |
| 23 ADRA (Disaster/Famine)    | 0.00             | 5.00            | 0.00            | 0.00            | 0.00             | 5.00             |
| 29 It Is Written             | 15.00            | 10.00           | 0.00            | 0.00            | 25.00            | 50.00            |
| 40 Conf Church/School Build  | 0.00             | 0.00            | 0.00            | 39.00           | 0.00             | 39.00            |
| 53 Conf. Budget Donations    | 50.00            | 0.00            | 0.00            | 0.00            | 0.00             | 50.00            |
| * Conference Subtotal        | <u>7,935.44</u>  | <u>6,415.67</u> | <u>4,714.12</u> | <u>4,837.85</u> | <u>8,781.32</u>  | <u>32,684.40</u> |
| 73 Brotherhood Fd            | 0.00             | 10.00           | 0.00            | 0.00            | 15.00            | 25.00            |
| 74 Women in touch (WIT)      | 0.00             | 0.00            | 0.00            | 0.00            | 5.00             | 5.00             |
| 75 Messiah                   | 0.00             | 300.00          | 0.00            | 0.00            | 0.00             | 300.00           |
| 76 Pastoral Ministry Fund    | 70.00            | 0.00            | 0.00            | 0.00            | 0.00             | 70.00            |
| 84 Flower Fund               | 0.00             | 0.00            | 0.00            | 300.00          | 0.00             | 300.00           |
| 91 Television Ministries     | 145.00           | 45.00           | 25.00           | 10.00           | 55.00            | 280.00           |
| 96 Kitchen                   | 0.00             | 0.00            | 0.00            | 100.00          | 0.00             | 100.00           |
| 97 Youth Funds               | 10.00            | 0.00            | 50.00           | 70.00           | 148.00           | 278.00           |
| 107 Needy Poor               | 40.00            | 10.00           | 0.00            | 20.00           | 0.00             | 70.00            |
| 111 Tuition Assistance       | 1,252.41         | 289.00          | 411.60          | 95.00           | 425.00           | 2,473.01         |
| 112 Church Building Fund     | 200.00           | 115.00          | 235.00          | 25.00           | 285.00           | 860.00           |
| 114 Pathfinders              | 0.00             | 5.00            | 55.00           | 0.00            | 15.00            | 75.00            |
| 116 Misc Donations           | 0.00             | 0.00            | 0.00            | 0.00            | 100.00           | 100.00           |
| 119 Community Services       | 10.00            | 0.00            | 10.00           | 10.00           | 10.00            | 40.00            |
| 120 Personal Ministries      | 120.00           | 60.00           | 200.00          | 50.00           | 120.00           | 550.00           |
| 122 Desert Adventist Academy | 200.00           | 10.00           | 0.00            | 0.00            | 150.00           | 360.00           |
| 125 Sabbath School Expense   | 592.83           | 61.85           | 67.48           | 51.84           | 55.00            | 829.00           |
| 126 Church Budget            | 4,300.52         | 1,428.37        | 1,668.58        | 844.00          | 1,258.00         | 9,499.47         |
| * Local Subtotal             | <u>6,940.76</u>  | <u>2,334.22</u> | <u>2,722.66</u> | <u>1,575.84</u> | <u>2,641.00</u>  | <u>16,214.48</u> |
| ** Total Offerings           | <u>14,876.20</u> | <u>8,749.89</u> | <u>7,436.78</u> | <u>6,413.69</u> | <u>11,422.32</u> | <u>48,898.88</u> |

Please include THIS COPY of the report with your remittance payment.

**Please remit the reported Conference funds which total \$32,684.40 to:**

Southeastern Calif Conference of SDA  
ATTN: Church Receipting  
PO Box 8050  
Riverside, CA 92515-8050

# ADVENTIST GIVING

- La conferencia se encarga de obtener el reporte de Adventist Giving al fin del mes.
- Sera procesada en el ultimo sabado del mes.
- Para usar Adventist Giving tiene que llenar la solicitud que se encuentra en el manual del tesorero.

# Recipos

- Necesitan mandar lo mas pronto posible toda los sobres, correcciones etc para serar el año.

# Church Receipting

Yolanda Perez

(951) 509-2304

[yolanda.perez@secccsda.org](mailto:yolanda.perez@secccsda.org)

