

RECEIPTING

CHURCH RECEIPTING

Contact Information

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Instructions:

Please send envelopes or envelope reports weekly to:

Email: churchreceipting@seccsda.org

Mail: SECC
Church Receipting
P.O. Box 79990
Riverside, CA 92513-1990

Fax: (951) 509-2393

- *Do not do more than one action for each week.*
- *Do not send more than one week in each email.*

SUGGESTED PROCEDURES FOR PROCESSING OFFERINGS AND REPORTS

Counters:

When not being processed, the tithe envelopes and loose offerings should be stored in a safe and secure place, preferably at the church in a safe or vault. Access to the funds where they are stored should be limited to authorized individuals by key or lock combination.

- The tithe envelopes should be separated from the loose offerings.
- The loose offering is counted and totaled. Two or more persons who are scheduled on a rotation basis should do the counting. This provides internal cash control and reduces opportunities for loss or misuse of funds. The offerings should be documented on a form to provide a record for fluctuations. This form should be used for each offering.
- Place one copy of the completed Control for Church Offerings form for each offering in the money bag for the related offering; the other copy is to be kept as the counter's record. The Sabbath School offerings are to be handled in the same manner.

Treasurer and Counters/Assistants:

It is suggested that two or more persons who are scheduled on a rotation basis (to provide internal cash control and reduce the opportunities for loss or accusation of embezzlement) perform the following procedures:

- Verify all loose offerings with the counter's copy. List all loose offerings for that Sabbath **on one tithe envelope**.
- Place all the tithe envelopes in alphabetical order. This will help you in locating a member's envelope if there is a question.
- Open each tithe envelope and on the back of the tithe envelope write the total amount of money; if cash, write CASH; if check, write the check number.
- Verify the contents in the envelope with the total on the face of the envelope. If the total on the face of the envelope is blank, write in the total according to the contents in the tithe envelope. If there is a discrepancy, write the correct total on the face of the envelope, preferably in **red**.
- Make sure each separate offering on the tithe envelope has an offering number. See Church Contribution Categories report.
- If name is illegible PRINT NAME above donor's name, preferably in **red**.
- After the envelopes have been alphabetized, opened, and verified, run an adding machine tape for all envelopes. This total should equal the total amount of the deposit. (Have credit card donations in a separate batch.)
- Deposit monies (check, coin and currency) in the bank, preferably by the first business day following weekend services. This reduces the accessibility of funds and opportunity for theft.
- Send in the tithe envelopes with the adding machine tape and a copy of the deposit to the Conference office each week, preferably on the first business day following weekend services. (Provide a separate batch for credit card donations that includes the tithe envelopes with an adding machine tape.)

SUGGESTED PROCEDURES FOR PROCESSING OFFERINGS AND REPORTS - *Continued*

Reports:

When the tithe envelopes and the weekly report is returned to you, please do the following:

- Check each envelope against the report. Verify that the name, distribution and total contribution is accurate.
- If discrepancy is found: Make a correction envelope specifying the exact corrections to be made, preferably in red ink.
- Send in these corrections with the next week's tithe envelopes to SECC.
- DO NOT include the corrections in the week's totals. It should be separate.
- Enclosed with the tithe envelopes and weekly report for the last Sabbath of each month are 2 copies of the Tithe & Offering Remittance Report. Save one for your files, the other is to be included with the monthly remittance check that is to be received by the Conference by the 10th of the following month.
- Twice a year you will receive a Contributor Address List by Name report. Please verify the information for correct name and address.
- The confidentiality of a member's receipt is protected; therefore, communication regarding member receipts can only be with the church treasurer.

ADVENTIST GIVING

“Online Giving”

Benefits of using Adventist Giving

- No fees charged to your church or to members for usage
- Easy to use
- Reports are in a submission ready format
- Connection linked onto your church’s website
- Great way for shut-in members to continue with their giving program
- Beneficial for members who don’t use a checkbook anymore
- Accessible anytime

Some disadvantages of use

- Southeastern CA Conference pays the fees that are charged for this access/usage
- Does not allow non tax-deductible contributions

Getting Started

- Go to: Adventistgiving.org in order to begin the signup process to enroll your church in Adventist Giving. After you locate your church on the list and provide the information requested, they will send you an “Adventist Giving-Church Enrollment Agreement” for completion. Send the completed form along with a voided check for the bank account that you will be using to receive the electronic deposits, to SECC Treasury Department.
- SECC Treasurer will complete the remaining parts of the form and then will send the information to Adventist Giving to complete the enrollment application process.
- Once the form is received and processed Adventist Giving will work with you to get the link established for your church on your website.
- All of your tax-deductible local offering codes will need to be setup in the Adventist Giving site once you get a treasurer login. While you are setting these up, you will need to decide which codes will show on your electronic envelope and in what priority they will show (i.e. which one comes first, second, third on the envelope).

Account Maintenance

- You are able to change or adjust the information on your account whenever you need to do so.
- If you have a personnel change or bank information change, use the “Adventist Giving – Add/Change Information Form”.
- If you need to discontinue/add/change a local offering code, you can do that from within the website with the treasurer’s login. You can also change what appears on the envelope and what order it shows at any time.

Monthly Treasurer Duties

- At the first of each month, login and from the main “Generate Reports” page, select the most recent report under “Official Deposit Reports”. For example, on the first of February, there is a report shown with the date 20180206. When you select this report, it will open a list of transactions that occurred since the last deposit. Print this report and record this information in your records the same as you do for a weekly collection of envelopes. There will be two reports per month if any donations occurred in those periods.

- Please do not submit the report to SECC. SECC has the ability to print out this report and will do so, in order to timely record the online giving. SECC will record this information and you will see it on your monthly report as part of the Sabbath of the month it is relating to. For example, if the report is for the last half of February online giving, then SECC will record it as part of the last Sabbath in February. You will receive a report from SECC with the printout, similar to what you get for envelopes.
- You do not need to do anything else to this report. There is no need to make envelopes for it or anything else. It is ready to be used as printed.

Other Items

- If someone submits a payment stub from the online system into the offering plate, disregard that item in your weekly counting. It is for the individual's benefit and does not affect your weekly cash counting.

AdventistGiving

Church Enrollment Agreement

Fax: 866-424-0956

Email: Help@AdventistGiving.org

We, the undersigned, give permission for the North American Division of Seventh-day Adventists (AdventistGiving) to collect tithe and offerings for the following church, to be deposited in the specified account. It is understood and agreed between the parties that this service is for tax-deductible items only. By signature we verify the information as true and correct.

Church

Name: _____

Address: _____

City, State, Zip _____

Bank

Name: _____

Routing #: _____

Account #: _____

*** Please attach a printed voided check for the bank account that the local church will be using to receive the electronic deposits.**

Church Pastor

Signature: _____

Name: _____ Date _____

Email: _____

Church Treasurer

Signature: _____

Name: _____ Date _____

Email: _____

Conference Treasurer/Associate

Signature: _____

Name: _____ Date _____

Conference: _____

Email: _____

AdventistGiving

Add/Change Information Form

Fax: 866-424-0956

Email: Help@AdventistGiving.org

We, the undersigned, give permission for the North American Division of Seventh-day Adventists (AdventistGiving) to update our account information provided below.
By signature we verify the information as true and correct.

Add/Change: ☐ Bank ☐ Pastor ☐ Treasurer ☐ Assistant/Associate Treasurer

Church

Name: _____

Address: _____

City, State, Zip _____

Bank – Required only if you are changing your bank account information.

Name: _____

Routing #: _____

Account #: _____

*** Please attach a printed voided check for the bank account that the local church will be using to receive the electronic deposits.**

Church Pastor

Signature: _____

Name: _____ Date _____

Email: _____

Church Treasurer

Signature: _____

Name: _____ Date _____

Email: _____

Assistant/Associate Church Treasurer

Signature: _____

Name: _____ Date _____

Email: _____

SECC TITHE ENVELOPE FUNDAMENTALS

First Grouping

1. The term “tithe” may not be used for any other giving category.
2. Terms and phrases that imply salaries for pastors must fall under the Tithe grouping only. Church hired staff must be under another grouping or category and clearly identified as church hires or auxiliary workers.
3. The tithe category line item needs to be clear and bold.

Second Grouping

1. Local Church Giving may appear first of the second grouping followed by conference and “world” offering categories.
2. All secondary giving categories need to be equally represented.
3. All second grouping categories need to have at least two open undesignated line items per category.

Descriptions

1. All tithe and offering category descriptions on the tithe/offering envelope need to clearly and accurately reflect the designated use of the respective fund categories.
2. Abbreviated or omitted descriptions that result in misinformation may not be used.

Other Considerations

1. The conference data entries all tithe envelopes for SECC Churches.* Conformity of envelope size, style, and code numbers listed, all help with data entry efficiency.
2. The conference prints, at conference expense, tithe and offering envelopes for its churches. Churches desiring to print their own custom envelopes may do so at their own expense with the conference blessing, provided the conference commitment department is consulted first and all the above criteria are followed.
3. The conference issues the official church members’ charitable contribution receipt annually for all SECC churches.* Churches, however, may issue other “gift” recognitions such as a gift-in-kind acknowledgement.
4. Should you have any questions, contact the conference commitment department.

*Except for Loma Linda University Church

CHURCH RECEIPTING

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OFFERING ENVELOPE, *ENGLISH*

SAMPLE

Personal Giving Plan

The suggested percentage giving guides on the Tithes and Offerings Record apply to those churches in Southeastern California Conference electing to be on the Personal Giving plan. Mark your offerings in the appropriate places.

Regular Giving Plan

If you wish to target your funds to any particular ministry, this list is provided for your reference. These and others should be written on the blank lines provided.

Local Church Offerings

- 111 Tuition Assistance
- 112 Church Building Fund
- 119 Community Services
- 120 Personal Ministries
- 121 Non-deductible Goods or Services
- 124 Church School Operating

Conference and World Offerings

- 04 13th Sabbath
- 05 Investment
- 06 Birthday – Thank Offering
- 07 Annual Sacrifice
- 09 Missions Extension
- 11 Spring Mission Advance
- 17 Andrews U. / Loma Linda U. / Oakwood
- 18 Christian Record
- 19 Faith For Today
- 22 Voice of Prophecy
- 23 Disaster and Famine Relief
- 24 Multilingual Ministries – odd year
- 25 Serviceman's Literature – even year
- 34 Religious Liberty
- 43 K-12 Scholarships
- 47 Native American Work
- 48 Inner City
- 50 Pine Springs Ranch
- 51 Calexico Mission School
- 55 Temperance

<http://secc.netadventist.org>

TITHES AND OFFERINGS RECORD		
SOUTHEASTERN CALIFORNIA CONFERENCE		
11330 Pierce Street Riverside, CA 92515-3303		
Mail: P.O. Box 79990, Riverside, CA 92513-1990		
Name _____		
Address _____		
City _____	Zip _____	
Church _____	Date _____	
TITHE 10%	01	
LOCAL CHURCH BUDGET 2-3%	126	
SABBATH SCHOOL EXPENSE	125	
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	
TOTAL ENCLOSED		

OFFERING ENVELOPE, SPANISH

SAMPLE

Plan personal de Ofrendar

Guía de porcentaje sugerido para Diezmar y Ofrendar. Este registro aplica a las iglesias de la asociación del sureste de California.

Plan Regular de Ofrendar

Aquellas iglesias de la asociación del sureste de California elegidas para estar en el "Plan Regular de Ofrendar" al estado, continuarán estimulando y haciendo un llamado a la ofrenda individual enlistada y designarán sus propias guías de ofrendar. Marque su ofrenda en los lugares apropiados en los registros de diezmos y ofrendas.

Ofrenda Anual

- 04 Décimo tercer Sábado
- 05 Inversión
- 06 Cumpleaños y Gratitud
- 07 Sacrificio Anual
- 09 Misiones Extensión
- 11 Misiones - Primavera
- 15 Recolección - Donada
- 16 Recolección - Solicitada
- 17 Andrews U. / Loma Linda U. / Oakwood
- 18 Ministerio a los No-videntes
- 19 Fe para Hoy
- 22 La Voz de la Esperanza
- 23 Desastres y de Alimentos para Hambrientos
- 24 Multilingual Ministerios – Año Impar
- 25 Literatura Pro - Jóvenes en el servicio del gobierno – Año par
- 34 Libertad Religiosa
- 42 Literatura Pro - Colporteur Evangelista
- 43 Beca Grados K-12
- 47 Misiones - Indios de Estados Unidos
- 48 Misión Urbana
- 50 Pine Springs Ranch
- 51 Escuela de Misión Calexico
- 55 Temperancia
- 111 Ayuda Educativa
- 112 Gastos del Edificio de Iglesia
- 119 Dorcas - Beneficiencia
- 120 Ministerio Personal
- 124 Gastos de Operación de Escuela

REGISTRO DE DIEZMOS Y OFRENDAS			
Southeastern California Conference			
11330 Pierce Street, Riverside, CA 92515-3303			
Mail: P.O. Box 79990, Riverside, CA 92513-1990			
Nombre			
Dirección			
Ciudad		Zip	
Iglesia		Fecha	
DIEZMO 10%	01		
Presupuesto Mundial 2-3%	14		
Misiones - Escuela Sabática	03		
Presupuesto Local 5-10%	126		
Gastos - Escuela Sabática	125		
Presupuesto Asociación 1-2%	53		
Fondo de asociación para construcción	40		
TOTAL INCLUIDO			

CORRECTION ENVELOPE

SAMPLE

Personal Giving Plan

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- 11 Spring Mission Advance
- 17 Andrews U. / Loma Linda U. / Oakwood
- 18 Christian Record
- 19 Faith For Today
- 22 Voice of Prophecy
- 23 Disaster and Famine Relief
- 24 Multilingual Ministries – odd year
- 25 Serviceman's Literature – even year
- 34 Religious Liberty
- 43 K-12 Scholarships
- 47 Native American Work
- 48 Inner City
- 50 Pine Springs Ranch
- 51 Calexico Mission School
- 55 Temperance

<http://secc.netadventist.org>

CORRECTION

TITHES AND OFFERINGS RECORD		
SOUTHEASTERN CALIFORNIA CONFERENCE		
11330 Pierce Street Riverside, CA 92515-3303		
Mail: P.O. Box 79990, Riverside, CA 92513-1990		
Name	John Smith	
Address		
City		Zip
Church	SECC	Date 11-10-13
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

LOOSE OFFERING

SAMPLE

Personal Giving Plan

The suggested percentage giving guides on the Tithes and Offerings Record apply to those churches in Southeastern California Conference electing to be on the Personal Giving plan. Mark your offerings in the appropriate places.

Regular Giving Plan

If you wish to target your funds to any particular ministry, this list is provided for your reference. These and others should be written on the blank lines provided.

Local Church Offerings

- 111 Tuition Assistance
- 112 Church Building Fund
- 119 Community Services
- 120 Personal Ministries
- 121 Non-deductible Goods or Services
- 124 Church School Operating

Conference and World Offerings

- 04 13th Sabbath
- 05 Investment
- 06 Birthday – Thank Offering
- 07 Annual Sacrifice
- 09 Missions Extension
- 11 Spring Mission Advance
- 17 Andrews U. / Loma Linda U. / Oakwood
- 18 Christian Record
- 19 Faith For Today
- 22 Voice of Prophecy
- 23 Disaster and Famine Relief
- 24 Multilingual Ministries – odd year
- 25 Serviceman's Literature – even year
- 34 Religious Liberty
- 43 K-12 Scholarships
- 47 Native American Work
- 48 Inner City
- 50 Pine Springs Ranch
- 51 Calexico Mission School
- 55 Temperance

<http://secc.netadventist.org>

TITHES AND OFFERINGS RECORD		
SOUTHEASTERN CALIFORNIA CONFERENCE		
11330 Pierce Street Riverside, CA 92515-3303		
Mail: P.O. Box 79990, Riverside, CA 92513-1990		
Name	LOOSE OFFERING	
Address		
City		Zip
Church	SECC	Date 11-10-13
TITHE 10%	01	
LOCAL CHURCH BUDGET 2-3%	126	250.00
SABBATH SCHOOL EXPENSE	125	50.00
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	50.00
TOTAL ENCLOSED		350.00

BANK DEPOSIT TICKET AND TAPE OF ENVELOPES

SAMPLE

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

Bank of America
Inland Empire Regional Commercial Banking Office 1496
3650 14th Street
Riverside, CA 92502

DATE 11-10-13

SOUTHEASTERN CALIFORNIA CONFERENCE
P. O. BOX 8050
RIVERSIDE, CA 92515

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

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 +
1495.00 *

SECC

11-10-13

	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

149500

PLEASE
ENTER
TOTAL

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

TOTAL
ITEMS

16-55
1220

CONTRIBUTION CATEGORIES, ALPHABETICAL

SAMPLE

02/21/2015

* CONTRIBUTION CATEGORIES *

Page 1

CODE	Description	GL Account	!	CODE	Description	GL Account	!	CODE	Description	GL Account
38	*** Do Not Use 2118Japan	2118	!	15	Ingathering (Member)	1009	!	107	Needy Poor	0
59	*** Do Not Use Hurricane	3702	!	16	Ingathering (Non-Member)	1010	!	21	Oakwood University	3760
58	*** Do Not Use Tornado	3745	!	100	Inner City Fund	0	!	60	PSR Pathfinder Museum	7701
41	*** Do Not User Fire07	8101	!	83	Interest Income	0	!	46	PSR Scholarships	7710
55	***Temperance (use 26)	507	!	5	Investment	1004	!	86	Pastor's Class	0
85	A.H. Children's Center	0	!	29	It Is Written	3536	!	114	Pathfinders	0
23	ADRA (Disaster/Famine)	3540	!	43	K-12 Scholarships	7300	!	120	Personal Ministries	0
52	AdvGiving Misc Offering	6999	!	118	KSGN Radio	0	!	50	Pine Springs Ranch	7700
25	Adventist Chaplaincy Min	3759	!	70	LOCAL MISC	0	!	57	Quiet Hour	8901
48	Adventist Community Svcs	3511	!	71	LOCAL MISC	0	!	99	Recreation	0
13	Adventist Media Center	3006	!	72	LOCAL MISC	0	!	34	Religious Liberty	3002
27	Adventist World Radio	1018	!	73	LOCAL MISC	0	!	102	Repairs	0
30	Andrews University	512	!	74	LOCAL MISC	0	!	56	SECC Philippine Typhoon	8105
7	Annual Sacrifice	504	!	75	LOCAL MISC	0	!	3	Sabbath School 12 Sab.	501
6	Birthday & Thank	503	!	76	LOCAL MISC	0	!	4	Sabbath School 13th Sab.	502
32	Black Convocation	7201	!	77	LOCAL MISC	0	!	125	Sabbath School Expense	0
39	Breath of Life	3535	!	78	LOCAL MISC	0	!	123	School Building Fund	0
101	Bus	0	!	80	LOCAL MISC	0	!	79	Social Functions	0
51	Calexico Mission School	7301	!	90	LOCAL MISC	0	!	11	Spring Mission Appeal	1780
81	Check Exchange	0	!	91	LOCAL MISC	0	!	98	Student Missionary	0
18	Christian Record	515	!	92	LOCAL MISC	0	!	1	TITHE	1
126	Church Budget	0	!	93	LOCAL MISC	0	!	44	TV Evangelism	7102
112	Church Building Fund	0	!	94	LOCAL MISC	0	!	87	Tape Ministry	0
113	Church Growth	0	!	95	LOCAL MISC	0	!	26	Temperance	507
124	Church School Operating	0	!	96	LOCAL MISC	0	!	111	Tuition Assistance	0
119	Community Services	0	!	97	LOCAL MISC	0	!	17	Universities Combined	0
121	Conf & Union Approp.	0	!	122	LOCAL MISC	0	!	108	Vacation Bible School	0
53	Conf Budget Donations	7010	!	49	La Sierra University	5005	!	22	Voice of Prophecy	3757
40	Conf Church/School Build	7800	!	103	Library	0	!	88	Wedding Fund	0
37	Ebola & other Pandemics	3756	!	117	Literature	0	!	33	Women's Ministries	1782
105	Elementary Education	0	!	42	Literature Evang Advance	7103	!	14	World Budget	500
109	Evangelism	0	!	20	Loma Linda University	511	!	89	Youth Camp	0
45	Evangelism	7101	!	2	Member Reclamation	3509	!	110	Youth Fund	0
19	Faith for Today	517	!	8	Midsummer Missions	1735	!	61	UNUSED	0
9	Fall Mission Appeal	1926	!	116	Misc Donations	0	!	62	UNUSED	0
28	Family Relief	8104	!	104	Misc Missions	0	!	63	UNUSED	0
84	Flower Fund	0	!	106	Missionary Volunteer	0	!	64	UNUSED	0
12	GC 2010	1024	!	10	Missions/Miscellaneous	505	!	65	UNUSED	0
36	Gen Conf Special Project	2024	!	24	Multilingual Ministries	3758	!	66	UNUSED	0
54	Global Mission	1567	!	115	Music	0	!	67	UNUSED	0
82	Health Education	0	!	31	NAD Outreach Projects	3740	!	68	UNUSED	0
47	Indian Work Offering	7202	!	35	NAD Philippine Typhoon	3751	!	69	UNUSED	0

CONTRIBUTION CATEGORIES, NUMERICAL

SAMPLE

02/21/2015

* CONTRIBUTION CATEGORIES *

Page 1

CODE Description	GL Account	CODE Description	GL Account	CODE Description	GL Account
1 TITHE	1 !	43 K-12 Scholarships	7300 !	85 A.H. Children's Center	0
2 Member Reclamation	3509 !	44 TV Evangelism	7102 !	86 Pastor's Class	0
3 Sabbath School 12 Sab.	501 !	45 Evangelism	7101 !	87 Tape Ministry	0
4 Sabbath School 13th Sab.	502 !	46 PSR Scholarships	7710 !	88 Wedding Fund	0
5 Investment	1004 !	47 Indian Work Offering	7202 !	89 Youth Camp	0
6 Birthday & Thank	503 !	48 Adventist Community Svcs	3511 !	90 LOCAL MISC	0
7 Annual Sacrifice	504 !	49 La Sierra University	5005 !	91 LOCAL MISC	0
8 Midsummer Missions	1735 !	50 Pine Springs Ranch	7700 !	92 LOCAL MISC	0
9 Fall Mission Appeal	1926 !	51 Calxico Mission School	7301 !	93 LOCAL MISC	0
10 Missions/Miscellaneous	505 !	52 AdvGiving Misc Offering	6999 !	94 LOCAL MISC	0
11 Spring Mission Appeal	1780 !	53 Conf Budget Donations	7010 !	95 LOCAL MISC	0
12 GC 2010	1024 !	54 Global Mission	1567 !	96 LOCAL MISC	0
13 Adventist Media Center	3006 !	55 ***Temperance (use 26)	507 !	97 LOCAL MISC	0
14 World Budget	500 !	56 SECC Philippine Typhoon	8105 !	98 Student Missionary	0
15 Ingathering (Member)	1009 !	57 Quiet Hour	8901 !	99 Recreation	0
16 Ingathering (Non-Member)	1010 !	58 *** Do Not Use Tornado	3745 !	100 Inner City Fund	0
17 Universities Combined	0 !	59 *** Do Not Use Hurricane	3702 !	101 Bus	0
18 Christian Record	515 !	60 PSR Pathfinder Museum	7701 !	102 Repairs	0
19 Faith for Today	517 !	61 UNUSED	0 !	103 Library	0
20 Loma Linda University	511 !	62 UNUSED	0 !	104 Misc Missions	0
21 Oakwood University	3760 !	63 UNUSED	0 !	105 Elementary Education	0
22 Voice of Prophecy	3757 !	64 UNUSED	0 !	106 Missionary Volunteer	0
23 ADRA (Disaster/Famine)	3540 !	65 UNUSED	0 !	107 Needy Poor	0
24 Multilingual Ministries	3758 !	66 UNUSED	0 !	108 Vacation Bible School	0
25 Adventist Chaplaincy Min	3759 !	67 UNUSED	0 !	109 Evangelism	0
26 Temperance	507 !	68 UNUSED	0 !	110 Youth Fund	0
27 Adventist World Radio	1018 !	69 UNUSED	0 !	111 Tuition Assistance	0
28 Family Relief	8104 !	70 LOCAL MISC	0 !	112 Church Building Fund	0
29 It Is Written	3536 !	71 LOCAL MISC	0 !	113 Church Growth	0
30 Andrews University	512 !	72 LOCAL MISC	0 !	114 Pathfinders	0
31 NAD Outreach Projects	3740 !	73 LOCAL MISC	0 !	115 Music	0
32 Black Convocation	7201 !	74 LOCAL MISC	0 !	116 Misc Donations	0
33 Women's Ministries	1782 !	75 LOCAL MISC	0 !	117 Literature	0
34 Religious Liberty	3002 !	76 LOCAL MISC	0 !	118 KSGN Radio	0
35 NAD Philippine Typhoon	3751 !	77 LOCAL MISC	0 !	119 Community Services	0
36 Gen Conf Special Project	2024 !	78 LOCAL MISC	0 !	120 Personal Ministries	0
37 Ebola & other Pandemics	3756 !	79 Social Functions	0 !	121 Conf & Union Approp.	0
38 *** Do Not Use 2118Japan	2118 !	80 LOCAL MISC	0 !	122 LOCAL MISC	0
39 Breath of Life	3535 !	81 Check Exchange	0 !	123 School Building Fund	0
40 Conf Church/School Build	7800 !	82 Health Education	0 !	124 Church School Operating	0
41 *** Do Not User Fire07	8101 !	83 Interest Income	0 !	125 Sabbath School Expense	0
42 Literature Evang Advance	7103 !	84 Flower Fund	0 !	126 Church Budget	0

CONTRIBUTIONS REPORT, WEEKLY

SAMPLE

Processed: 03/15/2006 15:49

. Church
Contributions Report for the Week Ending 03/04/06

Page 1

Entry	Serial ID	Contributor Name	Envelope TOTAL	Code	Amount	Code	Amount	Code	Amount	Code	Amount
1	9.000114		534.35	126	183.12	125	20.00	111	93.33	113	166.75
2	9.000004		237.00	3	71.15						
3	9.000247		230.00	1	227.00	126	10.00				
4	9.000261		80.00	1	230.00						
5	9.000232		320.00	1	70.00	116	10.00				
6	9.000235		60.00	1	290.00	126	30.00				
7	9.000206		174.00	1	60.00						
8	9.000023		200.00	1	174.00						
9	9.000028		503.12	1	200.00						
10	9.000029		40.00	1	424.45	126	63.67	3	15.00		
11	9.000029		11.00	126	40.00						
12	9.000042		255.00	1	10.00	116	1.00				
13	9.000044		50.00	1	175.00	126	80.00				
14	9.000053		410.00	1	36.00	126	14.00				
15	9.000059		681.00	1	410.00						
16	9.000080		1,975.00	53	376.00	126	115.00	125	25.00	111	60.00
17	9.000085		225.00	1	25.00	14	50.00	3	30.00		
18	9.000250		2,700.00	120	1,255.00	126	400.00	125	120.00	119	100.00
19	9.000254		80.00	1	100.00						
20	9.000123		120.00	1	200.00	126	25.00				
21	9.000264		10.00	1	2,700.00						
22	9.000135		471.68	1	40.00	126	40.00				
23	9.000142		237.00	126	120.00						
24	9.000157		375.00	1	3.00	126	7.00				
25	9.000162		350.00	1	471.68						
26	9.000174		100.00	1	100.00	120	45.00	120	92.00		
27	9.000177		930.41	1	220.00	126	60.00	111	30.00	112	30.00
28	9.000183		529.00	1	35.00						
			<u>11,888.56</u>		350.00						
					100.00						
					855.41	26	25.00	125	25.00	3	25.00
					479.00	126	50.00				

Code	Offering Name	Amount	Local Acct#
1	TITHE	9,506.54	
3	Sabbath School 12 Sab.	176.15	
14	World Budget	50.00	
26	Temperance (Union)	25.00	
53	Conf. Budget Donations	25.00	
	* CONFERENCE subtotal	<u>9,782.69</u>	
111	Tuition Assistance	183.33	
112	Church Building Fund	30.00	
113	Church Growth	166.75	
116	Misc Donations	11.00	
119	Community Services	100.00	
120	Personal Ministries	237.00	
125	Sabbath School Expense	190.00	
126	Church Budget	1,187.79	
	* LOCAL subtotal	<u>2,105.87</u>	
	** TOTAL	<u>11,888.56</u>	

CONTRIBUTIONS REPORT CORRECTION, WEEKLY

SAMPLE

Processed: 03/31/2006 (04/04/2006) 08:42

Church

Page 1

Contributions Report for the Week Ending 03/11/06
Correction for March 4, 2006

<u>Entry</u>	<u>Serial ID</u>	<u>Contributor Name</u>	<u>Envelope TOTAL</u>	<u>Code</u>	<u>Amount</u>	<u>Code</u>	<u>Amount</u>	<u>Code</u>	<u>Amount</u>	<u>Code</u>	<u>Amount</u>
1	9.000177		0.00	26	-25.00	126	25.00				
			0.00								

<u>Code</u>	<u>Offering Name</u>	<u>Amount</u>	<u>Local Acct#</u>
26	Temperance (Union)	-25.00	
	* CONFERENCE subtotal	-25.00	
126	Church Budget	25.00	
	* LOCAL subtotal	25.00	
**	TOTAL	0.00	

TITHE & OFFERING REMITTANCE REPORT, MONTHLY

SAMPLE

07/31/2006 13:41:17.48 [05A]

Southeastern California Conference of SDA
Tithe & Offering Remittance Report

Page 1

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

CONTRIBUTOR ADDRESS LIST BY NAME

SAMPLE

07/27/2006 09:30

Church

Page 1

Contributor Address List by Name

This is a confidential list of contributors to your church. Keep it in a safe place!

ID KEY	Name	Address	City	ST	ZIP	Last Env
30254						07/01/06
10503		El Rio Ln	DesertHotSpri	CA	92240	06/24/06
11209		El Rio Ln.	Desert Hot Sp	CA	98224	07/08/06
21815		Pollur R	Rock Springs	WY	82901	02/04/06
18210		Don English Way #B	Desert Hot Sp	CA	92240	07/15/06
28673		Don English Wa	D.H.S.	CA	92240	06/03/06
22596		Antlen Pl.	Boise	ID	83703	02/18/06
10504		Via Vista	D.H.S.	CA	92240	06/10/06
25539		Cerro Vista	Desert Hot Sp	CA	92241	04/15/06
1133		E. Lake Ct.	Dsrt Hot Spgs	CA	92241	04/29/06
22597		Dillon Rd. #1			92241	02/18/06
20940		Flora Ave.	DHS	CA	92240	01/21/06
11302						07/08/06
24738		Ash	Indio	CA	92201	04/01/06
22598		Ash	Indio	CA	92201	02/18/06
24740		University Ave.	Loma Linda	CA	92354	04/01/06
24461			Ryderwood	WA		03/25/06
13421		Rocky Mt High Rd	Caman Island	WA	98282	03/18/06
24006		Weeks Ave.	Superior	MN	54880	03/18/06