

Procedures for using the FBCA Offering Envelope system

As we approach the end of 2020 and get ready to start a new budget year, we thought this would be a good time to do a quick refresher on the use of offering envelopes..

Tax purposes.

Our records and yours.

It is important that the envelope be filled out correctly.



Envelopes are assigned

The offering envelopes are preprinted with a unique number and are assigned to you as requested.



Charitable Contribution Record

2 CORINTHIANS 9:7

"...God loves a cheerful giver"

At the end of each year, the church prints out the Charitable Contribution Statement for individuals.

JAN 5 2020

16 First Baptist Church of Andersonville 16
Andersonville, TN

"Give, and you will receive. Your gift will return to you in full - pressed down, shaken together to make room for more, running over, and poured into your lap. The amount you give will determine the amount you get back." Luke 6:38 NLT

Name _____

Tithe	\$ _____
East Asia Missionaries	\$ _____
Lottie Moon Christmas Offering	\$ _____
Annie Armstrong Easter Offering	\$ _____
ON MISSION	\$ _____
Other:	\$ _____
Total	\$ _____

Information needed

- Name
- Dollar amount of the tithe – all money entered on the "Tithe" line go into the Budget fund
- Dollar amount for any of the designated funds; i.e. Lottie Moon Christmas offering, etc.
- Dollar amount of other designated amounts; "Other" line, and specify where to apply, i.e. VBS, etc.
- Total amount; add all lines together and fill in total amount

Information not written on the envelope

Be aware, if the amount of your offering is not entered on the outside of the envelope, it cannot be recorded in the church contribution records.



Procedural reasons

Once the offering counters separate the envelope from the contents in order to prepare the bank deposit, the church secretary (who enters the contribution amounts into church tithing recording software) has no way of knowing what was inside of the envelope unless it is properly filled out.

If you do not currently use the envelope system and wish to do so in 2021, please contact the church office during normal office hours to obtain a supply.