

James Aaron  
 1349 Brittney Drive  
 Florence, SC 29501-6259

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Date	Fund	Amount	Ded.	Currency Type	Check #	Amount
02/10/09	Building Fund	\$50.00	Yes	Check		\$315.75
	General Tithes & Offerings	\$265.75	Yes			
02/22/09	Building Fund	\$25.00	Yes	Check	1234	\$25.00
02/22/09	General Tithes & Offerings	\$50.00	Yes	Cash		\$50.00
03/01/09	Building Fund	\$50.00	Yes	Check	4456	\$200.00
	Youth Fund	\$50.00	Yes			
	General Tithes & Offerings	\$100.00	Yes			
03/15/09	General Tithes & Offerings	\$50.00	Yes	Cash		\$50.00
05/31/09	Building Fund	\$50.00	Yes	Check	432	\$315.75
	General Tithes & Offerings	\$265.75	Yes			

**Fund Summary**

Building Fund	\$175.00
General Tithes & Offerings	\$731.50
Youth Fund	\$50.00
<b>Fund Total:</b>	<b>\$956.50</b>

**Currency Summary**

Cash	\$100.00
Check	\$856.50
<b>Currency Total:</b>	<b>\$956.50</b>

Authorized Signature: \_\_\_\_\_

Here are the four most important things that we look for on your contribution statements to make sure they are compliant with IRS guidelines.

1. Organization's Name and Address
2. Donor's Name (include the address if its available)
3. Contributions listed by date received. A summary by month, quarter or grand total for the year does not meet IRS guidelines.
4. A statement indicating that no goods or services were provided in exchange for monies received, or a similar statement.

Here are a few other optional things you can include:

It's okay to include a scripture reference or thank you note. Some church database programs include an authorized signature line. I wouldn't recommend the authorized signature, especially if you have a large congregation.