

Chapel in the Pines Presbyterian Church
Finance – Procedures for Receiving Designated Gifts

Approved by Session May 18, 2015

1. Session approved designated gift in excess of \$500 based on it's alignment with an item on the wish list
2. Designated gift received
 - a. Janet checks for notations on checks
 - b. Session members and others should alert Heather and Jerry if they "hear" that designated gifts are being made so we can make sure Janet is on alert
3. Chair of Finance committee writes thank you note for the gift (within 2 weeks). Nana Morelli may also write a thank you note.
4. Chair of Finance committee notifies the appropriate committee chair that the gift has been made and that the purchase can move forward (within 2 weeks)
5. Chair of applicable committee lets Finance Chair know that purchased was made, installed, given, etc. (within 30 days)
6. Chair of applicable committee also lets donor know that gift was acted upon and how (within 30 days)
7. As part of the annual budget development process each committee will review the wish list for their committee and revise the amounts or items on the list as they deem appropriate.