

CrossView Church

Procedure for Donations by Automated Giving

Introduction

CrossView Church (CVC) has set up a procedure for automated giving for the convenience of its members and attendees. Many individuals and families use automated pay processes for many of their financial transactions and this procedure will make it possible for them to make their regular donation and tithe to CVC in the same manner.

Overview of the Process

The CVC Finance Committee has set up a designated bank account at the AmericanUnited Bank (the BANK) to receive automated transfers from the donors. Members and attendees who want to participate in the automated giving procedure need to complete an **Authorization Agreement for Preauthorized Payments (ACH Debits)** (Schedule G from the BANK, copy of the current issue is attached as Appendix 2). In addition, the donor must complete Appendix 1 indicating the total amount to be transferred, the allocation to the general fund and other approved designated funds, and the transfer date(s) each month. The completed forms must be returned to the CVC office in a sealed envelope for confidentiality. The CVC office will give the sealed envelopes to the Financial Secretary of CVC. The Financial Secretary will send the debit requests electronically to the BANK on the first day and fifteenth day of the month. The donor's Financial Institution will debit the donor's account within 1 to 3 business days and accumulate the transfers in the designated CVC bank account at the BANK. The Financial Secretary, Treasurer, or Assistant Treasurer will transfer the funds from the designated accumulation bank account to the checking account. The Financial Secretary will access the deposit records of the designated accumulation account and use the information to update the donor's donation record.

A donor may change or withdraw the Authorization Agreement at any time, which change will take effect at the next transfer date indicated on the revised Automated Giving Allocation Form.

Detailed Procedure for the Donor

1. The Donor who desires to use the automated giving process must contact the CVC Office or Financial Secretary and obtain this procedure with the **Schedule G Authorization Agreement for Preauthorized Payments (ACH Debits)** form and the **CrossView Church Automated Giving Allocation** form.
2. The donor completes the forms and returns them to the CVC Office in a **sealed envelope addressed to the Financial Secretary**, who will pass it on to the CVC Financial Secretary.
3. The Financial Secretary will initiate the debit at the next indicated transfer date, i.e., the 1st or 15th of the month as indicated on completed Automated Giving Allocation Form.
4. The Financial Secretary will review the BANK automated giving records made to CVC, and report to the donor that the debit was successful (or unsuccessful, if no transfer occurred) the first time a debit has occurred. Once the first successful debit has been confirmed, the Financial Secretary will only contact the donor if there are issues.
5. The Donor must maintain an account balance that is sufficient to cover the automated debit on the day of the month specified on the **CrossView Church Automated Giving Allocation Form**.

6. Notify the Church Office *in writing* in a **sealed envelope addressed to the Financial Secretary** when a change needs to be made in the amount of the donation, the allocation, or the termination of the automated giving. Use the **Authorization Agreement for Preauthorized Payments (ACH Debits)** form and/or the **CrossView Church Automated Giving Allocation** form to make any changes.
7. The donor is encouraged to use a check or cash in pew envelopes for special offerings that occur on a one-time basis, such as a short-term missionary love offering rather than make a onetime adjustment in the automated debit process.

Procedure for the Financial Secretary

1. Provide the CVC office with this procedure that includes the **Schedule G Authorization Agreement for Preauthorized Payments (ACH Debits)** form and the **CrossView Church Automated Giving Allocation** form.
2. Review the completed forms for accuracy and inform the donor of the date when the first debit will occur from the donor's account.
3. Place the donor account information on the electronic debit transaction file to be provided to the BANK.
4. Transmit the file to the BANK on the 1st and 15th day of the month, or the first business day following when that day is not a bank business day. Retain a copy of the file for a minimum of three years.
5. Seven days after the file has been transferred to the BANK, obtain an electronic file or printout of the credits in the CVC designated accumulating account. Retain a copy of this file for a minimum of three years.
6. Record the donations in the donor's giving record to be provided to the donor for tax purposes.
7. Inform the donor when his first automated debit has been successfully credited to CVC.
8. Inform the CVC Treasurer or Assistant Treasurer to transfer the funds from the automated donation accumulating account to the checking account.

List of Appendices

Appendix 1. CrossView Church Automated Giving Allocation Form

Appendix 2. Schedule G Authorization Agreement for Preauthorized Payments (ACH Debits)

Approvals

This procedure has been approved for approval by the Elder Council by the Finance Committee on November 16, 2008.

Adrian Spronk, Finance Chair

This procedure has been approved by the by the Elder Council on November 18, 2008.

Dan Mikal, CVC Corporate Secretary

Appendix 1
CrossView Church
Automated Giving Allocation Form

This form will be retained by the CVC Financial Secretary along with a copy of the Authorization Agreement (the original of the Authorization Agreement will be provided to the AmericanUnited Bank).

1. **Printed Name(s) of Donor(s)** _____
2. **Donation Frequency** (Debit transactions can be made monthly by selecting one date, or twice monthly by selecting both dates)

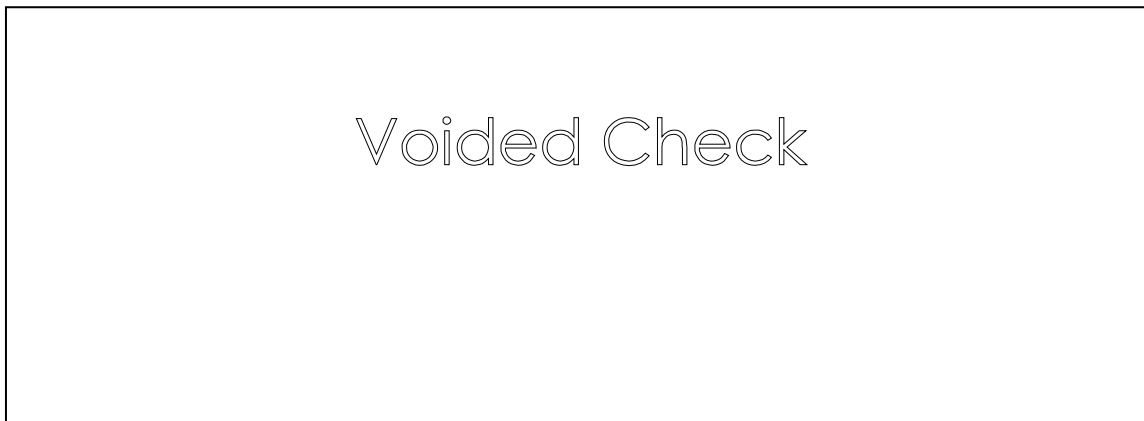
CVC is authorized to debit my donation each month on the (circle the preferred date(s))

1st of the Month 15th of the Month

Donation Amount:	Total Amount	\$ _____ of each debit
Allocation General Fund		\$ _____
Land Mortgage		\$ _____
Benevolence		\$ _____
Other (indicate) _____		\$ _____
Other (indicate) _____		\$ _____

Please check your math to confirm that the Total Amount equals the sum of the Allocations.

3. **Attach a voided check** for the account from which the debit will be made



4. Signing this form will indicate that I (We) have read and agree to the CVC Automated Giving Procedure and will endeavor to maintain a bank balance sufficient to cover the debit indicated on the transaction date(s).

Donor Signature _____ **Date** _____

Donor Signature _____ **Date** _____

**SCHEDULE G
(Continued)
AUTHORIZATION AGREEMENT FOR
PREAUTHORIZED PAYMENTS
(ACH DEBITS)**

COMPANY NAME CrossView Church COMPANY ID NUMBER N/A

I (We) hereby authorize the AmericaUnited Bank, hereinafter called FINANCIAL INSTITUTION, to initiate debit entries to my (our) Checking account indicated below, and the depository to debit the same to such account.

DEPOSITORY
NAME _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

TRANSIT/ABA NO. _____ ACCOUNT NO. _____

This authority is to remain in full force and effect until CROSSVIEW CHURCH and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford CROSSVIEW CHURCH and DEPOSITORY a reasonable opportunity to act on it.

PRINTED NAMES _____ ID NUMBER N/A

DATE _____ SIGNED _____

DATE _____ SIGNED _____