

Accounting Instructions for Debit and Credit Card Donations

Addendum to *Instructions for Congregation Accounting (S-27)*

OVERVIEW

Donations made by a debit or credit card through a third party vendor website are deposited directly into the congregation's checking account. Instructions for recording this activity on the current congregation accounting forms are described below.

ACCOUNTS SHEET (S-26)

Electronic donations are deposited directly into the congregation's checking account.

1. **Checking Account:** Review the congregation's checking account for new electronic deposits.
2. **Accounts Sheet (S-26):**
 - a. Record each electronic deposit individually in the **Checking Account - In** column.
 - b. In the **Transaction Description** column, type or write *Contributions – Congregation (electronic)*.
 - c. In the **TC** column, type or write transaction code *CC*.
3. **Vendor's Website:** Verify that the transaction history provided on the vendor's website matches the deposits transferred into the congregation's checking account.

Sample bank statement:

CENTRAL CONGREGATION OF JEHOVAH'S WITNESSES		Account Statement Period	1122334455 March 1 - March 31, 2016	Page 1 of 3
CHECKING ACTIVITY				
Regular Checking 1122334455		Beginning Balance	\$578.71	
		Ending Balance	\$483.51	
Date	Description	Amount Subtracted	Amount Added	Balance
3/4	ACH Electronic Credit		48.25	626.96
3/7	Deposit		429.70	1056.66
3/9	Check #205	6.20		1050.46

Sample S-26:

ACCOUNTS SHEET

Central	New York, NY	March	2016
Congregation or Circuit	City, and Province or State	Month	Year

DATE	TRANSACTION DESCRIPTION	TC	RECEIPTS		CHECKING ACCOUNT		OTHER:	
			IN	OUT	IN	OUT	IN	OUT
3	Contributions - Worldwide work	W	28	90				
3	Contributions - Congregation	C	50	00				
4	Contributions - Congregation (electronic)	CC			48	25		
6	Contributions - Worldwide work	W	266	20				
6	Contributions - Congregation	C	84	60				

Information similar to the following will be available from the vendor's website:

HISTORY			PENDING		BANK INFORMATION	
MONTH	DONATION QTY		TOTAL \$ DONATED			
March 2016	4		\$130.00			
DEPOSIT DATE	DONATION AMOUNT		DEPOSIT AMOUNT			
3-9-16	\$10.00		\$9.41			
3-7-16	\$70.00		\$67.37			
3-3-16	\$50.00		\$48.25			
DONATION DATE	AMOUNT	FEE	NET			
2/22/16 3:50 PM	50.00	\$1.75	\$48.25			
Totals		\$130.00	\$125.03			

RECEIPT(S-24)

This form should not be used to record electronic donations.

MONTHLY CONGREGATION ACCOUNTS REPORT(S-30)

The use of the S-30 form remains unchanged. The total amount of donations received from contribution boxes and from debit and credit card donations is recorded as **Congregation Receipts**.

CONGREGATION ACCOUNTS AUDIT REPORT(S-25)

The use of the S-25 form remains unchanged. The transaction history from the vendor's website should be included in the information the accounts servant gathers for the auditor.

DONATION ACKNOWLEDGMENT LETTERS

If a donor wishes to receive an acknowledgment letter from the congregation when making a contribution of \$250 or more by debit or credit card, then they should present the e-mail confirmation of their donation to the accounts servant. The accounts servant can then create an acknowledgment letter using the amount on the receipt. (See January 6, 2007 letter to all bodies of elders in the United States.) Even though the congregation received a slightly smaller amount due to card processing fees, the amount contributed by the donor should be used on the acknowledgment letter.

CLOSING ACCOUNT

If the congregation is dissolved, please close the account with the vendor.