FINANCES AND FUND DEVELOPMENT

I. Basic Accounting – Is a host church or your ministry doing the books?

 A. If host church, it’s easy

 B. If your ministry does it, you need a bookkeeper

 1. Software or handwritten ledgers

 a. Software is plentiful, we use Quickbooks for Non-Profit

 2. Budgets and monthly reports

 C. Donor receipts

 1. Statements when sent

 2. IRS filing requirements

 3. Sample donor letter and receipt

 D. Database of Donors

 1. We use Quickbooks for Non-Profit

II. Fund Development

 A. Develop a database

 1. We use Quickbooks for Non-Profit

 B. Develop a plan

 1. Newsletter

 2. Contribution box

 3. Annual letter

 4. Special appeal

 C. Pour into your core

 D. Pour into your team

 E. Honor financially those who got you where you are

 F. Tithing

III. Watch my talk on fund development given at the 2012 IAHR Annual Conference