

**CONTINUING RESOLUTION**  
**St. Luke's Lutheran Church**  
**Sacramento, CA**

**Number:** CR-2000-4  
**Title:** FINANCIAL SECRETARY RECORDS  
**Board/Committee:** Finance Board  
**Effective Date:** October 17, 2000  
**Voided Date:**

**References:** Constitution – C12.05, C13.16; Bylaws – B12.04.01(e), B13.18.08(d), B13.18.09; Continuing Resolution – CR-2000-3.

**RESOLUTION:** The Financial Secretary shall maintain contribution records of individual contributors in accordance with Bylaw B13.18.09 and the following:

1. Each Sunday, the Financial Secretary shall receive the following from the Sunday offering counters.
  - a. The offering envelopes.
  - b. Record of loose checks (copy of checks or other suitable record).
  - c. "Deposit Recap Slip".
  - d. "Memorial Gift Record Slip".
2. The Financial Secretary's shall maintain records for each individual contributor that show each offering/gift/contribution, date received, and gift type (general offering, memorial, World Hunger, etc.). All records shall be maintained in a secure/confidential file, including any computer files.
3. The Financial Secretary shall submit monthly "summary" reports to the Finance Board and Council in a format satisfactory to the Board and Council.
4. In July, the Financial Secretary shall prepare and distribute mid-year, six-month contribution reports to each member, including members who did not contribute.
5. In January, the Financial Secretary shall prepare and distribute annual, contribution reports to each contributor that has contributed a monetary gift of record during the previous 12 months.
6. A copy of the individual, year-end reports (see item 5) shall be made and retained for four years following the year for which the records are applicable or until the church's general audits for that year are completed, whichever is longer. For example, the records for 2000 may be destroyed on January 1, 2005, providing the general audits for the church are completed for year 2000. These records (copies) are confidential and shall be secured in a sealed envelope within a locked file provided by the church. Keys for the locked file shall be only available to the current Congregation President and the current Financial Secretary.

(more)

7. The materials received by the Financial Secretary from the Sunday offering counters (see items a, b, c, and d under item 1) shall be retained until June 30 of the first year following the year for which the records are applicable (for example, the records for 2000 may be destroyed on July 1, 2001). These records shall be maintained in a secure/confidential file.

**APPROVED:**

\_\_\_\_\_  
*Signature of Church Secretary (officer)      Date Approved*

**VOIDED:**

\_\_\_\_\_  
*Signature of Church Secretary (officer)      Date Voided*