

Donations & Fundraising

1. Purpose

This guidance supports responsible and transparent stewardship of donor contributions in alignment with Foothills' mission and Board policy. It ensures that donations are handled consistently, with clarity about their use and expectations for record-keeping. It reflects our values of trust, integrity, and shared responsibility in sustaining our ministries.

2. Organizational Guidance

• Donation Allocation

- Unless otherwise designated by the donor or specified in a fundraising effort, all donations are allocated to the general operating fund.
- Donations to the general operating fund may be used within the limits of the congregation-approved budget at the discretion of the Senior Minister, in compliance with Board Policy.

• Designated Contributions

- Donor intent must be honored for all designated or restricted gifts.
- The Finance Executive is responsible for ensuring proper tracking and use of these funds.

• Record Retention

- Records of all donations must be retained for a minimum of **seven years**.
- Donation records must be stored in a secure, access-controlled system that is available to at least two staff members to ensure continuity and oversight.

3. Related Content

- [Board Policy 3.3.5](#) - Fundraising
- [Board Policy 3.3.8](#) - Financial Transparency and Reporting

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