

TPIBC Policies—Tithes & Offerings

Title	Tithes & Offerings
Guideline no.	1
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Revision History

Version	Date	Comments
1.0	8-Mar-2015	Original release

1. Scope

This policy covers tithes and offerings given to TPIBC.

2. Definition

All monies given to TPIBC with the specified purpose of being for tithes and offerings.

3. Roles and responsibilities

- a. Treasurer: responsible for verifying and recording all tithes and offerings.
- b. Church Administrator: co-responsible for verifying and recording all tithes and offerings and maintaining accurate accounting records. S/he also prepares the letters for salaries tax reporting purposes.
- c. Ushers: Responsible for collecting the offering during the worship service.

4. Process

- a. All tithes and offerings made to TPIBC should be done by putting cheques (made out to "Tai Po International Baptist Church", in HKD) or cash (in HKD) into the offering envelopes and then putting them into the offering bags that are passed around by the ushers during the worship service.
- b. TPIBC can provide letters to individuals stating their total tithes and offerings for the fiscal year, for salaries tax reporting purposes.
- c. All information about individuals' tithes and offerings is confidential and only known by the Treasurer and Church Administrator. The details are never discussed in CMC meetings or on any other occasion.