

There are often situations in which people contribute non-cash gifts to the church. You may record such gifts on the Donations Entry screen, either included with other giving for that date or in a batch alone:

- Choose *Enter Donations*
  - ◊ Enter *Donation Date* (MM/DD/YYYY) of the gift
  - ◊ the *Giver's name* or *envelope number*
  - ◊ *Amount* of \$0.00
  - ◊ if using the *Payment Method* field – choose *In Kind*
  - ◊ assign the gift in the *Account/Pledge* (since it has a dollar amount of zero, it will not affect the balance of that account)
  - ◊ enter a short description of the gift in the *Line Item Comments* field (for example "One used computer and monitor").
- Add this gift to the *Batch>Post the Batch* when ready.

The exception to the above is when an In-Kind Gift counts toward a Pledge.

- Enter the *In-Kind* gift as a *Prior System Donation*
  - ◊ Go to *Accounts & Pledges>Pledges>Pledge by Giver* tab. Click on *Prior System Donations*, choose your *Giver*
  - ◊ Fill in *Pledge*, *Date*, *Amount*, *Comment*, click + *Add*
  - ◊ On the *Donation Statement (Step 2)>Relabel>*change the heading for *Prior Giving* to *Prior/InKind*
- *Prior System Donations* (In-Kind Giving toward a Pledge)
  - ◊ WILL show up on the pledge report
  - ◊ WILL show up on the Donation Statement (Account section, Prior Giving column, but you can change the heading)
  - ◊ can NOT be transferred to accounting
  - ◊ will NOT show up on browse donation
  - ◊ will NOT show up on any donation or giving account report
  - ◊ will NOT show up on step report or giving summary
  - ◊ will NOT show up on the campaign comparison report

*For the giver's income tax purposes, it is the responsibility of the giver to assign a value to the item and be able to prove that value to the IRS if audited. The church is only responsible for acknowledging the actual gift received.*