

# Memorial Gifts

## Acknowledging Gifts

1. When a gift is received, the Rector will send a thank you letter as soon as possible to the donor (if living) or to the family or estate (if deceased).
2. Typically families want to thank donors for memorial donations in memory of a deceased loved one. A note will be sent to the family of the deceased with the names of any donors and their addresses.
3. If the donor is willing to be acknowledged, a memoriam notice mentioning the gift will be published on the St. Martha's website.

## Receipt of Donations

1. Memorial donations in the form of currency or checks will be deposited into the Restricted Fund – Memorial as per the Teller/Check Depositor Procedures.
2. If the donation is specified for a particular area, i.e. music, landscaping, outreach, etc., the Treasurer will transfer it from the Memorial Fund to the donor requested fund /area.
3. For donations other than currency or checks, refer to St. Martha's Gift Acceptance Policy.

## Tracking Gifts

1. A member of the Finance Committee will record and track all memorial gifts received in St. Martha's Memorial Fund excel spreadsheet.
2. A member of the Finance Committee will track expenditure of all Memorial Funds in St. Martha's Memorial Fund excel spreadsheet.
3. The Finance Committee will be responsible for maintaining all legal documentation for designated gifts.

Vestry Approved 4/19/15