Organization: The Redeemed Christian Church of God (Potter's House) Kitchener
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Donations & Fundraising Policy

1. Purpose and scope

This policy sets out standards for fundraising appeals, donations, accounting, receipting and communications undertaken in the name of Potter's House and its ministries, including the Building Project and TBGN as a church initiative. It applies to leaders, employees (where any), volunteers, authorized fundraising partners and external service providers involved in accepting or soliciting support.

2. Core principles

- Fundraising must support activities within the church's registered charitable purposes, be truthful, and meet an identifiable program or capital need.
- The church retains control and accountability over gifts it receives, including any gifts publicized for a specific program.
- No ministry, volunteer or partner may independently open a bank account, promise a charitable tax receipt, authorize personal fundraising commissions or commit the charity to new fundraising terms without delegated authority.
- Privacy, child protection and beneficiary dignity take priority over compelling promotional storytelling.

3. Campaign approval

Before launching a campaign, the requesting ministry submits a short written case including charitable purpose, target population, expected deliverables, indicative budget, timeline, proposed spending authority, fundraising need, donor communications and reporting plan. The treasurer reviews financial controls; church leadership approves or rejects the proposal. TBGN's projects follow these same controls and are not presented as donations to a separate charity.

4. Accepted giving channels

Only approved church-controlled giving channels are to be shown on public materials. Approved channels may include the church's general Square link, a ministry-specific Square checkout configured to capture the actual donation designation, or a treasurer-verified Interac e-Transfer destination. The Building Project address **donation@pottershouserccg.ca** is not to be advertised as an active payment destination until the treasurer confirms recipient ownership, deposit flow, bank controls and reconciliation. General giving currently uses **finance@pottershouserccg.ca** subject to verification.

5. Donor designation and restrictions

Each appeal will state whether donations are unrestricted, designated as a donor preference, or accepted on documented restricted-purpose terms. Where a restriction is accepted, finance records its terms and maintains the required fund tracking. The charity must not imply it may freely redirect restricted funds; any

redirection is subject to applicable legal rules and the accepted gift terms. See the companion Designated Gifts and Building Campaign Policy.

6. Receipting

Only authorized church personnel may issue official charitable receipts after confirming eligibility, donor identity, advantage/benefit calculations where applicable, and required CRA details. A payment processor confirmation or e-Transfer notification is not an official tax receipt. Gifts involving event tickets, benefits, services, sponsorship advertising, and non-cash property require separate eligibility review.

7. Financial handling and reconciliation

The finance team records transactions with payment date, amount, source/payment reference, donor-receipt details where authorized, campaign code and reconciled bank or processor settlement. Reports are reconciled to the bank and accounting ledger. Refunds, chargebacks, errors and reversals are documented. Access to payment systems uses named role-based accounts and approved verification controls.

8. Spending, procurement and conflicts

Program spending requires approval within the adopted budget and authority matrix. Related-party transactions or personal interests must be declared and handled under the Conflict of Interest Policy. Fundraising expenses must be documented separately from charitable program expenditure where applicable for T3010 reporting. Written procurement thresholds require finance/board confirmation.

9. Public claims and progress

Do not publish figures as "raised," "spent," "remaining," or "audited" unless verified and approved. Program outputs and beneficiaries must be supported by records. Material corrections are dated and published promptly. Photographs and testimonials require documented informed consent and respectful treatment.

10. Partnerships and sponsorship

A partner's gift, advertising purchase, in-kind service or sponsorship must be classified appropriately before issuing receipts or describing the relationship publicly. The church's registered charity number must not be lent to unrelated groups for receipting.

11. Concerns, recordkeeping and review

Fundraising concerns are reported to the designated church administration/finance contact and escalated independently when an implicated leader has a conflict. The church maintains records according to applicable retention requirements. This policy is reviewed at least annually or following material changes in law, bank providers or church programs.