River Table Minutes 12-17-17

The River Table met on 12-17-17 after our Sunday Service.

Members present were Pastor Laura, Warren Kempfert, Emma Kraft, Mike Weisenberger, Nancy Jorgenson, Jill Springer, Sue Benson, and Rod Riewer.

We met specifically to discuss our options in the handling of donations that are given to ROH and designated for Starfish Tribe and Laundry Love. Sue Benson, Terry Kempfert, and Rod Riewer had met with Kurt Juergenson, CPA on 12-5-17 to discuss our options for the handling of these donations. Sue gave the River Table an overview of what was discussed in the meeting with Kurt. Sue’s notes from that meeting are included below. After discussion Rod Riewer made the following motion, which was seconded by Jill Springer, and passed unanimously by the ROH River Table.

**River of Hope will accept donations designated to Starfish Tribe and Laundry Love. These donations will be tracked in separate income and expense accounts. Starting in 2018 donations to these accounts will be tracked, and letters will be sent to the people who donated to these designated accounts if the donations were able to be tracked (checks made out to ROH with Starfish Tribe or Laundry Love designated on the memo line of the check). These letters will be sent at the end of the year at the same time as the letters go out summarizing member’s contributions to River of Hope. The letter to be sent will include language explaining that these donations are not tax exempt through River of Hope’s tax exempt designation and that the person making the donation should consult their accountant as to the deductibility of the donation. These funds will not be included in River of Hope’s monthly SW MN Synod benevolence calculations (10% tithe).**

Respectfully submitted- Rod Riewer, Secretary

**12/5/17 Meeting Notes: ROH/Starfish Tribe with Kurt Juergensen CPA**

Terry K, Rod R, and Sue B met with Kurt to review tax deductible donation reporting requirements for ROH and Starfish Tribe (ST). Kurt provided excellent guidance and examples to help us understand our options. I’ve tried to summarize the highlights below.

1. Since ST is not registered as a Non-profit organization, ROH cannot include donations designated to ST in the annual tax deductible letter. These are viewed as a “gift” per IRS rules.
2. ROH can accept donations for ST by using separate budget line item for ST Income and Expenses (handle similar to Laundry Love). ST deposits will go into ROH checking account and checks payable to ST fund recipients/designees will be signed by Sue and Laura. A separate ST donation tracking file will be created and these funds will not be included in ROH monthly SW MN Synod Benevolence calculations.
3. For 2017, we can work together on developing a separate donation letter from ST which will be included in respective ROH member annual envelopes to show their ST donation amount. The ST letter needs to indicate that “these funds are not included in the ROH tax deductible donations letter and that they should seek advice from their accountant for any tax filing questions.” This disclaimer is needed to protect ROH Non-profit status.
4. For 2018, ST should consider filing as a Non-profit based on streamlined tax reporting requirements (e-postcard filing) for organizations with operating revenue under $50,000 per year. It sounds like the application process may be easier as well. Kurt has offered his assistance on the application, along with filing ST as a Corporation with the State and applying for a Fed ID number. When this is all complete, ST can accept direct donations and operate independently from ROH.

Here are the next steps:

* Terry – Develop the ST donation letter with the disclaimer note in #3 above. The letter should include recipient name and address, along with a blank line for Sue to enter the donation amount. Send to Sue before Fri 1/5/18 to meet other ROH end of year activity deadlines.
* Terry – Give all current ROH checks that ST is holding to Sue for deposit in Dec.
* Terry/Judy – Review Non-profit filing requirements per Kurt’s feedback.
* Sue – Create separate ST donation tracking file for 2017 and 2018. This will be used to fill in the blank line on the ST donation letter.
* Sue – Review steps for handling ST donations received via Sunday Offering with ROH Financial Stewardship Team
* Rod/Sue – Update ROH River Team on all of the above.