Ministry Brands®

End of Year Checklist
Giving

☐ Donor Profile Cleanup
- Merge any duplicate donor profiles

☐ Generate and Send Contribution Statements
- Ensure statements comply with tax regulations and include all necessary information.

☐ Download Year-to-Date Reports
- Transaction Reports
- Deposit Reports
- Transaction Fee Billing Reports

☐ Express Gratitude to Your Donors
- Send personalized emails to donors, expressing gratitude for their contributions.
- Consider using various channels such as email, mail, or even a public acknowledgment during a service

> **Pro-Tip: Did you know you can send mass email, text and voice messages with Ministry Brands' Church Management System? CLICK HERE for more information on how you can maximize your ministry impact with our several other digital solutions**

☐ Request Feedback
- Request feedback from donors about their experience with the giving process.

> **Pro-Tip: You can use the form builder within your giving platform to create a survey for donors to complete.**

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✉ support@givinghelpdesk.com