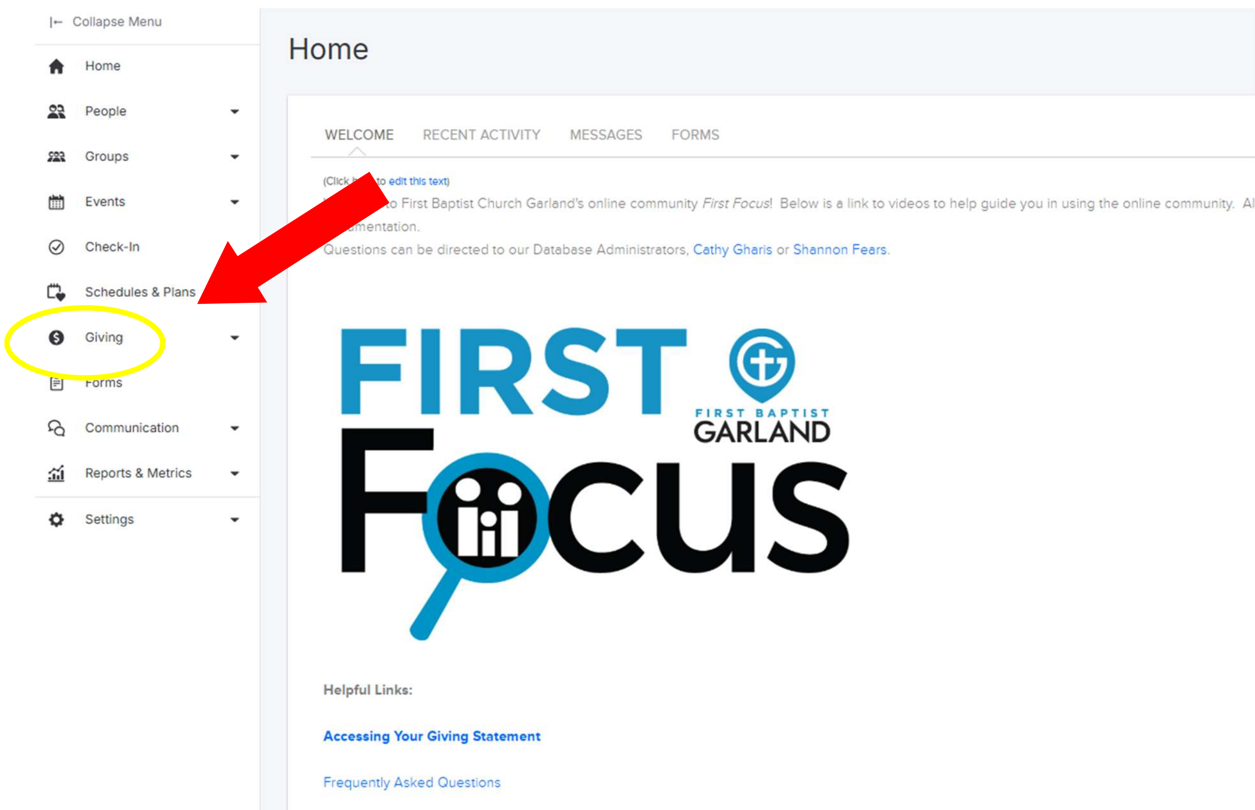
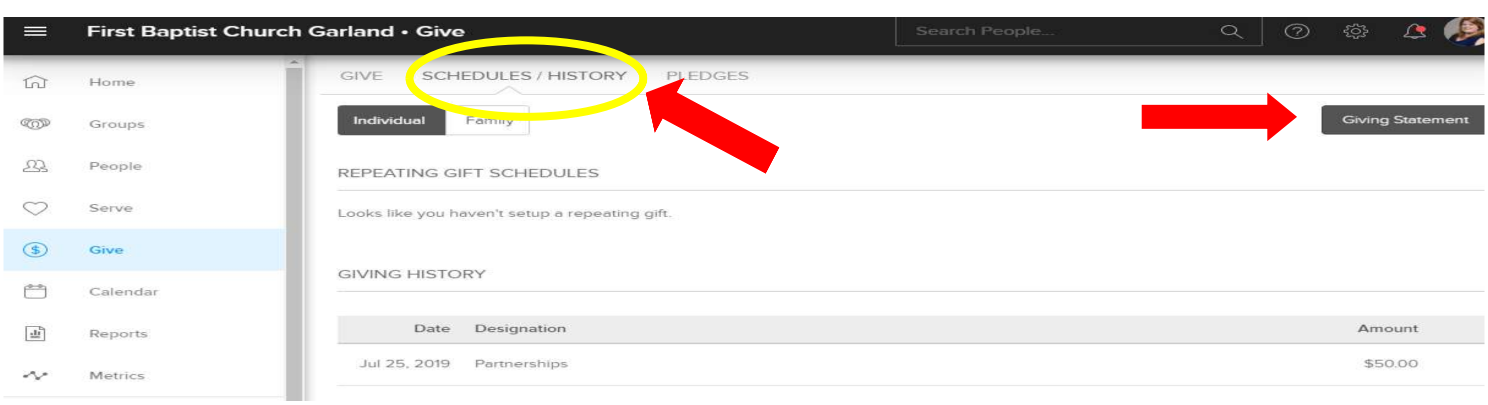
Access your Giving Statement

You have access to your own financial records for FBCG. An email link to direct access to your personal financial page was included with the e-mail sent out from the church with instructions about your giving statement. Click on that link to take you to the financial page to generate and print your giving statement. You can also access your giving statement by following the below instructions:

1. Login to First Focus (https://firstfocus.ccbchurch.com/goto/login)
   [click here for instructions to setup username/password]()
2. Choose the **Giving menu**.



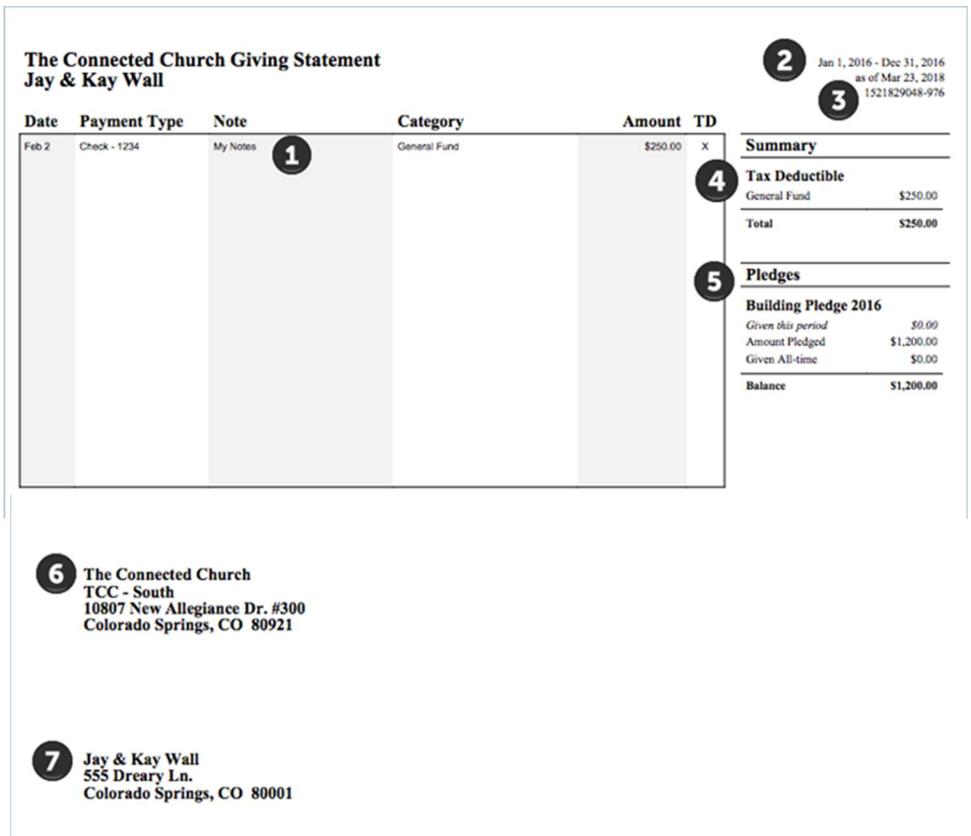
3. Click on the **My Giving Menu**
4. Click on **Schedules/History**.
5. Select **Giving Statement** (on the right side of the screen).



Options for Your Giving Statement

1. Choose if you'd like a giving statement just for yourself or for your whole family.
2. Select a date range for the transactions that should be included.
3. Choose if you'd like only tax-deductible transactions, only non-deductible transactions, or both to be included.
4. Choose if you'd like pledge information to be included. **Will include Legacy Building Campaign pledge if you made one.**
5. Click **Run Report**.

Reading a Giving Statement


The Connected Church Giving Statement
Jay & Kay Wall

2 Jan 1, 2016 - Dec 31, 2016
as of Mar 23, 2018
3 1521829048-976

Date	Payment Type	Note	Category	Amount	TD
Feb 2	Check - 1234	My Notes 1	General Fund	$250.00	X

Summary

4 **Tax Deductible**

General Fund	$250.00
Total	**$250.00**

5 **Pledges**

Building Pledge 2016

Given this period	*$0.00*
Amount Pledged	$1,200.00
Given All-time	$0.00
Balance	**$1,200.00**

6 **The Connected Church**
TCC - South
10807 New Allegiance Dr. #300
Colorado Springs, CO 80921

7 **Jay & Kay Wall**
555 Dreary Ln.
Colorado Springs, CO 80001

1. A **list of all transactions** found within the date range set, including:
    - The post date for the transaction.
    - The type of transaction (check, cash, online, or other) and check # if applicable.
    - Any memo notes about the transaction.
    - Category the transaction was applied to.
    - Amount of the gift.
    - Tax-deductible status of a transaction.

2. **Dates** will include the range used for the statement and the actual date the statement was generated.
3. **Unique identification number**.
4. The **tax-deductible section** summarizes the transactions into totals by category.

- The non-deductible transactions are split out into a separate category, if both tax-deductible and non-deductible transactions are included, they are totaled separately.

5. If included, a **summary of the pledges** associated with the profile(s) will appear in this section as well.
6. **Name and address of organization** receiving the donations.
7. **Full name and address** including middle initial if included in the profile.