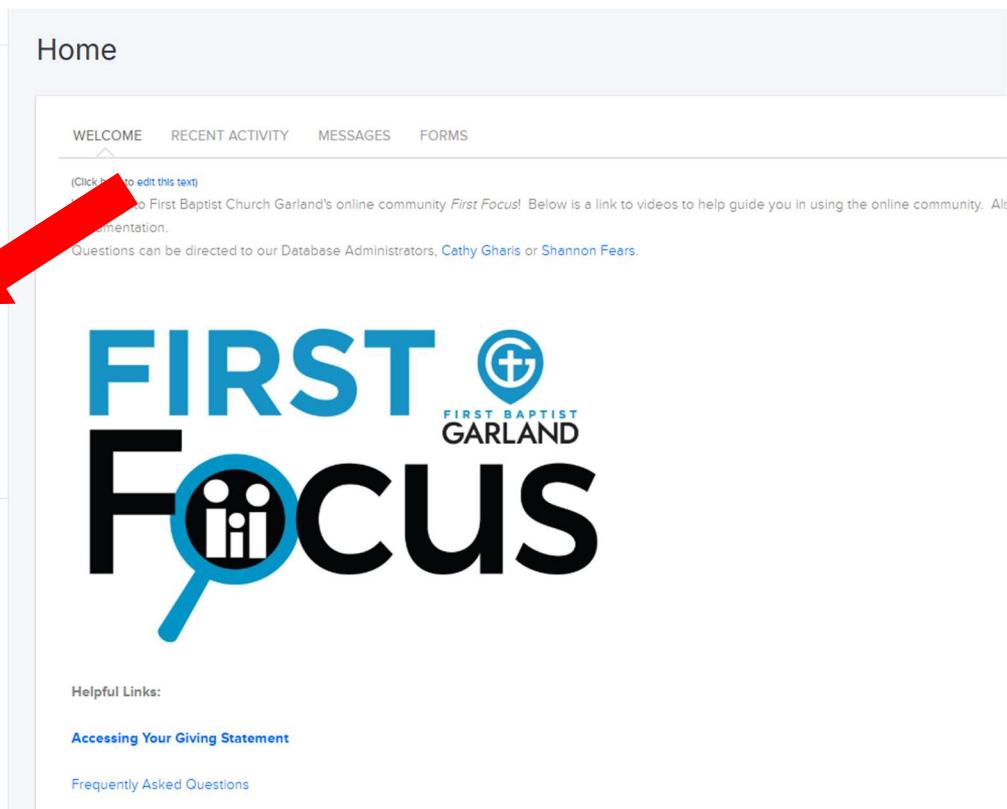


## Access your Giving Statement

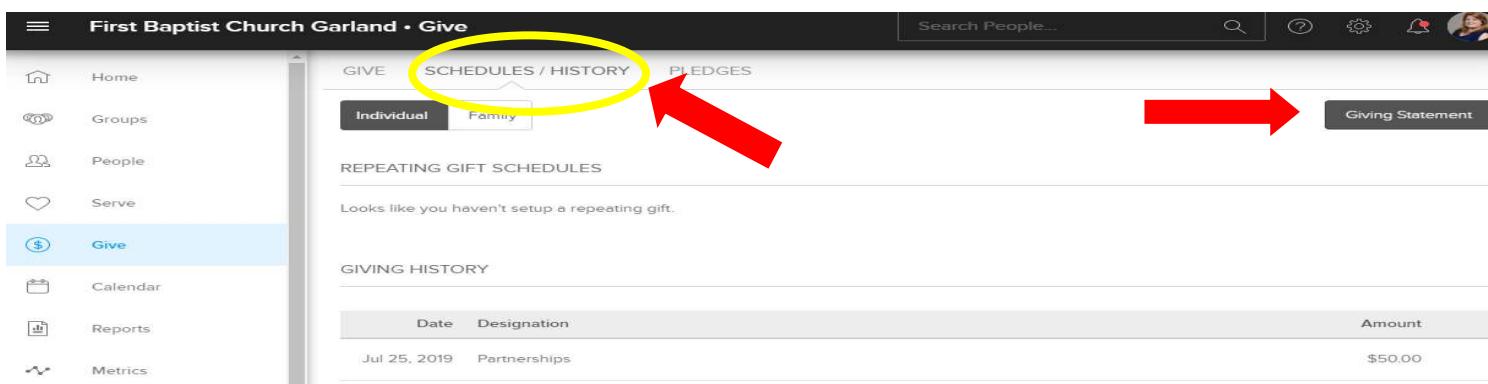
You have access to your own financial records for FBCG. An email link to direct access to your personal financial page was included with the e-mail sent out from the church with instructions about your giving statement. Click on that link to take you to the financial page to generate and print your giving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



The screenshot shows the First Focus 'Home' page. On the left, a sidebar menu is open, showing various options like 'Home', 'People', 'Groups', 'Events', 'Check-In', 'Schedules & Plans', 'Giving' (which is circled in yellow and has a red arrow pointing to it), 'Forms', 'Communication', 'Reports & Metrics', and 'Settings'. The main content area is titled 'Home' and features the 'FIRST Focus' logo with a magnifying glass icon. It also includes sections for 'WELCOME', 'RECENT ACTIVITY', 'MESSAGES', 'FORMS', and 'Helpful Links' with links to 'Accessing Your Giving Statement' and 'Frequently Asked Questions'.

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



The screenshot shows the 'First Baptist Church Garland - Give' page. The top navigation bar includes tabs for 'GIVE', 'SCHEDULES / HISTORY' (which is highlighted with a yellow circle and has a red arrow pointing to it), and 'PLEDGES'. The main content area has sections for 'REPEATING GIFT SCHEDULES' (with a message about not having setup a repeating gift) and 'GIVING HISTORY'. A table in the 'GIVING HISTORY' section shows a single entry: 'Jul 25, 2019' under 'Date', 'Partnerships' under 'Designation', and '\$50.00' under 'Amount'. On the far right of the page, there are icons for 'Search People...', 'Help', 'Settings', and a user profile. A red arrow also points to the 'Giving Statement' button in the bottom right corner of the main content area.

## 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 screenshot shows a "The Connected Church Giving Statement" for Jay & Kay Wall. The report includes a transaction table, a summary section, a pledges section, and donor information.

**1** Transaction Table: Shows a single transaction on Feb 2, 2018, for \$250.00 to the General Fund, marked as tax-deductible (TD). A note "My Notes" is present.

**2** Date Range: Jan 1, 2016 - Dec 31, 2016, as of Mar 23, 2018, ID 1521829048-976.

**3** Summary: Tax Deductible General Fund \$250.00, Total \$250.00.

**4** Pledges: Building Pledge 2016. Given this period \$0.00, Amount Pledged \$1,200.00, Given All-time \$0.00, Balance \$1,200.00.

**5** Donor Information: The Connected Church, TCC - South, 10807 New Allegiance Dr. #300, Colorado Springs, CO 80921.

**6** Donor Information: 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.