ACCOUNTING POLICIES

Contributions
- In order to meet the requirements for a donation to be tax deductible, all students and donors must understand that money is being donated to the MISSIONS TRIP PROJECT. SAGU will exercise full administrative control over the funds.
- Contributions to these approved trips will be recorded in the donor records system and a tax deductible receipt issued. Parental checks are considered contributions unless otherwise specified as personal payments.
- If a student/faculty/staff member that is going on a trip gives his/her own money for a trip, a tax receipt cannot be issued.
- A tax-deductible receipt cannot be issued for money received from fund-raising activities (if the individual receives something, food, merchandise, etc.)

Refunds
- If SAGU cancels a trip the student can:
  - Transfer to another trip (within the same school year – funds cannot carryover between years).
  - Receive a refund for personal payments if they do not have a school bill.
  - Transfer personal payments to their school bill.
  - Request that their contributions be transferred to another student going on a trip.
- If a student decides not to go on a trip, and the trip does not owe expenses for them, then
  - Personal payments can be applied to their school account if they have a balance.
  - Money will not be refunded to the student.

REFUNDS WILL NOT BE GIVEN TO DONORS IF THE STUDENT DOES NOT GO ON THE TRIP OR IF THE TRIP IS CANCELLED

- If a student raises or contributes more than the amount of the trip, it will be used to bless the missionary. Refunds will not be issued to students going on trips.
- After each trip's records are balanced and all expenses paid, the accounting office will transfer 5% of any surplus to the CONTACT general trip expense account to be used for future trips. Any remaining balance will be sent to the missionary or project with which the trip was involved.

Additional Requirements
- Students must be current with their payment plan for their school account in order to participate in mission trips. School accounts will be checked and given clearance by the Accounts Receivable office before students are allowed to leave for the trip.
- A student will not be allowed to go on a trip if they have any unpaid returned check

__________________________________________  ____________________________________________
(Student Signature)                            (Date)

__________________________________________  ____________________________________________
(Parent/Guardian if under 18)                   (Date)

Subscribed and sworn before me this ________, day of ___________ in ________

Notary Public in and For ___________ County, state of Texas.

__________________________________________
(Notary Public Signature)

My commission expires ________________, ______