

TREASURER'S WORKSHOP

SAFEGUARDING GOD'S RESOURCES



Safeguarding and Stewardship of Resources

Bank Accounts

Accounting Systems



Canons

29 – Business Methods

27 – Annual Parochial Reports

25 – Vestry

26 – Annual Meetings

REPORTING

Parochial Required by Canon 27

- ACNA Website

Monthly Mission Reporting

- Diocesan Website

DIOCESAN ASSESSMENT

Assessment Formula and Calculation

- Operating Income
- Capital / Designated Income

Budget Process

- Begins in June / July (receive letter with proposed assessment)
- Finance Committee approves in August
- Executive Council approved in September
- Deanery Meetings in October
- Convention in November



PAYMENTS TO DIOCESE

- Monthly Assessment
- If you have a full-time priest/staff – Monthly Retirement
- Monthly Health Benefits (Health and Life/Vision/Dental – separate checks)
- Quarterly Risk Retention to Diocese
- Quarterly Property Insurance to Diocese

SAFEGUARDING
STEWARDSHIP

More than one
person counting
the offering



Rotation of
counters



Regular
reconciliation of
deposit slips to
offering counts



Two signatures
required on all
checks (Canon 29)

GOOD ACCOUNTING INTERNAL CONTROLS BEGIN



AT THE COLLECTION PLATE

RECEIVED BY THE COUNTING TEAM

2+
PEOPLE



**SHOULD
NOT BE**

OFFERING TOTALS GIVEN TO

FINANCE
SECRETARY
WHO THEN



OFFERINGS
DEPOSITED
SAME OR
NEXT DAY



DEPOSIT
LOGBOOK
REVIEWED,
COMPARED TO
BANK STATEMENT
BY TREASURER



DO THIS PROCESS WEEKLY
TO DETECT ERRORS AND
PREVENT FRAUD



CONTROLS FOR CHURCH FINANCES

- Implement a system of internal controls
- Reconcile bank statements regularly
- Maintain records of pledges and donations
- Ensure you have a system for providing contribution reports at least annually
- Create systems for reimbursements and documentation (require receipts)
- Limit church debit/credit card purchases

VESTRY RESPONSIBILITIES

Signers on all disbursements

Should have access to bank, bank balances and bank statements

Should review reconciliations every month

- Look at uncashed checks – outstanding items
- Ask for a general ledger (list of deposits and disbursements that were done that month)
- These documents should match your bank statement



CREATING
A SAFE
CHURCH
OFFICE

Do we have procedures in place to keep financial and personal records private?

Are offerings and other financial documents always stored in a secure or limited access/well supervised area?

Do we have all personal information behind a locked door or password protected?

Are all old financial records containing non-public personal information being shredded regularly?

Do we change the safe combination or password as vestry members or staff change?



Required by Canon 29

Suggest it be completed either at beginning of year or over the summer

Benefits

- Accounting procedures – best practices
- Good risk management
- Provides statistical information
- Indicator of health of the parish

ANNUAL AUDIT

Supports and
protects church
staff and
volunteers

Indicates areas in
need of better
Internal Controls

Vestry's fiduciary
responsibility

Watch Video

NEED
ASSISTANCE?


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WAGE
REPORTING
AND
REIMBURSED
EXPENSES

- Video regarding Clergy Compensation (includes discussion of allowance vs. reimbursed)
- W2 and 1099 – clergy are not 1099 unless supply
- Housing Resolutions
- Copies of tax filings sent to Diocese annually for Workers Comp audit