

# Appendix D

## Treasurer's Checklist

The checklist is organized in six sections:

- Things that a developing church needs to do
- Things that a newly-organized church should do
- Things that all churches should do weekly, monthly, quarterly or annually

Note that the treasurer does not handle all these items. We have included them, however, because they are important tasks in the financial process of the church.

### Tasks for the Developing Church

- Appoint an advisory committee.
- Appoint a treasurer and assistant treasurer.
- Open a checking account in a local bank.
- Apply for a federal employer identification number.
- Establish a chart of accounts and a budget.
- Advisory committee designates a portion of the pastor's salary as a housing allowance.
- Purchase insurance.
- Review information on copyright laws.
- Prepare or order necessary forms:
  - Offering envelopes.
  - Individual donor records.
  - Cash receipts summary.
  - Cash receipts journal.
  - Cash disbursements journal.
  - Establish formats for the weekly, monthly, quarterly, and annual financial reports.

### Tasks for the Newly-Accredited Church

- Complete and return papers for participation in the group exemption sent by the Office of the Corporate Secretary or apply for individual church exemption with the IRS (group exemption is strongly recommended).
- File nonprofit corporation papers.
- File for state and local sales tax exemptions, if available.
- File for property tax exemption for church property, building(s), and parsonage(s), if available in your state or locality.

## Weekly Tasks

- Receive and count the offerings.
- Prepare a Cash Receipts Summary for each offering.
- Prepare the bank deposit and take it to the bank.
- Transfer the offering information to the Individual Donor Records and Cash Receipts Journal.
- Prepare a weekly financial report for the congregation.
- Write checks as necessary and record them in the Cash Disbursements Journal.

## Monthly Tasks

- Send missions money and the church's Fellowship Fund contribution to the National Office on the Remittance Form by the 10<sup>th</sup> of the following month.
- Prepare the bank reconciliation.
- Total columns in Cash Receipts and Cash Disbursements Journals, and prepare financial reports for the governance authority and the congregation.
- Prepare payroll checks for the church staff (this may be done more frequently if desired) and maintain payroll records.
- Submit payroll taxes as necessary.

## Quarterly Tasks

- Prepare Form 941 and send it to the IRS.
- Review comparison of actual versus budgeted receipts and disbursements with the governance authority, noting especially any significant variations from the budget.

## Annual Tasks

- Order offering envelopes.
- Prepare the budget.
- The governance authority should appoint a committee to audit the financial records and prepare an audit report for the Annual Meeting.
- The governance authority designates a portion of the pastor's salary as a housing allowance.
- Prepare all necessary financial reports to be included in the Annual Report to the church.
- Reconcile the quarterly 941 forms to the total payroll information for the year.
- Prepare W-2 and W-3 forms for wages paid to the church staff
- Prepare 1099-Misc and 1096 forms for payments of \$600 or more made to independent contractors.
- Complete the Annual Report and send a copy to the district office.