

# Central California Conference of Seventh-day Adventists

## Checklist for New Church Treasurers

(Please fax completed Checklist and Data Sheet to (559) 347-3071)

**Church:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_

**New Treasurer:** \_\_\_\_\_ **Starting Date:** \_\_\_\_\_

**Former Treasurer:** \_\_\_\_\_

**Checklist Completed on (date):** \_\_\_\_\_

	<b>INTERNAL PROCEDURES</b>	<b>Y/N</b>
1.	Treasurer's contact information updated on EAdventist.net by Church Clerk	
2.	Authorized Signatures changed at the bank	
3.	Registered at CCC Treasurer's website at <a href="http://ccctreasurer.adventistfaith.org/">http://ccctreasurer.adventistfaith.org/</a>	
4.	Jewel 6.0 downloaded from Website (see email attachment for instructions)	
5.	Full Backup of the Jewel database received from Former Treasurer	
6.	Bookkeeping/Data Entry will be done: ____ at church ____ at Treasurer's home ____ other (please explain)	
7.	Offering Count Teams appointed by the church	
8.	<b>Church Data Sheet</b> completed	
9.	<b>IRS EIN</b> (Employer Identification Number) Verification Letter received	
10.	<b>AdventistGiving</b> forms to change treasurer's information completed, if applies	
11.	<b>All passwords for online accounts</b> received from former treasurer	
	<b>TRAINING INFORMATION</b>	
12.	Church Treasurer's Handbook received from Former Treasurer	
13.	Yellow Folder with Updates to the Church Treasurer's Handbook received from Former Treasurer (Including USB Drive)	
14.	Training Material on the Jewel Software and the Church Treasurer's Duties received from Former Treasurer	
15.	<b>Upcoming Treasurers' trainings:</b> To be announce via email	

**Comments** \_\_\_\_\_

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