

GUIDELINES FOR CHURCH TREASURERS WHEN THE CONFERENCE PROVIDES THE ACCOUNTING SERVICE

The following items should be sent to the Conference after the last Sabbath of the month:

Weekly Tithe and Offering envelopes with calculator tape and bank deposit slip

Check Disbursements/Transfer/General Accounting Entries

Copy of Bank Statements (if you have not received the statement, send it the following month)

Tithe/Offering Envelopes

1. Each offering envelope should have the donor's name and ID number clearly written on it to avoid any confusion and prevent posting to another donor. Write the donor ID number on the top right hand corner of the envelope. Loose offerings and No Name should be clearly marked at the top of the envelope. This is essential in meeting the requirements of the IRS and the Conference.
2. The envelope must show each individual offering receiving a donation. A total only at the bottom of the envelope does not give an accurate picture of where the offerings should go.
3. Attach a calculator tape showing the total of the envelopes. Indicate the date of the Sabbath the envelopes were collected. The envelopes should total the exact amount deposited in the bank. Wrap together envelopes, calculator tape, and deposit slip with a rubber band.

Check Disbursements

Fill in Check Number, Date, Paid To, Purpose of the Disbursement, Amount, and Account Number to Charge.

Transfer

Fill in Account Number Transfer was from, Account Number Transfer was going to, Purpose of the Transfer, and the Amount.

General Accounting Entries

Fill in Date, Purpose of Debit or Credit, Amount, Account Number to be Charged, and the Account Number Credited.

Bank Statement

Send a photocopy of the bank statements. You can file the monthly Bank Reconciliations with the original bank statements.

CHECK DISBURSEMENTS/TRANSFER/GENERAL ACCOUNTING ENTRIES

FOR THE MONTH OF _____

<u>Check No.</u>	<u>Date</u>	<u>Paid To</u>	<u>Purpose</u>	<u>Amount</u>	<u>Acct. No. Charged</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TRANSFER ENTRIES

<u>Acct. No. Transfer From</u>	<u>Acct. No. Transfer To</u>	<u>Purpose of Transfer</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL ACCOUNTING ENTRIES

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>	<u>Acct. No. Charged</u>	<u>Acct. No. Credited</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____