

Subject: Procedure for recording and reporting Evangelism funds

From: Claudia America Arias <carias@cccsda.org>

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CC: Mayra Thompson <mthompson@cccsda.org>, Cesar DeLeon <cdeleon@cccsda.org>, evangelism@cccsda.org

Dear Pastors and Church Treasurers,

Please note the Procedure for recording and reporting Evangelism funds received:

- The church treasurer will **create an account in Jewel for each Evangelism Project** funded by the Evangelism Committee,
- All offerings and disbursements must be posted to the new account,
- At the end of the project, **an Account Journal must be printed** and attached to the Evangelism Recap Report (write "*See Account Journal*" on the Recap Report),
- Attach **copies of the receipts or invoices** to the Account Journal and the Recap Report (*the original invoices must remain in the church financial records*).

See document attached, for information on how to create an account and print an account journal.

Please let us know if you have any questions.

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Church Treasurer's Training's date

- March 30, 2014
- June 29, 2014
- September 28, 2014
- December 7, 2014

— Attachments: —

Procedure for RecordingReporting Evang Fund.pdf

448 KB