

# Central California Conference of Seventh-day Adventists

Church Treasury Team Training  
2015

**WELCOME!!!**

(Please Sign In)

# Church Treasury Team Training

- ◆ Duties of the Church Treasury Team
- ◆ Supplies and Information Needed
- ◆ Audit Issues
- ◆ Internal Control



# Duties of the Church Treasurer

# Duties of the Church Treasurer

## ◆ The Role of the Treasurer

- Custodian of church funds
- Supervises
  - ◆ Counting,
  - ◆ Receipting,
  - ◆ Posting, and
  - ◆ Banking of Funds
- Member of the Church Board
- Member of the Finance Committee
- Time Commitment
  - ◆ May require 10 to 15 hours per week
  - ◆ Will need an assistant and counters

# Duties of the Church Treasurer

## ◆ The Role of the Treasurer

- Reports through monthly financial statements
  - ◆ To the Pastor
  - ◆ To the Church Board
- Reports to the Conference Office with the Monthly Remittance Report
- Reports to the Church in Business Meetings periodically

# Duties of the Church Treasurer

## ◆ Confidentiality

- Access to church ledger is restricted
  - ◆ Authorized to see ledger are:
    - Pastor
    - First Elder
    - Finance Committee Chairman
    - Assistant Church Treasurers
    - Conference Treasurer
    - Conference Auditor

## ◆ Storage of Records

- See Policy on Document Retention

# Duties of the Church Treasurer

## ◆ Tithes and Offerings

- Two or More Counting
- Safekeeping of church money until deposited
- Date stamp and initial all envelopes

## ◆ Receipting

- *Encourage use of Tithe Envelopes for all donations*
- *Total Tithe Envelopes = Total Deposit*

# Duties of the Church Treasurer

## ◆ Personal Receipts

- Issued at least once per year
- Must comply with IRS Substantiation Requirements  
*(see slide titled Receipts for contributions)*



# Duties of the Church Treasurer

## ◆ Banking

- Bank Account in Church's Name
  - ◆ Not any individual's name
  - ◆ At least two signors on bank account
- *Use Church Tax ID #*
- *Deposit funds **weekly***
  - ◆ *Potential Loss and Insurance Issues*
  - ◆ *Internal Control Issues*
- *Review and reconcile bank statement monthly*

# Duties of the Church Treasurer

## ◆ Accounts Payable

- Authorization generally given in Church Budget
  - ◆ Otherwise, the church treasurer is only authorized to pay bills to keep the church doors open (utilities, etc.)
- Special projects or non-budgeted items must be authorized by:
  - ◆ Church Board, or
  - ◆ Church Business Meeting

# Duties of the Church Treasurer

## ◆ Accounts Payable

- *Use Checks for all Disbursements*
- *Do not Issue Checks to Cash*
- *Disable Void Checks*
- *Two Signatures on Checks*
- *Secure Receipts for all Disbursements*
- *Do not Disclose Assistance to Members*
- *Do not Issue Blank Checks*
- *Do not Issue Cash from Offering Plate*

# Duties of the Church Treasurer

## ◆ Accounts Payable

- *Do not Issue Cash directly from the Offering Plate* (i.e. "love offerings," "concert offerings," etc.)
- ◆ *All Offerings collected at the church must be counted by the church treasury team, deposited and recorded in the church records*
- ◆ *Funds must not be given to anyone directly from the offering plate, checks must be issued for proper record keeping*

# Duties of the Church Treasurer

## ◆ Accounts Payable

- Pastor's Discretionary Funds

- ◆ *No Board Guidelines = TAXABLE INCOME*

# Duties of the Church Treasurer

*“All offerings and gifts contributed by individuals for a specific fund or purpose must be used for that purpose. Neither the Church Treasurer nor the church board has the authority to divert any funds from the objective for which they were given.”*

*Church Manual, page 82*

# Duties of the Church Treasurer

*“The funds for auxiliary Organizations... are held in trust... and they too many not be borrowed or in any way diverted by the treasurer or the church board from the objective for which they were raised.”*

*Church Manual, page 82*

# Duties of the Church Treasurer

## ◆ When working with Restricted Funds:

- The church board determines the projects for which donations are received
- A church is not obligated to accept donations if they are not to fund existing or new board approved ministries



# Duties of the Church Treasurer

*“When an auxiliary organization is discontinued, the church in regular business session may take action indicating the disposition of any balance of funds in the account of the organization..”*

*Church Manual, page 82*

# Duties of the Church Treasurer

## ◆ Books Should be Audited

- *Potential Effect on Insurance Rates*

## ◆ Auditing

- *Valuable feedback to increase efficiency*
- *Training in policies and procedures*
- *Helps to develop confidence in treasury work*
- *Review of permanent files*

*(See Policy on Processing Audit Reports & Findings on Local Churches)*



# Supplies & Information Needed

# Supplies and Information Needed

## **1. Supplies or information needed**

*(Order Form for Church Treasurers Supplies)*  
*(use hardcopy or order online)*

# Supplies and Information Needed

## a. For Receipts

- i. Tithe envelopes *(supplied by CCC)*
- ii. Forms for Credit Card contributions *(supplied and processed by CCC)*
- iii. Offering Count Worksheets *(format available online)*
- iv. Sunset Calendar to allocate weekly loose offerings *(use online version or cards supplied by CCC)*
- v. Online giving using AdventistGiving *(no fees to church)*
- vi. Adding machine, date stamp, red ink pens, rubber bands, and colored paper
- vii. Seventh-day Adventist Year Book

# Supplies and Information Needed

## **a. For Receipts**

### (Procedure for Counting Offering)

- Two or more counting at all times
- Offerings must not be taken home
- Verify information on Checks
  - ◆ Donor(s) name on tithe envelope must match the name(s) on the check
  - ◆ Amount in numbers must match written amount
  - ◆ Make sure checks are signed
  - ◆ Date

# Supplies and Information Needed

## b. For Disbursements

- i. Checks (pre-printed or blank forms)
- ii. Check Request Form *(sample form)*
- iii. Paid-out Vouchers *(format available online)*
- iv. Benevolence Request Voucher *(sample form)*
- v. Detail of Receipts for Reimbursement or Advanced Checks Form *(sample form)*
- vi. Petty Cash Authorization Form  
*(sample form to be copied on church's letterhead)*
- vii. Petty Cash Replenishing Form

# Supplies and Information Needed

## **b. For Disbursements**

### Categories of Individuals Who Provide Services

- ◆ Volunteers
- ◆ Employees
- ◆ Independent Contractors



# Supplies and Information Needed

## **b. For Disbursements**

### **Employee Forms**

*(Payroll Conversion Process FAQ's Sheet)*

- ◆ Conference Funded Employees
- ◆ Locally Funded Employees

# Supplies and Information Needed

## b. For Disbursements

### Locally Funded Employees Hiring Process

- CCC HR Department is notified of the opening
- Position is posted
- Vetting of Candidates is done by the church
- Church Board Selects Candidate
- Documents are gathered and sent to CCC HR Department
- Potential Employee's name is taken to CCC Locally Funded Committee
  - All documents must be completed

# Supplies and Information Needed

## **b. For Disbursements**

### **Employee Forms**

- ◆ Locally Funded Employees
- ◆ New Hire Packet 1
- ◆ New Hire Packet 2

# Supplies and Information Needed

## b. For Disbursements

### Employee Forms

- ◆ Hourly/Non-Exempt Timesheet *(must be signed)*
- ◆ Hourly/Non-Exempt Payroll Report
- ◆ Hourly/Non-Exempt Payroll Calendar
- ◆ Salary/Exempt Payroll Calendar
- ◆ Travel and Expense Report
- ◆ **Payroll Payment Options**
  - Have a credit balance on A/R Account at CCC,
  - Complete ACH form, or
  - Send payment two days prior to payroll processing date.

# Supplies and Information Needed

## b. For Disbursements

### Employee Forms

#### ◆ Employee Resignation

- Must be in **writing**
- **CCC HR Department must be notified immediately**
- **Employee must be given final pay check on last day of employment**
- **Daily Penalties** will apply for non-compliance

# Supplies and Information Needed

## b. For Disbursements

### Employee Forms

#### ◆ Employee Termination

- **CCC HR Department must be contacted before taking any action**
- All terminations must have **legal review**
- Employee final pay check must be given within **72 hours** of termination
- **Daily Penalties** apply for non-compliance

# Supplies and Information Needed

## b. For Disbursements

### Independent Contractor Forms

- ◆ W-9
- ◆ 1099MISC *(prepared by CCC Auditing Department)*
- ◆ DE-542
- ◆ Travel Expense Report

# Supplies and Information Needed

## c. For Financial Reporting & Auditing Process

- ◆ Bookkeeping system – Jewel Software  
(CD provided by CCC)
- ◆ Church Data Sheet
- ◆ Basic Schedule for Church Treasurers' Retention of Documents
- ◆ File folders and file boxes



# Supplies and Information Needed

## 2. Monthly Process

**Filing process** (*for Audit, and to facilitate application of Document Retention Policy*)

- ◆ Place weekly tithe envelopes in rubber bands and group by month in rubber bands
- ◆ File Paid-out Vouchers or Print-out of Checks in numerical order by check number (attach **original** receipts or invoices, conference remittance receipt, copy of board action, etc.)
- ◆ File Bank Statements and Bank Reconciliation in a folder, in order by month (**one folder per bank**)
- ◆ File Weekly Trial Contribution Reports and Monthly Reports by month and not by type of report)

# Supplies and Information Needed

## 2. Monthly Process

- Count and Deposit Offerings **weekly**
- Record Offerings
- Pay Bills, as needed
- Record Disbursements
- Submit Monthly Conference Remittance – due by the 10<sup>th</sup> of the month
  - ◆ Submit Detailed Contribution Report for Conference Evangelism offering, if any

# Supplies and Information Needed

## 3. Annual Procedure

- Place notice in bulletin regarding donations in December
- Dispose of stale checks (see sample letters)
- Review Year-End fund balances on Financial Summary Report to clear negative balances
- **Detailed Receipt** for Donors **due by the end of January** (get watermarked form from CCC)
- **1099 forms** for Independent Contractors **due by the end of January** (see attachment)
  - ◆ If prepared by CCC – information **due** to Auditing Dept **by January 20**
- **1096 form** **due** to IRS **by the end of February** (see attachment)
- W-2 for Employees due by the end of January (issued by CCC Payroll Dept)

# Supplies and Information Needed

## 3. Annual Procedures

- Property Tax Exemption Forms  
due to Accounting Dept by **January 20**
- Business Property Statement  
due to Accounting Dept by **February 15**
- Audit of Church Records

# Supplies and Information Needed

## Other Items

### **Tax ID Number**

(contact CCC Treasurer's Administrative Assistant)

### **Process to Open Bank Accounts**

(Get Church Board authorization, Obtain Copy of Tax Exemption Letter CCC Treasury Department)

### Lease Agreements

#### ■ Property Tax Issues

- ◆ To Non-profit or for-profit organizations

#### ■ Property Liability Insurance issues

# Supplies and Information Needed

## Other Items

### Evangelism Items

Bible Worker Application Form

Budget Request for Full-Message Reaping Campaign

Evangelism Recap Forms and Procedure

Camp Meeting Evangelism Offering Funds with Project Assessment

Lay Public Evangelism Budget Request

# Supplies and Information Needed

## Other Items

Risk Management Issues (annual insurance payment, reporting losses or incidents)

Copyright Issues (software and music)

Tech Support for Jewel Software provided by the Auditing Department

Conference bookkeeping assistance service provided by the Auditing Department

Periodic Treasurers Training (last Sunday of every quarter, first Sunday in December and first Sunday of Camp Meeting)



# Audit Issues



# Audit Issues

- ◆ Major Transactions
- ◆ Loans from Church Funds
- ◆ Checks Issued to Cash
- ◆ Constructive Remuneration
- ◆ Checks Issued to the Treasurer
- ◆ Supporting Documentation for Benevolence Assistance
- ◆ Backup for Disbursements
- ◆ Expense Reimbursement or Allowance
- ◆ Reimbursements or Advanced Checks
- ◆ Missing Supporting Documentation
- ◆ Paying Rent to a Third Party for a Bible Worker or Church Plant
- ◆ Assistance to Students
- ◆ Evangelism Recap Report
- ◆ Paying Individuals for Services
- ◆ 1099MISC Forms
- ◆ Donations for Other Non-Profit Organizations
- ◆ Projects Overseas
- ◆ Mission Trips
- ◆ Contributions
- ◆ New Payroll Procedure
- ◆ Accounts Payable Analysis

# Standing Church Policy or Board Action for Major Transactions

- ◆ There should be a standing church policy (copy should be provided) or a board action recorded on the minutes authorizing all major transactions, such as:
  - Investment decisions
  - Transfer of funds
  - Major expenditures

# LOANS from Church Funds

“...No loans of church funds should be made to any private party at any time for any purpose.”

(GC Auditing Service - Local Church Accounting Manual, paragraph 205.04)

# Checks Issued to CASH

- ◆ All checks should be issued to an individual or an organization
- ◆ If cash is required for a transaction:
  - Issue the check to an individual
  - That individual will then be responsible for providing appropriate supporting documentation for the disbursement
- ◆ If cash is needed regularly for day to day transactions request board approval to implement an Petty Cash System

*(see Petty Cash Authorization Form & Petty Cash Replenishing Form)*

# Constructive Remuneration

- ◆ Payments issued to a third party on behalf of an individual as agreed, based on services performed for the church is income for that individual

# Checks Issued to the Treasurer

- ◆ All checks issued to the Treasurer should be approved by another board authorized officer (i.e. Pastor, First Elder, etc.)

# Supporting Documentation for Benevolence Assistance

- ◆ A document stating that a committee, or the church board approved the disbursement of funds for benevolence assistance, should be attached to the payment voucher
- ◆ The document should be signed by someone other than the treasurer

*(see sample Benevolence Request Form)*

# Backup for Disbursements

- ◆ Require original receipts
- ◆ Copies of receipts may cause duplicate reimbursement
- ◆ Once funds are reimbursed to the payee the receipts belong to the church



# Expense Reimbursement or Allowance

- ◆ A fixed periodic allowance paid to an individual is taxable income (Non-Accountable Plan)
- ◆ A periodic expense reimbursement is non-taxable income (Accountable Plan)
  - ◆ Receipts or invoices are required

# Reimbursements or Advanced Checks

Please attach a calculator tape to the  
receipts/invoices with the total  
reimbursed

or

Use the  
Detail of Receipts for Reimbursement or  
Advanced Check Form

# Missing Supporting Documentation

Checks issued to individuals who do not provide proper supporting documentation will be considered income for services provided and reported to the IRS on a 1099MISC form if checks total \$600 or more

*(see memo dated November 12, 2008)*

# Paying Rent to a Third Party (for a Bible Worker or a Church Plant)

Issue a 1099MISC form if the recipient  
of the payments is not a Corporation or  
a Church

# Assistance to Students

## SUMMARY OF TAXABLE ITEMS FOR STUDENTS

Payment for	Degree candidate	Not a degree candidate
Tuition	Tax free *	Taxable
Fees	Tax free *	Taxable
Books	Tax free *	Taxable
Supplies	Tax free *	Taxable
Equipment	Tax free *	Taxable
Room	Taxable	Taxable
Board	Taxable	Taxable
Travel	Taxable	Taxable
Teaching	Taxable	Taxable
Research	Taxable	Taxable
Other Services	Taxable	Taxable

\* If required of all students in the course

# Evangelism Recap Report

- ◆ Make copies of invoices/receipts to submit with recap
- ◆ Retain originals in church files
- ◆ Attach Account Journal to Recap Report

# Paying Individuals for Services

Before asking someone to  
provide a service for the church  
please review this document

Categories of Individuals who  
Provide Services

# Paying Individuals for Services

◆ When paying speakers please remember to separate:

- Reimbursed expenses:

- ◆ Travel (mileage, airfare, fuel, etc.),
- ◆ Lodging
- ◆ Meals (per diem)
- ◆ Materials

*(receipts or invoices must be provided or payment will be taxable income)*

from

- Honorarium for services



# 1099MISC Forms

- ◆ Any individual paid \$600 or more to provide services for the church must be issued a 1099MISC form
- ◆ There are other payments for which a form 1099MISC will be required (awards, prizes, rental payments, etc.)

# Donations for Other Non-Profit Organizations

- ◆ The Church Treasurer has no authority to state that the funds donated “through” the church to be sent to other organizations will be used for the intended purpose
- ◆ The Church Treasurer is only authorized to issue receipts for organizations listed in “The Seventh-day Adventist Year Book”

# Projects Overseas

- ◆ "When an American church spends money outside the United States, the IRS requires it to
  - (1) retain control and discretion over the use of the funds,
  - (2) maintain records establishing that the recipient used the funds exclusively for exempt purposes, and
  - (3) limit spending to specific projects that exclusively further the church's exempt purposes.

# Donations for Projects Overseas

- *[An individual] can deduct contributions to a U.S. organization that transfers funds to a charitable foreign organization
  - *if the U.S. organization controls the use of the funds by the foreign organization, or*
  - *if the foreign organization is just an administrative arm of the U.S. organization.**

# Donations for Projects Overseas

- Funds may be sent to CCC, or
- To the General Conference

Donations should be a minimum of \$100

Attention:

Overseas Projects

12501 Old Columbia Pike

Silver Spring, MD 20204

# MISSION TRIPS

- ◆ Proper supporting documentation must be secured for all expenses related to a Mission Trip, whether in the U.S. or abroad
  - Individuals who are given funds for expenditures during the trip, must account for all monies spent. Unsupported expenses will be reported as taxable income to that individual.

# Contributions

## ◆ Online Donations through Adventist Giving

## ◆ Recording Loose Offerings

- ◆ Morning Offering
  - Denomination's Calendar of Offerings
- ◆ Sabbath School Offering
  - Mission
  - Expense
- ◆ Other Loose Offerings
  - Record per Church Board decisions

# Contributions you Cannot Deduct

- ◆ A contribution to a specific individual
- ◆ A contribution to a nonqualified organization
- ◆ The part of a contribution from which you receive or expect to receive a benefit
- ◆ **The value of your time or services**
- ◆ Your personal expenses
- ◆ Appraisal fees
- ◆ Certain contributions of partial interests in property



## **Contributions you cannot deduct:**

- ◆ **Contributions for specific individuals**
- ◆ ○ *Funds donated to a non-profit organization are not tax-deductible if the recipient is specified by the donor*

## **Contributions you cannot deduct:**

### **◆ Contributions from which you benefit:**

- ◆ ○ Tuition**, or amounts you pay instead of tuition, even if you pay them for children to attend parochial schools or qualifying nonprofit day-care centers. You also cannot deduct any fixed amount you may be required to pay in addition to the tuition fee to enroll in a private school, even if it is designated as a “donation.”

## **Contributions you cannot deduct:**

- ◆ **Contributions for specific individuals**
- ◆ ○ *Funds donated to a non-profit organization are not tax-deductible if the recipient is specified by the donor*

# Receipts for Contributions

- ◆ The IRS requires that a receipt be issued for each contribution of \$250 or more
- ◆ Annual receipts issued to members should be a detailed receipt and not a summary
- ◆ Use official form with watermark provided by CCC

# Quid-Pro-Quo Contributions

- ◆ IRS requires that a disclosure report be issued for donations of this nature if the amount received is \$75 or more

# Receipts for Non-Cash Contributions

- ◆ Obtain Church Board Approval for donation
- ◆ Issue a letter to the donor on the church's letterhead acknowledging receipt of the item donated
- ◆ Do not state a dollar amount in the letter, unless there were actual receipts or invoices submitted by donor
- ◆ No transaction is required in the books
- ◆ File a copy of the letter with church records
- ◆ Issue a form 8283 for donations of more than \$500

# How to Handle Donations of Vehicles to the Church

- ◆ The Board must approve the receipt of the donation
- ◆ A form 8283 must be provided to the donor
- ◆ If the vehicle is sold within 2 years, the sale of the vehicle must be reported both to the donor and to the IRS (use form 8282)
- ◆ The donor must adjust his/her tax return to report the actual sale value of the vehicle

# New Payroll Procedure

- ◆ Each employee timesheet must be in the files and must be signed:
  - by the Employee and
  - by the Supervisor



# Accounts Payable Analysis

- ◆ Churches are expected to operate on a cash basis, spending only what is received on a monthly or annual basis
- ◆ The Audit report will contain an Accounts Payable Analysis as a note to the Financial Statements, to disclose the outstanding unreported liabilities



# INTERNAL CONTROL

# INTERNAL CONTROL

◆ Internal Control is the process designed to provide reasonable assurance regarding the achievement of objectives in:

- ◆ The effectiveness and efficiency of operation
- ◆ Compliance with applicable laws, regulations and policies
- ◆ Financial reporting reliability

# Guidelines for Internal Control

- ◆ Rotate Count "Teams"
- ◆ Assign various Deacons to collect offerings
- ◆ Make immediate deposits
- ◆ Reconcile bank account monthly
- ◆ More than one signature for large disbursements
- ◆ Encourage donors to use tithe envelopes
- ◆ Require initials on tithe envelopes

# Guidelines for Internal Control

- ◆ Loose offerings counted by two or more individuals
- ◆ Issue periodic contribution receipts
- ◆ Encourage member/donors to review receipts
- ◆ Disbursements must be authorized and supported
- ◆ Pay expenses by check
- ◆ Monthly financial reporting to church board
- ◆ Periodic Audits

# Risk Control for Treasurers

OPPORTUNITY  
+ MOTIVATION  
= CRIME

# OPPORTUNITY

- ◆ Too much trust
- ◆ Key individuals
- ◆ Too few people
- ◆ No controls
- ◆ Infrequent audits

# MOTIVATION

- ◆ No organizational standards
- ◆ Personal financial challenges of members
- ◆ The church “owes me”
- ◆ I am only “borrowing”
- ◆ Belief that crimes will not be prosecuted by the church



# CRIME

- ◆ Unauthorized borrowing
- ◆ Reallocation of funds
- ◆ Embezzlement
- ◆ Creative receipting
- ◆ Unexplained decreases in revenue
- ◆ Inflated expenses

# NAD Policy

## **S 04 48 Dealing With Offenders**

When a volunteer or an employee of a Seventh-day Adventist organization performs an act in violation of the laws of the country and of the financial trust or responsibility reposed in him/her, discipline shall be administered and the organization will report all violation(s) to appropriate law enforcement officials.

# SAFEGUARDS

- ◆ Careful Selection of Counters
- ◆ Two or More Verify Cash Received
- ◆ Monthly Bank Statement Review
- ◆ Safeguard Checks
- ◆ Timely Financial Reports
- ◆ Authorization for new bank accounts
- ◆ Investigate questionable transactions
- ◆ Financial Audits

# Central California Conference of Seventh-day Adventists

Thank you!!!



Date \_\_\_\_\_ Rec. No. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



City \_\_\_\_\_ Zip \_\_\_\_\_

Home Church \_\_\_\_\_

*The Personal Giving Plan*

Tithe 10% of Income	80.	\$
Local Church Budget		\$
Conference Advance 1-2%	82.60	\$
World Missions 2-3%	81.14	\$
Building Fund		\$
ADRA Annual Appeal	81.15	\$
		\$
		\$
<b>Total Enclosed</b>		\$

Please charge the above amount to:

☐  ☐ 

Card No. \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

- Forms must be handed by donor directly to the church treasurer or place in a tithe envelope before placing in the offering plate
- Cards are mailed to the conference for processing
- CCC sends a check to the church
- The church enters the donor's Contribution
- **FEES**
  - For Tithe contributions the conference absorbs the fee
  - For Local Church contributions the church is charged the fee

• (back)



⑈001000⑈ ⑆1234568900⑆ 2000000200021⑈

MR. SAMPLE CUSTOMER

1000

(back)

MR SAMPLE CUSTOMER

1000

# 1099MISC Forms

◆ CCC Auditing Service will prepare these forms if the church provides the following information:

- Name, address, and SS or TIN of recipient
- Amount paid by the church in the year

[\(back\)](#)



# Receipts for Contributions

- ◆ The IRS requires that a receipt be issued for each contribution of \$250 or more
- ◆ Annual receipts issued to members should be a detailed receipt and not a summary
- ◆ Use official form with watermark provided by CCC



Tithe Distribution

○ Budgeting Process

Departments Managed

Tithe performance

Late Remittance Report

Stewardship, Planned Giving

Property Leases

Accounts Receivable

PUC Loan

Church School Subsidy

# New Payroll Procedure

## ◆ Retirement Eligibility


(Conference Executive Committee Action 04-05 & 05-05, 2005)

- Require local churches and K-8 schools to have all employee payroll processed through the conference payroll system
- Provide exception to NAD retirement contribution for employees who are employed less than half-time or for those who are temporarily employed for one year or less subject to confirmation with the NAD Retirement Office

# New Policy Provision

## ◆ NAD WP P30 15

- Dealing with Offenders
- When an employee/volunteer of a Seventh-day Adventist organization performs an act in violation of the laws of the country and of the financial trust or responsibility reposed in him/her, discipline shall be administered and church officials shall report all violations to appropriate law enforcement officials.

- 
- Pacific Union Income Fund
  - Sales Tax
  - Insurance coverage for churches

- 1. All church accounts must have two or more signors, one of them should always be the church treasurer. The church can vote to set up a Petty Cash account for any church officer or the Pastor with strict guidelines for the use of the funds. If the use of the funds is left up to the discretion of the church officer or the Pastor it becomes taxable income to that individual. The amount of the fund will be determined based on the use of the fund. Petty Cash funds are never to be used to pay any individual for services provided to the church or for benevolence assistance. All Petty Cash disbursements must be for the purchase or reimbursement of supplies, and third party receipts must always be provided as supporting documentation. Petty Cash Accounts are reported on the church financial reports.