

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): _____

	INTERNAL PROCEDURES	Y/N
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 http://ccctreasurer.adventistfaith.org/	
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.	Church Data Sheet completed	
9.	IRS EIN (Employer Identification Number) Verification Letter received	
10.	AdventistGiving forms to change treasurer's information completed, if applies	
11.	All passwords for online accounts received from former treasurer	
	TRAINING INFORMATION	
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.	Upcoming Treasurers' trainings: To be announce via email	

Comments _____
