

1. **Supplies or information needed** (see *Order Form for Church Offering Envelopes*)
 - a. **For Receipts** (see Procedure for Counting Offerings)
 - i. Tithe envelopes (supplied by NCC)
 - ii. Offering Count Worksheets (Form on Website)
 - iii. Offering Schedule to allocate weekly loose offerings (Form on Website)
 - iv. Online giving (see attached information "About AdventistGiving")
 - v. Adding machine, date stamp, red ink pens, rubber bands, and colored paper
 - vi. Seventh-day Adventist Year Book
 - b. **For Disbursements**
 - i. Checks (pre-printed)
 - ii. Check Request/Voucher Form (Form on Website)
 - iii. Employee Forms (I-9, W-4, Hourly Payroll Time Report, Auxiliary Payroll Calendar, Salaried Worker Payroll Report (supplied by NCC)
 - iv. Independent Contractor Forms (W-9 - Forms on Website)
 - v. Detail of Receipts for Reimbursement or Advanced Checks Form (see attachment)
 - vi. Benevolence Request Voucher (Form on Website)
 - vii. Petty Cash Authorization Form (copy on church's letterhead – Form on Website)
 - viii. Petty Cash Replenishing Form (Form on Website)
 - c. **For Reporting & Auditing Processes**
 - i. Bookkeeping system (i.e.: Jewel provided by NCC)
 - ii. Bank Statements (Checking, Savings, CD's, Investments, etc.)
 - iii. Church Data Sheet (Form on Website)
 - iv. Basic Schedule for Church Treasurers' Retention of Documents (Form on Website)
 - v. File folders and file boxes
2. **Monthly Process:**
 - a. Count and Deposit Offerings **weekly**
 - b. Record Offerings
 - c. Pay Bills, as needed
 - d. Send courtesy payroll check and form based on calendar
 - e. Record Disbursements
 - f. Submit **Monthly Conference Remittance** (Schedule on Website)
 - g. **Filing process** (for Audit, and to facilitate application of Document Retention Policy):
 - h. Place weekly tithe envelopes in rubber bands and group by month in rubber bands, as well.
 - i. File Paid-out Vouchers in numerical order by check number (attach **original** receipts or invoices, conference remittance receipt, copy of board action, etc.)
 - j. File Bank Statements and Bank Reconciliation in a folder, in order by month
 - k. File Weekly Trial Contribution Reports and Monthly Reports by month, not type of report
3. **Annual Procedures:**
 - a. Place notice in bulletin regarding donations in December (Sample on Website)
 - b. Dispose of stale checks (Sample letters on Website)
 - c. Review Year-End fund balances on Financial Summary Report to clear negative balances
 - d. **Detailed Receipt** for Donors **due by the end of January**
 - e. **1099 forms** for Independent Contractors **due by the end of January** (Sample on Website)
 - f. **1096 form due to IRS by the end of February** (Sample on Website)
4. **Other Items:**
 - a. Tax ID Number (contact the Trust and Property Services Department at NCC)
 - b. Process to Open Bank Accounts (Church Board authorization, Copy of Tax Exemption Letter provided by NCC Treasury Department)
 - c. New employee forms (NCC HR Department)
 - d. Tech Support for Jewel Software provided by the Auditing Department
 - e. Conference bookkeeping assistance service provided by the Auditing Department