

CHURCH TREASURY INFO SESSION

DIANNE OLINO/DEEPA MOORE

AUDITORS

WEEKLY DUTIES



COLLECT AND
COUNT OFFERINGS



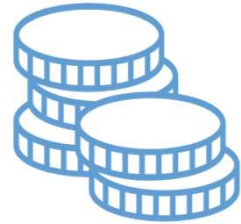
DEPOSIT MONEY
AT THE BANK



PAY BILLS



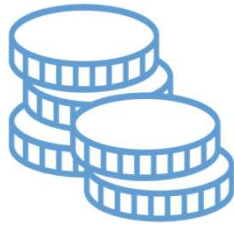
ENTER DONATIONS
IN CHURCHPAL



COLLECT AND COUNT OFFERINGS

Every Sabbath - Please collect and count the offerings received during the service.

- Loose offerings – should be counted by 2 people. We would recommend using a count sheet, and ensure it is signed or initialled by two people.
- Tithe Envelopes – ideally counted by the treasurer, however, for some exceptions assistant treasurer can assist.



COLLECT AND COUNT OFFERINGS

Name of Church: _____ Summary of Loose Offerings												Total Amount of Envelopes:			
Date:		Today's Divine Service Offering is designated for: _____								Total # of Envelopes:					
Currency: CAD (\$)		Divine Service				Sabbath School- Adult				Sabbath School-Children				Other Specify: _____	
Denomination		Pieces	Amount		Pieces	Amount		Pieces	Amount		Pieces	Amount			
100	x	=			=			=			=				
50	x	=			=			=			=				
20	x	=			=			=			=				
10	x	=			=			=			=				
5	x	=			=			=			=				
2	x	=			=			=			=				
1	x	=			=			=			=				
0.25	x	=			=			=			=				
0.1	x	=			=			=			=				
0.05	x	=			=			=			=				
0.01	x	=			=			=			=				
TOTAL		\$	-		\$	-		\$	-		\$	-			
Foreign Currencies															
	x	=			=			=			=				
	x	=			=			=			=				
	x	=			=			=			=				
		Total:	-		Total:	-		Total:	-		Total:	-			
												Total Loose Offerings			
												Total Foreign Currency			
												Total Income for this Week:		\$ -	
<i>Count verified by:</i>															
					_____					_____					
					Name					Name					
					_____					_____					
					Signature					Signature					



DEPOSIT MONEY AT THE BANK

Offerings collected on a certain day is considered one batch.

- ✓ Bank Deposit – Please deposit batches at the bank separately. We recommend making weekly deposits.



PAY BILLS

Bills can be paid through cheque or Transfers.

- Once you write a cheque to a vendor, please enter it in ChurchPal. Please ensure that the information on the cheque matches the information entered on ChurchPal, such as the date, payee, amount, description, etc
- Cheques are required to be signed by two authorized signatories.



ENTER DONATIONS IN THE CHURCHPAL

Donations in the ChurchPal should be entered with the correct donor information . (NAME, ADDRESS, AMOUNT OF DONATION AND CORRECT ACCOUNT)

CHURCHPAL 4

ChurchPal® 4.0.0.69 - Sample Church

Home View Help

Save Save and New Edit Cancel Next Previous Refresh Filter Group Search Print Add Columns Expand/Collapse

Church < Name Last Closed Month

Log Out
Check for Updates
Connect to Support

Church
Offerings
Payments
Transfers
Reconcile
Reports
Month End
Accounts
Donors/Vendors

Start a Task - Sample Church

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graph LR; Offerings --> Deposit; Offerings --> Print; Payments --> Deposit; Payments --> Print; Transfers --> Reconcile; Deposit --> Reconcile; Print --> Reconcile; Reconcile --> Reports; Reconcile --> MonthEnd[Month End]
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More Tasks

Donors Accounts Batch Print Help

Last Closed Month: Dec, 2020

IMPORTANT NOTE : PLEASE ENSURE CORRECT DETAILS OF DONOR

New Save Save and New Delete Cancel Next Previous Refresh Filter Group Search Show Inactive Print Add Columns Expand/Collapse

Cre... Save Modify Records Navigation Search/Filter Print/Ex... Layout

Donors/Vendors	ID	Last Name	First Name	Address	City	Prov/State	Postal Zip	Home Phone	Work Phone
Merge	531	Grandview Excavating		8041 Shubert Road	Salmon Arm	B.C.	V1E 2K7		
Send Email	124	Grandview Sda Church		8303 Stoneridge Dr.	Caldstream	BC	V1B 3M3		
Email Management	351	Graphic Rabbit/River T...			Enderby				
	524	Griffith	Gareth	20900 56th Ave.	Langley	B.C.	V3A 5Z2		
	510	Lin	Davis						
	354	Lunde Architect Ltd.		3904-31st Street	Vernon	B.C.	V1T 5J6		
	275	My Bible First		PO Box 104	Blue Ridge	GA	30513	1 877 242 5317	
	13	N.O.J.A.		Rv3,C-9,46995, Grand...				250-546-8330	250-546-8330
	366	O'Cania Construction		Box 196	Armstrong	B.C.	V0E 1B0		250-546-9700
	335	Odiyar	Royce		Armstrong				
	525	Parkland Dental			Sicamousse	B.C.			
	316	Plogeman	Jill						
	418	Rivertalk		Box 322	Enderby	B.C.	V0E 1V0		
	536	Schanche	Mathew						
	489	Scherba Holdings Inc		23447 Roberge Rd.	Tappen	B.C.	V0E 2K2		
	255	Sda Church In Canada							
	2	Seventh-Day Adventis...		Box 1000	Abbotsford	BC	V2S 4P5	604-853-5451	604-853-5400
	535	Shaw							
	417	Silver Hills Quest House		29 Squaw Valley Road	Lirby B.C.	B.C.	V0E 2G6		
	433	Sintach	Heather						
	442	Smith	James	3449	Armstrong	B.C.			
	457	Splatin Community Ce...		5775 Old Vernon Road	Enderby				
	420	T-Cycle Vacuums		Unit 302 Centenoka M...	Salmon Arm	B.C.			
	419	Telus							
	429	Tiller	Lee						
	430	Tiller	Lee						
	537	Waldron	Mathew						
	481	Walker	Christna		Vernon				
	384	Well Done Crafts		25357 US Hwy, 264 E.	Pantego	NC	27860	252 943 2630	
	519	Wlinger	Barbara						
	--	--	--	--	--	--	--	--	--
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Donor/Vendor Miscellaneous

Name Type: * Person's Name

Donor
 Issue Receipt
 Vendor
 Inactive

Name

Title: First Name: Dianne Middle Name: Gonzales Last Name: Olin

Display as: * Dianne Olin

Contact

Street: 12345 Ontario Street

Optional Line:

City: Vancouver Prov/State: BC

Postal/Zip: V5W 1Z3 Country: Canada

Home Phone: Mobile:

Work Phone: Email:

Accounting

Income Cat: Received Gifts Expense Cat:

Charity #:

Church

Offerings

Payments

Transfers

Reconcile

Reports

Month End

Accounts

Donors/Vendors

Count: 240

MONTHLY DUTIES



REVIEW DEPOSITS

- Cash and Cheques
- Adventist Giving deposits



REVIEW CHEQUES



DO THE BANK RECONCILIATION IN CHURCPAL



RECORD TRANSFERS ON CHURCPAL IF NEEDED



PRINT REPORTS

- Bank Reconciliation
- Financial Summary
- Other reports as needed by church board

YEARLY DUTIES



REVIEW T3010 REPORT

- Review revenue and expense categories used



CLOSE THE YEAR

- Review donations received by Dec 31
- Review bank transactions
- Close December



REVIEW AND PRINT THE CHARITABLE TAX RECEIPTS



SEND YEAR-END DOCUMENTS TO THE BC CONFERENCE

- December Bank Reconciliation
- December Bank Statement
- T1235 Directors and Trustees Worksheet
- Complete the T3010 Questionnaire



transfer funds from unrestricted funds (Church Budget, Church Expense, Interest Income, Reserved Funds)

enter interest, bank charges, bank errors as adjustments in ChurchPal

use unique numberings for Charitable Tax Receipts (e.g. 2022001, 2022002...)

print bank reconciliations monthly, and get a second person to review and sign

make bank deposits regularly (weekly or bi-weekly)

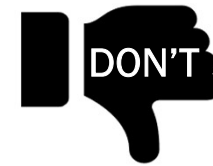
deposit offering batches separately

count loose offerings with one other person, and have both people sign the count sheet

enter Adventist Giving offerings according to the cutoff date, i.e. the 15th and the 31st day of the month

process cash disbursements with board approval and sufficient backup documents (invoices, receipts, etc.)

have two people sign cheques



transfer funds from restricted funds (funds specifically donated to a certain account)

enter payments to vendors, GST rebates, rental income, etc as adjustments in ChurchPal

use regular numberings for Charitable Tax Receipts (e.g. 1, 2, 3...)

print bank reconciliation in batches and leave the second signature out

leave bank deposits to be done once or twice a month only

combine multiple offering batches in one deposit

take home offerings and count them by yourself

enter Adventist Giving offerings according to the deposit date

process cash disbursement with no backup documents or board approval

have only one person sign cheques

Inadequate board makeup

Stale dated cheques not cleared

Audit reports not reviewed with the church board

Unique Numbering for Charitable Tax Receipts not used

Missing addresses and/or incomplete names on Charitable Tax Receipts

Offering not entered in the correct account in ChurchPal

BC Conference

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Audit Department



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www.bcadventist.ca/departments/auditing-services/

CONTACT US!

