*\*\*\*Every form that is used for input to QuickBooks will have a “Q” in upper right hand corner along with any needed notations to show items have been input***\*\*\***

**WEEKLY:**

* OFFERING:
  + Input contributions into QuickBooks using;
    - “Create Sales Receipts” function
    - Using the Copy of the weekly offering form with the Master envelope list with names
    - Enter information “Customer Job” –these are the donors-: pick name from list (start typing last name)
    - Insure date is correct
    - Type in check number or cash in box
    - In “Item” box pick correct item (unrestricted, 1st Sunday of Month, AFLC Special, etc.)
    - In “Fund” box pick correct fund (Admin, Designated, or General)
    - In “Amount” box type in amount

*\*\*If donation is for more than one “item” ensure each is recorded\*\**

* + Upon receipt from the Treasure of any corrections to the original weekly offering form;
    - Make any/all corrections to the sales receipts stating why change was made in memo.
    - Verify deposit date using online banking, date of deposit written on original offering form or deposit book from treasurer.
    - Click on Record Deposits; ensure “Deposit to” account, “Date”, and “deposit Subtotal” boxes are correct.
* Back up QUICKBOOKS
* FILE:
  + By Month then subfolder
    - Currently subfolders are;
      * offering by week
      * checks numerically
      * reports/statements by date

**MONTHLY:**

* TRANSFER FUNDS FROM CHECKING TO SAVINGS:
  + Using transfer slip from treasurer or online confirmation:
    - transfer funds in from Bus Now to Green Checking
      * Use Banking tab:
      * Transfer funds
      * From account-BUS NOW
      * To account: GREEN CK
      * Keep transfer slip/conformation in checks folder
* Disbursement forms:
  + Completed forms are received from the treasurer
    - Input data using the “Write Checks” function.

***\*\*Exception: All payments (including reimbursements) to employee’s (Pastor) must be written from Employee tab/ Pay Employees\*\****

* + - Ensure:
      * Checks are written out of the Bank Account assigned (Bus. Now, Kitchen, Annual Pastor Conference, etc.),
      * Check number is correct
      * Date check written is correct (Not date entered in QB’s)
      * Pay to the Order of is correct -donations given are to “other” not “vendor or customer”
      * Amount is correct
      * If needed ensure the “split” is correct
      * Expense account matches (Bulletins, AFLC tithe, etc.)
      * Correct Class is assigned (general, admin, or designated)
* bank statements: *(currently one is mid-month and one end of month)*
  + Using the current statements, online print out is acceptable.
  + Reconcile QuickBooks
  + Print both the summary and detail reports
  + Run the Balance Sheet *(Dates tab-Custom-use date of statement)*
    - Optional-Highlight report for council:
      * Bank Statements: dates, previous & ending balances
      * Reconciliation Detail/Summary Report: Beginning Balance & Cleared Balance
      * Balance Sheet: Total in account *(BUSINESS NOW CHECKING AKA CHECKING* ***or*** *GREEN BUSINESS Checking AKA SAVINGS)*
  + Attach reports to statements for Treasurer and Finance Committee review
* INTERNAL TRANSFERS:
  + *BANK SUB ACCOUNTS (kitchen, pastor conference, furnace, etc.)*

*\*\*Total Fund amount and how they are to be used is provided by Council\*\**

* + - When funds are depleted, and you need to add:
      * Use Banking tab:
      * Transfer funds
      * From account-BUS NOW
      * To account: appropriate sub account
    - Date should be 1st of month
    - Reconcile books
    - Ending balance same as beginning balance
    - Print report for treasurer and finance committee
* Reports:
  + Using the Reports tab/Memorized Reports
    - Informational report for bookkeeper:
      * Unrestricted Income & Expense by Class (Dates tab: last month)
      * Verify items are categorized correctly, if designated shows up on this report edit as needed
      * Print for council.
  + Run and Print the following reports for council (email reports to members who have email)
    - Balance Sheet (Dates tab: last month)
    - Contributions (Dates tab: last month) this report is also used to figure AFLC 10% tithe of general donations.
      * Optional: write AFLC 10% and $ amount on report
    - Transaction Detail by Account (Dates tab: last month)-for comparison to the treasurer checkbook
    - Temporary Restricted-Designated by Class (Dates tab-Custom-use dates: 1/1/2012 through end of last month) this report shows funds still in accounts and is used for council tracking and approval prior to treasurer writing checks.
      * If unclear where funds go-use report to get specific information and write it on report.
    - Unrestricted Funds & Expense-Prev Year Comparison (Dates tab-Custom-use dates: beginning of current year through end of last month, such as 1/1/13 through 3/31/13)
    - Budget vs. Actual (Dates tab- This Fiscal Year: MAKE SURE YOU RUN THIS ON THE LAST DAY OF THE MONTH or before any new transactions are done)
* REVIEW:
  + No later than the Sunday prior to Council meeting all files will be placed in the church inbox (or emailed), for the finance committee to review.
* Back up QUICKBOOKS
  + Keep back-up from prior month in church file drawer.

**QUARTERLY:**

* Print quarterly report for all employees, email, hand deliver or mail every quarter.
* If requested print copy for treasurer and/or finance committee

**END OF YEAR:**

* Donor statement:
  + End of year donor statements completed by bookkeeper and reviewed by treasurer and finance committee. If no issues they are mailed, emailed, or hand delivered no later than January 31st.
    - If loose offering of any donated check is for $250 or more treasurer will give bookkeeper information for issue of receipt to donor
    - Report/Memorized Reports/Customers/Year-Unrestricted-Contributions by Customer Detail
      * Dates: Last Fiscal Year
      * Check to make sure all names and all deductible items are included, edit as needed
      * Print settings-Page Breaks-check both smart and after each major grouping
* REPORTS:
  + Run and Print the following reports for council (email reports to members who have email)
    - Balance Sheet (Dates tab: Last Fiscal Year)
    - EOY-Summary-council-Contributions (Dates tab: Last Fiscal Year)
    - EOY-Designated Funds (Restricted)-Expense detail (Dates tab: Last Fiscal Year)
    - EOY-NON Designated Funds-Transaction Detail By Account (Dates tab: Last Fiscal Year)
    - EOY-Statement of Income & Expense (Dates tab: Last Fiscal Year)
    - Pastor Transaction Detail by Account (this is easier to read if you make a spreadsheet)
    - EOY-1099’s may be needed
      * Verify all people performing services (Guest speaker, Janitor, etc.)
    - modify report/filter tab/ name/ multiple names
    - Print

**TAX FORMS**

Draft by Bookkeeper, reviewed by Treasurer and Finance Committee, approved by Council, submitted by bookkeeper and filed.

I 9’s for all employees (one time if US citizen)

W-9’s for anyone receiving income (one time for each individual)

1099-misc. for those needed according to current IRS regulations (yearly)

Michigan Department of Treasury Form 165 (yearly)

W-2 & W-3 (yearly)