**DISBURSEMENT FORMS**

*\*\*Give special attention to requests from treasurer and other officers\*\**

*\*\*\*No checks will be written without a complete, and approved by council, disbursement form\*\*\**

* + - All areas must be filled in
    - Supporting IRS approved documents must be attached
      * reimbursements must include original invoice/receipt(s)
      * donations to organizations must include letter requesting assistance
      * bills must include invoice
      * Review receipts to ensure taxes are not paid and/or are not reimbursed/paid by church
    - Reviewed by finance committee and approved by council.
    - If approved: signed forms with invoices/receipts are given to Treasurer and the check is written.
* **NON-BUDGETED EXPENSES:**
  + If it is not a budgeted item and/or has not been preapproved by council:
    - Payment requests should contain as much information as possible in order to provide an explanation of the expense and a reason that the expense was incurred.
    - Request containing insufficient information, or missing information or signatures will be returned to the requestor for completion.
    - If all information is provided-Ensure Council is aware of the request
    - The Council will vote on request
    - If approved: signed form and receipts are given to Treasurer and the check is written.
* **BUDGETED:**
  + Recurring Administrative Invoices:
    - Normal invoices are paid upon receipt by Treasurer
    - If amount is questionable:
      * Ensure Council is aware of the issue.
      * Council will decide on action to take
  + Kitchen reimbursements(used for individuals only):
    - The Treasurer may write out checks up to $25.00 a month for authorized persons purchasing kitchen items (disbursement forms and supporting documents are still required).
      * Verify receipts to ensure taxes are not paid and/or are not reimbursed to individuals.
      * Review and approve if no discrepancies.
    - If monthly amount is over $25.00
      * Ensure council is aware of the request.
      * The Council will vote on request
      * If approved: give completed form and receipts to Treasurer for payment.
  + Travel:
    - Ensure the worksheet is attached to disbursement form and any receipts.
    - Check receipts to ensure taxes are not reimbursed.
    - See Travel policy.
  + Benevolence: See Benevolence policy (3 page document)

**BANK STATEMENTS**:

* Beginning, Ending balances and Dates match QB reports
* Review against Reconcile Report and/or Transaction Detail Report.
  + Mid-month (checking):
    - Verify all checks written are documented in QB.
    - Verify all deposits are documented in QB
    - Verify all transfers are documented in QB
    - Verify any interest paid is documented in QB
    - Any unexplained transactions need to be addressed by council
    - If all items match: Write “OK” sign and date statement
  + End of Month (savings):
    - Verify all Electronic Fund Transfers (EFT) are documented in QB.
      * These are usually payroll payments and AFLC admin fees.
    - Verify deposits are documented in QB
    - Verify any interest paid is documented in QB
    - Any unexplained transactions need to be addressed by council
    - If all items match: Write “OK” sign and date statement

**OFFERINGS:**

* Verify offering forms are signed by 2 (two) persons, not the same 2 people every Sunday.

**DEPOSIT BOOKS:**

* Verify totals on offering forms match deposited amounts in bank book and QB report (see bank statements).

**FINANCIAL REPORTS**

* Balance Sheet
  + Date: last month
  + Quick view of where the money is and the net income
  + Used to see if spending vs. donations is in proportion to each other (if net income is a negative number spending is higher than donations)
* Monthly Contributions (columns by week)
  + Date: last month
  + Used to verify (tithe) AFLC 10% Charitable Contribution
  + Amount of contribution taken from the General Unrestricted total.
* Transaction Detail by Account
  + Date: last month
  + Compare with checkbook (see bank statements)
  + Verify internal transfers (General to Kitchen if used)
  + If check has been written and is not in QB let the bookkeeper know and have reports rerun prior to council meeting
* Unrestricted Income & Expense by Class
  + Date: last month
  + Shows interest and donation total
  + Used for tracking where the money is by account and class
* Temporary Restricted-Designated by Class
  + Date-Custom: 1/1/2012 through end of last month
  + Shows funds still in designated accounts
  + Used for tracking and approval prior to treasurer writing checks.
* Unrestricted Funds & Expense-Prev Year Comparison
  + Date-Custom: beginning of current year through end of last month, (example: 1/1/13 through 3/31/13)
  + Shows last year compared to this year by account
  + Used to view any changes and bring concerns to council’s attention
* Budget vs. Actual
  + Date- This Fiscal Year
  + Shows estimates for year and how the church is spending

**END OF YEAR**

**REPORTS:**

* Balance Sheet
  + Date: Last Fiscal Year
* EOY-Summary-council-Contributions
  + Date: Last Fiscal Year
* EOY-Designated Funds (Restricted)-Expense detail
  + Date: Last Fiscal Year
* EOY-Statement of Income & Expense
  + Date: Last Fiscal Year
* EOY-NON Designated Funds-Transaction Detail By Account
  + Date: Last Fiscal Year
* Pastor Transaction Detail by Account (book keeper may give spreadsheet for easier review)

**DONATION STATEMENTS**

* End of year donor statements completed by bookkeeper and reviewed by finance committee. If no issues they are mailed, emailed, or hand delivered no later than January 31st.

**W-9’s**

* Ensure a W-9 is given and returned for all payments concerning income (Janitor, Guest Speakers, etc.) and are kept in file.

**W-2 & W-3**

* Ensure all dollar amounts match QuickBooks reports.
* Upon approval bookkeeper will:
  + Fill out forms online and mail, email or hand deliver to employee by January 31st
  + And the Social Security Administration no later than February 28th.

**1099-misc.**

* Ensure all independent contractors are tracked (W-9 in file)
* Ensure dollar amounts match QuickBooks reports.
* Upon approval bookkeeper will:
  + Fill out forms online and mail, email or hand deliver to employee by January 31st.

**MI Form 165**

* Michigan Department of Treasury filled out correctly

?? (Not sure who is responsible for audit)

**internal audit**:

* Schedule internal audit, contacting audit committee, Treasurer, and bookkeeper to set date.
* If any issues, try to resolve them, if unable to resolve; bring items to council’s attention.
* Give audit final results to committee.