

Treasurer's Training



Barb Hagen, Canon for Finance & Administration
800-247-1391 ext 101

Introductions

- ▶ Your name, church and city
- ▶ Meeting recorded
- ▶ Time for questions after recording ends if you prefer

Treasurer's Training



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Fiduciary Responsibility

- Priest, Vestry and treasurer have responsibility
- Proper accounting procedure (adopt a policy)
- Share responsibilities
 - Two different people counting cash each week
 - (unrelated people)
 - Vestry member reconcile or review bank statements
 - Two signers on checks
 - Checks used in sequence
 - Financial statements to vestry



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- Convention
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- Covid Era Worship/Resources

Administrative Resources

Forms

Parochial Reports

[Audit Forms and Online Filing Options](#)

Payroll Tax and Report Filing Resources

Insurance and Pension Information

Supply Clergy

Funding Opportunities

Training Videos

Canons

Welcome to the Diocese of Montana.



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The Anglican Communion
Being an Adult Member of the
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The Anglican Prayer Cycle

Administrative Resources

- ▶ Manual of Business Methods in Church Affairs
- ▶ Accounting Policy templates
- ▶ Treasurers Guidebook
- ▶ Treasurers and Wardens Handbooks

Assessment

CANON 15. FUNDING OF DIOCESAN BUDGET.

The Diocesan Council shall determine a uniform method of assessment and shall annually estimate a sum necessary and proper for the following purposes:

- ▶ **For the spread of the Gospel of Jesus Christ and the mission of the church;**
- ▶ For the purposes of the General Convention;
- ▶ For the support of the Episcopate;
- ▶ For the support of the diocesan and national church program;
- ▶ For such other purposes as convention shall approve and direct.
- ▶ The Diocesan Council shall propose the method of assessment and the estimated sum to the Diocesan Convention.

Assessments

- ▶ Why? - Canon 15
- ▶ Based on average of three years operating income (for 2021 budget it is 2017-2018-2019 income)
- ▶ Fixed payment each month
- ▶ Payment due the 10th of each month
- ▶ Quarterly & annual assessment reports

	<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Your Church Name/City			
	1/9/2X	January	500.00
	2/8/2X	February	500.00
	3/6/2X	March	500.00
Total			1500.00

Parochial Reports

- ▶ Due March 1
- ▶ Vestry needs to sign off
- ▶ Part 2 for treasurer
- ▶ Major revisions to the report
- ▶ PPP Loan shows on line 5 (if forgiven)
 - ▶ Assessable income
 - ▶ Also on line 22

Parochial Report site login

Please note, you do not need to mail a copy of the report to the diocesan office.

Filing of the 2020 Parochial Report opens January 4, 2021.

To begin preparing for the upcoming filing year, downloadable forms and instructions are available on the Episcopal Church website at:

PR: Workbook and Instructions – The General Convention of The Episcopal Church

New Important Information: We have moved our online filing site to a new URL. Please save the following link:

<https://reports.dfms.org>

Click here for instructions and tutorials:

Forms and Instructions – The General Convention of The Episcopal Church

Attendance Workbook Template


Reports and Information from the parochial reports:

2019 Vital Statistics


2019 Financial Statistics

Studying your congregation and community

For information on prior years, please contact Canon for Finance & Administration, Barb Hagen,



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Membership

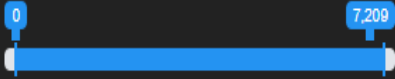
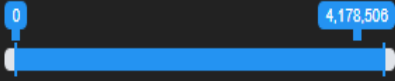
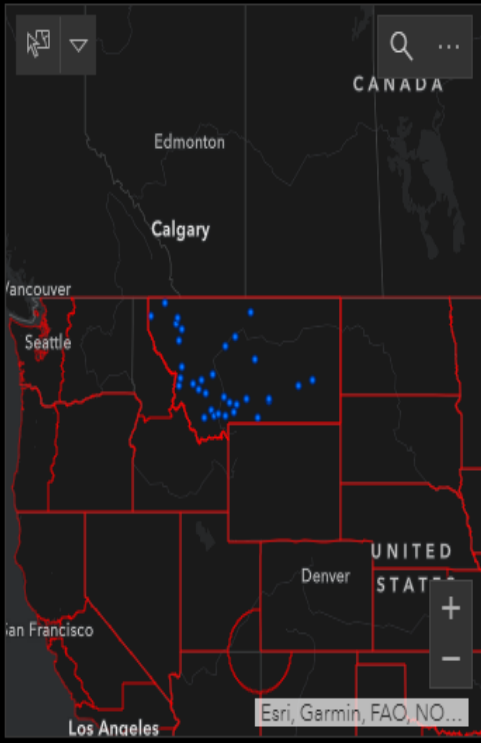
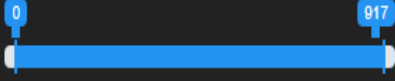


Plate & Pledge



Worship Attendance (Avg)



- Diocese
- Oklahoma
- Olympia
- Oregon
- Rio Grande
- San Diego
- San Joaquin
- South Dakota
- Spokane
- Utah
- West Missouri
- Western Kansas
- Wyoming

- Congregations
- All Saints Episcopal Church (Columbia Falls,) | Parish UEID: 7186-4615
- All Saints in Big Sky (Big Sky,) | Parish UEID: 1642-5902
- Calvary Episcopal Church (Red Lodge,) | Parish UEID: 4248-1564
- Christ Episcopal Church (Kalispell,) | Parish UEID: 7031-1402
- Christ Episcopal Church (Sheridan,) | Parish UEID: 3522-1662

Help

- Select a **Diocese** or **Congregation** to get started
- Charts below display **Stats** and **Trends** based upon your selection
- Unselect** your Diocese & Congregation parameters to view all

Printing
-For Windows-

- When centered on your page, press "Windows Key + Print Screen" / "Windows Key + Shift + S" to select your print region
- Your file will be saved in your Pictures/Screenshots folder (C:\Users\<>yourname>\Pictures\Screenshots)
- Open this file and press Ctrl+P to print

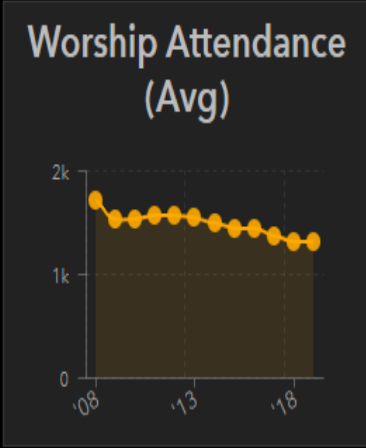
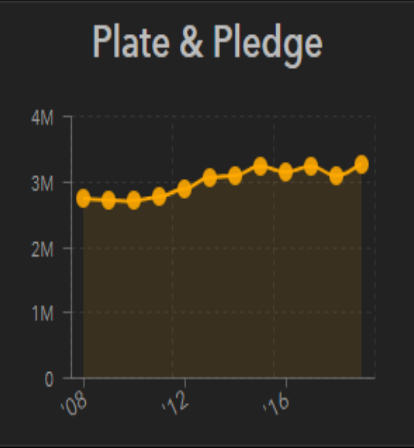
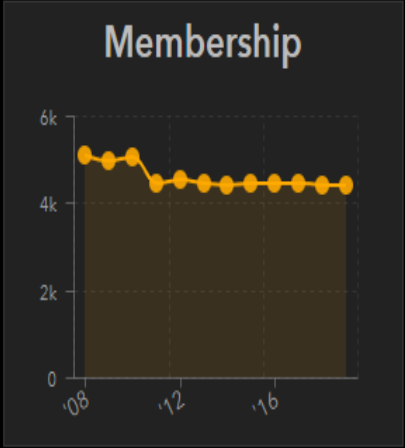
-For Mac-

33
Congregations

4,386
Membership

3,261,181
Plate & Pledge

1,316
Average Attendance



Annual Secretary of State Report

- ▶ Someone else in your church might do this, but if not...
- ▶ Due April 15
- ▶ \$20 fee
- ▶ Epass account
- ▶ Maintains active status as a corporation

Audit Process - Treasurer's Role

- ▶ Read prior years findings
- ▶ Work on corrections as needed
- ▶ Provide information for the current year audit
- ▶ Be available for the current audit
- ▶ Internal controls questionnaire
- ▶ Audit is due September 1 - canonical deadline
- ▶ Audits may be filed on line - **NOT FILED OR PERFORMED BY THE TREASURER!**

Payroll

- ▶ Who is an employee?
 - ▶ Priest
 - ▶ Deacon
 - ▶ Sexton
 - ▶ Administrator
- ▶ Who is an independent contractor?
- ▶ Section IV in Manual of Business Methods

Other Payroll Issues

- ▶ Housing Allowance
 - ▶ Use fair market rental value (furnished) plus utilities
 - ▶ **Designated ahead of time**
 - ▶ Cleric responsible to determine value
- ▶ Travel
 - ▶ Reimbursed (current IRS rate), provide log within 60 days
 - ▶ Commuting
 - ▶ Flat rate

Payroll Tax and Report Filing Resources

Forms and Publications

[2021 W 4 form](#)

[2021 MW 4 Form\(required for State of Montana\)](#)

[Tax estimator on the IRS site click here](#)

[2018 W9 Form\(revised October 2018\)](#)

[2020 Federal Reporting Requirements](#)

[2020 Clergy Tax Guide for 2019 Taxes](#)

[I-9 Form](#)

[I 9 Instructions 2020](#)

[A Guide to Clergy Benefits](#)

[Church Pension Group Tax Resources](#)

Internal Revenue Service Resources

[IRS Website – click here](#)

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 **The Anglican Prayer Cycle**



Episcopal Relief & Development
 Working Together for Lasting Change

Church Pension Group Tax Resources

Internal Revenue Service Resources

[IRS Website – click here](#)

[IRS 2021 Standard Mileage rates – click here](#)

To file federal reports and taxes

[Electronic Federal Tax Payment System \(to pay tax due to the IRS\) – click here](#)

[Social Security Business Services \(to file W2s and W3 forms online\) – click here](#)

To file State of Montana reports

[To file annual State of Montana incorporation report, sign on to your ePass account:](#)

[To set up ePass Account – click here](#)

[To file State of Montana quarterly unemployment report \(for lay employees only\) – click here](#)

[To obtain employment posters – click here](#)

[For new hires – click for new hire information](#)

Worker's Compensation Report

Contact Alicia Morris at Church Pension Fund for information, 800-293-3525 or email: amorris@cpg.org



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Contractors and those who are paid for services

- ▶ W9 Form
- ▶ Proof of worker's comp coverage
- ▶ or Worker's comp exemption certificate
- ▶ Independent contractor certificate
- ▶ If paid \$600 or more- need 1099 NEC Form (if anything other than C or S Corp)

Supply Clergy

- Issue a 1099 NEC Form
 - If paid \$600 or more
 - Reimburse travel expenses
 - not included in 1099
 - \$150 one service, additional \$50 for second (new in 2017)



The Episcopal Diocese of Montana

A transformed and transforming church empowered by the Risen Lord

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- COVID Era Financial Resources

Supply Clergy

To obtain a list of supply clergy in the diocese, please contact Jill Sallin 800-247-1391 ext 100 or email admin@diomontana.com

Rates and Information:

The rate for reimbursing supply clergy is as follows:

\$150 for the first service and \$50 for each additional service (Effective 11/4/17).

You may also reimburse travel and meal expenses.

Remember:

If you pay supply clergy \$600 or more in a year, you need to issue a 1099 at the end of the year.

Amounts paid for supply clergy services also need to be included on your annual worker's compensation report.


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Episcopal Payroll Services

- Through Church Pension Group (ADP is the company)
- Patricia Tucker, 800-223-6602, 6286 or ptucker@cp.org
- You are responsible for providing accurate data
- Double check!
- They do not process worker's comp report
- Or use Paychex - let Barb know if interested

Worker's Compensation

- Annual Report
- From Church Insurance
- July 1 - June 30 year
- Clergy (including supply clergy) - salary & housing
- Lay staff
- Anyone who would be issued a 1099 NEC Form and does not provide proof of coverage or exemption
- If didn't pay anyone, write NONE - sign and mail

Pension

- ▶ Changes in CPG Roster to update
- ▶ Salary
- ▶ Housing
- ▶ SECA
- ▶ Moving costs
- ▶ Travel - flat rate or commuting
- ▶ Anything reported on W2
 - ▶ Except:
 - ▶ Imputed income (group term life)
 - ▶ PUCC (personal use company car)
 - ▶ Non taxable travel



Church Pension Fund Benefits information (click link for details)

Health, dental, and vision insurance are managed by the Episcopal Church Medical Trust, through Church Pension Group. Call client engagement with questions, 800-480-9967 or click here to visit the website. Or click the above link for more details and forms.

Our health plans are through Anthem Blue Cross/Blue Shield. Click here to visit their website.

[2021 Premium Cost information](#)

[Diocese of Montana Policy](#)

[The Learning Center](#)

[Election to Decline Benefits](#)

[100 reasons to call the Employee Assistance Program](#)

[Employee Assistance](#)

[Health Advocate](#)

[Amplifon Hearing Health](#)

[United Healthcare Global Assistance Program](#)

Health & Wellness

[Link to webcasts and other wellness information](#)

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Donations

- ▶ IRS language in letter of donations \$250 or more
- ▶ Timing - postmark
- ▶ Non cash donations
- ▶ Stock
 - ▶ # shares, name of stock and date received

Financial Statements

- ▶ Calendar year
- ▶ Income statement (Profit and Loss) w/budget to date
- ▶ Balance sheet (all bank/CU/investment accounts in name of church)
- ▶ Cash available report - (unrestricted)
- ▶ Financial Statement 101 session - February 23

Petty Cash

- ▶ Small amount (\$50-\$100)
- ▶ Keep locked up
- ▶ Track money spent
- ▶ Not a slush fund!
- ▶ Replenish at year end at least

Discretionary Funds

- Talk with priest or deacon
- Must be in the name of the church using church EIN
- If cleric leaves - funds stay!
- Might be separate account
 - Need more than one authorized signer on account
- If possible, treasurer reconcile statements - someone needs to do so
- Pious and charitable purposes
- Not used for budgeted items
- Funds given to employees would be taxable
- Funds need to be audited

Documents

Where to keep them

What to keep

How long

Grants/Loans

- Faber fund grant or loan or combination
- Vickers Fund
- Venture in Mission - Mission Opportunity

- Venture in Mission - Continuing Education

Funding Opportunities

Faber Fund

Grants or loans to revive mission congregations or for building improvements or repairs.

- › [Faber Fund Guidelines](#)
- › [Faber Fund Application](#)

Venture in Mission-Mission Opportunity Grant (VIM-MO)

Grants to help churches and groups establish new ministries.

- › [VIM-MO Application](#)

Vickers Memorial Ministry Fund

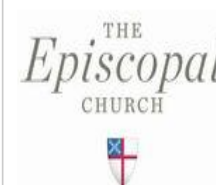
Funding for diocesan programming and retreats that focus on healing.

- › [Vickers Fund Application](#)

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Sunday, 16 Dec 2018 - Advent 3

Monday, 17 Dec 2018

Tuesday, 18 Dec 2018

Wednesday, 19 Dec 2018

Thursday, 20 Dec 2018

Friday, 21 Dec 2018

Saturday, 22 Dec 2018

Beginning and End of Year

- Beginning of the year
 - Donor thank you letters by 1/31 - IRS language
 - Year end financial statements
 - Tax reporting - W2s etc.
 - Annual meeting prep
 - Parochial report prep
- End of the year
 - Imputed income (group term life)
 - Check payroll info to date
 - Check assessment info
 - Check year to date financial info for errors
 - Housing resolution
 - Year end donations

Upcoming Training sessions (will also be recorded)

- ▶ February 4 - Parochial Report updates
- ▶ February 11 - Treasurers and Wardens monthly discussion (not recorded)
- ▶ February 23 - Financial Statement 101
- ▶ March 2 - Vestry Training
- ▶ March 9 - Audit Team training
- ▶ March 11 - Treasurers and wardens monthly discussion (not recorded)
- ▶ March 16 - Inventory webinar with the Church Insurance

THANK YOU!

Call or email Barb Hagen with questions,
800-247-1391 ext. 101 or

email
finance@diomontana.com