

Keuler Insurance Agency Inc, P.O. Box 229, Mineral Point, Wi 53565
Representing the Insurance Board
UCC, Disciples, Presbyterian, ELCA for Wisconsin
Toll Free – 800-987-2021, cell 608-553-1300 office 608-987-2832

Kandace Keuler, Wisconsin Agent email KKeuler@keulerinsurance.com

Plan for accounting .. guideline.

Here is a list of items that you all need to have in place to protect yourself and your church.

1. Two signers on the checks, and not just a stamp. You meet once a month before a council meeting or a specific day and checks are signed and approved.
2. Someone other than the treasurer receives the bank statement and reviews this statement with the treasurer.
3. Make sure all payroll withholdings are filed in a timely manner
4. file IRS form 1099 for any nonemployee receiving \$600 or more, and don't forget to request the tax identification information by obtaining a W9 form
5. Always have two people count the offering and use a tally sheet to have them sign that it was done. This is also hard in our small churches, but so important, have had claims filed by members that they had made offerings and did not receive credit, you have a basis to show them it was never received.

Envelopes for cash offerings should be in the pews so that the member gets credit. Or at least has the option of putting the money in the envelope.

6. deposit the money in the bank immediately... do not take it home or leave in the church office. You can pick it up and make the on the first business day or make it when go to the bank. The same holds true when you have a fund raiser, or sale of some kind. Money should go to bank and not stay at church or go home with a member. The Deposit needs to be counted before going to the bank and again have two people sign off.
- 7 Verify the deposit slips with the bank statement, and the tally sheets
8. provide receipts/ contribution statements to all members
9. it is very important that you have backup of your data to secure the information and to ensure that you can secure this information in case of fire or natural disaster.

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We had a total loss of a church a couple of years ago and the treasurer had backed up all data and secured it off site. as the office computers were melted.

It is also important that you have a financial committee set up and randomly do an audit of the books and to make sure that all the information is secure.

It is always good that people in the positions of doing tallies on Sunday or depositing from Fund raising activities change and have back up. Protect your members, your employees, and yourself.

Don't feel like they don't trust you, it is to protect you from being falsely accused of doing something wrong.

Claims happen in small churches and large churches. This is just a start to protect your church.

Have a plan that is approved by your council to protect the treasurer, and the board.