

First Presbyterian Church of Petaluma

Budget and Finance

Policy and Procedure
Manual

Adopted by Budget & Finance Commission on August 9, 2012

Adopted by FPCP Session on August 16, 2012

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Support and Endowment Plan

Approved by Session on October 11, 2000

1. Establishment Of The Plan

.1 A Support and Endowment Plan (“Plan”) for the First Presbyterian Church of Petaluma (FPCP) is hereby established effective September 10, 1998.

.2 The purpose of this Plan is to provide for interested individuals a process whereby FPCP may receive and best utilize bequests, deferred giving, memorials, endowments and other special contributions in accordance with the wishes of the individual donor and in a manner that will aid the long-term stewardship of FPCP.

.3 Administration of the Plan is to be provided by a Support and Endowment Management Committee (“Management Committee”), which is accountable to the Session of the church. The FPCP will use an outside professional investment agent (“Fund Custodian”) to manage the funds.

.4 The Presbyterian Church (USA) Foundation will serve as the Fund Custodian and will have custody of the invested funds and will provide technical, administrative and investment services regarding such plans in accordance with the by-laws of the Foundation.

2. Objective Of The Plan

.1 The objective of the Plan is to create two separate funds to receive and administer bequests and other special contributions. The funds will be referred to collectively as The First Presbyterian Church of Petaluma Support and Endowment Fund (“The Endowment Fund”).

.2 One fund will be formally known as The First Presbyterian Church of Petaluma Support Fund (“Support Fund”). The other fund will be formally known as The First Presbyterian Church of Petaluma Endowment Fund (“Endowment Fund”).

.3 Any moneys or property received pursuant to the Plan will be allocated as designated by the donor into either one or both of the two Funds, or as provided in Section 5.0 of the Plan.

.4 Any money or net liquidated gifts received for the “Support Fund” or the “Endowment Fund”, unless otherwise specifically designated by the donor, will be put into an account or accounts separate from the General Church Operating Accounts, and both the principal and interest that accrues to it will only be disbursed as approved by the Session.

.5 The Management Committee will invest in perpetuity any moneys or net liquidated gifts received for the “Support Fund” or for the “Endowment Fund,” unless otherwise directed by the donor.

3. Use Of “Support Fund” Income

.1 Moneys and liquidated gifts of other property that are designated to the “Support Fund” will be disbursed as requested by the donor whenever such instructions are received. Moneys that are designated by the donor to the “Support Fund”, but without further restrictions as to its use, shall be put into an account or accounts, separate from the Church Operating Accounts and both the principal and interest which accrues to it shall only be disbursed as recommended by the Management Committee and approved by the Session.

.2 Support moneys will also be the source of funds used for reimbursement of advertising expenses assessed in the promotion of “The Endowment Fund”, as well as for any necessary professional counseling on legal matters that confront the Plan.

4. Use Of The “Endowment Fund” Income

.1 The accumulated income from investment of the “Endowment Fund” will be paid to the church on a schedule to be agreed upon between the Management Committee and the Fund Custodian,

with the approval of the Session. The schedule may be changed upon recommendation of the Management Committee, with the approval of Session.

.2 “Endowment Fund” income may be used in the following general categories:

.1 Purposes designated by the donor and consistent with the purposes of the Plan and the ministry goals of FPCP.

.2 Special needs and programs within the Church and/or Community.

.3 Mission activity.

5. Assignment Of Funds Received With No Restrictions

.1 Each devise, bequest, annuity and gift that has not been designated by the donor as a memorial or as to a Fund for a specific purpose will be allocated when the gift is received as follows:

.1 One-third (1/3) to the “Support Fund”

.2 Two-thirds (2/3) to the “Endowment Fund”

.2 Funds shall be divided in this manner until the balance in “The Endowment Fund” reaches \$500,000.00 or until five years have passed; whichever comes first. At that time the allocation formula will be reviewed and reestablished by recommendation of the Management Committee and approval of Session.

.3 After the \$500,000.00 balance or the five-year mark is reached, the Management Committee will make all recommendations for changes in the allocation formula to Session for its approval.

.4 To the end that “The Endowment Fund” is in perpetuity, use of proceeds from the Fund, on a quarterly basis, is limited to an amount that is excess growth, i.e., more than the capital plus the current inflation rate as measured by the Consumer Price Index.

6. Disposition Of Gifts Other Than Cash

.1 Real estate, corporate stocks or bonds or other property given to FPCP and designated for or allocated to the “Endowment Fund” will be sold and the proceeds reinvested, unless the donor has specifically designated otherwise.

.2 Real estate, corporate stocks or bonds or other property given to FPCP and designated for or allocated to the “Support Fund” will be sold and the proceeds reinvested, unless the donor has specifically designated otherwise.

.3 The Management Committee, with the approval of Session may decline to accept any gift that the committee deems is not appropriate to the objectives of this plan and the ministry goals of FPCP.

7. Change In Fund Custodian

.1 The Management Committee will initiate and recommend all proposed changes in the Fund Custodian to the Session for its approval prior to making a change in the Fund Custodian.

8. Management Committee Organization

.1 The Management Committee will consist of one Session Member to be appointed by the Session, and two at-large members to be elected by the Congregation at the annual meeting, or special congregational meeting called for that purpose. The Management Committee should consist of members whose background and expertise is consistent with goals and objectives of the Plan. Annually, the Management Committee shall select a chairperson from among its members.

.2 The term of office of the Session member is to be a minimum of one year, and will not extend beyond the elected term of office.

.3 The terms of office of the original two at-large members elected at the annual meeting (or special congregational meeting called for this purpose) will be for one member for one year, one

member for two years, and two members for three years. Thereafter, all at-large replacements will be elected for two year terms except when it is necessary to elect for a shorter term to fill vacancies.

.4 Any member of the Management Committee will be eligible for election for two consecutive two year terms and not then eligible for reelection until at least one year has elapsed. Vacancies will be filled in the manner prescribed for their original selection.

.5 Nominations for the at-large representatives will be made in the normal manner through the Nominating Committee of the congregation, or from the floor.

.6 At least two (2) members of the Management Committee, one of whom is a member of the Session, will be necessary to transact business.

.7 Each year, the Management Committee will select a chairperson, a secretary and a treasurer (the last two officers may be the same person) from within the Management Committee. The treasurer will not be the Treasurer or Financial Secretary of the Church.

9. Management Committee Responsibilities

.1 To acquaint FPCP members with the opportunity of making gifts and bequests to the Support and Endowment Funds of FPCP.

.2 To assume responsibility for the safekeeping, management, investment and transfer of all funds and properties comprising the Support and Endowment Funds (including any existing Gifts, Memorials, and Support Funds) of the Plan.

.3 To report to Session the current financial status of all funds and properties comprising the Support and Endowment Funds (including any existing Gifts, Memorials, and Support Funds) of the Plan on a quarterly basis and to submit annually a financial statement for each year to Session for inclusion in the Church's annual report.

.4 To seek professional advice as needed.

.5 To develop ongoing programs to promote and encourage gifts, bequests, memorials, endowments and other special contributions to the Support and Endowment Funds of FPCP.

.6 Such other responsibilities related to the Support and Endowment Funds as may be assigned to the Management Committee by the Session.

10. Church Consolidation, Merger Or Dissolution

.1 If at any time FPCP be lawfully merged or consolidated with any other church, all of the provisions hereof in respect to FPCP will be deemed to have been made for and on behalf of such merged or consolidated church, which will be entitled to receive all of the benefits of said Support and Endowment Funds, and will be obligated to administer the same in all respects in accordance with the terms hereof. In the event of the dissolution of FPCP, the Presbytery of Jurisdiction will be entitled to the benefits and obligated to administer the Funds in similar fashion.

11. Amendment Procedure

.1 Provisions of this Plan establishing FPCP Support and Endowment Fund, consisting of the Support Fund and Endowment Fund, may be amended by the procedures set forth in the governing rules of FPCP.

SCRIP Program
Policy and Procedures
Approved by Session on June 5, 2006

1.0 Policy

All funds received for the SCRIP Program (SP) shall be used for Capital Improvement, unless otherwise expressly approved by the Session. Expenditures from the SCRIP account must be approved by the Session upon recommendation from the Facilities Commission and the Happy Day Commission.

2.0 Procedures

.1 Annually, one member of the congregation shall be approved, by the Session, as the administrator of the SP. The SCRIP Administrator (SA) shall work under the authority of the Session and in cooperation with the BFC and the Bookkeeper.

.2 All funds received for the SP shall be deposited in the SCRIP account and monitored by the SA.

.3 Records of receipts and disbursements for the SP shall be kept in accordance with standard/acceptable bookkeeping practices and in keeping with appropriate state and federal laws.

.4 Disbursements from the SCRIP account shall be made only upon the approval of the Session, when accompanied by a written request for disbursement signed by the Clerk of Session and either a session member or the pastor.

.5 All disbursement checks shall have two authorized signatures. The signers will be the same as those authorized to sign for the church's Operations and Reserve Accounts.

.6 For the Session, the SA shall monitor the preparation of monthly reports, which cumulatively show the account balance, sources/amounts of funds received and reasons/amounts of funds disbursed. These reports shall be reviewed monthly by the BFC and forwarded to session as part of the BFC Report to the Session.

.7 Each year, the SA shall prepare an annual report to be included with the Annual Report of the Congregation.

Stale Dated or Un-cashed Checks for All Accounts
Policy and Procedures
Approved by Session on June 28, 2006

1.0 Policy

Any stale dated or otherwise un-cashed check shall be voided no later than six (6) months after its issue date.

2.0 Procedures

.1 All Accounts

.1 Any check that has not cleared the account after three (3) months of its issue date shall be noted, by the bookkeeper, to the Church Treasurer (CT).

.2 After consultation with the bookkeeper, the BFC shall determine the recommended use of funds left in the account from voided checks, which have been reconciled.

Special Offerings and Fund Raisers

Policy and Procedure

Approved by Session on January 17, 2008

1.0 Purpose of the Policy

The primary purpose of this policy is to establish a means to provide opportunities for FPCers and friends to provide funds for ministry or mission projects that would ordinarily not be funded by the General Fund or the Building Fund.

The secondary purpose is to avoid competing with the General and Building Funds, and to avoid overemphasis in Worship Services on appeals for money and goods.

2.0 Principles which provide a foundation to the Policy

- The church can do more ministry and mission by using the General Fund and creative special offerings and fund-raisers.
- As the General Fund is the primary means by which we support our ministry, special appeals must not overshadow the General Fund or the Building Fund.
- As we work together in the Spirit of Unity, it is best for the various Commissions and Ministry Teams to work together on all aspects of a single special fund-raiser. For example, all Ministry Teams concerned could work together on various aspects of one Christmas Season fund-raiser, rather than each sub-group to have its own Christmas fund-raiser.
- Fund-raisers need to be planned so that they are not bunched up during November and December.
- We should put the emphasis on projects with the greatest return.
- We need a rationale/purpose each year, before each special offering/fund-raiser is approved. We need more than, "We do it every year."
- All funds related to special offerings and fund-raisers must be tracked through the Church Bookkeeper or the Happy Day School Bookkeeper as appropriate.

3.0 Rules embedded in the Policy

- The Session sets the policy for special offerings and fund-raisers. The Budget & Finance Commission Chair implements the policy regarding requests. Approvals made by the Chair will be reported through the BFC Minutes to the Session.
- The Pastor shall decide which approvals will be announced in a particular worship service.
- There should be a limit of three (3) special offering/fund-raisers per month.
- There should be no more than one (1) verbal announcement for a special appeal per worship service.
- Sponsors of a special appeal should make effective use of printed materials and the Information Table in the sanctuary.

4.0 Policy

Special Offerings and Fund Raisers (SO/FR) are defined as any request to the congregation for funds or goods that are not defined as the Regular Offering. Funds or goods collected for a SO/FR must be for a purpose that is consistent with the Ministry and Mission of the FPC/Petaluma in particular and of the PC (USA) in general. Regular Offering funds are received, during worship, every Sunday for the General Fund and every first Sunday for the Board of Deacons Fund. It is intended that there shall be no more than one (1) SO /FR on any given Sunday and that there shall be no more than three (3) SO/FR in any given month.

5.0 Procedure

Ordinarily:

.1 Requests for Special Offerings or Fund Raisers (SO/FR) are directed to the Chair of the Budget & Finance Commission (BFC) for approval.

.2 Requests submitted must be written, and a request must include the purpose for the SO/FR, the date requested for the appeal, and the names and addresses to be used in disbursing the funds received.

.3 Requests shall be made a minimum of three (3) weeks prior to the date of the SO/FR.

.4 Requests are usually made through a particular Commission. Members and friends of FPC/Petaluma may make a SO/FR request directly to the Chair of BFC. The BFC Chair has the option to defer approval, pending consultation with the Pastor and/or action by the Session.

.5 It is the responsibility of the BFC to insure that all approved SO/FR are included on the Church Calendar in a timely manner.

.6 All SO/FR approvals made by the Chair of BFC shall be included as part of the BFC Minutes and reported to the Session at its stated meetings and to be included in the minutes of the Session.

.7 All funds received through congregation's SO/FR shall be organized and delivered to the church office for deposit and the accounting by the Church Bookkeeper. Happy Day Presbyterian School SO/FR funds shall be accounted for through the School's Bookkeeper.

Use of Pastor's Housing Fund Policy

Approved by Session: January 21, 2010

The primary use of the Pastor's Housing Fund is for the church to assist the Pastor of FPCP to buy residential property for the pastor's primary residence. In addition, when major/high cost maintenance or upgrade needs for the Pastor's house become known, and at the Pastor's request, the Session may designate the use of money from the Pastor's Housing Fund to pay in full or in part for said costs. Any such use of funds from the Pastor's Housing Fund will be documented as a loan from the church to the Pastor and will be repaid to the Pastor's Housing Fund upon sale of the property or upon a schedule that is established by written agreement between the Pastor and the Session. In addition, the Session may seek donations for the Pastor's Housing Fund from time to time or as needed. This practice will allow donors to designate contributions to the Pastor's Housing Fund, and it enables a donor to make use of a tax deduction allowed by law.

Church Payments (Check Policy)

Policy and Procedure

Approved by Session on February 18, 2010

Overview

The purpose of this document is to establish a formal payments policy and outline the procedures for all funds disbursed by the church (FPCP), which includes the Happy Day Presbyterian School (HDPS), to ensure that church funds are disbursed in a controlled and prudent manner. They are also designed to enact proper controls that will comply with acceptable accounting practices. All payment requests should be reviewed and signed by authorized approvers before checks are created. Authorized check signers should review the payment request attached to the check before signing the checks. Payment approvers and check signers should not be the same individuals. Credit card users should submit a monthly expense reports with receipts that reconcile to their monthly credit card statement. Reconciliation of the monthly bank statement should be reviewed by a member of the congregation, who does not have the ability to create or sign checks.

1.0 Policy

.1 Any completed “Check Request Form” shall have two signers. The first signer is the person requesting the check. The second signer is the person authorized to approve writing the check; the second signer shall be the specific elder responsible for a particular commission, committee, or other group that has been created by the Session; the Pastor authorizes checks for those expenses that do not fall under the responsibility of a specific elder; upon written verification from a specific elder, the Pastor may authorize a check for a particular commission, committee, or other group that has been created by the Session. A check or other disbursement shall be created only upon receipt of a completed and approved “Check Request Form.” Ordinarily, the bookkeeper receives this form and writes a check. Prior to disbursement, checks shall be signed by one authorized signer, if the check is less than \$2,500. If a check is \$2,500 or more, then two signers are required on the check. Authorized check signers are church members, who have been duly approved by the Session and noted in its minutes. Authorization signers and check signers shall not be the same individuals. For FPCP, Elders serving on the Session, the Pastor, and office staff may authorize a disbursement, as appropriate. For Happy Day Presbyterian Pre-School, the Director and office staff may authorize a disbursement, as appropriate.

2.0 Procedure

.1 Authorization: When an approved “Check Request Form” along with receipts, invoices or supporting documentation is received by the bookkeeper, a check is written, and the check signers are notified that a check is ready for their signature. Receipts, invoices and supporting documents act as control documents that verify that the check and request amounts agree.

.2 Authorization Form: The “Check Request Form” is available in the FPCP and HDPS offices and online. The completed form must have two signatures. For FPCP, the first signature is the name of the person making the request for a payment, and the second is the elder responsible for a particular commission, committee, task group, or ministry team. For HDPS, the first signature is the name of the person making the request for a payment, and the second signature is the director, office staff or an appropriate elder. The pastor may, when needed, sign the authorization form. All applicable receipts, invoices or supporting documents must be attached to the form, before it is sent to the bookkeeper.

.3 Recurring Invoices: Authorization forms are not required to pay recurring invoices. These invoices include, but are not limited to, utilities, insurance, office machine lease and maintenance agreements, and office supplies. Ordinarily, checks ready for signature are attached to these invoices, so that there is a control to verify that the check and invoice amounts agree.

.4 Credit Cards: The church uses credit cards. Authorized cardholders are the Pastor, the Office Coordinator, and the Facilities Manager. HDPS does not use credit cards. The card invoices are paid monthly. To be in order, on a monthly basis, each cardholder must signify that each invoice item is a proper expense for the church and identify the appropriate budget line item(s). Receipts must be attached to the monthly card statement before it is returned to the bookkeeper. When an item is determined to be an inappropriate expense, the cardholder and the pastor and/or the bookkeeper, shall determine a resolution.

.5 Personnel: Annually, the Session authorizes these payments by its action. Periodic payments are calculated by the bookkeeper, and the checks are usually written on a monthly basis. The Session minutes constitute authorization for writing personnel/payroll checks.

.6 Online Banking: Online banking is not an established practice for FPCP. When we have established clear procedures with controls to authorize the disbursement of funds, then these procedures will be revised to establish that practice. HDPS does use online banking to pay HDPS payroll taxes.

Approved by Session: June 18, 2009
Revision approved by Session: February 18, 2010
BFSC (EG)

Use of Reserves - Shortfall in the Operations Account Policy

Approved by Session on April 15, 2010

Rationale

From time to time during the year there is a shortfall in the Operations Account, which creates a problem to meet monthly expenses. This policy establishes a practice for the BFSC to borrow money from the Reserve Account at Bank of the West at a time a shortfall occurs in the Operations Account. The limit of the borrowing is established by the dollars available to FPCP from our investment account titled, Discretionary Investment Fund, which is held by the New Covenant Funds.

1.0 Policy

In the event that a shortfall occurs in the Operations Account, the Bookkeeper is authorized, after concurrence with the Treasurer and/or the Pastor, to borrow funds, equal to the total of the shortfall, from the Reserve Account up to a limit that is equal to the amount in the Discretionary Investment Fund. Further, funds borrowed from the Reserve Account shall be repaid to the Reserve Account in a timely manner.

Expenditure strategy when funds are limited
Policy

Approved by Session February 17, 2011

If funds are limited, the FPCP Treasurer and Bookkeeper are instructed to pay bills according to the following statement of priorities:

1. Salaries/benefits
 2. Facilities/utilities
 3. Program/ministries
 4. Mission (includes PCUSA and discretionary)
-

Use of Investment Funds

Approved by Session May 19, 2011

The Treasurer and President are authorized to transfer funds from the Endowment Support Investment Fund, the Discretionary Investment Fund and the Synod Reserve Fund to the Bank of the West Operations Account as needed to pay the bills. When said funds are used, the Session is to be notified.

Church Windows confidentiality
Policy

Approved by Session on March 17, 2011

FPC established a contribution data entry team of three individuals on March 17, 2011. These individuals need to have access to the *Contribution* section of FPC's data management software (*Church Windows*) in order to enter the weekly data. The *Contribution* section includes *Pledge* data. It is possible to restrict access to the *Contribution* section by the *Church Windows* administrator (currently the FPC Office Coordinator). It is not possible to partition the Contributions section to prohibit access to Pledge data.

It is desired to protect confidentiality of pledge data in every way that we can. Session therefore acted on March 17, 2011 as follows:

MSC that Session authorize the following individuals to have access to the Contributions Section of Church Window: current Treasurer; current Bookkeeper; current contribution data entry team of David Coe, Eric Goodrich and Vivian Loh; and the System Administrator.

These assignments will change over time - with changes being reflected in Appendix A as they occur.

The treasurer and bookkeeper require access to pledge data for record keeping purposes. The System Administrator requires access to all Church Windows modules in order to manage the software.

It is the responsibility of the Budget, Finance, and Stewardship Commission to update these authorizations as people change and to keep Session informed of the changes.

Authorized Signers

Current approved signers for the following accounts are listed in Appendix A of this manual.

1. First Presbyterian Church of Petaluma.

1.1 Bank of the West.

- 1.1.1 Account 1010 - Operations checking - 6198
- 1.1.2. Account 1011 - Reserve checking - 2924
 (also referred to as Designated funds checking account)
- 1.1.3. Account 1012 - Building Fund checking - 5237
- 1.1.4. Account 1016 - Scrip account (closed May, 2012)
- 1.1.5. Account 1020 - Money Market. (closed 2011)

1.2. Synod.

Account 1032 - Building Fund and Designated Funds Reserve.

A telephone call from two of the approved signers to Ani Lelea at Synod (800-754-0669) is required to transfer Synod funds to Bank of the West accounts.

1.3. New Covenant Funds (investment funds).

- Campership Discretionary investment
- Endowment support Pastor housing
- Raney retraining

Movement of these funds requires approval of Session.

2. Happy Day Presbyterian Preschool. All accounts closed Fall, 2011

First Presbyterian Church of Petaluma - Fund & Account Definitions and Policies						
Fund summary as of 02/4/11						
		12/31/09	12/31/10	2/4/2011 estimate	Purpose/definition of fund/account	Author-ization to use
Cash						
	Bank of the West					
	1010 · Checking Operations	5,502	1,080	2,153	Receives General Fund offerings. Used to pay operations bills. Transfers to and from 1011 as needed.	Book-keeper
	1011 · Designated Funds Checking Account	15,126	5,392	5,392	Bank Statement calls this fund <i>Reserve Fund</i> . Detail below (2000 designated funds).	BFSC and/or Pastor
*	1012 · Checking Building Fund	7,995	1,666	1,666	Receives Building Fund offerings. Used to repay Synod loan; specific deferred maintenance projects; and capital projects. Transfers to and from 1032 as needed.	Book-keeper

*	1016 · Scrip Account	3,188	3,480	2,480	For capital improvements only.	Session
	Total Bank of the West	31,811	11,617	11,691		
Synod Accounts						
*	1032 · Building Fund	55,239	47,157	47,157	Same as 1012.	Not specified
	1035 · Designated Funds Reserve	9,480	9,825	825	Lump sum. No designations.	BFSC?
	Total Synod Accounts	64,719	56,982	47,982		
	1030 · Petty Cash	388	150	150		Staff
	Total cash	96,531	68,749	59,823		
Investment (New Covenant Funds - PCUSA)						
	1040 · Investment Funds	All funds established with designated giving.				
	Campership Fund	987	1,008		Campership scholarships.	Session
*	Discretionary Investment Fund	9,940	10,178		Originally called the <i>Support Fund</i> per the 1998 Endowment Plan. Little restriction on use - as recommended by the Management Committee (now a function of BFSC).	BFSC and Session
*	Endowment Support Fund	24,769	24,264		Originally called the <i>Endowment Fund</i> per the 1998 Endowment Plan. Interest only can be used.	BFSC and Session
	Pastor Housing	2,925	26,986		To assist the Pastor to buy residential property and/or loans for major maintenance or upgrades.	Session
	Raney/Retraining	1,815	1,853			
	Total 1040 · Investment Funds	40,436	64,288			
		12/31/09	12/31/10	2/4/2011 estimate	Purpose/definition of fund/account	Authorization to use
Memorial funds						
	Alta Leavitt Memorial	145	145		Given in memory of _____. No restrictions on use? Managed by Memorial Committee that no longer exists.	Session
	Dorothy Henning Memorial	175	180			
	Jim Nichols Memorial	200	200			
	Len Fautley Memorial	115	115			
	M. Laubert Leadership Scholarship	411	411			
	Memorial Fund - Other	629	860			
	Total Memorial Fund	1,676	1,911			
Designated funds						
	2000 · Designated Funds					
			2,081			
	Total 4th @ 1st	2,609	2,619			
	General Reserve	12,334	3,130		referred to as savings set-aside	
	Total Pastor's Discretionary Funds	796	232			

	Mission Set Aside	na	(2,670)		
	Total 2000 · Designated Funds	31,116	5,392		17 designated fund accounts eliminated from 12/31/09 to 12/31/10 including 4,249 parish nurse & 3,892 misc reserve
*	Written policy				

Bookkeeping Policy and Procedures

These procedures are adapted from the 2010 financial review conducted by Shawn Dooley - as modified and approved by the Budget and Finance Commission on April 12, 2012.

1.0 POLICY

- .1 Purpose: For the church, and in compliance with applicable state and federal laws and regulations, and in accordance with standard accounting practices, the bookkeeper shall maintain, in a timely manner, the accounting of all receipts and disbursements of church funds.
- .2 Accountability: The Bookkeeper is supervised by the Pastor as head of staff and is accountable to the Session, Budget & Finance Commission (BFC), and the Treasurer through the Pastor and Personnel Commission.
- .3 The Bookkeeper shall adhere to the principles of confidentiality regarding matters of the church operations.

2.0 PROCEDURES

- .1 RECEIPTS:
 - .1 Volunteer Team of the BFC will post offerings, gifts, and other receipts to the church management database.
 - .2 The bookkeeper will post offering/donation data, from the church management database, to the church accounting software.
- .2 DISBURSEMENTS:
 - .1 Prepare all disbursements for payment of bills and payroll.
 - .2 Two people must sign Requests for a check. One signer “requests” the check, and the other signer “approves” the check. Anyone may request a check, but the “request” must be “approved” by an appropriate active elder or by the Pastor.
 - .3 An authorized signer must sign checks.
 - .4 Pastor, as head of staff, is responsible for conducting a monthly review of and assure the disbursement of all payroll related taxes and insurance payments.
 - .5 Requires receipt backup for credit card purchases.
- .3 BANK RECONCILIATIONS:
 - .1 Prepare monthly bank reconciliations.
 - .2 Notify the BFC Chair when bank reconciliations are ready for review.
- .4 PETTY CASH: Maintain petty cash fund and reimburse as necessary.
- .5 CORRESPONDENCE: The bookkeeper shall immediately notify the Pastor and the Church Treasurer regarding correspondence received from any governmental agency, lending institution or other entity concerned with the operation or property of FPCP.

- .6 GENERAL LEDGER:
 - .1 Make necessary adjusting entries to reconcile accounts on a monthly basis.
 - .2 Keep all giving entries in an income account. (No negative expense lines)
- .7 REPORTING:
 - .1 Prepare monthly and other financial reports as directed by the Pastor, and/or the BFC Elder/Treasurer.
 - Consolidated Profit and Loss Statement
 - Profit and Loss Statement- less Ray Swain Building Fund Accounts
 - Profit and Loss Statement- only Ray Swain Building Fund Accounts
 - Balance Sheet
 - Cash Balances by Account
 - Designated Funds
 - Memorial Fund
 - Investment Funds
 - .2 Prepare quarterly and annual payroll reports as required for the Internal Revenue Service, State of California, Workers Compensation, and the Board of Pensions of the Presbyterian Church (USA), and for the church. Safeguard church copies of these reports.
 - .3 Provide pledge reports to the Budget & Finance Commission (BFC) as needed.
 - .4 Report, in a timely manner, any cash flow issues or related concerns to the Pastor and the BFC Elder/Treasurer.
 - .5 Review quarterly and year-end Financial Giving Statements for all donors, as recorded in the church management database, which is updated weekly by volunteers.
 - .6 Print and save a daily transaction report.
 - .7 Prepare reports as needed for the annual financial review.

FPC/PETALUMA BANKERS
SECURE AND SORT OFFERING — GUIDELINES

1.0 SECURE OFFERING

- .1 The Securing Team (2 people) brings the Offering to the Church Office immediately following the worship service.
- .2 If the Securing Team is not the Deposit Team, then proceed to “Sort Offering” below.
- .3 If the Securing Team is also the Deposit Team, then the Offering may be locked in the top drawer of the fireproof cabinet, and the deposit can be prepared later but on the same day. Before the deposit is prepared, it should be sorted. Review the instructions to “Sort Offering” below.
- .4 Secure the Offering after it has been sorted:
 - band all Offering contents by category, i.e., loose cash, loose checks, and envelopes sorted by type
 - lock Offering contents in the blue zippered bank bag located in the top drawer of the fireproof cabinet; the key for the blue bag is found in the brown zippered bag located in the top drawer of the fireproof cabinet

2.0 **SORT OFFERING** (by the following categories):

- .1 *loose/plate cash* (that which cannot be identified by donor's name)
- .2 *loose checks* (not in an envelope)
 - take note of the memo lines for a designation; group by designations
- .3 *Regular Offering Envelopes*
- .4 *Small or Pew Offering Envelopes*, which donors find in the sanctuary:
 - if this type of envelope has no name, but it contains cash, then remove the cash and add it to the *loose (plate) cash*
 - if this type of envelope has a name, and it contains cash, then leave the cash in the envelope and include the envelope with the *Regular Offering* envelopes
 - if this type of envelope has a check, then remove the check and include it with the *loose checks*
 - any empty *Pew Envelopes* that have no name or that contained a check may be thrown away
- .5 *Deacons Envelopes*
- .6 *Building Fund Envelopes* and *Building Fund Checks*
- .7 *“Special” Offering Envelopes* and *Checks*
- .8 READ **NOTES** BELOW

3.0 NOTES

- .1 If the Securing Team is not the Deposit Team, then proceed to Step 1.4 above.
 - .2 If the Securing Team and the Deposit Team are the same, then proceed to “Preparation for Sunday Bank Deposit – Guidelines,” a separate document, unless you are going to complete the Deposit later in the day. If you are going to complete the deposit later in the day, then proceed to Step 1.4 above.
-

Procedure for Transferring FPCP’S SYNOD Funds

April 4, 2011

From: *Synod of the Pacific Accounts*

To: *Bank of the West Accounts*

To transfer funds from any of the FPCP accounts held at the *Synod of the Pacific* (SP) to any of the FPCP accounts held at The Bank of West (BW), the following information and procedures are required.

INFORMATION:

1. Contact person at SP: Ani Lelea, by telephone or email
707/765-1772
FAX: 707/765-4467
ani@synodpacific.org
2. Two people who are listed as authorized users on a particular Synod account must contact Ani Lelea, in order to authorize her to transfer funds from that particular account to a particular FPCP account ordinarily held at BW.
3. See the Appendix to this document for a list of accounts and authorized users for the particular accounts. Account numbers if requested by the SP can be obtained by contacting the church Treasurer or the bookkeeper during the request procedure.

STEPS:

1. Contact Ani Lelea as stated above.

2. Identify yourself by name and church.
3. Provide Ani with the particular account and transfer information that is pertinent.
For example:
After stating your name and church, “I authorize the transfer of \$5,000 FROM the FPCP Building Fund account (provide number if known) held at the SP TO the FPCP Building Fund Account (.....5237) held at the BW.”
4. Include with the authorization the type of transfer that is requested.
For example: (choose one)
We request an ACH 2-day transfer (\$10), OR
We request (before noon) a 1-day wire transfer (\$20).
5. The two authorizing people must inform the church Treasurer and/or the bookkeeper when the request for transfer is completed.

BFSC
April 4, 2011
EG

Instruction to Ani LeLea from David Coe on July 18, 2011. Rename account 672-00 to Building Account. 672A-00 (Reserve Account) is accurately named for our purposes.

**FPC/PETALUMA BANKERS
PREPARATION OF SUNDAY BANK DEPOSIT — GUIDELINES**

1.0 BANKERS TEAM MEMBERS: READER (see 4.2.1) and RECORDER (SEE 4.2.2)

- .1 There are three accounts for Deposit, at the Bank of the West (BOW), 4th and C Streets.
 - Operations Account
 - Building Fund Account, aka “Ray Swain Building Fund” (RSBF)
 - Reserve Account

2.0 MATERIALS and more:

- .1 LOCATION: MOST materials are located either in the top drawer of the fireproof cabinet in the back office or in the “Banker’s Drawer,” which is in the front office.
- .2 Banker’s Envelope: top drawer of fireproof cabinet; contains blank worksheets, deposit transmittal envelopes; and “Guidelines.”
- .3 Treasurer’s Envelope: top drawer of fireproof cabinet; in this envelope, leave all completed worksheets and related document before making the deposit.
- .4 Offering: bring to the office from the second service; offering from the first service is in the blue bank bag, which is located in the top draw of the fireproof cabinet; first service offering is usually already sorted and ready to be combined with the second service offering.
- .5 Worksheets: located in FPC/P Bankers Envelope; top drawer of fireproof cabinet.
 - Cash Reconciliation (single page)
 - Operations (multiple pages)
 - Building Fund (multiple pages)
 - Reserve (single page)

Note: Use pencil to complete worksheets. Operations Worksheet has multiple pages, and it must be stapled together when completed. The Reader and the Recorder sign and date the first page of all worksheets.

- .6 Deposit Slips for each account: in labeled bank check boxes; top drawer of fireproof cabinet.
- .7 Check Endorsement Stamps: Operations and Building Fund are loose in top drawer with the bank check boxes; Reserve in box with deposit slips; top drawer fireproof cabinet.
- .8 “Secure Money Bag”: aka “Security Bank Deposit Bag”; commercial plastic bag; located bottom shelf in the large storage cupboard adjacent to the office restroom.
- .9 Deposit Slip Transmittal Envelope/Sleeve for BOW: use a separate sleeve for each account; they are located in the “Bankers Envelope” in the top drawer of the fireproof file cabinet.
- .10 Calculators with Tape: used by the Reader to make a tape list of checks for each account in each deposit; two machines are located in the Banker’s Drawer in the front office; the Recorder may use a tape when performing calculations.
- .11 Calculator, no Tape: Recorder may use to calculate, verify and record totals on the worksheets; located in the Bankers Drawer in the front office.
- .12 Keys: Bank Night Deposit and Church Office (on same ring, brown zippered bag, top drawer of the FIREPROOF CABINET).

3.0 OBJECTIVES and more:

- .1 Worksheets: complete one worksheet for each account used.
 - Cash Reconciliation (always, but only for Operations deposit)
 - Operations Worksheet (always)
 - Building Fund Worksheet (as needed)
 - Reserve Worksheet (as needed)
- .2 Prepare Deposit: Complete a Deposit Slip for each account that has a deposit; ordinarily this is for Operations and Building Fund; secure the contents for each account with its deposit slip in the account’s transmittal envelope/sleeve; place all deposits in one “Money Bag.”
 - Operations Acct. (always)
 - Building Fund Acct. (as needed)
 - Reserve Acct. (as needed)
- .3 For the Bookkeeper: before leaving the office, make a copy of all checks that are from donors not listed on any worksheet and/or who are not known by the church; make a copy of the completed deposit slips; initial or sign each worksheet on its first page; staple the Operations Worksheet pages; leave all deposit worksheets along with a copy of the “unfamiliar checks” and a copy of the “deposit slips” paper clipped together in the Treasurer’s Envelope; return the Banker’s Envelope and Treasurer’s Envelope to the top drawer of the fireproof cabinet.
- .4 Make Deposit: Place all funds and deposits slips in the “Secure Money Bag.” Seal the bag and label it with an FPC/P return address label (stored with the Secure Money Bags). Deposit the “Secure Money Bag” in the BOW Night Deposit Box at the corner of 4th and C Streets.
 - The Night Deposit Key and the Church Office Key is located in the brown zippered bag, top drawer of the fireproof cabinet; the keys are on one ring.
 - Lock the Church Office door, when leaving to make the deposit.
- .5 Return Keys: After depositing the “Money Bag,” return the Deposit / Office Keys to the Church Office.
 - If the Bankers Team does not have a separate Office Key then, before leaving the office, take an ordinary envelope and label it “Bank Deposit Keys;” take the keys from the fireproof cabinet. After the deposit, seal the keys in the “Bank Deposit Keys” envelope and put the envelope through the mail slot in the Church Office door. It is useful to prepare this envelope, if needed, before you leave the Church Office.

4.0 WORKSHEET PROCEDURES: READER and RECORDER

.1 CASH RECONCILIATION WORKSHEET

- This worksheet is formatted with tables to make a record, by denomination, of cash receipts, which are designated to the following funds: Plate, Regular, Deacons, and Other. The “Regular” Fund provides money for the general operations of the church.
- Begin by recording by denomination, in the table labeled “Plate,” the total count of all the loose cash (money that cannot be identified by the donor’s name and is not otherwise designated).
- Cash received by name is accounted for on this worksheet in the table labeled “Regular;” this cash is also recorded by name on the Operations Account Worksheet.
- On the Operations Account Worksheet, record the plate cash amount on the “Plate” line and in the “Cash” column; record this amount again on the same line but under the Fund, “Regular - Non-pledge” column.
- Repeat this procedure for loose cash designated for Deacons; use and label a separate line for loose cash designated for “Other” funds.
- For each account, it is recommended to keep all cash in separate piles until the final deposit figures have been reconciled between the worksheets, and the deposit tape for checks, and the cash totals.

Note: The Deposit Slip cash and check Totals must agree with the Worksheet cash and check Totals, for each account.

.2 OPERATIONS ACCOUNT WORKSHEET

.1 READER

- Open all envelopes (Reader and Recorder do this work together).
- If there is cash, keep it with the envelope and organize the envelopes by fund or other designation; ordinarily, the standard offering envelopes are used for the Regular Fund; if an envelope has no designation or name, then remove cash and count it with plate cash.
- If there are checks, remove checks from envelopes and organize them alphabetically and note the memo line for any designation.
- Usually, begin by recording designated cash receipts; read for the “recorder” the names of the donors; identify “cash” and the fund, i.e., “Regular,” “Deacons,” “Building Fund,” or another fund if it is designated.
- From the alphabetized stack of checks; read the name, identify “check” and the amount, and the fund, i.e., “Regular,” “Deacons,” “Building Fund” or “Other.”
- Use the Operations Account endorsement stamp on the back of each check.
- After all check and cash amounts have been recorded on the Operations Worksheet, the Reader makes a tape of all the checks. It is best to endorse the checks before the tape is run, because the bank requires that the check sequence must agree with the tape.
- Make a note of the total number of checks. The total number of checks must agree with the number of checks on the tape; the total number of checks is noted on the deposit slip.
- The Deposit Tape is stamped with the endorsement stamp, which shows the account number. Write the date on the Deposit Tape.
- Verify with the Recorder that all cash and check totals agree between the Operations Account Worksheet, the check deposit tape and the cash totals from the Cash Reconciliation Worksheet.

- Bundle all checks and currency with their deposit slip and the checks tape; attach this bundle to the Operations Account “Transmittal” envelope/sleeve; secure the bundle in the secure “Money Bag.”

.2 OPERATIONS ACCOUNT WORKSHEET

.2 RECORDER (use pencil)

- Open all envelopes (Reader and Recorder do this work together)
- This worksheet is divided into three sections: Names, Deposit, Funds
- Receive and record figures and other data from the Reader.
- The Deposit columns are labeled, “Cash” and “Check;” they are used to record and verify the Totals for the bank deposit.
 - The Fund columns are labeled, “Regular (*Pledge or Non-Pledge)” “Deacons,” “Building Fund,” “Other;” they are used to keep track of designated giving by each donor. Unless otherwise designated all money is recorded under “Regular (*Pledge or Non-Pledge).”
 - If the Regular Fund columns have an asterisk (*) on the left side “pledge”, then record the amount in the field with the (*); if there is no (*) then record the amount in the field on the right side for “non-pledge.”
 - Figures are recorded two (2) times after each name and on the same line. First, the figure is recorded in either the “Cash” or “Check” column. Second, it is recorded in the appropriate Fund column, i.e., “Regular (*Pledge or Non-Pledge)” “Deacons,” “Building Fund,” or “Other” designation as needed.
 - Find the name of the giver on the Worksheet: First, record the amount under “Cash” or “Check.” Second, record the amount under the appropriate fund or column heading, i.e., “Regular (*Pledge or Non-Pledge)” “Deacons,” “Building Fund,” “Other.”
 - If the donor’s name is not on the Worksheet, the Recorder writes the name on a blank line following the VISITOR label in the name column at the end of the donor list. Then enter the amounts as any other entry.
 - Sometimes a donor writes one check for two funds, i.e., “Regular,” and “Building Fund.” The total amount is written in the “Check” column. The amount for “Regular” is written under “Regular (*Pledge or Non-Pledge)” and the amount for “Building Fund” is written under “Building Fund.” This is a split entry.
 - Sometimes a donor write multiple checks. In such cases, list each check in the “Deposit” column in the “checks” field for that donor.
 - After all the data has been entered on the Worksheet, the Recorder subtotals all columns by page. It is helpful to the bookkeeper to have a “running total” at the bottom of each page of the Operations worksheet. All subtotals are recorded on the last page. Totals for “Cash,” “Checks,” and all Funds columns are calculated and recorded at the bottom of the last page.
 - The Total Deposit is calculated by adding the totals for “Cash” and “Checks.” The Total Deposit is recorded in the identified space.
 - Verify the Total Deposit by adding the totals for all Fund columns, i.e., “Regular (*Pledge or non Pledge)” “Deacons,” “Building Fund,” and “Other.” The Total for all the Fund columns should be the same as the Total Deposit.
 - The Total Deposit must also agree with the Total Deposit recorded on the Cash Reconciliation Worksheet.

.3 BUILDING FUND AND RESERVE ACCOUNT WORKSHEETS

.1 Follow the same procedures as with the Operations Account Worksheet. If a name doesn't appear on the worksheet, then it must be written on a blank line at the end of the worksheet.

.2 There may be a Special Offering that is deposited directly into the Reserve Account. In such a case, it is necessary to use a separate Cash Reconciliation Worksheet as well as a Reserve Worksheet for the deposit.

.3 Donations received by name for Special Offerings must be recorded by name for accurate accounting and reporting. In such cases, names and amounts must be recorded on the Operations Account Worksheet and deposited in the Operations Account.

.4 Most donations for the Building Fund are by check. With one exception, use the Building Fund Worksheet for all Building Fund deposits. The exception is when one check is received, and it has two designations marked, i.e., "Regular" or something similar and "Building Fund." In such a case, the donation is recorded as a split on the Operations Worksheet.

Revised: April 9, 2006

Revised: March 5, 2007

Revised: November 29, 2009

Revised: March 27, 2011

Procedure for entering giving amounts into Church Windows

March 26, 2011

Revised June 3, 2011

Revised September 6, 2011

1. Determine that the Finance Computer, which houses the Church Windows software and database, is active by looking at the front of the computer (bookkeeper's computer). If the button is orange it is in standby mode and needs to be activated. Push the power button and it will turn white, indicating that it is active.
2. Using the Volunteers Computer. If you do not find the Church Windows icon on the desktop, the computer needs to be attached to the server. Click the My Computer icon on the desktop, and double click the Z: drive. Enter the password to connect to the Z: drive (password: fpcw).
3. You will then be able to log into to Church Windows.
4. Retrieve the Sunday Offering worksheets from the Treasurer's Envelope in the locked file cabinet in the back office. Ask somebody in the office to tell you where the key is hidden.
5. There will be multiple types of sheets - Operations Account, Ray Swain Building Fund, and possibly Reserve Account. You will be entering each set separately, as they are posted to specific checking accounts designated for those funds.
6. Logon to the Front Desk Computer, using FPC Main Computer (butterfly icon). The current password is 'Leviticus' (with the capital L).
7. Open Church Windows using the password assigned to you. See the Office Coordinator for your password.
 - a. If the icon on the desktop of the Front Desk computer (or other computer that you might use) is not the CW stained glass, you will need to log into the server.
 - b. Click the My Computer Icon and select the Z: drive. It will show that it is disconnected. A window will pop up with the network address and a blank field for a password. Enter

'fpccw' in the password field. This should activate the link between your computer and the Z: drive. The CW icon should change to the stained glass icon.

c. Proceed as defined above.

8. Click into the *Contributions/Enter Contributions* section.
9. Enter the Contribution Date.
10. Enter the Batch Code. REG for regular offering. RAY for Ray Swain Building Fund. Etc.
11. The first envelope to be entered is Plate Cash - #998 or you can enter the word "plate" to open that envelope.
12. After entering the amount in the amount field, skip to the column with the Acct # heading and select the down arrow to select 102 - Plate Offering.
13. Click Add to Batch button.
14. For any additional plate cash for other funds, again select 998 - Plate Cash in the envelope field, enter the amount, and then select the appropriate Acct # for the fund, i.e. Deacon, Ray Swain Building Fund, etc. These funds will be deposited into the Operations Account and transferred to the other funds by the bookkeeper.
15. Enter the first envelope number from the member list, checking to see that the correct person's name has been retrieved.
16. Enter the amount in the field.
17. For checks, enter a 0 in the check number field; we don't enter the actual check number but this will help with research and reconciliation later for the bookkeeper and the contributor.
18. Go to the Acct # column and select the type, 100 - Regular, Deacon, Ray Swain Building depending on the information entered by the Banking Team counters on the hardcopy sheets. Note that any "non-pledge" entries are to be put into account 101 - Non-Pledge.
19. If the check is for multiple funds, enter the amount for REG first; you will see that Church Windows deducts that amount from the total and enters the remainder on the second line. Also be aware that there are two separate Building Fund lines - all current amounts should be posted to ACCT #: 215 - Ray Swain Memorial Building Fund, not the regular Building Fund. You can enter any number of funds per giving person. If there are multiple amounts in the check field, then enter them separately as that indicates the contributor has given us multiple checks and this will be reflected in their Giving Statements.
20. Once the entire amount has been posted, click the *Add to Batch* button.
21. Continue to enter amounts until you have completed all the giving on the first sheet.
22. Once you have completed entering the first page, click the *Show Batch* button at the top of the page. This will open a batch list plus show you the cumulative total processed. This amount should balance to the total on the bottom of the page. The counters keep a running total for each page to allow you to check that everything has been entered correctly.
23. If the balances agree move to the next page. If not research where the error in entering occurred and correct in the batch. You may need to delete the record and enter in again in order to correct it.

24. After entering all pages click *Show Batch* and select the *Group by Account* tab at the bottom. You can balance that all amounts agree with the Summary page of the worksheet at the individual account type (REG, RAY, Deacon). The other Acct Types will have to be accumulated to balance to Total Other Column.
25. Print two copies of the Group by Account report. Set one copy aside. Put the other copy in Pastor Dave's mail slot.
26. Click on Detail. Print the Detail by Contributor Report and attach it to the previously prepared Group by Account report.
27. After you have printed all reports, click on *Post*.
28. Repeat steps 21 - 23 for the other accounts (Ray Swain Building Fund, Reserve Account).
29. Place Giving Worksheets and Printed reports in the Bookkeeper's envelope in the locking cabinet.

Additional instructions identified by the data entry team on March 25th, 2011

1. For checks for individuals that we don't have in the data base, they will be listed under visitor, check envelope, with the name on the check included in the description. A copy of the check should also have been made by the counters (since they won't have the name on their count sheets). Office Coordinator (currently Lori Fox) will check the following week for visitor checks, identify if they are already in the database or not, set them up with an envelope number and provide that information to the bookkeeper to correct Church Windows detail. We don't add people to the system.
2. It is okay to add accounts if there isn't an account that fits your contribution. The bookkeeper will have to adjust QuickBooks to post the funds to the correct account.
3. Entered sheets will be placed in the Bookkeeper's envelope in the locking cabinet. Counters will place the completed but un-entered sheets in the Treasurer's (blue) envelope in the locking cabinet. After the bookkeeper has finished entering the information in QuickBooks the giving sheets will be placed in the locking cabinet rather than left on/under the desk.

4TH @ 1ST VESPER SERIES SECURE OFFERING PROCEDURE

A rotation for securing the 4th @ 1st vespers series offering was established by Eric Goodrich in November, 2011. Tasks and notes as follows:

TASK:

1. At the service find 2 or 3 people to help take the offering. Sometimes it takes 4 people.
2. Find a "Helper" who will help secure of the Offering. Find another banker is possible. Secure the offering during the intermission or after the service.
3. **TO SECURE THE OFFERING**, follow the steps below:
 - .1 Take all receipts to the office. Most of it will be cash.
 - .2 From the top drawer of the locking file cabinet, remove the envelope marked "4th@1st."
 - .3 From the envelope, remove the Cash Reconciliation worksheet.
 - .4 Sort and bundle the cash, then using one of the "Other" boxes on the worksheet, record the cash by denomination and record the total cash.

- .5 In the margin of the worksheet, list the checks by amount. You do not need to record the names. Total the amount of checks.
- .6 Record the cash total and the checks total in the "Total Deposit" box on the worksheet. Sign your names on the worksheet.
- .7 Place all bundled cash, checks, and the Cash Reconciliation worksheet in the "4th@1st" envelope. Lock the envelope in the top drawer of the locking file cabinet.

NOTE: It is important to have two people secure the offering. It is up to the **Leader** to find someone who will be a **Helper** to complete the task. If you are not available to **Lead** on your assigned day, please find a replacement or arrange a switch from the contact list below.

Leaders and helpers for this function are identified in Appendix A.

"RENT" or "USE FEE" CHECKS

To: BANKING TEAM Feb 19, 2012
Subject: **"RENT" or "USE FEE" CHECKS**
From: Eric G.

Greetings All,

As of now, if you find checks marked, RENT or USE FEE, in the Banker's Envelope, then do not include them on the Deposit Worksheet for the Sunday Offering.

If you find a check that creates a question as to disposition, please set it aside, and contact me about it.

Thanks you for your faithful work in this vital "administrative" ministry. You are a blessing to the life and health of FPCP.

New Covenant Investments

02/07/2012

Letter notice from Presbyterian Foundation that they will be switching from internal investment decisions to partnership with Cambridge & Asso for investment advice. This does not change our relationship with New Covenant.

02/24/11 notes by D. Coe per Nicole at New Covenant

New Covenant Mutual Funds
Investor Services: 1-877-835-4531
Investment rep: George Herbert, #304742
www.NewCovenantFunds.com,
Nicole (fax no. 414-287-3781)

Tax ID no. 941479731
Discretionary Investment Fund #1068551
Endowment support 1068560
Pastor housing 1068542

Rainey 1068588
Campership 1068579
ab0624123904

We have five investment accounts. All of our funds are invested in the Balanced Income Fund. The value per share as of 2/23/11 was \$18.75. Earnings for 1/31/10 to 1/31/11 was 10.4%. 3.02% per year over the last 10 years.

http://newcovenantfunds.com/assets/documents/funds/Performance_0111.pdf

There are no penalties or fees for withdrawals or deposits. NCM does not have any rules about the use of our funds. That is up to us.

Withdrawals and deposits may be made over the phone by anyone on our "Authorized Traders" list. Nicole could not tell me who is on our list. I have asked Eric.

I need to get authorized. Form at www.NewCovenantFunds.com. Fax to Nicole when complete. Requires signature of Clerk of Session. *Note - Coe authorized in March. Form signed by Kathy Govan. As of March, 2011, Coe is the only authorized trader.*

Value of 5 investments as of 2/23/11 = \$70,865.24. \$11,305 in the Discretionary Investment Fund. Nicole could not tell me what our typical earnings rate is.

March 17, 2011

Session action "to name the Treasurer and the President of the Corporation as the sole "Authorized Traders" for moving funds in and out of FPCP investment accounts with New Covenant Fund (PCUSA). *Note - updated authorized traders to include David Coe and Don White on June 22, 2011.*

May 19, 2011

Session action that the Treasurer and President be authorized to transfer funds from the Endowment Support Investment Fund, the Discretionary Investment Fund and the Synod Reserve Fund to the Bank of the West Operations Account as needed to pay the bills. When said funds are used, the Session is to be notified. *Note - transferred \$27,000 from the Endowment Support Investment Fund to our Bank of the West Operations Checking Account on June 24, 2011. Will show up Monday, June 27, 2011.*

Procedure for transferring funds

All it takes is a simple call to NCI. NCI will accept the call from the Treasurer or the President. In the future, we should do a fax request signed by both the Treasurer and the President in order to comply with the Session directive. NCI is set up to make transfers to our Bank of the West Operations Checking account. If we want to make transfers to any other account, we need to fill out a new account authorization form (available on their website).

First Presbyterian Church of Petaluma
Position Description
approved by Session March 17, 2011

Title: **Bookkeeper**

Purpose: For the church, and in compliance with applicable state and federal laws and regulations, and in accordance with standard accounting practices, the bookkeeper shall maintain, in a timely manner, the accounting of all receipts and disbursements of church funds

Accountability: The Bookkeeper is supervised by the Pastor as head of staff and is accountable to the Session, Budget/Finance & Stewardship Commission through the Pastor and Personnel Commission

Responsibilities:

- Shall adhere to the principles of confidentiality regarding matters of the church operations
- Post offerings, gifts, and other receipts to the church accounting software
- Post offering/donation data, from the church management database, to the church accounting software
- Review quarterly and year-end Financial Giving Statements for all donors, as recorded in the church management database prepared by volunteers
- Provide pledge reports to the Budget/Finance and Stewardship Commission (BFSC) as needed
- Prepare all checks for payment of bills and payroll
- Maintain petty cash fund and reimburse as necessary
- Prepare monthly and other financial reports as directed by the Pastor, and/or the BFSC Elder/Treasurer. Prepare quarterly and annual payroll reports as required for the Internal Revenue Service, State of California, Workers Compensation, and the Board of Pensions of the Presbyterian Church (USA), for the church and Happy Day Presbyterian School
- Report, in a timely manner, any cash flow issues or related concerns to the Pastor and the BFSC Elder/Treasurer
- Periodically review petty cash and monthly bank reconciliations prepared by volunteers
- Attend monthly staff meetings, BFSC and Session meeting(s) as requested
- Other responsibilities as directed by the Pastor

Qualifications:

- Ability to use computer software, such as MS Excel, QuickBooks, and church database management software, such as Church Windows
- Knowledge of generally accepted accounting practices with minimum 3 years bookkeeping experience
- Have a mature Christian faith
- Support the mission of the church

Terms:

- Part time position - up to 12 hours per week
- Annual salary will be established by the Session upon recommendation of the Personnel Commission
- Leaves, vacations, and holidays are subject to the provisions in the Personnel Policies of First Presbyterian Church of Petaluma. Restrictions on vacation requests may be implemented in order to assure orderly and timely bookkeeping functions

Evaluation:

- At the end of a 90-day probationary period, an evaluation will be conducted by the Pastor, as head of staff, and by the Personnel Commission
- Annual performance reviews will be conducted by the Pastor and Personnel Commission
- The Personnel Commission will review annually the adequacy of compensation

Revised by Personnel: _____ Approved by Session: _____

MISSION STATEMENT

First Presbyterian Church of Petaluma is a family of believers united by our love of Jesus Christ and a desire to be his disciples. We welcome all people, so that they may experience God's love and grace in a Christ-centered community. Our relationship with God strengthens us and gives our lives purpose and direction.

User names and passwords

FPCP's Budget and Finance function maintains several systems that are protected by usernames and passwords. The Office Coordinator, Bookkeeper, and Treasurer are responsible for maintaining the usernames and passwords.

- *Church Windows*
The Office Coordinator manages access to *CW*.
Access to the *Contribution* section of Church Windows is restricted in accordance with Session action on March 17, 1011 (see policy on contributions data entry).
 - *GoToMyPC* for offsite access to the Bookkeeper's computer
 - Bookkeeper's computer
 - *QuickBooks*
 - Bank of the West On-Line banking
The Treasurer and the Bookkeeper maintain their own passwords to these systems and are the only individuals allowed to access these systems.
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Budget, Finance and Stewardship Commission Standing Rules

Adopted by Session on September 8, 2008

Affirmed by Session January 19, 2012

The Purpose of the Budget and Finance Commission is:

1. To conduct the business affairs of FPC/Petaluma in such a way that demonstrates the Christian faith to those with whom it deals on behalf of the church.
2. To discharge the financial and legal responsibilities of the church as defined by state and federal laws and in accordance with the Book of Order, PC(USA).
3. To monitor, report and manage the financial life of the church.
4. The church bookkeeper serves as a member of this Commission.

The Budget and Finance Commission shall:

1. Approve all requests for special offerings and fundraisers in accordance with Session policy. Bring extraordinary requests to Session for approval.
2. Assure the counting and recording of all offerings by at least two duly appointed persons, or a fidelity bonded person. (Book of Order: G-10.0401)
3. Prepare and present a draft annual budget to the Session, for review, no later than the November Stated Meeting.
4. Present a proposed annual budget to the Session, for action, at its December Stated Meeting.
5. Arrange, annually, for a full Financial Review of all books and records relating to finances of the church (including, but not limited to Operations, Reserves, Deacons, Happy Day School, Endowment Funds). The review is to be conducted by a public accountant or public accounting firm or a Commission of members versed in accounting procedures. Auditor(s) should not be related to the Church Treasurer, (Book of Order, G-10.0401d). Submit a written report of this Financial Review to the Session for its review and action.
6. Conduct, monitor and report on an annual stewardship program, which encourages members and friends to pledge their time, talent and treasure to the work and ministry of the church.
7. Facilitate regular Biblical and theological study on stewardship.
8. Interpret the mission and ministry of the church in ways that challenge members to respond generously.
9. Work with Christian education leaders to ensure an intentional year-round and age appropriate stewardship education program.
10. Communicate with the congregation through regular articles in the church newsletter, Sunday bulletin, website, email newsletter and personal contact. Oversee and support ministry teams, including, but not limited to Stewardship Team, Banking Team, Endowment Team.

Endowment Management Team: The purpose of the Endowment Management Commission is to manage the process whereby FPCP may receive and best utilize bequests, deferred giving, memorials, endowments and other special contributions in accordance with the wishes of the individual donor and in a manner that will aid the long-term stewardship of FPCP.

Appendix A

Periodic assignments

This appendix will be updated on an as-needed basis as assignments change.

Treasurer

2012 - David Coe

Authorized signers

1.1 Bank of the West. All accounts.

Approved by Session on May 19, 2011.

- | | | |
|----------------|--------------------|--------------|
| 1. Dona White | 3. Elizabeth Arntz | 5. David Coe |
| 2. Karyl Crook | 4. Eric Goodrich | |

1.2. Synod. Account 1032 - Building Fund and Designated Funds Reserve.

Approved by Session on July 14, 2011.

- | | |
|------------------|---------------|
| 1. David Coe | 3. Don White |
| 2. Eric Goodrich | 4. Judy Arntz |

1.3. New Covenant Funds (investment funds). All funds.

Authorized Co-Traders are the Treasurer and the President of the Corporation per Session action on March 17, 2011.

Church Windows confidentiality

Approved by Session

Treasurer David Coe

Bookkeeper Roger Johnson

Contribution data entry team of David Coe, Eric Goodrich, and Shawn Dooley.

Banking team

As of June, 2012

Eric Goodrich	Butch Anglin	Dorothy Petersen	Doreen Coe	Dan Ellecamp
Vivian Swain	Sandy Nichols	Andrew Schipper	Paul Donovan	Mike Glose
Dan Mulkey	Shawn Dooley	Dona White (alt)		

Data entry team

As of March 25, 2011

David Coe	Eric Goodrich	Roger Johnson	Shawn Dooley
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4th @ 1st offering security team

As of November, 2011

Leaders: Eric Goodrich, Doreen Coe, Mike Glose, Andrew Schipper

Helpers: Dona White, Vivian Swain