

CHURCH RECEIPTING

Southeastern California Conference
Treasurer's Workshop

Treasurer Counter/Assistant

“It is suggested that two or more persons who are scheduled on a rotation basis perform the following procedures.” (to provide internal cash control and reduce the opportunities for loss or accusation of embezzlement)

Loose Offering Envelope

- The loose offering envelope should be made SEPARATE and include:
 1. Church name
 2. Date of Sabbath
 3. Offering with its code

TITHES AND OFFERINGS RECORD
SOUTHEASTERN CALIFORNIA CONFERENCE
11330 Pierce Street
Riverside, California 92515-8050

Name Loose Offering

Address _____

City _____ Zip _____

Church SECC Date 10-8-06

TITHE 10%	01	
LOCAL CHURCH BUDGET 2-3%	126	209.60
SABBATH SCHOOL EXPENSE	125	50.64
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	75.95
TOTAL ENCLOSED		336.19

REMEMBER:
Code
each
Offering

TITHES AND OFFERINGS RECORD
SOUTHEASTERN CALIFORNIA CONFERENCE
11330 Pierce Street
Riverside, California 92515-8050

Name Sue Smith
Address 123 Main St
City Riverside Zip 92505
Church SECC Date 10-8-06

TITHE 10%	01	
LOCAL CHURCH BUDGET 2-3%	126	
SABBATH SCHOOL EXPENSE	125	
Kitchen Repairs		25.00
Piano Fund		25.00
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	
TOTAL ENCLOSED		50.00

Envelope Codes

- Make sure each separate offering is coded.
- Codes 1-69 are Conference codes.
- Codes 70-126 are local codes.
- Local codes may be added for your church (70-78 Local Misc. and 90-97 Local Misc.).
- Code 116 Local Misc. for all contributions that have no codes.

NON TAX DEDUCTIBLE CODE

- All churches should have a non-tax deductible code.
- If not indicated by treasurer, CR can assign a code.
- What is not considered tax deductible?

09/27/2006

* CONTRIBUTION CATEGORIES *

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CODE	Description	GL Account	CODE	Description	GL Account	CODE	Description	GL Account
1	TITHES	0	43	K-12 Scholarships	0	85	A.H. Children's Center	0
2	Member Reclamation	0	44	TV Evangelism	0	86	Pastor's Class	0
3	Sabbath School 12 Sab.	0	45	Evangelism	0	87	Tape Ministry	0
4	Sabbath School 13th Sab.	0	46	PSR Scholarships	1516911724	88	Wedding Fund	0
5	Investment	0	47	Indian Work Offering	0	89	Youth Camp	0
6	Birthday & Thank	0	48	Inner City Offering	0	90	LOCAL MISC	0
7	Annual Sacrifice	0	49	La Sierra University	1010243434	91	LOCAL MISC	0
8	Midsummer Missions	0	50	Pine Springs Ranch	0	92	LOCAL MISC	0
9	Fall Mission Appeal	0	51	Calexico Mission School	0	93	LOCAL MISC	0
10	Missions/Miscellaneous	0	52	Katrina Relief Fund	1010244405	94	LOCAL MISC	0
11	Spring Mission Appeal	0	53	Conf. Budget Donations	1012623020	95	LOCAL MISC	0
12	DO NOT USE	0	54	Global Mission	1010243600	96	LOCAL MISC	0
13	Adventist Media Center	0	55	Temperance (Conf)	1562910101	97	LOCAL MISC	0
14	World Budget	0	56	Check Exchange (Conf)	0	98	Student Missionary	0
15	Ingathering (Member)	0	57	Quiet Hour	0	99	Recreation	0
16	Ingathering (Non-Member)	0	58	New Church Development	0	100	Inner City Fund	0
17	Universities Combined	0	59	Tsunami Relief	0	101	Bus	0
18	Christian Record	0	60	PSR Pathfinder Museum	0	102	Repairs	0
19	Faith for Today	0	61	UNUSED	0	103	Library	0
20	Loma Linda University	0	62	UNUSED	0	104	Misc Missions	0
21	Oakwood College	0	63	UNUSED	0	105	Elementary Education	0
22	Voice of Prophecy	0	64	UNUSED	0	106	Missionary Volunteer	0
23	ADRA (Disaster/Famine)	0	65	UNUSED	0	107	Needy Poor	0
24	Multilingual Ministries	0	66	UNUSED	0	108	Vacation Bible School	0
25	Adventist Chaplaincy Min	0	67	UNUSED	0	109	Evangelism	0
26	Temperance (Union)	1562910101	68	UNUSED	0	110	Youth Fund	0
27	Adventist World Radio	0	69	UNUSED	0	111	Tuition Assistance	0
28	ACS Disaster Relief	1010243800	70	LOCAL MISC	0	112	Church Building Fund	0
29	It Is Written	0	71	LOCAL MISC	0	113	Church Growth	0
30	Andrews University	0	72	LOCAL MISC	0	114	Pathfinders	0
31	Non-Christian World	0	73	LOCAL MISC	0	115	Music	0
32	Black Convocation	0	74	LOCAL MISC	0	116	Misc Donations	0
33	Women's Ministries	1010244860	75	LOCAL MISC	0	117	Literature	0
34	Religious Liberty	0	76	LOCAL MISC	0	118	KSGN Radio	0
35	NET Evang/Spanish	0	77	LOCAL MISC	0	119	Community Services	0
36	Gen Conf Special Project	0	78	LOCAL MISC	0	120	Personal Ministries	0
37	Ebony Fund	0	79	Social Functions	0	121	Conf & Union Approp.	0
38	Chaplain Ministries	0	80	LOCAL MISC	0	122	LOCAL MISC	0
39	Breath of Life	0	81	Check Exchange	0	123	School Building Fund	0
40	Conf Church/School Build	0	82	Health Education	0	124	Church School Operating	0
41	Fire Disaster Relief '03	1530970100	83	Interest Income	0	125	Sabbath School Expense	0
42	Literature Evang Advance	0	84	Flower Fund	0	126	Church Budget	0

If name is illegible,

- Please PRINT NAME above donor's name.
- Helpful if you could check for other information such as:
 - Sr/Jr - Mr/Mrs
 - Separate envelopes for married couples?
 - New address etc.

TITHES AND OFFERINGS RECORD		
SOUTHEASTERN CALIFORNIA CONFERENCE		
11330 Pierce Street Riverside, California 92515-8050		
Name _____		
Address _____		
City _____	Zip _____	
Church _____	Date _____	
TITHE 10%	01	5000
LOCAL CHURCH BUDGET 2-3%	126	
SABBATH SCHOOL EXPENSE	125	
<i>Giving</i>		3000
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	
TOTAL ENCLOSED		

TOTAL ENCLOSED

PREPARATION AND SUBMISSION

After envelopes have been opened, alphabetized and verified:

- Run a tape for all envelopes (including "Loose Offering Envelope").
- Tape total should equal the total amount of your deposit.

Tape & Deposit Slip

SECC 9-16-06

10.00	+
25.00	+
100.00	+
50.00	+
25.00	+
25.00	+
100.00	+
25.00	+
25.00	+
200.00	+
100.00	+
75.00	+
50.00	+
50.00	+
25.00	+
85.00	+
50.00	+
50.00	+
10.00	+
75.00	+
50.00	+
65.00	+
85.00	+
55.00	+
60.00	+
25.00	+
1,495.00	*

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT

© DELUXE 8043
DEPOSIT TICKET
 FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

Bank of America
 Inland Empire Regional Commercial Banking Office 1498
 3650 14th Street
 Riverside CA 92502

DATE 9-16-06

P. O. BOX 8050
 RIVERSIDE, CA 92515

SOUTHEASTERN CALIFORNIA CONFERENCE

	DOLLARS	CENTS
CURRENCY		
COIN		
LIST EACH CHECK		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

\$ 1495 00

149500

PLEASE ENTER OTHER

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

TOTAL ITEMS

15-55
 1220

Adventist Giving Submission New Guidelines

- **STARTING APRIL 2013, SECC will print Adventist Giving Report and give to Church Receipting.**
- **CR will return full report for your records.**
- **Do not send Adv. Giving Reports or Adv. Giving envelopes.**
- **Always send original envelopes for weekly donations.**

Deposits

- Should be made by the first business day following weekend services.
- Send a copy of deposit slip with weekly batch of envelopes.

Send to Conference Church Receipting

1. All tithe envelopes
2. Tape of envelopes
3. Copy of the deposit slip for each separate deposit made (i.e. Credit Card deposits)
4. Special Events/Projects should be made in a separate deposit.
5. If convenient, use drop box at SECC or bring to cashier's window.

Reports

When tithe envelopes and weekly reports are returned to you, please do the following:

- Check each envelope against the report.
- Verify that the name, distribution and total contribution is accurate.

If a discrepancy is found:

- Make a correction envelope specifying the EXACT correction to be made. All corrections must have supporting documentation.
- Write **CORRECTION** on the TOP of the envelope.
 - Include Donor's name
 - Original date recorded
 - Change you want made

Correction Envelope

CORRECTION

TITHES AND OFFERINGS RECORD

SOUTHEASTERN CALIFORNIA CONFERENCE

11330 Pierce Street

Riverside, California 92515-8050

Name John Smith

Address _____

City _____ Zip _____

Church SECC Date 10-8-06

TITHE 10%	01	
LOCAL CHURCH BUDGET 2-3%	126	10.00
SABBATH SCHOOL EXPENSE	125	
		26 < 10.00 >
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	
TOTAL ENCLOSED		<u>0</u>

- **NSF** must be accompanied by a copy of the cancelled check or bank statement.
- You may send these corrections along with the next tithe envelope submission.
- Do Not include the corrections in the week's totals. Keep separate.
- All NSF/Corrections must be submitted before end of year.

Tithe & Offering Remittance Report.

- Two copies are enclosed with the tithe envelopes and weekly report for the last Sabbath of each month.
- Save one for your files.
- The other return to conference with your remittance check in Pink Envelope.
- Due to conference by the **10th** of the following month.

Southeastern California Conference of SDA
Tithe & Offering Remittance Report

For the Month Ending July 31, 2006

Offering	Jul 01, 2006	Jul 08, 2006	Jul 15, 2006	Jul 22, 2006	Jul 29, 2006	TOTAL
1 TITHE	7,716.64	6,013.82	4,584.49	4,627.00	8,686.32	31,628.27
3 Sabbath School 12 Sab.	100.83	51.85	129.63	71.85	40.00	394.16
4 Sabbath School 13th Sab.	0.00	0.00	0.00	100.00	0.00	100.00
6 Birthday & Thank	0.00	0.00	0.00	0.00	5.00	5.00
10 Missions/Miscellaneous	2.97	0.00	0.00	0.00	0.00	2.97
14 World Budget	50.00	325.00	0.00	0.00	0.00	375.00
22 Voice of Prophecy	0.00	10.00	0.00	0.00	25.00	35.00
23 ADRA (Disaster/Famine)	0.00	5.00	0.00	0.00	0.00	5.00
29 It Is Written	15.00	10.00	0.00	0.00	25.00	50.00
40 Conf Church/School Build	0.00	0.00	0.00	39.00	0.00	39.00
53 Conf. Budget Donations	50.00	0.00	0.00	0.00	0.00	50.00
* Conference Subtotal	<u>7,935.44</u>	<u>6,415.67</u>	<u>4,714.12</u>	<u>4,837.85</u>	<u>8,781.32</u>	<u>32,684.40</u>
73 Brotherhood Fd	0.00	10.00	0.00	0.00	15.00	25.00
74 Women in touch (WIT)	0.00	0.00	0.00	0.00	5.00	5.00
75 Messiah	0.00	300.00	0.00	0.00	0.00	300.00
76 Pastoral Ministry Fund	70.00	0.00	0.00	0.00	0.00	70.00
84 Flower Fund	0.00	0.00	0.00	300.00	0.00	300.00
91 Television Ministries	145.00	45.00	25.00	10.00	55.00	280.00
96 Kitchen	0.00	0.00	0.00	100.00	0.00	100.00
97 Youth Funds	10.00	0.00	50.00	70.00	148.00	278.00
107 Needy Poor	40.00	10.00	0.00	20.00	0.00	70.00
111 Tuition Assistance	1,252.41	289.00	411.60	95.00	425.00	2,473.01
112 Church Building Fund	200.00	115.00	235.00	25.00	285.00	860.00
114 Pathfinders	0.00	5.00	55.00	0.00	15.00	75.00
116 Misc Donations	0.00	0.00	0.00	0.00	100.00	100.00
119 Community Services	10.00	0.00	10.00	10.00	10.00	40.00
120 Personal Ministries	120.00	60.00	200.00	50.00	120.00	550.00
122 Desert Adventist Academy	200.00	10.00	0.00	0.00	150.00	360.00
125 Sabbath School Expense	592.83	61.85	67.48	51.84	55.00	829.00
126 Church Budget	4,300.52	1,428.37	1,668.58	844.00	1,258.00	9,499.47
* Local Subtotal	<u>6,940.76</u>	<u>2,334.22</u>	<u>2,722.66</u>	<u>1,575.84</u>	<u>2,641.00</u>	<u>16,214.48</u>
** Total Offerings	<u>14,876.20</u>	<u>8,749.89</u>	<u>7,436.78</u>	<u>6,413.69</u>	<u>11,422.32</u>	<u>48,898.88</u>

Please include THIS COPY of the report with your remittance payment.

Please remit the reported Conference funds which total \$32,684.40 to:

Southeastern Calif Conference of SDA
ATTN: Church Receipting
PO Box 8050
Riverside, CA 92515-8050

Year-End Procedures

- Submit all corrections, NSF, Adventist Giving reports, address updates etc., with last batch.
- Make sure all donations for December are clearly marked. Do not combine with January deposit or it will not be receipted for the correct year.

Year-End Receipts

- All Receipts generated by SECC will be mailed to each church.
- It is the Church Treasurer's responsibility to distribute all receipts in timely manner.
- CD will be given to each church with receipt information.
- To maintain confidentiality, it is the treasurer's responsibility to generate any additional receipt requested by the donor.

YOLANDA PEREZ

CHURCH RECEIPTING

- yolanda.perez@secccsda.org
- (951) 509-2304