TREASURER INFORMATION

Fixed Assets Conference Requirement…

1. Record value of Assets for churches

2. Costs of Building & Land

3. Land Improvements

4. Value of volunteer, donated or discounted labor

5. Value of donated or discounted materials

6. Financing costs

Fixed Assets Conference Requirement…

1. Purchases of new building or land

2. New construction / CIP

3. Square footage additions / CIP

4. Projects that extend the overall useful life

5. Exceeds $20,000

Fixed Assets Conference Requirement…

1. Build a folder of associated expenses

2. Keep all receipts, invoices, etc for each project

3. Submit each annually or immediately after completion

Employee Timecards…

1. Start & end time of each shift

2. Signed by employee & supervisor

3. Overtime more than 8 hrs/day or 40 hrs/week

4. Lunch should start before the 5th hour

5. California meal penalty if work prevented timely lunch

6. Deadline is Monday @ 3pm of pay week

Volunteers…

1. Background checks

2. No compensation, only reimbursements

Checks…

1. Payer Information accurate

2. Written amount and numeric amount matches

3. Make sure is signed

4. Is the balance owed or a credit

5. Include payment description or account number

Checks…

1. Update mailing address if automated system

2. ABC payments, make check to SECC/ABC

3. If possible, use pink envelopes

Church Receipting…

1. Envelopes sent in weekly

2. Remittance of donations by the 15th