

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

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.
- Code 116 Local Misc. for all contributions that have no codes.
- No decimal codes in submissions.

09/27/2006

* CONTRIBUTION CATEGORIES *

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CODE Description	GL Account	CODE Description	GL Account	CODE Description	GL Account
1 TITHE	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 NonChristian 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

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?

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.

Illegible Envelope

TITHES AND OFFERINGS RECORD		
SOUTHEASTERN CALIFORNIA CONFERENCE		
11330 Pierce Street Riverside, California 92515-8050		
Name	<i>Don Smith</i>	
Address	<i>123 Main St</i>	
City	<i>Phonix</i>	Zip <i>92505</i>
Church	Date	
TITHE 10%	01	<i>5000</i>
LOCAL CHURCH BUDGET 2-3%	126	
SABBATH SCHOOL EXPENSE	125	
<i>Flaming</i>		<i>2000</i>
CONFERENCE BUDGET 1-2%	53	
Conference Church and School Building Fund	40	
WORLD BUDGET 2-3%	14	
Sabbath School Missions	03	
TOTAL ENCLOSED		

PREPARATION AND SUBMISSION

After envelopes have been opened, verified and alphabetized:

- 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 8042
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. U. 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

1495.00

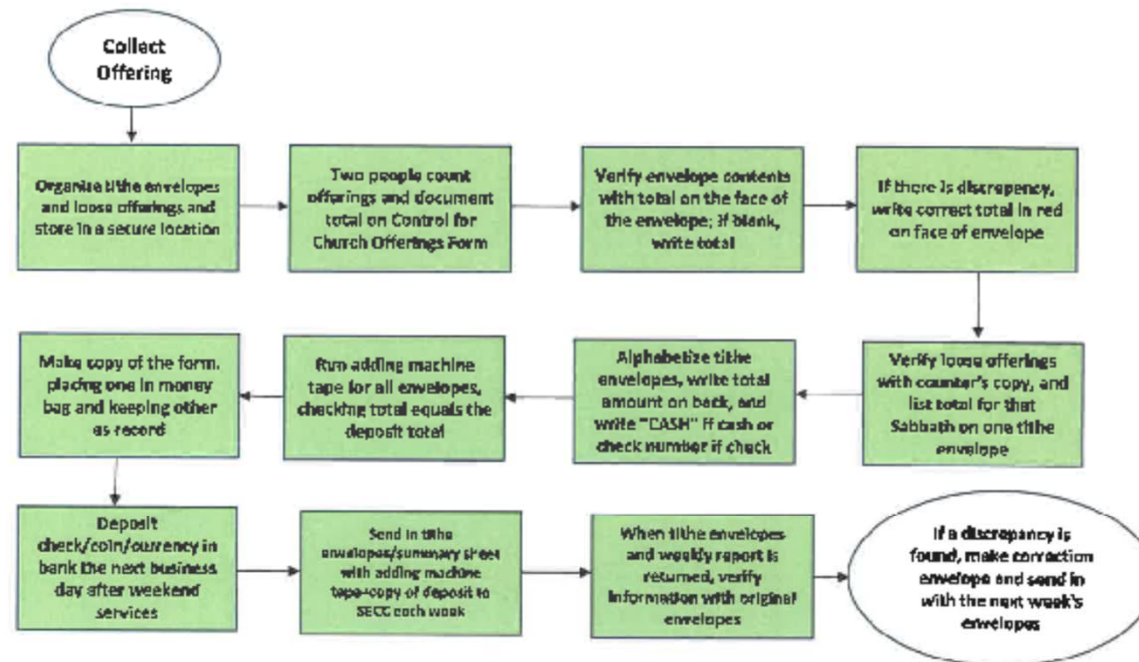
PLEASE
 ENTER
 YOUR
 SIGNATURE

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

TOTAL
 ITEMS

16-55
 1220

Procedures for Processing Offerings and Reports



Adventist Giving Submission Guidelines

- STARTING APRIL 2013, SECC will print Adventist Giving Reports 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 (or approved alternative) 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 (or approved alternative).

Send to Conference Church Receipting

1. All tithe envelopes (or report)
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 treasury department.

Submitting by email

- Email envelopes and reports to churchreceipting@seccsda.org
- Include Church name and Sabbath date(s) in the subject line of the email.
- Separate weeks by attachment and include a separate report for each week.
- Scan envelopes, tape & deposit slip or send a report from the software you are using, including offering codes and deposit total. Please include tape and deposit slip.
- The offering code can be included in the Jewel report in "account description" field or you can write the code on the report.
- Reports will not be accepted if codes are missing.

Reports

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

- Check each original envelope against the SECC 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 (FROM and TO)

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. Not in the same report. Do Not send all original envelopes back with corrections. Only correction envelope(s).
- Do Not include the corrections in the week's totals. Keep separate.
- All NSF/Corrections must be submitted before end of year. Submit as soon as you know.

Correction by Weekly Report

- When making a correction on a weekly report you have received from Church Receipting, specify the EXACT correction to be made.
- All corrections must have supporting documentation. Include a copy of the donor's original envelope.

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., as early as you can.
- 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 a 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 receipts requested by the donor.

CHURCH RECEIPTING

- churchreceipting@seccsda.org
- (951) 509-2305