

How We Handle Your Money at Taber Evangelical Free Church

By Irwin Warkentin, Treasurer, May 2011

Our actions: We...		Who does what?							Our Paper Trail
		USHERS	ASSISTANT TREASURER	TREASURER	ADMIN ASSISTANT	BOARD CHAIR	ACCOUNTANT	REVIEW COM	
1	accept your money and put it in the safe								
2	count your money								Tally sheets
3	deposit your money at ATB								Deposit Slips
4	issue a receipt for your money								Receipts
5	file copies of receipts								Copies of Receipts
6	deposit other income at ATB								Deposit Slips
7	accept donations online at CanadaHelps								CanadaHelps reports
8	get bills and invoices for your money								Invoice
9	write a cheque with your money								Cheque stubs
10	sign the cheque once								
11	sign the cheque again								
12	send the cheque to pay the invoice								Cancelled cheques
13	file cheque stub 1								Stub 1
14	file cheque stub 2 with copy of invoice								Stub 2
15	pay staff monthly by direct deposit								Print online statements
16	file copies of payroll statements								ADP Statements
17	file copies of T4 slips from ADP								Copies of T4 slips
18	monitor the budget								
19	schedule and make budgeted payments								Monthly reports
20	deposit and spend Kingdom Builder funds								Stubs and statements
21	annually claim the GST rebate								Copy of claim
22	annually negotiate and pay insurance								Copy of policies
23	make church mortgage payments								Prairie Trust statements
24	send donations to designated ministries								Cheque stubs
25	file receipts for Designated Donations								Receipts
26	reconcile accounts monthly to ATB								Reconciliation Reports
27	print and file monthly reports								Quickbooks Reports
28	report to the Board monthly								Spreadsheet summary
29	update the congregation monthly								Church bulletins
30	update the congregation quarterly								Spreadsheet summary
31	negotiate staff payroll annually								Minutes and new Budget
32	propose annual budget to congregation								Minutes and new Budget
33	report annually to the congregation								Annual Report
34	file Annual Charity Return								Copy of Charity Return
35	seek an annual review or audit								Report to Board
36	are prepared for transition								All records and files