

A MANUAL
FOR PARISH TREASURERS
IN THE EPISCOPAL DIOCESE OF VERMONT

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I INTRODUCTION

The purpose of this manual is to help treasurers in the congregations of the Diocese of Vermont put into practice (a) the principles and policies of the Manual of Business Methods in Church Affairs, as published under the direction of the General Convention, and (b) the policies of the Diocese of Vermont.

A church Treasurer is an elected officer of the Vestry or Executive Committee (hereafter, referred to as the Vestry.) Unless otherwise stated, the term of office is for one year and begins when elected by the Vestry at the organizational meeting following the annual parish meeting. There is no limit to the number of terms a Treasurer may serve in this office. The meeting that elects the Treasurer also elects an Assistant Treasurer and the Audit Committee.

Experience indicates that when the Treasurer and Assistant Treasurer work as a team, this ministry can be completed in less time and with better results.

In the Episcopal Church decisions for the financial administration of the congregation are made by the Vestry. By custom and tradition, as an officer, the Treasurer can help shape these policies; and although not an elected member of the Vestry, the Treasurer is to be given a voice at each meeting.

The essential task of the Treasurer is to account for and report to the Vestry all income received and disbursed in such a way as to enable the Vestry to manage the mission and ministry of the congregation. Of special concern is the annual report for the Annual Meeting. This report is also to be attached to the copy of the Parochial Report forwarded to the diocesan office.

The treasurer will be the signer on several important documents. In addition to signing checks of disbursement, the Treasurer will also sign for the accuracy of the financial numbers in the Annual Parochial Report and will be the signer on all IRS and Vermont tax forms filed on behalf of the Vestry.

The ministry of this office is more than just addition and subtraction; it is also to apply the general policies of the Episcopal Church and the IRS rules governing the relationship of the congregation as an employer.

II GENERAL PRINCIPLES, PRACTICES, AND POLICIES

The following principles, practices, and policies are based on The Manual of Business Methods in Church Affairs and the Internal Control Questionnaire in the Manual for Audit Committees of Vermont Churches.

Like white lines in the highway, they will help keep you from going astray.

A. General

1. In each congregation there shall be both a Treasurer and Assistant Treasurer for the operational and sub accounts of the congregation who shall have full signatory authority with the exception of the Discretionary Fund.
2. The Stewardship or Pledge Secretary for the congregation shall not handle, count or deposit money.
3. Someone other than the Treasurer—perhaps the Assistant Treasurer--should reconcile the bank checking account statements to the balance in the church checkbook registers and money market accounts within 10 days of their receipt. Note: The person who reconciles should not be a signatory on the accounts.
4. Two signatures are required for any withdrawals from savings and trust accounts or any account other than the operating checking or money market accounts.
5. No funds shall be withdrawn from any saving, trust or endowment account without a resolution to that effect recorded in the Vestry minutes.
6. It is highly recommended that the Vestry develop a written policy as to the goals and objectives of the Discretionary Fund or Parish Alms Account. If there is no Rector, a member of the congregation shall be appointed as Parish Almoner to administer this account.
7. Two persons are required for access to any safety deposit box.
8. The authorized signatories for all church accounts, including any credit card accounts, are to be a matter of record each year at the first meeting of the Vestry following the Annual Meeting. The signatory cards are to be updated whenever there is a change.
9. The Vestry shall adopt an accountable reimbursement policy that will guide the Treasurer in handling reimbursements for travel, purchases, and other proper expenses. [See Appendix A for a sample resolution.]
10. *The Treasurer should transmit special offerings such as the United Thank Offering, Church World Service, Episcopal Relief and Development gifts and the plate offering from day of the Bishop's visitation in a timely manner.*
11. As a matter of good stewardship, help make it known in advance of the Bishop's Visitation that the cash offering on that occasion is designated for the Bishop's Discretionary Fund.
12. To protect parish assets, all employees and volunteers who handle money are bonded through their parish's participation in the diocesan insurance plan.

B. Record Keeping

13. Keeping appropriate records of receipts, disbursements and investments is key to satisfactorily performing all aspects of the job. A primary step in establishing a record system is to develop a numerically-based Chart of Accounts listing all categories of receipts, expenditures, assets and liabilities for each account. [See Section IV and Appendix B for detail.]
14. Each church shall maintain all primary financial documents until such time as they are no longer required for the annual audit or other purposes. Income documents include offering envelopes, memoranda of checks received, counters' recording sheets, deposit slips, disbursed checks, bank statements, etc. Expense documents include those for personnel, utilities, office, repairs, insurance, education, worship, etc. [See section X in the Manual of Business Methods in Church Affairs for specific details on record retention.]
15. Complete written records shall be maintained for all gifts of stock and other securities and major additions of equipment and property.
16. The written minutes of Vestry meetings shall be treated as permanent records of the church, properly bound and kept in a safe place.
17. The full details of any loans or other debts shall be maintained.
18. A printed copy of all journals, ledgers and financial statements for any and all computerized records shall be maintained.

C. Reporting

19. The Vestry shall receive a monthly statement of the financial activities showing the total income and expenditures of the church in relation to the budget, the balances of both restricted and unrestricted funds and a list of liabilities including bills payable as of the last day of the month.
20. In January the Vestry and the Annual Meeting shall also receive an annual report which is a financial summary of the previous calendar year. While this report is subject to audit, it is expected that the annual report will be attached to the parochial report to be filed with the diocese.
21. The Vestry shall receive from time to time a report of change of asset balances which shall include all accounts and assets belonging to the church. The change of asset balances should also be shown in the annual report.

D. Receipts And Disbursements

22. At least two unrelated persons will team to count the Sunday offering. The counting teams should be rotated.
23. Checks received in the mail should be endorsed immediately and placed in a safe place to be counted and deposited with the Sunday offering.

24. All cash income, including restricted gifts, shall first be deposited into the operating checking account prior to being transferred to any sub account.
25. A list will be kept of all special and designated gifts to the church together with the date, name of the donor and the purpose of the gift.
26. Statements of personal giving shall be sent at least twice a year (including year-end) to all members of the congregation who have made gifts of record, whether or not such gifts are the result of signed pledges. [See Section XI on Giving Records.]
27. Each vestry should develop a set of written financial procedures for easy reference. This should include the handling and accounting of income and disbursements, developing the budget, responsibilities of the Finance and Audit Committees, and other items important to the financial process.
28. Disbursements other than for regular, approved budget items (such as compensation, fuel, utilities, insurance and taxes) should receive prior approval by the person authorized to initiate the purchase.
29. If a petty cash fund is kept in the church office, a written record shall be kept of all disbursements and such a record shall be reviewed by the treasurer before additional cash is added.
30. All disbursements are made against an approved budget or specifically authorized by a vestry resolution and supported by original documentation.

E. Personnel Related Items

31. Each congregation shall be in full compliance with the laws, rules and regulations of the IRS and the tax laws of the State of Vermont.
 - a) A federal form W-4 and Vermont form W-4VT shall be completed by each lay employee to establish the correct amount of tax to be withheld from salary.
 - b) Each lay employee will be covered by Social Security and receive an IRS form W-2 during January each year. [See section VII on who is an employee.]
 - c) Clergy, as employees, will receive an IRS form W-2 during January.
 - d) The resolutions for housing allowance for clergy who own or rent their own homes and for those who live in church-owned rectories will be in place before January 1st each year, but may be amended during the year. [See Appendices C & D for sample resolutions.]
 - e) Any and all funds withheld from lay employees for Social Security, Medicare and income taxes shall be forwarded to the IRS according to the deposit schedules in IRS Publication 15. State tax withholding payments are deposited quarterly using form WH-431.
 - f) An excellent reference for tax and personnel matters is the "Tax Guide For Episcopal Ministers and Churches," which is mailed annually to each parish by the Church Pension Fund.

F. Computer Systems

32. A duplicate copy of the operating system, programs and the data in any computer programs used in accounting and bookkeeping will be maintained off premises and updated on a regular basis.
33. Only persons authorized by the Vestry shall have access to the accounting and financial records in the computer.

III GETTING STARTED

- A.** Before doing anything, a new Treasurer should review the existing financial statements and records including all bank accounts, certificates of deposit, investment statements and the sources of special income such as rental and trust funds. This review should include verifying the parish Employee Identification Number (EIN), the name of each account or fund, its account number, its current balance and the purpose of each account or fund. In addition, the new Treasurer should review copies of the most recent audit reports.
- B.** It is important to immediately become familiar with the financial computer program and any related spreadsheets that are in use for the Treasurer's record keeping. If a computer program is not in place, experience in the Diocese of Vermont indicates that an accounting program such as Quicken can meet the accounting needs of most parishes. In order for this software to be effective the list of categories will need to be edited to incorporate a numerically based Chart of Accounts.

IV THE CHART OF ACCOUNTS OR CATEGORIES

- A.** A Chart of Accounts organizes the income and expense categories so needed information for the Vestry or Finance Committee can be easily communicated and used to make decisions. Accounting software (e.g. Quicken) organizes categories in an alphabetical sequence unless instructed to organize it on a numerical basis. Accounting and financial statements based on a numerical code allows for the grouping of financial data in subdivisions (e.g. Personnel costs, Administrative Costs, Building and Equipment) that meet the specific needs of the Vestry.
- B.** In the Episcopal Church it is required that income and expenses be separated into four major groups: Normal Operating Income, Non-Operating Income, Normal Operating Expenses and Non-Operating Expenses. In the Diocese of Vermont, a parish's Diocesan Assessment is based on a percentage of the Normal Operating Income. It is to everyone's advantage to have these separations clean and clear.
- C.** A good Chart of Accounts will also help organize financial reports for the Parochial Report. [See Appendix B for a summary chart]. If the report of income and disbursements together with assets and liabilities is transferred to a spreadsheet program, it is a simple task to take the totals from the report and transfer them to the categories used in the annual Parochial Report.
- D.** Charts of Accounts and any related spreadsheets should not be made so complicated that they present a problem when training a successor.

V DOING THE WORK: A TRINITARIAN APPROACH

A. Capture the Income

1. There are two kinds of income to be entered into the accounting system.
 - a) Cash Income: The Sunday cash offerings and checks received in the mail.
 - b) Non-Cash Income: Interest and dividends posted on bank or investment statements.
2. Categorize the Income as Normal Operating or Non-Operating Income.
 - a) Examples of Normal Operating Income: Loose plate, pledge payments for the operating budget, interest, donations for use of building, net income from fund raising events, unexpected gifts, fees for weddings and funerals, Sunday School offerings, donor-designated gifts for items in the operating budget. An operating item cannot be made non-operating just by removing it from the budget; e.g., donations for altar flowers, though not a budgeted item, are still considered operating income. Also, Operating Income expended for a Non-Operating purpose remains Operating Income.
 - b) Examples of Non-Operating Income: Donor-designated gifts to a capital building fund or major equipment purchase, donor-designated gifts to an endowment fund, donor-designated gifts to the Discretionary Fund, and donor-designated gifts for Special Offerings such as United Thank Offering, Episcopal Relief and Development and the Bishops Discretionary Fund.

Also include as Non-Operating Income the net from any fund raising program clearly designated for an endowment fund, outreach, or capital funds for the buildings or the renovation of the organ, etc.

Gifts to a Memorial Fund may be considered as Non-Operating Income provided that the stated and written purpose of the Memorial Fund is itself for non-operating purposes.
3. Primary Documentation: The primary income documentation is the Counters Recording Sheet from the Sunday offerings and any other cash deposit made during the week, plus the interest and dividends posted on bank and investment statements. It is strongly recommended that a Counters Recording Sheet be completed for each deposit. [See Appendix E for a sample Recording Sheet.]

B. Pay the Bills

1. Attach a Check Authorization Slip to all invoices indicating the amount and budget category to be charged. [See Appendix E for a sample.] A general rule is that the person who was authorized to make the purchase should authorize its payment with the knowledge that the materials or services ordered have been received in good order.
2. Write the checks and get them in the mail in a timely manner. Indicate on the Check Authorization Slip the check number and date of payment. If the basic accounting is done by someone other than the treasurer, the use of an authorization

slip will be of great help.

3. Payroll Disbursements

- a) If there are two or more lay employees in addition to the clergy, it may be advantageous for the church to employ a payroll service such as provided by the Church Pension Fund or a local bank.
- b) It is recommended that all compensation checks be accompanied by a statement of any deductions or tax withholding and that the pay period be included on the check or attached voucher.

4. Record all disbursements in the accounting program, assuring each transaction is properly categorized.

5. Maintain a Bills Payable file and list the total of unpaid bills as a liability on each month's and year-end report.

C. Make Your Reports Helpful and Useful

1. The monthly report to the Vestry must include the following information

- a) The income and disbursements of the month reported
- b) The total Year-To-Date amount for each category
- c) The budget amount approved by the Vestry for each category
- d) The percentage of the budget either received or expended
- e) A list of all financial assets and the end-of-the-month balances. The list should make clear what assets are donor- or Vestry-restricted and what assets are unrestricted.
- f) A list of liabilities including all major unpaid bills by name, FICA and income taxes withheld, and outstanding loans
[See Appendix G for an example of a Finance Report.]

2. At least once-a-quarter, prepare a report indicating the change of balances for each account including the market value of investments in the Diocesan Unit Fund and the value of assets held by a brokerage firm.

3. The finance reports should be written in a spreadsheet program, which will allow for accuracy, pagination, useful spacing, and the inclusion of informational notes.

4. A spreadsheet program used to produce monthly reports can also be used to pull together the numbers needed for the annual report and to fill in the annual Parochial Report as the year progresses. This practice will save hours of work in January and will also give evidence that the annual financial report and the parochial report are in sync with each other.

5. Unless otherwise specified, the report for the Annual Meeting, the Parochial Report, and the Annual Audit Report should state all income and all expenditures for all accounts. Make sure to include special restricted accounts, the discretionary fund, and the financial activity of all parish organizations. A computerized accounting program such as Quicken will automatically consolidate all accounts of the congregation in its reports unless instructed otherwise.

VI HOW MANY ACCOUNTS?

- A.** It is recommended that the Vestry authorize at least three separate checking accounts:
- 1.** The Operating Checking Account. This account receives the deposit of all cash income and is used for paying all Normal Operating expenses.
 - 2.** A checking or money market account to hold all Non-Operating funds. This includes Capital Building Funds, special offerings for other organizations or ministries, and the Discretionary Fund (unless this function has its own separate bank account).
 - 3.** A Restricted Funds Account checkbook or money market account to hold funds that have been donor or Vestry designated for normal operations such as flowers, music, altar ministries, outreach, and funds set aside for sabbaticals or any specific internal program. The "Tag" function in the computer program or spreadsheet can be easily designed to keep a record of balances in each fund.
- B.** Other accounts might be:
- 1.** The Discretionary Fund. The Rector is elected as treasurer of this fund and the fund is subject to the annual audit.
 - 2.** Parish organization accounts. These accounts are also subject to the annual audit and are to be reported out at the Annual Meeting.
 - 3.** A Bank Credit Card. A credit card may be useful for the purchase of small items at the local hardware or office supply store. When the monthly statement arrives, each transaction must be entered in the accounting program with its appropriate category. Make sure to safeguard the card.
 - 4.** A Surplus or Reserve Money Market Account. Surplus operating income may be stored here rather than holding it in the regular checking account.

VII WHO IS AN EMPLOYEE?

The issue of who is an employee and who is not an employee is a source of continued confusion and misunderstanding. The treasurer and members of the vestry should be familiar with Chapter IV in the Manual of Business Methods in Church Affairs. Following are some highlights:

A. Employees

- 1.** For federal and state income tax purposes, the clergy of the church are employees and are to receive an IRS form W-2 in January of the following year.
- 2.** For Social Security Tax purposes only, the clergy are considered to be self-employed and must pay the full 15.3 % total Social Security tax under the rules of SECA (Self Employed Compensation Act.) Clergy must also include either the Housing Allowance or Fair Rental Value of the Rectory in the calculation of their

SECA taxes. The parish directly compensates the clergy by paying one-half the amount of this SECA tax in their regular payroll checks. This amount is considered by the IRS to be income and is to be included with salary in Box 1 of their form W-2.

3. Lay employees include the organist, the church administrator or secretary, the sexton, any nursery caregivers if paid, and any paid substitutes for these positions. Lay employees will have 7.65% deducted from their paycheck to pay for their share of their FICA (Social Security and Medicare) taxes. Lay employees are to receive a form W-2 each January.

4. The Church Treasurer must transmit the employer's and Lay employees' shares of the FICA taxes and any withheld federal income tax according to the deposit schedules in IRS Publication 15. State tax withholding payments are deposited quarterly using form WH-431. [A good reference for tax and personnel matters is the "Tax Guide For Episcopal Ministers and Churches" mailed annually to each parish by the Church Pension Fund.]

B. Self-Employed or Independent Contractors

1. Clergy who are short term (from one Sunday to less than one year) are to receive an IRS form 1099-MISC in January provided they have earned \$600.00 or more. Do not include travel mileage reimbursement as taxable income provided that such payments are made in accordance with the Vestry's duly-adopted Accountable Reimbursement Policy. [See Appendix A.]
2. Long term supply clergy and interim clergy who have a contract for one year or more may receive mileage reimbursement BUT any payment connected with commuting to and from the church is considered taxable income and is to be included in Box 1 of their form W-2.
3. Lay persons who occasionally work for the church need to be categorized as either employees or self-employed.
 - a) They are self-employed if paid by the job rather than on an hourly basis, provide their own tools and equipment and are free to hire someone else to take their place. For example, a person who is contracted for a set amount to paint a Sunday School classroom, who provides his own paint brushes and brings someone to help him, would be considered an independent contractor. If his contract amount is \$ 600.00 or more he is to receive an IRS form 1099-MISC, unless his business is incorporated. All independent contractors should complete an IRS form W-9, Request for Taxpayer Identification. This document will provide the information necessary to determine if an independent contractor will require a 1099-MISC. If an independent contractor does not have insurance, payments made to him need to be included in the church's yearly workers compensation insurance audit.
 - b) An example of a part-time employee is one who cleans the church and bathrooms, uses the church vacuum cleaner and who is paid by the hour.

VIII THE BUDGET

- A. The Budget is a statement of expected income and planned expenditures, approved and controlled by the Vestry. It is not carved in granite but may be changed as conditions require. A proposed budget is usually discussed at the Annual Meeting in January but requires the approval of the Vestry to put it into force.
- B. When constructing a budget for the coming year, it is appropriate to include any balances in various accounts on December 31st as available assets to accomplish the purposes and goals of the year to come. However, do not label any balances from previous years as income but as a separate line item.
- C. A budget should not be proposed in which the estimated income plus January 1st balance on hand is less than the planned expenses. It is not prudent to adopt a deficit budget.

IX HOUSING AND PARSONAGE ALLOWANCES / EXCLUSIONS

- A. The Housing Allowance for Clergy who own or rent their own residence.
This is an amount agreed upon in a formal resolution each year prior to January 1st stating the portion of the Clergy's annual salary to be excluded from Box 1 of the IRS form W-2. The excluded amount must not be greater than the reasonable, estimated housing costs or the fair rental value of the residence, whichever is lower. [See Appendix C for a sample resolution.]
- B. The Parsonage Allowance for Clergy who live in a church-owned residence. This is a portion of salary agreed upon in a formal resolution to be excluded from Box 1 of IRS form W-2. The exclusion is to reduce the taxable income of Clergy by the amount required to cover various unreimbursed expenses in the care and maintenance of the Rectory, furnishings (especially for a new rector), gasoline for the lawn mower, etc. Clergy are responsible for maintaining a record of actual housing expenses and reporting as income any amount of allowance exceeding the actual expenditures. A Parsonage Allowance is an exclusion from reported income in Box 1; no additional payment to Clergy is involved. [See Appendix D for a sample resolution.]

X THE ANNUAL AUDIT

- A. The National Canons of the Episcopal Church as well as the Canons of the Diocese of Vermont require an audit of the financial activity of the congregation to be done annually and submitted to the Bishop's office prior to September 1st of the year following the audit year. [Refer to the Manual for Audit Committees of Vermont Churches.] The audit covers three major concerns:
 - 1. The Internal Controls. These are the policies and practices that govern the financial administration of the congregation. One major purpose of these controls is to help prevent the possible intentional or unintentional misuse of church funds.
 - 2. The Income and Expenses of the Congregation. This portion of the audit is

to assure each item of income and expense has been properly handled, recorded and then reported in the monthly, annual and parochial reports, and to assure reports to the IRS are accurate.

3. Assets and liabilities. This portion of the audit is to assure the accuracy and thoroughness of the records and reporting for all investments, account balances, loans, and money owed.
- B.** The audit may be done by a committee of members within the congregation or a licensed public or certified accountant. It is strongly recommended that the choice of the audit team or auditor be made prior to the end of the audit year and no later than the Vestry meeting following the January Annual Meeting. If the audit is to be conducted by members of the congregation they must be persons who have no working relationship with the daily financial administration of the congregation.
 - C.** The Treasurer can expedite the annual audit by making sure there is an auditors' box containing all pertinent records. The audit box shall include a copy of the vestry minutes, all completed IRS and Vermont tax forms, written copies of the monthly and annual reports, all invoices and bills, details on the clergy salary that effect the Church Pension Fund, the personal giving records of donors, all account registers, bank statements, reports of prior year audits and parochial reports. Items for this box should be ready by the time of the Annual Meeting. In addition to the box of records, the audit team should have unlimited access to the computerized accounting program data for the year in question and the years prior.
 - D.** If the Vestry decides to use a licensed certified public accountant, that person is to be given a copy of the Manual of Business Methods in Church Affairs to guide their audit of internal controls. The Manual for Audit Committees of Vermont Churches should also be made available.
 - E.** The Treasurer must be ready to assist the audit by being available to the committee or auditor to respond to questions.
 - F.** The audit should be completed as early as possible so that any deficiencies in the internal controls or accounting categories can be corrected without delay.

XI CHURCH GIVING RECORDS

This section contains guidance on the issuing of personal giving records. The Treasurer should be familiar with contribution substantiation rules in The Tax Guide for Episcopal Ministers and Churches published by the Church Pension Fund.

Following are some highlights:

A. Personal Giving Records: One form with a double purpose

1. Purpose Number 1 (Audit). Each congregation is required to record the contributions received from its donors as part of its ongoing internal audit process. Each donor is to receive no less than twice a year (including year end) a statement of all contributions that lists the date and the amount of the contribution, the name and address of the church and the name and address of the contributor. This should be sent to all who have made contributions, whether or not they have made a pledge. Also include the name and contact

information of a person to be contacted in the event there are any questions.

2. Purpose Number 2 (IRS). In order for a contribution record to be acceptable to the IRS, the same rules apply as for the audit: namely that the record must list each contribution by date and amount, together with the name of the church. In addition, the form should include the statement that no goods or services were provided in return for the contributions.

B. The Substantiation Issue for Donations of \$ 250.00 and above: The IRS requires contributors to substantiate their gifts of \$ 250.00 and above. For this purpose the contributor must also receive a statement from the church that states the amount, date received and the written statement that no goods or services were provided by the church in return for the contribution. This written acknowledgement must be received by the donor on or before the earlier of (a) the date the donor files a tax return claiming a deduction for the contribution or (b) the due date for filing the return.

C. What Is A Charitable Contribution? The IRS lists six requirements for tax deduction purposes. Church treasurers and Pledge/Stewardship Secretaries should be aware of them.

1. They are a gift of tangible cash or property.
2. They are claimed in the year the contribution was made.
3. They do not benefit the donor in a direct way.
4. They are made to a qualified charity.
5. They are within certain legal limits.
6. They are properly substantiated.

D. The Year of Contribution Question: Contributions are to be entered in the church giving records in the year that they are received regardless of for what year they are designated. The one exception to this is that checks received after the 1st of the year are to be attributed to the prior year if the check and the postmark indicate it was mailed before January 1st.

E. Designated Contributions: Contributors can designate their gift for an approved project [altar flowers, the building fund, the discretionary fund, ERD, UTO, etc.] However, no tax deduction will be allowed if the contributor insists that the gift be spent on a specific individual unless the church has full control over the funds and the contribution is integral to the church's exempt purposes.

F. Contributions of non-cash property: The church may receive a charitable contribution of non-cash property. In all instances, the governing rule is that the donor must provide the gift's appraised value. Separate rules apply in cases when the value is \$500.00 or more. Get expert advice if in doubt on how to proceed.

G. Raffle Tickets: The purchase of raffle tickets is not considered to be a charitable gift to the church.

H. Quid Pro Quo Cash gifts. Special rules apply to donor payments that are partly a contribution and partly a payment for goods or services received. If a person

gives the church a check for \$60.00 to purchase a pie valued at \$15.00 at the Christmas Fair, their contribution to the church is valued at the difference, or \$45.00. In instances where the total payment is more than \$75.00, the church must issue a letter stating that the payment was made partly as a contribution and partly for goods and services and must provide the donor with a good faith estimate of the goods or services they received.

XII A LIST OF RESOURCES

- i. Manual of Business Methods in Church Affairs, authorized by the General Convention of the Episcopal Church
- ii. Tax Guide for Episcopal Ministers and Churches, edited by Richard R. Hammer and published annually by the Church Pension Fund [This guide is mailed annually, free of charge to each congregation]
- iii. Manual for Audit Committees of Vermont Churches
- iv. Monthly issues of Church Finance, published by Christianity Today
- v. Workbook for Page 3 of the Parochial Report
- vi. IRS Publication 15 (Circular E), Employer's Tax Guide

A. Sample Resolution for an Accountable Reimbursement Policy

The Rector, Wardens and Vestry of _____ Church hereby adopt an accountable expense reimbursement policy upon the following terms and conditions.

1. **Adequate accounting for reimbursed expenses.** Any employee (as defined below) now or hereafter employed by the Vestry of this Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Church if the following conditions are satisfied.
 - A. The expenses are reasonable in amount
 - B. The employee documents the amount, date, place and business purpose of each expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return.
 - C. The employee substantiates each expense by providing the treasurer with an accounting of such expense within 60 days.
 - D. Reimbursement of business expenses include: the use of clergy owned cars used for church business, overnight travel including meals and lodging, books and subscriptions for professional development, continuing professional education and professional dues and out of pocket purchases of supplies.
 - E. Under no circumstances will the church reimburse an employee for business and professional expenses incurred on behalf of the Church that are not substantiated according to this policy
 - F. The church and staff understand that this requirement is necessary to prevent the Church's reimbursement plan from being classified as a non-accountable plan.
2. **Excess reimbursements:** Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the Church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
3. **Tax Reporting:** the Church shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed to this policy and the employee should not report the amount of any such reimbursement as income on IRS form 1040.
4. **Retention of Records:** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by the church.
5. **Employees:** For the purposes of this policy, the term employee shall include Names of the clergy and other employees

B. SAMPLE CHART OF ACCOUNTS

(Digits number two and three of Income and Expense relate to Parochial Report line numbers)

ASSETS

1000-01 Operating Checking Account
1000-02 Operating Savings Account
1001-01 Non-Operating Checking Account
1001-02 Non-Operating Savings Account
1002-01 Short Term Investments
1002-02 Long Term Investments
1003-00 Sabbatical Reserve

LIABILITIES

2200-00 Federal Withholding Tax Payable
2210-00 Social Security Tax Payable
2212-00 Medicare Tax Payable
2220-00 State Withholding Tax Payable
2230-00 403(b) Payable

NET ASSETS

Unrestricted, Undesignated
Unrestricted, Designated
Temporarily Restricted
Permanently Restricted

OPERATING INCOME

4030-01 Loose Plate Offerings
4030-02 Pledge – Current Year
4030-03 Pledge – Prior Year
4030-04 Pledge - Prepay
4030-05 Non-Pledge Regular Support
4041-00 Operating Accounts Interest
4042-00 Unrestricted Investment Income
4043-00 Principal from Investment
4051-00 Special Seasonal
4052-00 Special Other
4053-00 Restricted Invest Income for Operations
4054-00 Donor Designated for Operations
4055-00 Fund Raising (Net)
4056-00 Facility Rentals (Net)
4057-00 From Parish Organizations
4058-00 Memorials Used for Operations
4059-00 Miscellaneous
4060-00 Bequest Use for Operations

SPECIAL INCOME

4070-00 Assistance from Diocese

NON-OPERATING INCOME (Donor Designated)

4081-00 Gifts for Capital Improvement
4082-00 Gifts for Capital Equipment
4091-00 Additions to Endowments
4092-00 For Loan Reduction
4101-00 For Discretionary Fund
4102-00 For Parish-Based Outreach
4111-00 For Other Parish Organizations
4112-00 For Organizations Outside Parish

OPERATING EXPENSES

[For Outside of the Parish]
5120-00 Diocesan Assessment
5130-00 Outreach from the Budget

[Personnel – Clergy]

5140-01 Salary
5140-02 Housing Allowance
5140-03 ½ SECA
5140-04 Housing Equity

5140-05 Pension
5140-06 Travel Reimbursement
5140-07 Health Insurance
5140-08 Continuing Education
5140-09 Supply Clergy

[Personnel – Lay]

5141-01 Salary (Employee 1)
5141-02 Salary (Employee 2)
5141-06 FICA
5141-07 Pension
5141-08 Health Insurance

[Parish Program]

5142-01 Ministry with Children
5142-02 Youth Programs
5142-03 Adult Education
5142-04 Hospitality
5142-05 Stewardship Program

[Liturgical]

5143-01 Altar Supplies
5143-02 Worship Materials
5143-03 Organ & Music Supplies

[Administrative]

5144-01 Supplies
5144-02 Copier
5144-03 Print Services
5144-04 Postal
5144-05 Advertising
5144-06 Computer & Internet Support
5144-07 Convention Expense

[Maintenance]

5145-01 Supplies
5145-02 Snow Removal
5145-03 Lawn/Garden Care
5145-04 Trash Removal
5145-05 General Maintenance - Church & PH
5145-06 General Maintenance - Rectory

[Utilities]

5146-01 Electric – Church & PH
5146-02 Electric – Rectory
5146-03 Phone & Internet – Church & PH
5146-04 Phone & Internet - Rectory
5146-05 Water/Sewer – Church & PH
5146-06 Water/Sewer - Rectory
5146-07 Fuel – Church & PH
5146-08 Fuel - Rectory

[Insurance]

5147-01 Property/Liability
5147-02 Workers Compensation

NON-OPERATING EXPENSES

5151-00 Capital Improvement
5152-00 Capital Equipment
5160-00 To Discretionary Fund
5161-00 To Parish-Based Outreach
5170-00 To Theological Education
5181-00 To Other Parish Organizations
5182-00 To Organizations Outside Parish

C. Housing Allowances: A Sample Resolution For Clergy-Owned or Rented Residences

A copy of the housing allowance resolution should be given to the Minister.

"The following resolution was duly adopted by the Vestry of _____
at a regular meeting held on _____ date]_____, a quorum being present.

Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes only) a church designated allowance paid as part of his compensation to the extent used by him for actual expenses in owning or renting a home: and

Whereas, the Reverend _____ is compensated by _____ Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, _____ Episcopal Church does not provide the Reverend _____ with a Rectory, it is hereby

Resolved, that the total compensation paid to the Reverend _____ for the calendar year 20XX shall be \$_____ of which \$ _____ is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further resolved

That the designation of \$ _____ as a housing allowance shall apply to the calendar year 20XX and all future years unless otherwise provided."

Notes:

1. This resolution cannot be made retroactive. It can begin or amended if circumstances make it necessary at any time but is effective for the future only after the resolution has been adopted.
2. **The housing allowance cannot exceed the fair rental value of the house, furnished plus utilities.** If the priest is part-time, it will be necessary to pro rate the housing allowance accordingly. Notes should be retained in the minister's personnel file as well as by the vestry clerk.
3. If the total compensation is \$ 50,000.00, Box 1 of the W-2 would be \$35,000 and Box 14 would be \$15,000 housing allowance. The words "housing allowance" should be written in.
4. Clergy, since they are self employed for social security tax purposes, do not receive social security wages so box 3 and 5 are left empty

For complete information the subject of Church and Clergy Taxes etc, please consult the Church and Clergy Tax Guide published by the Christian Ministry Resources, PO Box 2301, Matthews, NC 28106 (704) 841 8066. A copy is always available at the Diocesan Office in Burlington.

D. Housing Allowances: A Sample Resolution for Church-Owned Residences

A copy of the housing allowance resolution should be given to the Minister.

"The following resolution was duly adopted by the Vestry of _____ at a regular meeting held on _____ [Date] _____, a quorum being present.

Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes only) the rental value of a home furnished to him as part of his compensation, or a church designated allowance paid to him as part of his compensation to the extent used by him for actual expenses incurred in maintaining a church-owned parsonage, and

Whereas, the Reverend _____ is compensated by _____ Episcopal Church exclusively for services as a minister of the gospel, and;

Whereas, _____ Episcopal Church provides the Reverend _____ with rent free use of a church-owned Rectory as partial compensation for services that he renders to the church in the exercise of his ministry; and;

Whereas, as additional compensation to the Reverend _____, for services that he renders to the church in the exercise of his ministry, _____ Episcopal Church also desires to pay the Reverend _____ for expenses that he incurs in maintaining the Rectory, therefore it is hereby:

Resolved, that the total compensation paid to the Reverend _____ for the calendar year 2010 shall be \$ _____ of which \$ _____ is hereby designated to be a parsonage allowance pursuant to section 107 of the Internal Revenue Code; and it is further resolved

That the designation of \$ _____ as a housing allowance shall apply to the calendar year 2010 and all future years unless otherwise provided."

Notes:

1. The so called "parsonage allowance" is intended to cover the actual out of pocket expenses paid by the Rector for the care and maintenance of the church owned housing and is intended to include such items as light bulbs, cleaning supplies, yard care, touch up paint, flowers in the yard, etc. No additional pay is involved unless the clergy are reimbursed under an accountable reimbursement policy on a regular basis.
2. For example, if Fr. X spent \$ \$2,350 on the care and maintenance of the Rectory: His W-2 for the year would contain: Box 1 \$37,650 and Box 14 \$2,350 Parsonage Allowance. The words "Parsonage allowance" should be written in.
3. This resolution cannot be made retroactive. It can begin or be amended at any time but is for the future after the resolution has been adopted.
4. Clergy, since they are self-employed for social security tax purposes do not receive social security wages so Box 3 and 5 are left empty. The clergy, however, must pay SECA taxes not only on their stipend but also on the Parsonage Allowance plus the Fair Rental Value of the Rectory.

For complete information the subject of Church and Clergy Taxes etc, consult the Church and Clergy Tax Guide published by the Christian Ministry Resources, PO Box 2301, Matthews, NC 28106 (704) 841 8066. A copy is available in the Diocesan Office.

E. Sample Counters' Recording Sheet

Income for Sunday _____ [date] _____ and income previously received in the mail
 Use spaces between numbered categories for items not on the list below

Normal Operating Income	Amount	Notes and Information
4030-01 Loose Plate Offerings		
4030-02 Pledge Payments - Current Yr		
4030-03 Pledge Payments - Prior Year		
4030-04 Prepaid Pledges (For next year)		
4051-00 Seasonal Offerings		
4054-00 Donor Designated for Operating (e.g. Flower Fund)		
4055-00 Fund Raising Event Income		
4056-00 Rental & Use of Building		
4058-00 Unrestricted Memorial Gifts		
4059-01 Unexpected Undesignated Gifts		
4059-02 Other Miscellaneous Income		
Trans. from Non-Op Funds to Operating		
TOTAL ALL OPERATING INCOME		
Non Operating Income		
4081-00 Gifts for Capital Building Fund		
4082-00 Gifts for Major Equipment Purchase		
4083-00 Memorial Gifts (Not for operations)		
4101-00 Gifts for the Discretionary Fund		
4102-00 Gifts for Community Food Shelf		
4112-00 Special Offerings Outside Parish (e.g. UTO, ERD)		
TOTAL ALL NON-OPERATING INCOME		
TOTAL ALL INCOME FOR DEPOSIT		
Name of Counters:		
Date of Actual Count:	(Attach bank deposit slip to this report)	

F. Sample Check Authorization Slip

**Saint Killean's Episcopal Church
Check Authorization / Request Form**

Date _____

Payable to: _____

Amount \$ _____

Description: _____

Budget Category _____

Authorized by: _____

Date Paid _____

Check Number _____

G. Sample Finance Report

Annual Finance Report for [Parish Name & Address; Report Year]

NORMAL OPERATING INCOME	Yr End Actual	Year Budget	Percentage
4030-01 Loose Plate Offerings	2,186.35	1,200.00	182.20
4030-02 Pledge Payments Current Year	30,710.00	27,078.00	113.41
4030-03 Pledge Payments Prior Year	150.00		
4030-04 Prepaid Pledges (For next year)	1,100.00		
4030-05 Non Pledge Unrestricted Gifts	1,900.00	1,800.00	105.56
4042-01 Fidelity Cash Payments	3,448.00	3,484.00	98.97
4042-02 Diocesan Unit Fund Dividends	1,908.12	1,840.00	103.70
4051-00 Seasonal Offerings	77.50		
4054-01 Donor Designated Operations	546.00		
4054-02 Donor Designated for Flowers etc	655.00	500.00	
4055-00 Net Fund Raising Income	4,941.56	3,500.00	141.19
4056-00 Net Rental Income	50.00	25.00	200.00
4058-00 Undesignated Memorial Gifts	175.00		
4059-00 Miscellaneous Income	16.33		
Normal Operating Income Total [PR Box A]	47,863.86	39,427.00	121.40
4070-00 Grants from the Diocese of Vermont	750.00		
NON OPERATING INCOME			
4081-00 Designated Gifts to Memorial Fund	500.00		
4092-01 Car Loan Principle Repayment	2,284.00		
4092-02 Car Loan Interest	362.00		
4092-04 Memorial Fund Interest	16.73	13.00	128.69
4101-00 Gifts for Discretionary Fund	50.00		
4102-01 Special Offering for Local Community	150.00		
4102-02 Gifts for Food Shelf Ministry	550.00		
4112-00 Special Offerings UTO ERD	86.75		
NON OPERATING INCOME TOTAL [PR Box C]	3,412.73	13.00	
TOTAL ALL INCOME [PR Box D]	52,026.59	39,440.00	
OPERATING EXPENSES			
<i>Diocese and Work Outside the Parish</i>			
5120-00 Diocesan Assessment	4,605.00	4,608.00	99.93
5130-00 Out Reach from Budget	200.00	465.00	43.01
Sub Total Outside Parish	4,805.00	5,073.00	94.72
<i>Parish Operating Expenses</i>			
5140-01 Salary	16,696.56	16,697.00	100.00
5140-02 Church Share of SECA	305.59	340.00	89.88
5140-05 Church Pension Fund	2,931.36	4,311.00	
5140-06 Travel Reimbursements	644.97	1,162.00	55.51
5140-07 Health Insurance	5,800.00	5,800.00	100.00
5140-08 Clergy Education Expenses	53.75	100.00	53.75
5140-09 Supply Clergy	100.00	390.00	25.64
Sub Total Personnel - Clergy	26,532.23	28,800.00	92.13
	Yr End Actual	Year Budget	Percentage
5141-01 Parish Administrator	4,098.00	3,840.00	106.72

5141-02 Organist and Musicians	520.00	520.00	
5147-02 Workers Comp Insurance	63.00	86.00	73.26
Sub Total Personnel - Lay	4,681.00	4,446.00	105.29
5142-01 Ministry with Children	0.00	100.00	0.00
5142-02 Youth Ministries	99.95	135.00	
5142-04 Parish Life & Hospitality	474.98	170.00	279.40
5143-01 Altar Supplies	487.09	220.00	221.40
5143-02 Flowers and Decorations	640.81	500.00	128.16
5143-03 Liturgy and Worship Material	276.52	630.00	43.89
5143-04 Organ and Music	0.00	0.00	
Sub Total Church Program & Development	1,979.35	1,765.00	112.14
5144-01 Post Box and Postage	230.00	410.00	56.10
5144-02 General Office Supplies	84.60	75.00	112.80
5144-03 Photo Copier Costs	418.46	185.00	226.19
5144-04 Bookkeeping and Audit	127.38	265.00	48.07
5144-05 Computer Expenses	330.77	210.00	157.51
5144-06 Bank Charges	62.50	70.00	89.29
Sub Total Administration Costs	1,253.71	1,215.00	103.19
5145-01 Snow Removal	1,090.36	550.00	198.25
5145-02 Trash Removal	425.02	220.00	193.19
5145-03 Lawn and Yard Care	275.00	325.00	84.62
5145-04 Minor Repairs / Maintenance	774.25	220.00	351.93
5145-05 Supplies & Other Building Expenses	1,252.66	1,050.00	119.30
5146-01 Church Telephone	533.34	560.00	95.24
5146-02 Rector's Home Telephone	917.16	912.00	
5146-03 Fuel for Heat	2,973.00	4,152.00	71.60
5146-04 Electric Energy	1,101.80	970.00	113.59
5146-05 Water and Sewer	166.50	160.00	104.06
5147-01 Property and liability Insurance	1,962.00	1,565.00	125.37
Sub Total Property and Equipment	11,471.09	10,684.00	107.37
5148-01 Advertising	115.00		
5148-02 Diocesan Convention Costs	237.52	130.00	182.71
5148-04 Sweat Shirt Program	172.52		
Sub Total Miscellaneous Expenses	525.04	130.00	403.88
TOTAL OPERATING EXPENSES [PR Box E]	51,247.42	52,113.00	98.34
NON OPERATION EXPENSES			
5151-01 Car Loan Repayments to Endowment	2,284.00	Transferred to Endowment Fund	
5151-02 Car Loan Interest to Endowment	362.00	Transferred to Endowment Fund	
5151-03 Capital Improvements	0.00		
5151-04 Purchases of Memorialized gifts	100.00		
5161-01 Food Shelf Support	500.00		
5182-02 Transmittal of Special Offerings	50.00		
Total Non Operating Expenses [PR Box F]	3,296.00	0.00	
TOTAL ALL DISBURSEMENTS [PR Box G]	48,743.42	46,313.00	
Total Income less Total Expenses	3,283.17	(3,886.00)	