

# Treasury Work Flow

## Twice-a-Week

1. Sort emails
2. Pay bills
3. Put paid paper bills in closet file
4. Put paid online bills in Bills to Print email folder

## Weekly

1. Enter new offering(s)
  - a. Paper weekly
  - b. Adventist Giving twice monthly
2. Send financial report to office@mentonechurch.org
3. Print & file invoices
4. Enter expenses
5. Create report for weekly staff meeting
6. Pick up mail and sort
7. Fill out any tithe/offering donations and put in box or safe
8. Put paid invoices in closet file
9. Make bank deposit as needed

## Monthly

1. Close the month in Jewel (follow prompts)
  1. Reconcile bank statements, print, file
  2. Print & file financial summary
2. Send full financial summary to board on church app
3. Prepare D2's, print, file
4. Prepare board report online
5. File board minutes that the secretary prints
6. Clear flags from file boxes
7. Share treasurer's report during zoom board meeting (3rd Sunday at 9 am)\*
8. Attend finance committee meetings monthly (Monday before board meeting)\*
9. Update Adventist Giving online envelope (as needed)
10. Make Dan Bora's \$1000 donation via Adventist Giving (bimonthly)
11. Thank volunteer counters and work to build up the volunteer base

## Annually

1. Early January: send in final year-end donations, prepare close-out report for January board meeting

2. Mid January: Prepare tax receipts and send email re. Tax receipts coming in mail
3. Late January: thank donors, send out previous year's giving summary in a pie chart
4. Early-March: Request VBS funding on SECC website (or call conference)
5. Mid-March: put tuition assistance in bulletin, open online forms
6. Mid-June: discuss tuition assistance with finance committee
7. Mid-September: get Christmas offering requests
8. Early-October: send out budget worksheets to ministry leaders
9. Mid-October: vote on Christmas offering; start promoting it
10. Early November: prepare next year's church budget & discuss with finance committee
11. Early-December: email church re. Needing correct mailing addresses
12. Mid-December: present next year's budget to board