LOCAL CHURCH TREASURER
& FINANCE TRAINING
TRAINING MATERIALS RESOURCES

nccumc.org/treasurer/training-materials/

CONFERENCE TREASURER'S OFFICE RESOURCES

Our Staff Functions - If you need to contact us, this list will tell you which staff member can best answer your questions.

Slideshow Handouts - These will be updated with this year's information following the training session.

Local Church Treasurer Handbook - A single document resource containing useful information compiled from the GCFA "Clergy Tax Packet." Be sure to visit GCFA's website for the most up-to-date information.

THE ROLE OF THE CHURCH TREASURER AND FINANCIAL SECRETARY

Administrative Committees – An excerpt from The Book of Discipline which discusses the role of the committee on finance in the local church.

Local Church Officers Job Descriptions - A link to the GBOD website that gives job descriptions for those positions required in all congregations, as well as those positions suggested for ministry organization.

CONFERENCE APPORTIONMENTS

Budgeting and Apportionment Process – A copy of the budget slide from the PowerPoint presentation from our most recent training event.

Missions and Service Commitments Book – Conference Publication – see page 6 for the apportionment formula.

Statistical Reports – A link to our downloads page, where you can access instructions for filling out your Table I, II, and II reports. There are also blank forms available for download.

Local Church Statistics and Why They Matter – Read about the ways local church statistics are used.

Apportionment Formula – Found in the CFA report adopted at Annual Conference.

CHURCH REMITTANCES

Church Remittance Guidelines – Helpful tips for remitting your apportionment and advance special payments to the Treasurer's Office, how to sign up to make electronic payments, where you can go to view your current remittance statement, and end of year close-out procedures.

Remittance Forms – A link to our downloads page where you can print remittance forms and EFT enrollment forms.

LOCAL CHURCH AUDITS

Local Church Minimum Internal Controls Guidelines – These guidelines have been developed in order to assist those with financial responsibilities in local churches to identify and implement basic internal control procedures.

Financial Controls, Policies, and Procedures – Information pertaining to the development of internal controls within your church (online in both pdf and Word format).

Local Church Audit Guide – A resource provided by GCFA for local congregations, to guide them through the process of having an annual financial audit. Newly revised in 2014 - now includes FAQ.

Fund Balance Report – A pdf version of GCFA's form to be used in reporting on the annual audit.

CLERGY SPECIAL ISSUES

Accountable Reimbursement Policies Q&As – A question and answer document designed to assist churches in establishing and maintaining accountable reimbursement policies for their clergy and staff. This document also includes examples of proper and improper reimbursement items.

Housing Allowance Q&As – A question and answer document designed to assist churches in establishing housing allowance policies, along with a sample resolution, a sample notification by the church and an estimate worksheet.

Parsonage Utility Payment Guidance – Beginning in January 2014, all congregations with pastors living in parsonages shall pay utility costs for the parsonages to the utility companies directly and should not provide cash allowances.

Employee or Independent Contractor – A short publication from the IRS to help you determine whether your church workers should be classified as an employee or an independent contractor.

Pastor Discretionary Funds – Guidance from GCFA for the responsible handling of a pastor's discretionary fund

All of the documents listed above, and many more valuable resources, can be found on GCFA's website, and are listed on their Tax Packet page.

Don't Take Logs Lightly – Article from ChurchLawandTax.com about a tax case that shows why employees must closely track mileage.

Business Trip Documentation Guidelines – Guidance and examples for proper documentation of business trips and adequate preparation of trip reports.

TAX REQUIREMENTS

Tax Guide for Churches and Religious Organizations – A publication from the IRS that explains the benefits and responsibilities under the federal tax system for churches and religious organizations. It covers several important topics such as tax exempt status, unrelated business income, filing requirements and charitable contributions.

Record Retention Guide – A list of document types, and the length of time each type should be kept.

Group Ruling Tax Exemption & Request Form – Information about the "Group Ruling" that is maintained by GCFA for the United Methodist Church.

Good Samaritan/Benevolence Fund Policy – Guidance to help you set up your church's benevolence fund policy so that members can make tax-deductible donations to help individuals and families in need. Includes a sample policy.

CLERGY PENSION

Visit our Pension page for information about the Ministers' Transition Fund and pension billing.

Pension Downloads – A link to our downloads page where you will find blank pension forms, instructions, EFT enrollment forms, and other helpful resources.

Employer Payments for Medical Coverage – The General Board of Pension and Health Benefits has issued guidance for churches concerning the tax consequences of payments for medical coverage for employees that are not part of an employer group plan.

LOCAL CHURCH INCOME REPORTING

Clergy W-2 Form Information & Example – A document which gives general information on completing Form W-2 for clergy.

Tax Reporting Requirements – Information about the reporting requirements of local churches.

Form 941 – Employer's Quarterly Federal Tax Return

Form W-4 – Employees Withholding Allowance Certificate

Form I-9 – Employment Eligibility Verification

North Carolina New Hire Reporting Form – For more information go to ncnewhires.com

INCORPORATING THE LOCAL CHURCH

Incorporation Information – Sample articles and bylaws. Link to the GCFA Legal Manual.

INSURANCE COVERAGE

Worker's Compensation Insurance Memorandum - A notice concerning the NC Conference's position on local church Worker's Compensation Coverage.

Recommended Insurance Coverage Limits - Also includes contact information for United Methodist Insurance.

SALES TAX REIMBURSEMENTS

State Taxation and NonProfit Organizations – Information from the NC Department of Revenue concerning state taxation and how the laws apply to nonprofit organizations

Form SS-4 and Instructions – Application for Employer Identification Number (EIN).

Employer ID Number Information – Information on the IRS website about the EIN, including how to determine if you need one and how to apply for one.

LOCAL CHURCH ACCOUNTING SYSTEM SELECTION

Selecting Church Financial Computer Systems – A magazine article which discusses the challenge of choosing a financial computer system.

UMCOM TechShop – Discount software, hardware, and web solutions for United Methodist churches and ministries.

Suggestions from other United Methodist Conferences – Helpful links and information for choosing hardware/software on the North Indiana Conference's website.

UNITED METHODIST FOUNDATION INVESTMENTS

For more information about the United Methodist Foundation and investment opportunities, please visit their web page at www.umf-nc.org