OVERSEEING THE ADMINISTRATIVE

WORK OF GOD'S CHURCH

FINANCIAL AND MEMBERSHIP PROCEDURES

PRESENTED TO THE CERTIFICATION CENTER DIRECTOR

NATIONAL INSTITUTE IN CHURCH FINANCE AND ADMINISTRATION

CANDLER SCHOOL OF THEOLOGY

EMORY UNIVERSITY

ATLANTA, GEORGIA

IN PARTIAL FULFULLMENT

OF THE REQUIREMENTS OF CERTIFICATION

BY THE NATIONAL ASSOCIATION OF CHURCH BUSINESS ADMINISTRATORS

BY

CHRISTINA ALLEN

BUSINESS MANAGER

WEST HEIGHTS UNITED METHODIST CHURCH

WICHITA, KS

APRIL 1, 2012

TABLE OF CONTENTS

INTRODUCTION

OVERVIEW OF WEST HEIGHTS UNITED METHODIST CHURCH

At West Heights United Methodist Church, our mission is "Changing Lives by Connecting Hearts to Jesus Christ."[1] Our church continues to find ways to enrich our congregation, welcome new members, and reach out to our community through many service projects. One of our ongoing projects is collecting food for United Methodist Open Door. This organization receives some government assistance, but also relies on private donations to assist them in their quest to feed the poor in Wichita. Each month, our congregation brings something different to donate: canned fruit, canned meat, cereal, canned vegetables, macaroni and cheese and one of our favorites, Spam. This is a cause that we feel strongly about and continue to give generously.

We are one of thirty United Methodist Churches in our city and are within three miles of another United Methodist Church. We have found our niche as a neighborhood church, working to serve those who live in our area of the city. We strive to be an open, friendly church where all are welcome to come and worship with us. Our building is home to the Westlink Neighborhood Association, Funball (a west-side basketball league for younger kids), three Cub and Boy Scout groups, one girl scout group, YMCA summer camp drop off, West Side Shepherd Center (a non-denominational non-profit group who offer classes to older adults), and many other smaller group meetings. We strive to live our United Methodist belief of "Open Hearts, Open Minds, Open Doors"[2] by serving our congregation

and others in the community.

Our average attendance on Sunday is approximately 322 worshipers. Two worship services are offered every Sunday, a more traditional service at 8:15 am, which features weekly communion, and a blended service at 10:30 am, which features our worship choir, more contemporary music and a children's time during the service. Between these two services, at 9:15 am, we offer Sunday school classes for all ages and interests.

Seven adult Sunday school classes, with a total average attendance of 134, are offered each week and cover all adult ages. Many religious topics are studied and all of the classes are self-led by members of the class. Our classes are very mission– oriented and take part in many service activities within our church and in our city. Some of the classes sponsor children from Africa, others support our preschool with supplies they need, while another has taken on the homeless of the city as their special mission.

Children's and youth Sunday school classes, for ages three through high school age, also take place on Sunday mornings. We average 117 youth and children every Sunday morning for Sunday school and will soon be out of classrooms if our class sizes continue to increase as they have over the past few years. What a wonderful problem to look forward to!

Wednesday night activities are offered and include a church-wide dinner, prepared by different groups within the congregation. A small price is charged for the dinner, and the proceeds are given to a charitable cause, chosen by the preparing group. It is a wonderful time for church-wide fellowship and is a long-time tradition here at West Heights. On Wednesday evenings after dinner, the children—ages four through fifth grade-have classes with fun curriculum and a music time. The youth have a chat time, where they discuss what

has happened lately in their lives. The Worship Choir, the Bell Choir, and Liturgical Dancers also meet on Wednesday nights to practice.

Our youth group is made up of sixth graders through high school seniors and they have United Methodist Youth Fellowship on Sunday evenings. The youth have a lesson based on the sermon given that day in church. Our youth are very active and participate in many diverse activities during the year: mission week (service projects here in Wichita), raising money to purchase items for people less fortunate at Christmas (Salvation Army Angel Tree), CROP Walk participation (to raise money for the hungry), Youth Caravan (they travel out of state to different churches and lead a worship service, that they have designed themselves), and many other worthwhile projects. On top of their busy schedules, some of the youth are part of our youth choir, which practices weekly and sings in church as part of our worship service.

Our children's ministry is one of our strongest ministry areas. Besides Sunday school and Wednesday evening activities, our children have multiple opportunities to be involved at West Heights. We have three children's choirs which sing during our church services several times a year. At Easter and Christmas, there are special events planned for the children and their families. During the summer, we offer an evening Vacation Bible School, Princess Camp and Lego Camp, Kids in Christian Service (service activities for kindergarten through second graders), and Mission Morning. It is always such a joy to see the children learning about Christ and putting that learning and love into action.

Women in our church have fellowship opportunities through one of our seven United Methodist Women circles. These groups meet monthly for programs and missions and

include a wide range of ages: women in their twenties through nineties. These busy women prepare and serve several church-wide dinners, including funeral dinners. These special women do a lot to keep our church running smoothly,

Men at West Heights have their own mission and fellowship group, the Men's Group. They meet monthly for programs and are very hands-on when projects need to be done around the church or when our older members need an extra hand with things around their homes. Their latest project involved re-doing our playground by fixing the drainage problem, adding more sidewalks and replacing the ground cover under the children's playground equipment. It is now a safer and more attractive area for all of the kids in our church. These men of all different ages are a spectacular asset to West Heights.

We offer a fully accredited half-day preschool with an enrollment of around 65 children, ranging in age from two and a half years of age to age five. One full-time director, seven dedicated teachers, and one librarian/storyteller work to teach the children basic academic and social skills and show them God's love. This is the 45th year for West Heights Preschool and our church has been truly blessed by offering this program. Many of our members have attended our preschool and we continue to receive new members because of our connection with the preschool. Our preschool is one of most successful programs in the area and we hope to continue this worthwhile outreach for a many years.

We have a small, but dedicated staff. Our senior pastor and our half-time associate pastor handle our worship services, special services, weddings, funerals, confirmation, congregational visitation, and teach book studies and Bible studies for our congregation. Our front office has a full-time business manager who handles the financial aspects of the church

and the management of the office and a part-time office assistant who handles the church membership duties and all of the publications. We have a full-time youth director/marketing director, a part-time children's ministry director, a full-time director of music, a full-time head custodian, a part-time custodian, a part-time kitchen manager, and a part-time nursery supervisor. We also have music staff, kitchen staff (for our Wednesday night dinners), and nursery workers, who are paid on an hourly basis. For most of our staff, our jobs are a calling from God and we work hard to show the love of God in all we say and do.

Our congregation is an excellent mix of all ages and we continue to add new members each year. West Heights has been in existence for 55 years and one of our biggest challenges over the last few years, has been building upkeep and modernization, which has been costly at times. We are going to soon explore the feasibility of a capital campaign to raise money for a new heating and air conditioning system. We have a very old boiler and an aging air conditioning system, which are not going to last many more years. Our congregation is a very generous one and we are sure that, with God's leading, we will be able to fund any repairs or new purchases that are necessary.

WEST HEIGHTS UNITED METHODIST CHURCH HISTORY

In the summer of 1956, Wichita was growing and expanding west into an area of the city that was once cornfields. Several Methodist residents in this Westlink neighborhood envisioned the possibility of a new church because there was no Methodist church close by. A core group of twelve families received permission to start the church and began meeting in homes and then moved to the old Peterson School building (a block west of the current church). On January 5, 1958, ground was broken on the church structure at 745 N. Westlink Avenue. The building was a single story high and consisted of a dual-purpose sanctuary/fellowship hall, office space, a small kitchen, and four Sunday school rooms. The new space offered approximately 6500 square feet and was perfect for the 250 members of West Heights.

By 1960, the congregation had grown to over 400 and the building was too small to meet the needs of the growing church. On April 2, 1961, a new classroom wing was added, complete with a basement area for youth activities. This wing added around 5000 square feet of space to the church facilities.

West Heights continually grew during the next five years. On special occasions— Christmas, Easter, Pentecost — the congregation had to meet at the nearby 4-H building because the church could no longer seat everyone. Construction began on a new, larger sanctuary on August 6, 1967. The new 650 seat sanctuary was consecrated on April 10, 1968. The sanctuary, which was about 11,000 square feet, was a cruciform-shape—

symbolizing that sacrifice should be a chief attribute of each Christian worshiper. The choir

loft and nave became the shaft of the cross, the north chapel the right arm and the south

transept the left arm. Beneath the sanctuary was around 10,000 square feet of classroom and

meeting areas. The original sanctuary became the fellowship hall for the church. This new

sanctuary featured beautiful wood beams, stained glass windows, and a special freestanding

stone altar. Above the altar, hangs a unique Jubilee Cross/Crucifix, created by liturgical

artist Thomas Crossnoe. It is an empty cross, symbolic of Christ's triumph and glory. It has

multi-colored jewels on it, which represent the presence of the risen Lord, and help proclaim,

with brightness and reflected light from the steeple stained-glass window above, "Hallelujah!

He has risen"[3].

By the start of the 1990's, there was growing concern by the congregation about

addressing future program development and space needs. After a flurry of ideas and

planning meetings, the congregation approved a fund drive to expand the church facilities.

The plan proposed approximately 6,600 square feet of classroom space between the

education and sanctuary buildings and another area of around 27,000 square feet that would

contain a new kitchen, a large flexible family life activity center, administrative office space,

library, and music rooms. Construction began on November 21, 1994 and by the beginning

of 1996, the new building was ready to be occupied[4].

At present, we are using almost all of our available finished space. We still have an

unfinished basement area that has been set aside for a new choir room and additional

classrooms, so we still have room to expand without having to build another addition. In

2011, the Trustees, West Heights Foundation, United Methodist Women, and the Men's

Group provided funding to put new carpeting in the sanctuary and family life center. The

church was also blessed by volunteers who did some much-needed painting. We are proud

of our building and work to make it a welcoming, comfortable place to worship, learn and

fellowship with our congregation and neighbors.

AUTOBIOGRAPHY

I am what a lot of people call a "cradle Christian." I have always attended church and have a deep faith nourished by the women in my family. I attended First Christian Church (Disciples of Christ) for the first twelve years of my life. I was baptized, by immersion, at age eleven at the First Christian Church in Guymon, Oklahoma. I still remember what a wonderful, holy experience my baptism was and how that holy sacrament was the beginning of a closer walk with Jesus.

The summer that I turned twelve years old, my family moved from Oklahoma to a small town in western Kansas. The town was so small that it only had two churches: United Methodist and Friends (Quaker). Our family chose to attend the United Methodist Church because the doctrine and worship services were very similar to what we had experienced in the Christian Church. I was confirmed at the Haviland (KS) United Methodist Church the following year and was active in the UMYF group and the choir.

After my high school graduation, I attended Fort Hays State University in Hays, KS, and graduated in 1984, with a Bachelor of Science in Accounting. I moved to Wichita, KS, that fall and began working for Slawson Oil Company as a staff accountant. At this time, I began attending First United Methodist Church at the invitation of a friend. While attending First United Methodist, I met my husband and we were married there in 1989. I was very active in many church committees, taught high school Sunday school, and helped with the youth program during our years at First United Methodist.

In 2001, our family made the decision to transfer our membership to West Heights United Methodist Church, mainly because it was closer to our home (First United Methodist was a 20 minute drive downtown) and had a wonderful children's program (our boys were in kindergarten and 3rd grade at that time). We felt so welcome on our first visit to West Heights and this became our church home. By this time in my life, I had quit working to stay home and raise the boys, which gave me a lot of time to volunteer at West Heights. During my eleven years here as a church member, I have taught confirmation, middle school Sunday school, helped with VBS, served on many committees, taught youth Disciple Bible study, been a member of a UMW circle, and have sung with the Worship Choir and a small women's ensemble, With One Voice. The duties of my position at West Heights have continued to expand, so I have had to cut back on some of my volunteer activities. I still sing with the Worship Choir and With One Voice, help with VBS each summer and attend my monthly United Methodist Women's Circle meetings.

The first quarter of 2006, was a very stressful time in the life of West Heights. Our church was split over the decision to reassign our senior pastor. During this time, the membership secretary retired and the financial person quit. I volunteered to come in and help out with the financial duties until the church could hire a new financial officer. Before I arrived for my first day of volunteering, the chairperson of our Staff Parish Committee called and asked if I would apply for the job. Even though my children were older, I wasn't really looking for a job and my husband thought I should stay home for a few more years before re-entering the job market. I was a bit overwhelmed at that time in my life, because my maternal grandmother had died a few months earlier. I was executor of her will and was trying to get her house in Oklahoma sold. I really didn't think it was time to take this job and

I had a laundry list of why I shouldn't: (1) too much tension and bad feelings in the church, a lot directed toward the staff; (2) I was busy trying to get Grandma's house sold; (3) my husband didn't want me to work; and (4) my kids would miss me too much if I wasn't home after school when they got home. Yes, I could definitely understand why Jonah didn't want to go to Nineveh. I kept praying for God to show me His will. One by one, my laundry list got crossed off: my husband totally surprised me by saying to go ahead and apply for the job; my kids were fine with my working at the church; and Grandma's house sold that very week. I applied for the job, aced the interview (for a job I really wasn't sure that I wanted) and was offered the job. I finally knew, without a doubt, that God wanted to me work at West Heights and here I am, nearly six years later. At first, I couldn't see how God was going to use me to further His kingdom, because I was just an accountant, but He has used me to help in the healing process of this church over the last six years. Psalm 32:8 says "I will instruct you and teach you in the way you should go; I will counsel you with my eye upon you" (NRSV)[5]. I am so blessed by this calling and know that God still has a lot of tasks for me to accomplish here at West Heights.

CONSULTATION TEAM

Reverend Cynthia Watson was appointed as Senior Pastor of West Heights United Methodist Church in June 2006. Cindy came to West Heights from Lyons, KS where she served for eight years. Her thirty years in ministry also include assignments in these Kansas parishes: Alden, Jewell County (where she served three of the seven churches and had a fifty-mile circuit), Plainville and Douglass/Rock. Cindy received a Bachelor of Arts in Theater and Speech from Friends University and her Master of Divinity from St. Paul's School of Theology. She was ordained Deacon in 1985 and Elder in 1988. On behalf of the Annual Conference she has served on the General Commission on Christian Unity and Interreligious Concerns, and on the Conference Board of Ordained Ministry. She currently serves on the Board of Interfaith Ministries, here in Wichita. Pastor Cindy is an articulate speaker and wonderful administrative pastor. She came to West Heights when the congregation was going through a rough patch and worked tirelessly to heal and re-direct our congregation. Our attendance and membership numbers have grown since her appointment and she is a blessing to all of our members and staff. It was Pastor Cindy who shared a letter from the United Methodist Association of Certified Church Administrators about certification. She encouraged me to take the steps to become a certified church administrator and made sure that the funds were allocated in the church budget to underwrite my expenses. I am truly grateful for her support in this endeavor. The journey has been a blessing to me and I know all that I have learned will benefit West Heights.

Pastor Christopher Eshelman came to West Heights in the summer of 2008 as a student pastor. He was a student at Saint Paul School of Theology in Kansas City at that time and worked for West Heights on a part-time basis. He completed his requirements at St Paul School of Theology in the spring of 2011 and graduated with a Master of Divinity Degree.   He was then appointed as a part-time Associate Pastor at West Heights and part-time Director of Campus Ministry at Wichita State University. Before receiving his call to the ministry, he worked in the computer industry and as the Director of Adult Christian Education at East Heights United Methodist Church here in Wichita.   Pastor Christopher presides over most of our weddings here at the church, oversees our Lay Visitation ministry, leads book studies, and assists Pastor Cindy in worship each week. Christopher is an avid reader and historian. He has been a great resource and sounding board during the preparation of this project.

 Mrs. Betty Taylor was our church Lay Leader here at West Heights when I began my project last summer. Betty has a Bachelor of Science degree in Human Resources Management from Friends University here in Wichita, KS. For 2012, Betty will serve on our Worship Planning Committee, Staff Pastor Parish Relations Committee, Lay Visitation Team, and in her United Methodist Women Circle. Betty and her husband have been active members of our West Heights congregation for 43 years. During those years, Betty has taught Sunday school and served on the following church committees: Board of Trustees, Finance Committee, Church Council and Membership. Besides her busy volunteer schedule at West Heights, she still finds time to offer assistance at the West Wichita Shepherd Center, Wesley Hospital and helps her husband deliver West Heights' food donations to United

Methodist Open Door Food Pantry. She is very knowledgeable about West Heights and has been a valuable resource to me in this project.

   Mrs. Dottie Koeppen served as our Finance Committee Chairperson in 2010 and 2011.   Dottie and her husband have been members of West Heights since 2007. In addition to serving three years on the Finance Committee, Dottie participated in her United Methodist Women circle (where she will be serving as an officer in 2012), taught the preschool children at our Wednesday night children's ministry program, and has been one of the lesson leaders in her adult Sunday school class. Dottie has a Bachelor of Science degree from Oklahoma State University in Vocational Home Economics and another degree from Northwestern Oklahoma State University in Elementary Education. She has current teaching certificates in both secondary and elementary levels. Even though she has retired from active teaching, she continues to tutor grade school students and is the new treasurer of her Homeowners Association. Her skills and understanding of our church accounting/finance system has made her a wonderful resource in putting this project together.

   Mrs. Julie Minter is the Office Assistant here at West Heights. Her position requires her to maintain our membership data, publish our bi-weekly newsletter, handle facility scheduling and calendar maintenance, respond to business correspondence, answer the telephone, and many other duties. Julie and her husband have been members of West Heights for 18 years and are active in their adult Sunday school class. Julie has a Business Administration degree from Wichita State University and has used that background, plus a wonderful, friendly personality to become a valued member of our staff.

BIBLICAL AND THEOLOGICAL FOUNDATIONS

In Paul's letter to the Corinthians he talks about gifts: "Now you are the body of Christ and individually members of it. And God has appointed in the church, first apostles, second prophets, third teachers, then deeds of power, then gifts of healing, forms of assistance, forms of leadership, various kinds of tongues." I Corinthians 12:27-28. The Apostle Paul speaks of the gift of administration and its importance in the life of the church. The United Methodist Church further discusses this in Section VI, ¶ 243 of The United Methodist Book of Discipline, "The local church shall be organized so that it can pursue its primary task and mission in the context of its own community – reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment to God's love in Jesus Christ; providing opportunities for them to seek strengthening and growth in spiritual formation; and supporting them to live longingly and justly in the power of the Holy Spirit as faithful disciples."[6]

When I came to work at West Heights in April 2006, I was hired as the part-time, financial coordinator/church treasurer. The previous financial coordinator had left the position several months earlier but agreed to come in and train me for a few days. I was not aware that West Heights used Fund Accounting, (a type of accounting that I had only heard of in college and had no prior experience with) and the person training me didn't go over much of the details with me. She basically taught me how to do accounts payable and how to record deposits and not much else. After the training was over, all I had were my notes and a

few written procedures in a notebook that had been compiled years earlier. Needless to say, I felt very lost and unprepared for my new position. Right off the bat, I had to learn the Church Windows software, the payroll, the basics of Fund Accounting, and a lot more. Because of the learning curve, it took me twice as long to do the basic tasks and I spent an amazing amount of time researching and learning exactly how things were done.

The Methodist church got its name from the way the early followers practiced their faith. Everything from communion, baptism, prayer and studies was done methodically. The first contemporary reference to the term Methodist came in a letter from John Clayton who was at Oxford, to John Wesley, who was visiting London in 1732. This letter implied that the term Methodist was directly associated with Wesley himself: "Now you are gone, we have in good part lost the honorable appellation of Methodists" (JWJ, 8:281). "The name was not gone from everyone's mind, however. It seemed to many to be an appropriate designation for the group of Wesleyans, for a variety of reasons, derogatory and otherwise. Within a few weeks, carried by fast-spreading rumors, the term was to be on the lips of many Oxford folks. After being used in a critical letter published in a London newspaper (Fog's Weekly Journal) in December, the term "Methodist" soon became widely recognized as the tag for the Wesleyan movement at Oxford." [7] Even though the name Methodist was used as an insult by outsiders of the Wesleyans, John Wesley, the Father of Methodism, liked the name Methodist and the name stuck. The Bible supports this methodical way of doing things in I Corinthians 14:40: "but all things should be done decently and in order."

In July of 2006, we were appointed a new Senior Pastor, Cindy Watson, who immediately asked me to take more of a role in the management of the office area. My job expanded to full-time and I added the title of Office Manager to my Financial Coordinator

title. The next few years saw a lot of staffing changes in the church office. Our receptionist retired and our budget would not allow for us to hire someone to replace her. Fortunately, we were blessed, and continue to be blessed, with volunteers who answer our phone and greet our visitors. Besides the change in our reception area, we went through three different office assistants—whose job it was to keep the membership records updated and to publish our weekly bulletins and church newsletter. My position was the only stable one during this time and I began to learn how to do the office assistant's job so that I could oversee and train for that position. I acquired a lot of knowledge during that time, but most of it was stored in my head and not on paper. Not having a procedures manual was really not a problem for the church as I always made sure that my duties were accomplished ahead of time whenever I had to be gone from the office. However, in October 2010, all of that changed. I was working at my desk about 4:00 pm in the afternoon, had a mini-stroke and had to be taken to the hospital for tests. Unfortunately, payroll had to be done the next day and no one, besides me, knew how to do payroll (or any other of my duties). Fortunately, I had no lasting effects from the stroke and was able to come back and run the payroll that week. However, the concern felt by the Senior Pastor and me, led us to explore the necessity of having a procedures manual for the front office.

When I attended my last NICFA seminar in the summer of 2011, I decided to make the office procedures manual my certification project. As the Bible states in Hebrews 12:11: "Now, discipline always seems painful rather than pleasant at the time, but later it yields the peaceful fruit of righteousness to those who have been trained by it," It was important to me to document the procedures of my position and the office assistant's position, so that the business of the God's church could continue if one of us faced a long illness or left the

position.

As with most church staff, I was called by God to work at West Heights.[8] The Apostle Paul speaks of being called in Ephesians 4:1-3 "I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace." At the beginning of my calling, I couldn't see how I could be of much help to God by just being the Financial Coordinator. I did know that God had a plan for me and would lead me down the path He wanted me to follow. Over the years, I have seen God work through me in my present position and I know that my gift of administration is a valuable one to West Heights and to God Himself. I Corinthians 14:12 says "So with yourselves; since you are eager for spiritual gifts, strive to excel in them for building up the church." Managing the resources of the church and keeping good membership records are very important tasks that God has set before me and my assistant. I am confident that this procedures manual will help our office run more smoothly now and in the future.

PROJECT PURPOSE

The emergency health situation that befell me in the fall of 2010 revealed that West Heights was ill equipped to handle an absence of someone in my position. Most of the financial procedures were stored in my head and the computer passwords to get into the payroll system and into the financial program were not written down. With only two staff members in the front office, performing very distinct duties and not being cross-trained, it became apparent that a procedures manual, covering both positions was a necessity.

Although the Office Assistant had been trained on the payroll procedures, there was a lot of information that still needed to be documented. It was decided, after meeting with the Senior Pastor and the Office Assistant, that the manual should include all of the finance and membership procedures.

This procedures manual will be a great help to both of us here in the office when vacation or illness occurs and we need to cover the duties for each other. It will also insure that the church can manage effectively should one or both of us leave our positions in the future.

PROJECT DESCRIPTION

The procedures manual that I compiled contains the procedures for performing the accounting and membership procedures for West Heights United Methodist Church. This was a large undertaking that became even larger once I began to consolidate the information that I had gathered. I had not totally realized just how many procedures would need to be documented (and in great detail) to grant a clear picture to the manual's user.

The first task was to decide what would be included in the manual and what would not be included. Since West Heights uses fund accounting, that can be difficult to understand if someone is not familiar with this type of accounting, it had to be covered in the manual as well. I developed the Table of Contents to help organize the information and be able to focus on the task in a more organized manner. I documented all of the major procedures and most of the small ones. There was a lot of time invested in the research – there were notes on procedures scattered here and there and a financial policies document to review. Since I was dealing with procedures and accounting/membership software that were unique to West Heights, my outside research was limited. I did review the United Methodist Book of Discipline on financial and membership recording, the information provided on the topic on the website of the General Board of Discipleship (of the United Methodist Church), the United Methodist Website, two books on West Heights history, a book on John Wesley, along with information provided by our Church Windows Software Company vendor.

After deciding what was to be included in the manual, I then tackled how to organize

the material so that it would be easy to use and understand. I considered putting the

information in alphabetical order or in time order (daily, weekly, monthly, yearly, etc), but

finally chose to organize the information by type of procedure: cash receipts, cash

disbursements, payroll, journal entries, tax reports, etc. I thought this arrangement would be

more straightforward for the user to comprehend. By putting similar procedures together in

the same area of the manual, I thought it would take less time to find the steps to complete

the task for the user. To further be of assistance to the user, I added an appendix that has

copies of the most used forms for the accounting procedures.

The manual is organized as follows:

Section 1: Introduces the manual and includes the time frame for the annual review of the

        manual.

Section 2: Covers the division of responsibilities for the Finance Committee, the Business

        Manager, the Office Assistant and the Financial Secretary.

Section 3: Reviews the chart of accounts and general ledger and gives a brief overview of

        Fund Accounting, which is the type of accounting used by West Heights and

        most non-profit organizations.

Section 4: Explains the cash receipt procedures including electronic giving, Sunday offering

        counting procedures, non-sufficient funds entries, employee giving (deducted

        from their paychecks), assigning giving envelope numbers and transferring

        giving from one member to another.

Section 5: Gives the details on handling cash disbursements and expense allocations.

Procedures for accounts payable entries check printing, adding/deleting payees, and adding/deleting expense accounts are covered.

Section 6: Explains the employee credit card policy**.**

Section 7: Covers bank account reconciliations.

Section 8: Gives the procedures for posting journal entries.

Section 9: Details payroll processing and encompasses each step of the payroll process from gathering the information to printing the checks. Withholding tax calculations and payments are explained as well as calculating adjustments, adding/deleting an employee, adding/deleting a deduction and preparing of tax reports.

Section 10: Explains the end of the month entries.

Section 11: Outlines financial report steps.

Section 12: Compiles miscellaneous accounting procedures, such as the Medical Reimbursement Plan, pensions, memorials, Dillons' card sales, church bank account information, and the yearly audit list.

Section 13: Covers the steps for preparing the yearly budget.

Section 14: Gives the procedures for year-end, including entering pledges, giving statements, W-2's, and pension changes.

Section 15:   Covers Church Window procedures for backing up information from the Financial and Membership modules and database maintenance.

Section 16: Documents the membership procedures and covers the following topics: the household record, the individual record, recording attendance, membership item maintenance, advancing school grades, assigning giving envelope numbers, group/classes lists and reports, printing reports, and terminating an individual (due to death, transfer out, etc.).

After compiling all of the procedures information, the next task was to review the procedures and make sure the steps were complete and contained all the necessary information. During this time in the project, is where I worked more closely with Julie Minter, our Office Assistant. Julie was a big help in reviewing the procedures and making suggestions. Since Julie is my backup for payroll and is still learning the process, I am confident that this manual will be a big help to her in that endeavor.

I had met with my consultation team on an individual basis during the process, as all of them have different schedules. After completing the manual, we had a group meeting where I went over the manual and solicited their assistance in reviewing the project to make sure it was polished and ready to send in.

My direct supervisor, Pastor CindyWatson and our associate pastor, Christopher Eshelman, were great sounding boards. Pastor Watson made sure that I had the time to accomplish the project and the financial funding to pay the certification project fee and the 2012 NACBA conference. Both of our pastors are eloquent speakers and were very helpful in making suggestions on how to put my thoughts into words. Without their support, I would not have been able to complete this project. They both understood the importance of this manual to West Heights and how much it meant to me to prepare this project for my church.

CONCLUSIONS

The creation of this procedures manual was a huge and somewhat frightening task. I am pleased that we now have this manual at our disposal. I realize that this manual is complete at this time, but will need to be updated as new software updates occur and as information and needs change. One of the biggest advantages of this manual for West Heights is that the procedures are together in one place and can be easily accessed by those who need to use the information. When we have office staff changes, it will be much easier to train someone new and the manual will be a great reference for the person.

It is my hope that as we use this manual, we can refine some of the procedures and possibly develop new and better ones. By working to better organize our financial and membership procedures we are being good stewards of the blessings that God has bestowed upon us. As Jeremiah 29:11 says: "For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope." I know God has great plans for West Heights and I am honored to be a part of those plans.

BIBLIOGRAPHY

The Book of Discipline of the United Methodist Church, Nashville, Tennessee: The United   Methodist Publishing House, 2008.

Crossway Bibles, "What Does the Bible Say About Administration", Good News Publishers, 2001, http://www.openbible.info.

General Board of Global Ministries, United Methodist Church www.gbgm-umc/umw/wesley, last accessed March 26, 2011.

Global Board of General Ministries, "John Wesley: Holiness of Heart and Life", http://gbgm-umc./wesley, last accessed March 26, 2011.

Graham, Ralf; and Ira Hatfield, *"Welcome to West Heights, A Review of Our Methodist Heritage, Administrative Structures, West Heights UMC History, Symbolism in the Sanctuary, Christian Symbols, and Christian Seasons,"* church document prepared for West Heights United Methodist Church, January, 1996.

Graham, Ralf; Ira Hatfield; and Claudia Vickery, *"Cherish the Past, Challenge the Future,"* church document prepared for West Heights United Methodist Church, September, 2006.

Heitzenrater, Richard P, *Wesley and the People Called Methodists*, Nashville, Tennessee, Abingdon Press, 1995.

Keathley III, J. Hampton, "A Biblical Philosophy of Ministry", http://bible.org, 2004, last accessed January 21, 2012.

Mansker, Steve, "What is the Call?" http://archives.umc.org, last accessed March 25, 2012.

United Methodist Church, "Funding & Giving: Overview," http://www.umc.org, last accessed January 20, 2012.

ENDNOTES

[1] West Heights United Methodist Church Bulletin

[2] United Methodist Church Bulletin

[3] Cherish the Past, Challenge the Future, 50th Anniversary, West Heights United Methodist Church, 2006

[4] Welcome to West Heights: A Review of Our Methodist Heritage, Administrative Structures, West Heights UMC History, Symbolism in the Sanctuary, Christian Symbols and Christian Seasons, Hatfield, Ira and Graham, Ralf, 1996

[5] All scripture citations from The Holy Bible, New Revised Standard Version, (Nashville, Tennessee: Thomas Nelson Publishers, 1990)

[6] The Book of Discipline of the United Methodist Church, (Nashville, Tennesee: The United Methodist Publlishing House, 2008), Page157

[7] Wesley and the People Called Methodists, Heitzenrater, Richard P. (Nashville, Tennessee: Abingdon Press, 1995), Page 46

[8] Church Leader: What is the Call?, Manskar, Steve, www.umc.org

West Heights United Methodist Church

Accounting and Membership Procedures Manual

Document Version: 2012.01

Date: 10-March-2012

West Heights UMC
745 N. Westlink
Wichita, KS 67212
Phone: 316-722-3805
Fax: 722-2550

http://www.westheightsumc.org/

Change History

Version	Date	Person	Comments
2012.01	March 2012	Chris Allen	Initial Draft

List of Figures

List of Tables

Table of Contents

1. Introduction

The purpose of this manual is to describe all accounting and membership procedures currently in use at West Heights United Methodist Church and to ensure that the financial statements correctly reflect the financial position of the church; assets are safeguarded; guidelines from the United Methodist Book of Discipline for donors are complied with; and finances are managed with accuracy, efficiency, and transparency.

All West Height's staff with a role in the management of fiscal and accounting operations or membership operations are expected to comply with the policies and procedures in this manual.

These policies will be reviewed annually, in July of each year, by the Business Manager and the Office Assistant and revised as needed and approved by the Senior Pastor and Finance Committee of the church

2. Division of Responsibilities

The following is a list of personnel who have fiscal and accounting responsibilities and membership responsibilities: .

2.1 *Finance Committee*

1. Develops the annual budget
2. Reviews monthly financial statements
3. Counts the Sunday offerings and takes the deposit to the night depository at the bank
4. Members of the committee volunteer to be authorized signers on the bank accounts
5. Reviews and approves funding for all contracts
6. Reviews and approves all non-budgeted expenditures
7. Reviews and advises staff on internal controls and accounting policies and procedures

2.2 *Business Manager*

1. Prepares payroll for staff, preschool and coffee shop
2. Records pledges and is responsible for contribution accounting and reporting
3. Manages accounts receivable and accounts payable
4. Provides all accounting and reporting for West Heights
5. Manages Dillons card program
6. Oversees inventory and purchase of office supplies, computers, postage, etc.
7. Assists Finance Committee with the development of annual and program budgets
8. Supervises and provides information for completion of annual financial audit
9. Oversees the phone system
10. Maintains individual and server computer systems and printers
11. Assists head custodian with building key inventory and distribution
12. Prepares monthly financial statements
13. Assists Senior Pastor with fall pledge drive
14. Prepares necessary tax returns
15. Oversees the employee retirement plan
16. Oversees the electronic giving program
17. Supervises Office Assistant and office volunteers
18. Attends Senior Pastor staff meetings, finance meetings and Foundation meetings

19. Reconciles bank statements monthly

.

2.3 *Office Assistant*

1.   Maintains congregational changes list

2.   Processes all members transferring into and out of West Heights

3.   Processes all birth and death information

4.   Processes all baptisms performed at West Heights

5.   Processes all marriage certificates for weddings at West Heights

6.   Gathers all prayer concerns

7.   Prepares and assembles weekly church bulletins for 8:15 and 10:30 worship services and special services at Advent and Easter

8.   Prepares bi-weekly Logos (church newsletter) after collecting articles from various staff members and boards

9.   Prepares and mails first time visitor letters

10. Answers the telephone and assists visitors and members who come to the office

11. Prepares weekly Powerpoint presentations and emails copies out the sound and a/v people

12. Types up special inserts to be put into the bulletin

13. Oversees facilities scheduling and calendar maintenance

14. Oversees and updates the church website

15. Types business correspondence and documents

16. Prepares postal mailing sheets and delivers with bulk mailings to the post office

17. Processes all incoming general email correspondence and responses if necessary

18. Attends Senior Pastor staff meetings.

2.4 *Financial Secretary*

1.   Inputs the contributions into the computer financial program

2.   Reports to the finance committee

3. Chart of Accounts and General Ledger

West Heights has designated a Chart of Accounts specific to its operational needs and the needs of its financial statements. The Chart of Accounts is structured so that financial statements can be shown by natural classification (expense type) as well as by functional classification (program vs. fundraising vs. administration). The Business Manager is responsible for maintaining the Chart of Accounts and revising as necessary. The Chart of Accounts is attached to this manual as an addendum.

The general ledger is automated and maintained using Church Windows accounting software. All input of information and balancing is the responsibility of the Business Manager.

West Heights is a non-profit 501(c)3 corporation. The federal tax number is 45-6108988 and the Kansas state exemption number is KSDRDKF41F.

West Heights uses Fund Accounting and entries are done on a cash basis. Fund accounting is an accounting system emphasizing accountability rather than profitability, used by non-profit organizations and governments. In this system, a fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

Nonprofit organizations have special requirements to show, in financial statements and reports, how money is spent, rather than how much profit was earned. Unlike profit oriented businesses, which use a single set of self-balancing accounts, non-profits can have more than one fund – West Heights has 6 – depending on their financial reporting requirements. It is important to be able to produce reports detailing the expenditures and revenues for each of the organization's individual funds, and reports that summarize the organization's financial activities across all of its funds.

.
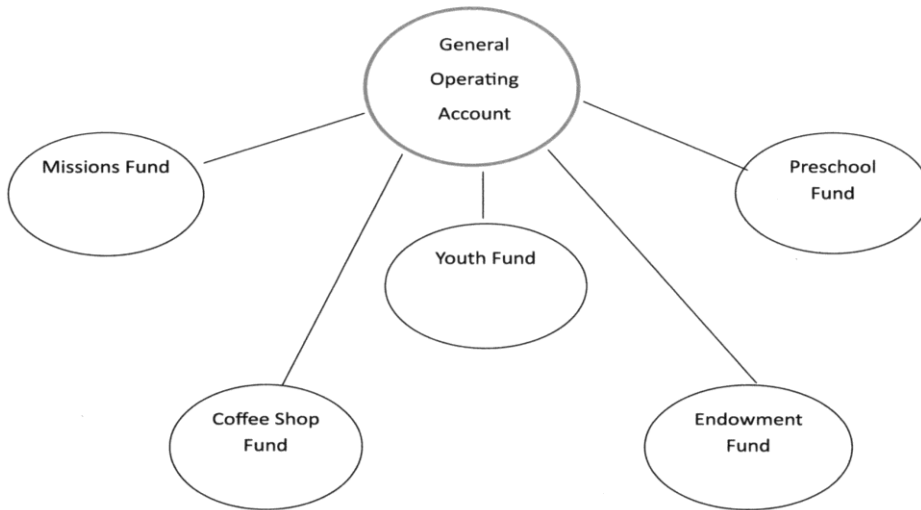
All of the funds received are deposited in the General Operating Checking Account. All expenses are paid out of the General Operating Checking Account. Every time we receive money that is for one of the funds, I make an accounting entry moving the income over to the individual fund account. At month end, I do an entry to move the expenses to the individual funds accounts.

When we review the financials, we only look at the general operating financials, except for the Fund Activity Report that we look at last—it shows the net balance in each fund. Because the church actually "owns" the funds, the asset amounts for each fund show up on the General Operating Balance Sheet. The Funds are accounted for separately because they are temporarily restricted accounts—they are to be used for a specific purpose.

Figure 3-1 General Operating Account

4. Cash Receipts

Cash receipts generally arise from:

1. Direct contributions from members, constituents and visitors

2. Miscellaneous payments for various things (purchase of study materials, Wednesday night dinners, etc.)

3. Fundraising activities

Any *italicized* financial procedures are drawn from the **Book of Discipline** of the United Methodist Church.

4.1 *Offering Counting*

The principal steps in the offering counting/recording process are:

The (finance) committee shall carry out the church council's directions in guiding the treasurer(s) and financial secretary. The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all the funds received shall be given to the financial secretary and the treasurer (business manager). Funds received shall be deposited promptly in accordance with the procedures established by the committee on finance. The financial secretary shall keep records of the contributions and payments. The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.

General Procedures

All counters should report to the conference room after the 10:30 church service, except for the two counters assigned to bring the offering over from the sanctuary. Those two counters will retrieve the offering from the worship steward and bring the bag and the Sunday School attendance basket (found at the visitor's booth) to the conference room. One of the counters will retrieve the keys (to the conference room, ushers lockbox, money bag and the RelianzBank night depository) from the Business Manager's mailbox in the office hallway. The offering sheets, deposit slips, list of giving numbers, endorsement stamp and adding machine are kept on the top shelf of the conference room. For safety purposes, the counters should lock themselves in the conference room during the counting process.

Check Procedures

Remove checks from envelopes and if necessary, record the name and amount of the front of the envelope. Alphabetize the checks for convenience. Record the name and amount of the check on the offering sheet. Look up the giving number from the list of giving numbers and record the number next to the name.

If the name is not listed, write down the name, address and phone number on a separate sheet of paper and leave in the basket so that the Office Assistant can input the information on the visitors' sheet. The envelope number for visitors is 99997.

Endorse the checks with the stamp and run a tape for each set of checks. Paperclip the checks to the tape and write Tape 1, Tape 2, ect. on the tapes. This is how the checks are recorded on the deposit slip.

Run a tape on the check register and tie it to the appropriate tape number. Staple the tape to the front of the offering sheet and record the amount on the deposit slip.

IMPORTANT: checks received in January, which are dated December, need to be checked against their mailing envelopes. Those that have a December postmark may be counted in the year the check was dated, those that are postmarked in January must be credited in January.

Cash Procedures

Record cash gifts on the cash recording sheet. As the cash is counted, keep track of currency and coin totals because the total cash is recorded on the deposit slip in these categories.

Pledge Cash: This is cash either in a giving envelope or has a name on another type of envelope. Record the name, giving number and the amount on the top area of the cash recording sheet. Record the total amount of the pledge cash on the CM Pledge line in the lower box on the cash sheet.

Loose Offering: Count and enter on the Loose Offering line in the lower box on the cash sheet.

Sunday school Offering: The adult Sunday School classes have their own restricted accounts set up. Record the cash receipts on the correct Sunday school class line in the lower box on the cash sheet.

Total all the cash, splitting out the coins and currency, and enter on the deposit slip. Staple the adding machine tape to the cash sheet.

Deposit Slip and Deposit

Before recording amounts place the cardboard insert behind the yellow carbon copy paper. Record each of the check tape totals and the cash, broken out by coin and currency, should be recorded on the deposit slip. Total the deposit slip and make sure it ties with the total of all the offering sheets and the cash sheet. Place the deposit slip, checks and cash in the money bag. Lock the money bag with the key. One of the counters can take the bag to RelianzBank, north of 21st and Ridge Road. Insert the night deposit key in the lock and turn the key to open the depository. Insert the money bag and shut the depository door. Open the door again to make sure the money bag was deposited. Shut the door and take the key. Keys should be returned to the Business Manager before the following Thursday.

Forms and Envelopes

Re-check giving envelopes to make sure they are empty. Place a rubber band around the envelopes and place in the white counting basket along with the offering and counting sheets. Put all the counting supplies and adding machine in the basket and put the basket back on the top shelf in the conference room. Lock the conference room before leaving. The Business Manager will pick up the empty envelopes and the offering sheets on Monday morning. The offering sheets are placed in a file for the finance secretary, who will input the data into contributions on the computer.

The Business Manager retrieves the bank bag and deposit slip from the bank the week following the Sunday deposit. The deposit slip is then attached to the Sunday deposit sheets and put into the blue file so that the Financial Secretary can enter the information into the Contribution Module of Church Windows.

4.2 *Step-by-Step Contribution Entry:*

To begin entering your weekly giving information, click Contribution and choose Enter Contributions. The Enter Contributions screen will appear. The Enter Contributions screen was built to make the process of entering giving information go very quickly. If you wish, you may enter a whole week's giving without moving your hand from the keypad at the right side of your keyboard. Use the Enter key to move through fields and the plus "+" key to add an item to the batch.

If the system date is outside the current year, an informational message will appear when you click on Enter Contributions telling you that you are currently working in a prior year.

The Unposted Contribution Dates screen appears immediately upon opening Enter Contributions if there are unposted batches. You may click on a date and click Select to continue working in that batch or to post it, or you may click Close to leave the batches unposted.

Steps to entering weekly contributions:

1. Enter the Contribution Date - First enter the date of the contributions into the Giving Date field. (MM/DD) The year will be determined by the current year on your Contribution Profile screen. This date will be valid for this batch of contributions.

2. Skip the Batch Code Box

3. Enter the contributor's name or envelope number - If you would prefer, you may also use the up or down arrows to scroll through your list of contributors, then press Enter to select a highlighted name.

4. Enter the Giving Information - For each contributor, enter the total amount of the gift and which account this money should go to.

5. Add Each Contribution to the Batch - After each gift has been entered and distributed among giving accounts, press the "+" key to add it to the batch. Click on the Show Batch button to view the batch as you enter contributions data.

6. Check the Batch - When you have finished entering all giving for that date, double check to make sure that all contributions in the batch are correct. You may edit contributions directly from the batch. You may print the batch if you wish.

7. Post the Batch - When you are certain that the contributions for this batch have been entered correctly, post the batch by clicking on the Post button on the Contribution Batch screen. This procedure will post contributions to each person's giving record, and it will add these gifts to each giving account.

You may use the Enter key or the Tab key to move through fields on the Enter Contributions screen.

If you enter contributions by envelope number, you may enter contributions without moving your hand from the keypad at the right of your keyboard. To do so, position your hand over the keypad, use the Enter key on the keypad to advance through fields, and use the "+" key on the keypad to post contributions to the batch. Use your thumb to press the up and down arrows if you need to; all other entry is numeric and can be entered using the keypad.

4.3 *Transferring Contributions to Financial Transactions*

Before you may transfer contributions information into the Financial module, you must first have entered your Contributions receipts in the Contributions module, checked the Batch for errors, then posted the Batch.

- Church Windows has been enabled to allow Contribution to Financial transfers. Directly after you post a Batch, the system will ask you if you'd like to transfer that information to Financial. If you answer Yes to that message, then the system will automatically bring up the Transfer Contributions

- In the Contribution Date field, click on the down arrow and select the giving date.

- The giving that was posted on that date will appear in the list below, as well as the financial accounts that will be affected by these transactions.

- Keep in mind that the list of dates in the Contribution date field includes all giving dates for which giving has been posted but not yet transferred to Financial. It also includes any dates that were transferred to Financial, but then later edited in Contributions (the system makes these dates available to transfer to Financial again so that the changes may be made in Financial as well). If there are any dates in this list that do not need to be transferred to Financial, you may easily delete them by selecting the date, then clicking the Delete button. Keep in mind that what you are deleting here is simply the ability to transfer this date to Financial; you will not affect any Contributions or Financial data.

- Remember, too, that contributions are transferred to Financial as a single batch by date. The dollar amount on the Transfer Contributions to Financial screen will be a combined total of all giving entered for that date.

- If you would like to print this information before sending it to Financial, click on the Print button, and that day's giving and account distribution will appear on the Print Preview. (See Print Preview (Contributions) for more information.)

- If you find that any of the information is incorrect, then make the corrections before transferring to Financial. You may edit the Income and Asset accounts on this screen; just click on the account and change to a different one. If the dollar amounts are incorrect, then you may make the appropriate changes in Contributions on the Browse/Edit Contributions screen.

- When you are sure that the information is correct, click on the Transfer button to finalize the transfer.

- Any time that you have entered Contributions data and not transferred it to Financial, Church Windows will warn you of this fact when you first start the system. Also, if you transfer giving to Financial, then make corrections for that date in Contributions, you must re-transfer the correct amounts to Financial. Church Windows will warn you of this fact, also. When you re-transfer a giving date to Financial, previous amounts for that date will be overwritten.

Note:

The Contribution Profile and the Financial Profile **must be set to the same year** to transfer the contribution entries into the financial module. If you are on the Transfer Contributions to Financial screen and you click Transfer, the system will not let you transfer the contributions when the years do not match. Instead, a screen will appear telling you that the two years are not compatible. Click Yes to answer the question: Would you like to change to the correct financial year now?

The Financial Profile screen opens and you can click to choose the correct financial year. Click OK. Then click Transfer to transfer the contributions into the financial module.

4.4 *Browse/Edit Contributions*

You may review, add new contributions information, edit or delete incorrect entries, and print this information for each giving unit.

To view this information:

- Click on Contribution.

- Select Browse/Edit Contributions. The Browse/Edit Contributions viewing screen will appear:

This screen will display a detailed report of every contribution posted for each contributor throughout the current year.

Editing Contributions After Posting

On the Browse/Edit Contributions screen, you may edit any information that appears simply by clicking on the incorrect information and making your changes. After you make a change to a contributor's record, Save and Cancel buttons will appear. Click Save to save your changes, or click Cancel to discard them.

If you need to change the Date and/or the Batch Code for a contributions batch, see Correct Batch Date After Posting. This screen will allow you to change the date and batch code for all entries in that batch at one time.

If you have implemented Contribution to Financial posting and have already posted a date from Contributions to Financial, then edited information on a contributor's giving record for that date, the system makes that date available on the Post Contributions to Financial screen again. It does this so that you may post the change to Financial if you need to.

If you have enabled transfer contributions to financial on the Contribution Profile and have already transferred a date from Contributions to Financial, then edited information on a contributor's giving record for that date, the system will ask you if you'd like to transfer the contribution changes to Financial. If you click on Yes, then the Transfer Contributions to Financial screen will appear, and you may proceed from there. If you answer No, then that giving date will be added to the list of available dates to transfer from Contributions to Financial, and you may transfer that date from Contributions to Financial at a later time.

4.5 *Cash and Checks Received in Office*

Some checks and cash are received in the office during the work week. These items are put into the safe and then deposited weekly by the Business Manager. To prepare the deposit, the checks and cash are separated into three categories:

Miscellaneous Deposit: these are items such as Wednesday night dinner proceeds, room usage receipts, Dillon's rebate checks, deposits to the Men's group account, and Arts and Crafts deposits. This type of deposit is recorded on the Miscellaneous Deposit Form. After the deposit slip is picked up from the bank, it is attached to the sheet and the Business Manager inputs the information through either Post Income or the Journal Voucher options of Church Windows.

Fund Deposit: these are deposits to one of the Fund Accounts (Memorials, Preschool, Youth, Coffee Shop and Foundation/Endowment). They are recorded on the Deposits and Monthly Entries Sheet. Because the cash/checks were deposited in the general operating bank account, a journal entry must be made to move the income over to the fund account. These journal accounts are listed on this deposit sheet. These entries are input by the Business Manager using the Journal Voucher option of Church Windows.

Contribution: these gifts should be recorded on one of the offering sheets. The Business Manager will input the information through the contributions module of Church Windows.

4.6 *Post Journal Entries*

In Church Windows Financial, all entries made on the Post Income, Post Expenses, and Post Transfers screens are posted to the General Ledger. You may post such entries on these screens more quickly and easily (with less margin for error) than on the Post Journal Entries screen. However, if you have formal accounting training and are more comfortable with entering free-form debits and credits, then you may use the Post Journal Entries screen.

If you need to print a check for this transaction, or include a manual check, electronic or debit transaction on the Bank Reconciliation, then use Post Expenses, Payment Authorization, or

Post Transfers. To open the Post Journal Entries screen, click Financial, choose Transactions, and select Post Journal Entry. The Post Journal Entries screen will appear.

Post Income

Any money that comes in to your organization will be entered as income. Each income transaction will increase the balance in two accounts: the Income account, where the money comes from, and the Asset account, where the money is deposited.

If you also use the Contributions module of Church Windows, then most of your income may be transferred automatically from your giving records. Transferring contributions to Financial in this way will leave only non-contribution income such as building rent or interest income to be recorded using the Post Income routine.

To open the Post Income screen, click Financial, select Transactions, and Post Income. The Post Income screen will appear.

Post Income Information Fields:

Income: The Income account is the source where the money came from: for example, a giving account, interest income, building rental, etc. In the Income/Expense (CR) column, either double-click on the appropriate income account from the drop-down list, or type in the income account number (type only the numbers in the account numbers, do not type any periods). Note that you may select an Expense account in this column if you wish.

Account Name: The corresponding account name will appear automatically.

Asset: The Asset account is where the money will be deposited: for example, a checking account or a savings account. In the Asset (DR) column, either double-click on the appropriate asset account from the drop-down list, or type in the account number.

Date Occurred: In this field, enter the date that this transaction actually took place, which may not necessarily be today's date. This field defaults to the current date, but you may type in a different date. When typing in a different date, type the numbers only; do not type in the slashes. You must enter all 8 digits of a new date (MMDDYYYY).

Amount: Enter the dollar amount of this transaction, typing in the decimal point where appropriate. If you do not enter a decimal point, then the system assumes a round dollar amount.

Comments: The Comments field will store any additional information you wish to record concerning this transaction.

Electronic Giving

We have an electronic giving program through the EFT Corporation. Those who wish to participate in the program fill out an electronic giving form and specify the amount they wish to contribute each month. They have the option of having the money withdrawn on the 5th, 20th or both days of each month. Along with their form, they need to enclose a voided check. If the participants need to change their amount, stop their electronic giving, or change bank

account information, they let the Business Manager know and she fills out the appropriate form and faxes it to the EFT Corporation at the fax number listed on the EFT form.

At the end of the month, the Business Manager signs on to the EFT Corporation website and runs the reports necessary to record the contributions. The website is https://www.secure-area.com/logon.htm and you must be in Internet Explorer for the link to work. Once on the sight, the username is callen and the password is EFTC*4wh. On the main screen, click on Master Reports and then click on Donation Register. Choose the cycle date of the 5th or the 20th. Click on Create List. You can change the Date Range if you need to run a list from a previous month. This list can now be used to input the contributions into Church Windows.

EFT forms are attached to this manual as an addendum.

4.7 NSF ("Bounced") Check

Unfortunately, sometimes checks that the church receives do not clear the bank and come back as "NSF" or "bounced". The following steps outline the best way to handle this in both Contributions and Church Windows Financial, with an eye toward keeping your records as close to your bank's records as possible (with the Bank Reconciliation in mind).

In Contributions:

- On the Browse/Edit Contributions screen (click Contributions and choose Browse/Edit Contributions), find the contributor whose check came back.

- On that contributor's record, find that gift. Click the gray record selector button to the left of that line to highlight the gift.

- Click the NSF button. The system will confirm that you would like to mark this gift as NSF. Answer Yes, and the system will add another line to that contributor's record for that date. This new line will have a negative dollar amount in the amount of the original gift and be to the same giving account. This will, in effect, cancel out the original gift. It would be a good idea to add a comment to the Description field that notes that the check came back NSF or something, since both the original gift and the negative amount will appear in the Detail section of Contribution Statements.

- Click the Save button to save your changes.

- Close the Browse/Edit Contributions screen.

Note: You will not re-transfer the contribution batch over into Financial, because doing so would change the original deposit amount, which was correct. Follow the steps below to show this NSF check.

In Financial:

- Choose Financial, Transactions, Post Expense.

- In the first column, select the income account that this gift was originally posted to. The Asset would be the bank account that the check was originally deposited in. The Date Occurred would be the date that the bank informed you that the check was NSF. The

Amount is the amount of the check, check type is Manual, and enter a false, low check number like 1 or 2. (Entering a check number will ensure that this transaction will appear on the Bank Reconciliation screen so you can compare it to your bank statement.). In the Payee column, you can enter either the bank name or "NSF check". The same with the comments.

- If there are any additional bank fees that the church had to pay with this returned check, you can enter another expense transaction for these fees. Do not use the income account for this transaction, though. Use an expense account, such as for "Bank Charges".

- Click on Post to post your expense transaction(s).

4.8 *Employee Giving Deducted From Their Paychecks*

Several of our staff members elect to contribute to the church by having an amount deducted from each payroll check. These are recorded at the end of the month in contributions.

After recording the contributions, a Journal Voucher needs to be made so that cash is not debited twice. The JV is to debit 2.10.2004 for the total amount of $923.34 and to credit 1.10.1007 for the same amount.

4.9 *Miscellaneous Contribution Items*

Adding Giving Accounts

To enter the Giving Accounts section of Church Windows, click on the word Contributions, and select Giving Accounts. The Contribution Giving Accounts screen will appear. If you click on Account Order, you may choose whether new accounts appear at the top or the bottom of your list of Giving Accounts.

To add accounts to the list of giving accounts:

- Click on the Add button. The Add Giving Account dialog box will appear.

- In the Account # box, type in the numbers or letters you would like to assign to this account.

- In the Account Name field, type in the name of this account.

- Click on Add; this account will be added to the list of giving accounts.

- You may continue entering new accounts, or you may click on Close to close the Add Giving Account dialog box and return to the Giving Accounts screen.

4.10 *Assign Envelope Numbers from the Member File*

The Church Windows Contributions module requires that you have the Church Windows Membership module installed, and that each contributing member and visitor be assigned an envelope number.

Once people have numbers in the Envelope number field, you may then easily enter giving information either by the contributor's name or by envelope number, whichever is more convenient.

There are two methods you may use to enter envelope numbers for the first time. If you are entering envelope numbers at the same time as you are entering your membership data for the first time, then the first method would probably be the easiest for you. If your names and addresses already exist in Church Windows Membership, but they don't have envelope numbers yet, then the second method may be easier.

You may easily type envelope numbers directly into your members' Individual records:

- Click Membership and choose Members.

- Either type in envelope numbers while you are adding your membership data for the first time, or Find a certain individual and type the envelope number onto their Individual record. Click Save after you have entered the number. If you need a list of available envelope numbers to determine what number to assign this person, click the Unassigned Numbers box. Limit the report to the range of envelope numbers you use. Click Next and the report of available (unassigned) envelope numbers will compile on the Print Preview screen.

- Pay special attention to the Use Individual's Name box next to the Envelope number field, as this determines whether the giving credited to this envelope number will be credited to the entire household or to the individual.

- On this screen, you may only assign envelope numbers to individuals whose envelope number field is currently blank.

- Note: You will assign envelope numbers to those people in the Visitor File who will be contributing to the church. Click Membership and Visitors. Then proceed as described above.

4.11   *List of Envelope Numbers*

In Contribution Reports, the List of Envelope # is a list of all of your assigned envelope numbers and the members and visitors who are assigned them or a list of your "unassigned" numbers. You may choose to include next year's envelope numbers and any prepaid amounts if you wish.

To print a list of envelope numbers:

- Click Contribution, select Reports, and choose List of Envelope #. The List of Envelope # dialog box will appear:

- You may select to include only certain envelope numbers on this report by entering a range into the Envelope #'s fields.

- If you would like a report of the "unassigned" numbers within your series, click in the box for Print Unassigned Numbers. Click on Next and the report will compile on the Print Preview screen.

- If you would like next year's envelope numbers included on the report, click in the Include new year envelope #'s box to mark it with a check mark.

- If you would like this report to print only those contributors who have prepaid amounts toward their pledges, then click in the Include only prepaid persons box to mark it with a check mark.

- You may choose to print the report in order by the current year envelope number, alphabetical order by name, or in order by next year's envelope number by selecting the corresponding radio button in the Sequence section of this dialog box.

- In the Prepaid amounts section of this screen, you may indicate how you'd like prepaid amounts handled on this report. If you do not wish to include any prepaid amounts on this report, click in the Do not include radio button. If you would like to include prepaid amounts for the current year, click in the Current year radio button. If you would like to include prepaid amounts that people have paid toward next year, click in the New year radio button.

- Continue by clicking on Next; the Print Preview will appear. See "Print Preview" to continue.

4.12   *Transferring Envelope # and Giving to another person*

There are times when you may wish to transfer envelope numbers and giving information from one person to another. An excellent example would be when a person dies and you want to transfer this information to the spouse's record. Another example might be when two contributing members get married and wish to merge their giving records. To make this transfer:

- Click Contribution and choose Transfer Giving. The Transfer Giving screen will appear:

- The left side of the screen contains a list of everyone who has contributed in the current year, while the list on the right contains every individual in your system.

- Transferring envelope numbers and giving is simply a matter of selecting on the left side the person whose information you would like to transfer, and selecting on the right side the person who should then have that envelope number and giving, then clicking on Transfer to complete the transfer.

- To quickly find a person in the left-hand list, click the Find button. On the Find screen, type the information you are looking for in the Find What field, select the field you want it to look at in the In Column field. Click Find Next until the desired person is highlighted.

- When you are ready to make the transfer, click Transfer. A screen will appear confirming the change you are about to make; click Yes to continue or No to cancel the transfer.

- This routine will only transfer giving information for the current contributions year. It will not affect previous years' giving.

- For example, in the case of transferring the envelope number and giving record to a surviving spouse: on the left side, highlight the person with the envelope number who passed away, and on the right side, highlight the name of the surviving spouse. Click Transfer to move the records.

- In the case of the two contributors who get married, on the right, select the person whose envelope number the couple wants to continue using, and on the left select the other person. Click Transfer, and the giving will be merged into one giving record using the desired envelope number.

4.13   *Special Transaction Situations*

- Electronic Fund Transfers (Automatic Bank Withdrawals)

- Some of our regular monthly payments automatically deducted from their bank accounts. These transactions must be recorded in such a way that they appear in the Bank Reconciliation so that the account can be balanced. We have our withholding taxes and the pastor's pensions deducted directly from our checking account.

- Select the Electronic method of payment and give it a fake check number - you could use a very low number, the numbers of the date, or letters. Because it has a check number, it will appear on your Bank Reconciliation and you may then accurately compare these transactions to your bank statement.

- Note: Transactions using the Electronic payment type assigned a check number or reference number appear in the Bank Reconciliation but do not appear in Check Printing.

4.14   *Posting Income to Expense Accounts*

- In accounting for non-profit organizations, there may be occasions where you would post income, but instead of posting to increase an Income account, you would be posting to decrease or offset an Expense account. You would do this in cases where the money coming in to the church is not truly income, but a reimbursement of an expense.

- For example:

- Some children from your organization will be attending a church-sponsored camp this summer. The camp requires payment in advance, so you create an expense account called "Camp fees" and pay the $500. The children's parents will all be reimbursing the church for these fees. When they give you a check, you do NOT post it through Contributions, because it is not a gift, it is a repayment. You will post that income through Post Income, but instead of selecting an Income account in the first column, you would select the "Camp fees" Expense account. In this way, the amount in the Expense account is reduced with each check you receive from parents. The Expense account balance would eventually be brought back to zero when everyone pays you back. As a result, your total expenses for the year do not reflect the money paid to the camp, because it is not truly a church expense.

4.15   *Posting Expenses to Income Accounts*

- There may be times when your organization wishes to spend money against an Income account in order to reduce your total Income for the year.

- Here is an example of such a situation:

- Your choir would love to perform Handel's "Messiah" for Christmas this year. However, the Choir Music funds are running low; there is not enough money left in the music budget to purchase the number of copies of the "Messiah" that you need. Your choir members love the "Messiah" so well that they all volunteer to contribute enough money to each buy their own copies for the church. You would create an Income account for these donations, called "Messiah money", perhaps. This money would be posted through Contributions, because they are truly gifts to the church. (The choir members will not keep the music for themselves.) Then, when the time comes to pay for the music, you would post the expense, but instead of to an Expense account, you would post it to the Income account called "Messiah money". In this way, the Income account balance is brought back to zero, and neither your Total Income nor your Total Expenses for the year reflect this purchase. Because this was not used for the normal operation of the church, this will not affect projections of future years' income and expenses.

5. Cash Disbursements & Expense Allocations

Cash disbursements are generally made for:

1. Payments to vendors for goods and services

2. Taxes/license fees

3. Staff training and development

4. Memberships and subscriptions

5. Meeting expenses

6. Employee reimbursements

7. Marketing/promotional materials

Checks are processed weekly. Invoices submitted to the Business Manager by Wednesday will be processed and paid by Friday of the same week. Checks can be prepared manually within one day, but this should be limited to emergency situations.

Requests for cash disbursements are submitted in three ways:

1. Original invoice

2. Purchase request (submitted on approved form)

3. Reimbursement request

Every employee reimbursement or purchase request must be documented on the approved form with travel authorization, receipts, nature of business, program allocation, and funding source (if applicable) before approving for reimbursement as follows:

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment - a receipt must be provided showing the cost of food, beverage, and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased and the specific business purpose.

The Business Manager reviews all requests for payment and:

1. Verifies expenditure and amount

2. Approves for payment if in accordance with budget

3. Provides or verifies appropriate allocation information

4. Provides date of payment taking into account cash flow projections

The Business Manager processes all payments in Church Windows by:

1. Gathering the invoices from the accounts payable file and entering them into the post payable module, the post expense module or the payment authorizations module

2. Prints checks according to allocation and payment date

3. Submits checks, with attached backup documentation, to the authorized check signers. Every check requires two signatures. Authorized check signers are members of the Finance Committee and cannot be a pastor or staff member

4. Writes the paid date and the check number on the invoice

5. Mails checks and appropriate backup documentation

6. Files all backup documentation in the appropriate paid file

5.1 *Recording Expenses through the Post Payable Module*

When a bill comes in or an expense is incurred, you enter the transaction through Post Payables. Posting a payable transaction will increase the balance (CR) in a Liability account and increase the balance (DR) in the Expense accounts you select. To post payables:

- Click Financial, select Transactions, Accounts Payable, and choose Post Payables. The Post Payables screen will appear. (See Post Payables Screen Display Options for information about your options on this screen.)

- At the top of the screen, in the Payable Account field, click on the down arrow and select the Liability account whose balance you would like to increase. (The vendor who issued this bill or invoice.)

- You may advance through the fields on this screen using the Enter key or the Tab key.

- Enter the date that this expense was incurred into the Date occurred field. (MM/DD only - the program will default to the current fiscal year.)

- In the Amount field, enter the total amount due on the invoice. (The total amount you would like to add to the balance in the Liability account. This field will accept negative amounts here to represent credits or credit memos.)

- If you wish, you may enter the invoice number or your organization's account number into the Invoice # field. If you would like to have the Expense account numbers used in this transaction to appear on the computer-generated check to this vendor that you post from Payment Authorization, then you must enter a unique invoice number here. (If you have trouble coming up with a unique invoice number for each payable, we suggest you use a combination of the Liability account number and the date. Ex: 25505-10152001 would be an invoice number that contains the liability account number and the transaction date.)

- Enter any additional comments concerning this payable into the Comments field.

- In the lower part of the screen, select the Expense (or Income) account that this bill should be posted to, then type in the amount of the expense. It is possible to distribute one invoice among more than one Expense account; to do so, simply press Enter or Tab to continue to the next line, select another Expense account, and type in the amount of the expense. Continue in this manner until the invoice is distributed completely among Expense accounts and the amount in the Running Total column equals the amount in the Amount field above.

- If this vendor has issued you a credit, you may enter negative amounts (as "-50.00") to expense (or income) accounts in the lower part of the screen. A negative amount will credit the selected expense (or income) account.

- If you find an error in the accounts or amounts, you may make any changes you wish to make before you post this transaction. Simply click on the area you wish to edit, and make your changes.

- When the amount of the transaction has been distributed completely among Expense accounts and you are sure the information is correct, click on the Post button. The amounts will be posted to the Liability and Expense accounts.

- A message will appear on the screen, stating that this transaction has been posted. Then the system will ask if you wish to post the payment now. If you wish to authorize a check to this vendor immediately, then answer Yes, and the Payment Authorization screen will appear.

- When you click on the Close button, a message appears, listing the totals of the payables you posted in this session, and asking if you would like to print a report. When you answer Yes, a report will appear on the Print Preview that lists all information about the payable transactions you posted in this session and will include those Payments as well.

5.2 *Vendor Information for Post Payables - Chart of Accounts*

On the Chart of Accounts screen, each Liability account has a place to store information about the Vendor that the Liability account represents.

To view the Vendor information for a Liability account, select a Liability account in the list of accounts on the left side of the Chart of Accounts screen, then click the Vendor tab at the

bottom right of the screen. (This information will only be available for Liability accounts. For all other accounts, when you select the Vendor tab, the vendor screen will read: "No corresponding vendor information for account.")

After you have filled in the name, address, and other information on the Vendor tab of your Liability accounts, Church Windows Financial provides a report that will print all vendor information.

The following topics describe the information fields on the Vendor tab.

Vendor Name, Address, Phone

The first fields on the <u>Vendor</u> information tab on the Chart of Accounts are for the payee's name, address, city, state, Zip code, and phone number. You may enter the appropriate information into these fields. If you will be printing checks with Church Windows Financial, then the information entered here will appear on checks printed that are payable to this vendor.

Vendor Comments

Any additional information you'd like to record about this vendor can be stored in the Comments field of the <u>Vendor</u> tab on the Chart of Accounts.

Vendor Default Expense Account

If you would like to associate a certain expense account with this <u>Vendor</u>, then click on the down arrow and select an account from the drop-down list in the Default expense account field. If a default expense account is selected here, then when you use the Post Payables screen to post a payable transaction to this liability account, then this expense account will be the default. You may always change the expense accounts in the transaction if you like.

Recording Expenses through the Post Expenses Module

Money that your organization spends may be entered as expenses. Expense posting will affect two accounts: the Expense account, where the money is spent, and the Asset account, where the money comes from.

If you'd like to use the Post Expenses screen to generate a computer-printed check to the same vendor but split between multiple expense accounts, then make two or more consecutive entries on the Post Expense screen. Make sure these entries have the same asset account, date, pay type and payee. If so, then they are treated as one transaction by the system and will be combined for check printing purposes. For example, you receive credit card bill which will need to be split among several expense accounts. You can enter each expense/income account separately in consecutive order and one check will be issued for the total amount.

Remember that the Post Expenses screen may be used to write checks against Expense or Income accounts.

To open the Post Expenses screen, click Financial, select Transactions, and Post Expense. The Post Expenses screen will appear.

5.3 *Post Expense Information Fields*

Expense/Income (DR): The Expense account is the purpose for which the money is spent: for example, utilities, supplies, etc. In the Expense/Income (DR) column, either double-click the appropriate expense account from the drop-down list, or type in the expense account number. Note that you may select an Income account here in this list. Income accounts are available here for situations in which money paid out offsets an income account that is treated as an "In/Out account.

Account Name: The corresponding account name will appear automatically.

Asset: The Asset account is where the money will come from: for example, a checking account or a savings account. In the Asset (CR) column, either double-click on the appropriate asset account from the drop-down list, or type in the account number.

Date Occurred: In this field, enter the date that this transaction actually took place, which may not necessarily be today's date. This field defaults to the current date. When typing in a different date, type the numbers only; do not type in the slashes. Make sure that all eight digits of the date appear in the field (MM/DD/YYYY).

Amount: Enter the dollar amount of this transaction, typing in the decimal point where appropriate. If you do not enter a decimal point, then the system assumes a round dollar amount.

Payment Type: In this field, select the method of payment: Manual check (M) that is written by hand, Computer-prepared check (A) that is printed by Church Windows, Cash (C), Electronic (E) for EFT transactions, or Debit (D) for debit card transactions. If you select Manual, you will need to enter your own check number in the check number field, while if you select Computer-prepared, then the check number will be assigned later, when you print checks. If you select Cash, then the check number field will not be available. Cash transactions will not appear on the Bank Reconciliation. For Electronic and Debit card transactions, enter a reference number so that the transactions will appear on the Bank Reconciliation.

Check Number or Ref #: In this field, enter the check number of the check that will be used to remit the payment. You may enter up to a fifteen-digit check number. This field will only be available if you selected the Manual, Electronic or Debit payment types in the previous field. In order for a manual check, electronic or debit transaction to appear in your Bank Reconciliation routine, you must enter a check number in this field.

Note: Electronic and Debit Card payment types assigned a check number or reference number appear in the Bank Reconciliation but do not appear in Check Printing.

Payee Name: In this field, type in the name of the organization that the check will be made out to. This field will hold up to 40 characters, please do not use double quote marks. If you have selected to use a Computer-prepared check, then the name that you type into this field will be printed in the Payee line on the check. As you type the payee's name, a drop-down list will appear that contains all of the payees entered into the Payees for Expenses list. You may select from this drop-down list, or you may continue typing to enter a new payee. If the payee that you enter does not currently appear in the Payee list, then the system will alert you to the fact and ask if you would like to add this payee to the list. Answer Yes to add them

to the list, or No to leave this payee off of the list. If you do not add the payee to the list, then automatic checks will print the payee name, but not the address.

Note: If two or more consecutive entries on the Post Expense screen have the same asset account, date, pay type and payee, they are treated as one transaction by the system and will be combined for check printing purposes. For example, you receive credit card bill which will need to be split among several expense accounts. You can enter each expense/income account separately in consecutive order and one check will be issued for the total amount.

Comments: The Comments field will hold any additional information you wish to record concerning this transaction. If you are using Computer-prepared checks, then information you type into this Comments field will be printed on the stubs of this transaction's check.

From the Comments field, press Enter to move to the next line and continue entering expense transactions, or click Post to post the entries.

Recurring Transactions: If you have expense transactions that recur on a regular frequency, you may set them up as Recurring Transactions so that you do not have to re-enter them each time.

Payees in Post Expenses

If you choose **not** to routinely use the Account Payable feature of Church Windows to pay your bills, you may enter your vendor list into the Payees list in the Post Expenses screen.

Also, every time you type a new payee into an expense transaction, the system asks you if you'd like to add that new payee to the list of payees. When you first type in your payee list, it does not necessarily have to be totally complete, because you can always add new payees as you go.

Add New Payees

You may enter your Post Expense Payee list all at once, if you like.

To enter your payee list:

- Click Financial, Transactions, and Post Expenses.

- On the Post Expenses screen, click the Payees button to view the Payees for Expenses screen.

- Click the Add button to add a new payee to the list.

- In the Payee Name field, type the name of this payee. This is the name that will print on computer-generated checks to this payee.

- Type the Address and City State, Zip Code into the corresponding fields. This information will print on computer-generated checks to this payee.

- The Vendor ID field can store your account number with this payee. This information will print on the stubs of computer-generated checks.

- There is a Comments field for you to enter any additional information about this payee. This information will not print on check stubs; it will only print on a Payee report that you can generate from the Payees for Expenses screen.

- Click Add to save this payee to the list. You may then continue with the next payee, or click Close to return to the Payees for Expenses screen.

As you enter Expense transactions, if you type in a payee that does not yet exist in the Payee list, the system will ask if you'd like to add this new payee to the list. If you click Yes, then the Payees for Expenses screen will open, and that new payee will appear on the list. You may either continue with adding the new payee's address information, or you may click Close to return to posting your expense transaction.

Editing Payee Information

The Payees for Expenses screen is always in edit mode, so you may make changes in payee names and addresses as often as you wish simply by clicking on the area you wish to edit and making your changes.

- Click Financial, Transactions, and Post Expenses. The Post Expenses screen will appear.

- Click the Payees button to view the Payees for Expenses screen.

- After you have edited names and addresses, you may wish to click on the Refresh button to make sure that the screen and all reports display the most current and accurate information.

Deleting a Payee

To delete a Payee from the Expense Payee List:

- Click Financial, Transactions, and Post Expenses. The Post Expenses screen will appear.

- On the Post Expenses screen, click the Payees button.

- Highlight the payee you wish to delete by clicking in the gray record selector button that appears to the left of the payee name. The payee will be highlighted.

- Click on the Delete button. A confirmation screen will appear, asking if you really wish to delete that payee. Click on Yes to delete, or No to cancel the deletion.

- Keep in mind that if you choose to delete a payee that is also a Vendor as a Liability account in your Chart of Accounts, you are not deleting anything from the Chart of Accounts here. You are only deleting this Payee from the list of Payees you can use from the Post Expenses screen.

Printing a List of Payees

To print a list of the Expense Payees that includes addresses, vendor numbers, and comments:

- Click Financial, Transactions, and Post Expenses. The Post Expenses screen will appear.

- On the Post Expenses screen, click the Payees button.

- Click on the Report button on the Payees for Expenses screen. The report will compile on the Print Preview.

5.4 *Recording Expenses through the Payment Authorization Module*

Using the Payment Authorization screen, you may post payments against any Liability account with an outstanding balance. When you are ready to authorize payment against a Liability account:

- Click Financial, select Transactions, Accounts Payable, and Payment Authorization. The Payment Authorization screen will appear. The bottom area of this screen contains information about the selected Liability account, while the top half concerns your method of payment.

Steps for posting Payments:

First, select the Liability account that you wish to pay against. You may click on the Next and Previous buttons to scroll through all Liability accounts that have a balance, or you may click on the Find button, type in the account number or name of the liability account, and click on OK. The account information will appear at the bottom of the screen.

If there exists an outstanding invoice for this account that you entered through Post Payables with an invoice number, then that invoice will appear in the list under Select invoices to pay. To pay a specific invoice in the list, highlight that invoice by bringing the mouse pointer to the column to the left of the invoice number, and clicking in that column. The invoice will be highlighted and is then selected to be paid. If a Liability account has more than one outstanding invoice, then you may select more than one invoice to be paid. If you did not enter an invoice number on the Post Payables screen, then there won't be a list of invoices to pay even if there is an outstanding balance due to this vendor. Highlighting is a toggle; click again to deselect an invoice. To remove all selections, click on the Clear button.

At the top of the screen, enter the information about the method of payment. The Asset account field will default to the Default Checking Account that you identified on the Financial Profile screen. If you would like to change this account, then in the Asset account field, click on the down arrow and select the account that will be used to make this payment.

Explanation of the fields on the Post Payables screen:

The Date Occurred field is for the date that the payment is made. This field defaults to the current date; you may change this if you like. (MM/DD/YYYY) You may change the date on a computer-generated check when you print the check.

- In the Amount field, the total of the invoices you highlighted to pay in the Select Invoices To Pay section will be automatically filled in. If you wish to pay a different amount or there were no invoices highlighted, then type in the amount of the payment.

If a Standard Payment amount exists in the Vendor Information on the Chart of Accounts, then the Amount field will default to that number unless you have highlighted invoices to pay. To pay a different amount than the standard payment, type in the amount of the payment.

- If you wish to include any extra information about this transaction, type it into the Comments field. This information will be included on the stub of a computer-prepared check.

- At the right, select the method of payment. Manual check for one written by hand, Electronic for EFT transactions, Debit for debit card transactions, Computer-prepared check for one printed by Church Windows, or Cash. If you select Manual, enter your own check number in the check number field. If you select Computer-prepared, then the check number will be assigned later, when you print checks. For Electronic and Debit transactions, enter a reference number so that the transactions will appear on the Bank Reconciliation. If you select Cash, then the check number field will not be available. Cash transactions will not appear on the Bank Reconciliation.

- Check Number or Ref #: In this field, enter the check number of the check that will be used to remit the payment. You may enter up to a fifteen-digit check number. This field will only be available if you selected the Manual, Electronic, or Debit payment types in the previous field. If you are transferring between Asset accounts, then in order for a manual check or an electronic or debit transaction to appear in your Bank Reconciliation routine for the Asset account, you must enter a check number in this field.

Note: Electronic and Debit Card payment types assigned a reference number appear in the Bank Reconciliation but do not appear in Check Printing.

- When all information is filled in, the Post button will be available. When you are sure all information is correct, click on the Post button to finalize this transaction.

- You may then continue by authorizing payments to other vendors in the same manner, if you wish.

- When you have finished authorizing payments, click on the Close button to close this screen. When you click on Close, a message will appear asking if you would like to print a list of the transactions you posted in this session. If you answer Yes, then these transactions will compile on the Print Preview and you may print the report from there. If you say No, then the Payment Authorization screen will close and you will no longer be able to print this transaction list. You may, however, print a Transaction Journal that includes these transactions.

- If you posted any Computer-prepared checks, you may continue with Check Printing.

Printing a list of the Payment Transactions

If you would like to print a list of all of the payments you have authorized in this session, then click on the Print button at the top. All of the payments will be compiled in a report and appear on the Print Preview.

Also, after you click on the Close button to close this screen, a message will appear asking if you would like to print a list of the transactions you posted in this session. If you answer Yes, then these transactions will compile on the Print Preview, and you may print the report from there. If you say No, then the Payment

Authorization screen will close and you will no longer be able to print this transaction list.

Payment Posting Options

If you wish, you may choose to have a box display that shows the account affected by each Payment transaction, the beginning balance, the amount of each transaction, and the ending balance. Using this box, you may see the effect of each transaction before you post the transaction.

To display this box, click the Options button on the "Payment Authorization" screen to show the Payment Posting Options screen.

Click in the Show account running balance box to mark it with a check mark. To work without the running balances, click in this box to clear the check mark.

At the bottom right of the Payment Posting Options screen are three buttons that affect the reports that you may print from these transaction screens.

Using the Options button, you may change the left margin for the report.

Using the Font button, you may change the style and size for the heading font and the text font.

5.5 *Printing Checks*

In the last two exercises, we posted transactions using Computer-generated checks, so now we have two checks waiting to be printed!

To print checks:

- Click Financial and choose Check Printing. The Check Printing screen will appear

- In the Starting check number field, enter the beginning check number that you will be using. Press Tab, and the system will assign check numbers to both of the checks that are waiting to print.

- In the Date of check(s) field, either leave the default to today's date, or type in a new date. (MM/DD/YY or MM/DD/YYYY)

- The Accounts Payable checks box gives you the option to have expense account numbers printed on the check stubs of checks authorized through Accounts Payable.

- Click Close to close the Check Printing Options screen. The selections you have made here will remain as the default until you change them.

- Click Select printer to make sure that the correct printer and paper size is identified.

- Click Next to compile the checks on the Print Preview screen. Each check will be its own page on the preview; click Next to view the next page, and click Previous to return to the first page.

- When the checks have printed correctly, click Close to close the Print Preview, then click Close on the Check Printing screen. The system will ask you if the checks printed correctly. If they did, answer Yes, and the check numbers will be finalized and assigned to the transactions. Once you answer Yes, the checks will be removed from the check printing queue and you will not be able to print them again. If for some reason you need to print them again later, click No, and these checks will remain in the check printing queue and these transactions will not yet be assigned check numbers.

Blank checks are stored in the file cabinet in the Business Manager's office. Checks should be printed on the Business Manager's desktop printer – Brother 7065-DN. Before putting the checks into the printer, the checks' order must be reversed. Place the checks, face down, in the printer drawer, with the top of the checks toward the front of the printer.

6. Credit Card Policy

All staff members who are authorized to carry an organization credit card will be held personally responsible in the event that any charge is deemed personal or unauthorized. Unauthorized use of the credit card includes: personal expenditures of any kind; expenditures which have not been properly authorized; meals, entertainment, gifts, or other expenditures which are prohibited by budgets, laws, and regulations, and the entities from which West Heights receives funds.

When the Business Manager receives the credit card bills, she will distribute them to the proper employees. The employees are to attach receipts for all credit card charges and give the bill to the Business Manager within two (2) weeks of receiving the billing. The Business Manager will verify all credit card charges with the monthly statements.

7. Bank Account Reconciliations

1. All bank statements are given unopened to the Business Manager for timely reconciliation as follows: a comparison of dates and amounts of deposits as shown in the accounting system and on the statement, a comparison of inter-account transfers, an investigation of any rejected items, a comparison of cleared checks with the accounting record including amount, payee, and sequential check numbers.

2. The Business Manager will verify that voided checks, if returned, are appropriately defaced and filed.

3. The Business Manager will investigate any checks that are outstanding over six months.

4. The Business Manager will attach the completed bank reconciliation to the applicable bank statement, along with all documentation, and will place in the correct file in the file cabinet.

Bank Reconciliation Steps in Church Windows

To reconcile an Asset account:

Step 1: Gather your paperwork

- You need your bank statement. Also helpful are your bank deposit slips for the past month and a printout of last month's reconciliation.

Step 2: Begin the Bank Reconciliation

- In Church Windows, click Financial and select Bank Reconciliation. The Bank Reconciliation screen will appear:

- In the Checking account field, either type in the account number of the checking account you wish to reconcile, or click on the down arrow to select the account. If you have separated your bank account into different Asset accounts in Church Windows, then you may merge them for reconciliation if you wish. In the Checking account field, type the account numbers that these accounts have in common, followed by an asterisk (*). For example, if you have split your checking account into two Asset accounts numbered 1.100.100 and 1.100.200, then you may merge the reconciliation by typing 1.100* into the Checking account field. Type the closing date printed on the statement into the Statement Date field. (MM/DD/YYYY) Note: if your statement cutoff date is not the last day of the month, the balance per general ledger on the bank reconciliation will be the balance as of the bank statement date which may not be the same as the balance as of month end.

- Enter the statement's closing balance into the Ending balance per statement field.

Step 3: Record any additional transactions

- Review the bank statement for any activity that will need to be recorded in Church Windows Financial such as bank service charges or interest earned. Record these transactions using the Post Expense button or the Post Income button as needed. These transactions should be dated the date they were recorded by the bank on the bank statement.

When you click on the Post Income (Expense) button, the Post Income (Expenses) screen will open. Enter the pertinent information for the transaction and click Post. Click Close to return to the Bank Reconciliation screen.

Step 4: Mark your cleared deposits

- A list of deposits whose Date Occurred is on or before the statement date (but not more than 60 days older than the bank statement date) will appear in the list under Select Cleared Deposits. The deposits are listed in chronological order.

- At the bottom of the deposit list, there will appear two tabs: By Date and By Trans #. The screen will default to the By Date option, which groups all deposit transactions of the same transaction type for the same date added together as one deposit amount. All "g-contribution" type transactions for the same date will appear as one total amount, all "a-income" transactions for that same date will appear as another total amount, and so on. For example, if you have a total deposit of $3,000 from Contributions on June 15th, then you will see $3,000 in the amount column and g-Contribution in the type column for June 15th. This option for displaying deposits will suffice for most churches who generally make one bank deposit on a date.

- If you generally have more than one deposit to the same bank account on the same date, then you might wish to click the By Trans # tab. When you click the By Trans # tab, then the deposit list will display each deposit transaction for each date, separating them all out by transaction number. For example, if your $3,000 contribution deposit for June 15th was entered to four different income accounts, then the screen will break the deposit down and display all four g-contribution transactions for each income account. All a-income type transactions will be separated out as well. The system will not show totals for each date. The By Trans # display option will be the most useful for you if you make multiple deposits on the same date and there's a possibility that part of the day's deposits may have cleared on the bank statement and some have not.

- In this list of deposits, select the ones that have cleared on the bank statement by highlighting them. You may highlight a deposit by clicking on it. This selecting is a toggle; to remove the highlight, click on the deposit again. The default is all deposits highlighted.

- To highlight all of the deposits in the list, click on the Select all button.

- To remove all selections, click on the Unselect all button.

Troubleshooting Tip: If there are deposits that do not appear here but you feel they should, then find the transaction that represents the missing deposit on the Browse/Edit Transactions screen and check these items:

1. Make sure the transaction was not reversed.

2. Make sure that the transaction number ends in either a, c, or g.

3. Check the Asset account of that transaction and make sure that it is the Asset account that you selected on the Bank Reconciliation screen. This Asset account should appear in the Affected Account (Debit) column.

4. Check the Date Occurred of the transaction and make sure that it is before the ending date of the statement.

5. Make sure that the "Cleared" column is not checked.

Step 5: Mark your cleared checks

- A list of all checks whose date occurred is on or before the statement date will appear in the list under Select Cleared Checks. This list will include all manual and computer-generated checks, electronic and debit card transactions that were assigned check or reference numbers. This list will not include any transactions that were cleared on earlier reconciliations. The checks are shown in numerical order (checks given a letter number, for example, ABC, will appear before the numbers).

- In this list of checks, select the ones that have cleared on the bank statement by highlighting them. You may highlight a check by clicking on it. This selecting is a toggle; to remove the highlight, click on the check again. The default is no checks highlighted.

- To highlight all of the checks in the list, click on the Select all button.

- To remove all selections, click on the Unselect all button.

Troubleshooting Tip: If there are checks that do not appear here but you feel they should, then find the transaction that represents the missing check on the Browse/Edit Transactions screen and check these items:

1. Make sure the transaction was not reversed.

2. Make sure that the transaction number ends in either b, c, or f.

3. Check the Asset account of that transaction and make sure that it is the Asset account that you selected on the Bank Reconciliation screen. This Asset account should appear in the Affected Account (Credit) column.

4. Check the Date Occurred of the transaction and make sure that it is before the ending date of the statement.

5. Make sure that the "Cleared" column is not checked.

6. Make sure that the pay type is either A for Automatic, M for manual, E for Electronic or D for Debit Card and make sure that a check or reference number appears in the check/ref number column.

Step 6 – View the Bank Reconciliation report

- When you have marked all of the cleared checks and deposits, then click on Next. The reconciliation report will appear on the Print Preview. This report will list the bank's ending balance, all of the deposits that were recorded but not cleared, and all of the outstanding checks that were recorded but not cleared. The Adjusted bank balance at the bottom of the report should match the Balance per General Ledger line on the report. If the two differ, then the Difference to reconcile line on the report will tell you the amount of the difference. This is the amount that you need to find and correct. Either additional entries are needed in Church Windows or amount(s) reported on the reconciliation are incorrect.

- Print the report if you like by clicking on Print all. Then click Close to close the Print Preview screen.

- If the numbers don't match, then you may click the Save button on the Bank Reconciliation screen to save this reconciliation. Click Close to exit the Bank Reconciliation screen. After you click Close, the system will ask you if you would like to finalize the reconciliation. Answer No, and make your corrections in Church Windows. You may then run the reconciliation routine again; the next time you open Bank Reconciliation, the screen will open to the information from your most recently saved reconciliation. Keep in mind that the Save does not save the deposits that you have highlighted. If any deposits have not cleared on this Bank Reconciliation, you will need to remove the highlights again. The Save feature is not available if you use the * feature for split asset accounts.

- Once the Difference to reconcile line on the report is zero, then your account is reconciled. Print the Bank Reconciliation report. The Bank Reconciliations are not saved after you finalize a Bank Reconciliation. If you need to keep the Bank Reconciliation report, make sure that you print it before you finalize the reconciliation.

- To finalize a Bank Reconciliation, close the Print Preview, and click Close to exit the Bank Reconciliation screen. After you click Close, the system will ask you if you would like to finalize the reconciliation. If everything is correct, then answer Yes.

- When you answer Yes, then all of the highlighted checks and deposits will be marked as Cleared on the Browse/Edit Transactions screen. These checks and deposits will not appear on a Bank Reconciliation again, and when you print a Check Register report, the Cleared column will say Yes for these checks.

8. Post Journal Entries

In Church Windows Financial, all entries made on the Post Income, Post Expenses, and Post Transfers screens are posted to the General Journal (or General Ledger). You may post such entries on these screens more quickly and easily (with less margin for error) than on the Post Journal Entries screen. However, if you have formal accounting training and are more comfortable with entering free-form debits and credits, then you may use the Post Journal Entries screen. The Post Journal Entries screen does have four limitations:

1) If you post income as a Journal Entry, you do not have the option to include the income on a deposit slip. If you need the income to appear on a deposit slip, then you must use the Post Income routine.

2) If you use a Journal Entry to record a transaction that reduces an Asset account (such as a checking account), you do not have the option to print an automatic check or to note the check number for manual check, or an electronic or debit transaction. If you need to print a check for this transaction, or include a manual check, electronic or debit transaction on the Bank Reconciliation, then consider using Post Expenses, Payment Authorization, or Post Transfers. See the corresponding Help topics for more information about those transaction types.

3) Journal entries impacting cash are not detailed as deposits or checks in the bank reconciliation feature. If the item is still in transit or outstanding, there is no way to reflect this in the bank reconciliation.

4) If a journal entry is made directly to a fund balance account, this detail is not reflected on the Fund Activity Report.

- To open the Post Journal Entries screen, click Financial, choose Transactions, and select Post Journal Entry. The Post Journal Entries screen will appear.

- If you have journal entry transactions that recur on a regular frequency, you may set them up as Recurring Transactions so that you do not have to re-enter them each time.

- Note: If you enter a fund balance account number (account beginning with a 3) in the journal entry process, you will get the following message after you click Post:

- "Good accounting practices state that only in special and very unusual circumstances should journal entries be posted directly to a fund balance account (accounts beginning with '3'). These entries will not be detailed on the Fund Activity Report. Continue with posting? "

- If you click Yes, the transaction will be posted. If you click No, you will be taken back to the Post Journal Entry screen where you can delete or edit that transaction.

Post Journal Entry Information Fields

Date Occurred:

- At the top of the screen is the Date Occurred field. In this field, enter the date that this transaction actually took place, which may not necessarily be today's date. When typing in a different date, type the numbers only; do not type in the slashes. If you have Journal Entry transactions to enter that occurred on different dates, then you will need to Post after each one, then change the date.

- At the top of the screen is the Date Occurred field. In this field, enter the date that this transaction actually took place, which may not necessarily be today's date. When typing in a different date, type the numbers only; do not type in the slashes. If you have Journal Entry transactions to enter that occurred on different dates, then you will need to Post after each one, then change the date.

Enter the following information for each line:

- Account Number: In the Account Number column, either click the appropriate account from the drop-down list, or type in the account number.

- Account Name: The corresponding account name will appear automatically.

- Credit or Debit: Type the dollar amount that will be credited or debited to this account into the Credit or Debit column. Type in the decimal point where appropriate. If no decimal point is entered, the system assumes a round dollar amount.

- Comments: The Comments field will hold any additional information you wish to record concerning this transaction.

- From the Comments field, press Enter to move to the next line and continue making entries.

- The credit and debit columns keep running totals at the bottom so that you may see whether or not they equal. While making Journal Entries, the credit and debit columns must equal each other before the system will allow you to Post the entries.

- If you have journal entry transactions that recur on a regular frequency, you may set them up as Recurring Transactions so that you do not have to re-enter them each time.

Account Type	Debit (DR)	Credit (CR)
Asset	increase	decrease
Liability	decrease	increase
Fund Balance	decrease	increase
Income	decrease	increase
Expense	increase	decrease

Table 1 Effects of Debits and Credits

9. Payroll Processing

1. Paychecks will be distributed by the Business Manager on the 15th and last day of each month. If the 15th and/or the last day of the month fall on a weekend or holiday the paychecks will be distributed the day before.

2. If the employee requests that his/her check be turned over to a third party, the request must be made in writing prior to distribution.

3. The Business Manager will review payroll expenditures and allocations monthly.

4. All quarterly federal and state payroll reports will be prepared and filed appropriately. Both the state and federal withholding is done by phone at the end of each month. The information needed to call these payments in is the file folders in the Business Manager's locked file cabinets on the south wall of her office area.

5. All W-2 statements are issued to employees prior to January 31st of the following year for the prior calendar year.

Steps to Process Payroll:

On the 15th of the month the following people are paid:

Preschool	Linda Gott	Salary
Staff	Christina Allen	Salary
	Joey Bamberger	Salary
	Christopher Eshelman	Salary
	Jacqueline Jewett	Salary
	Rafael Jimenez	Salary
	Kris Meckenstock	Salary
	Julie Minter	Hourly
	Ellan Muyskens	Salary
	Isaiah Shields	Hourly
	Cynthia Watson	Salary

Before doing payroll on the 15th, the Business Manager will need to get the timesheets from Isaiah and Julie.

On the last day of the month the following people are paid:

Preschool	Joni Bush	Salary
	Donna Freeman	Salary
	Linda Gott	Salary
	Michele Lambert	Salary
	Pam Lane	Salary
	Kristina Lindsted	Salary
	Virginia Sather	Salary
	Cynthia Shaffer	Salary
	Barry Smith	Hourly – Sub – may not have any hours
	Jennifer Terstriep	Salary

Linda Gott, Preschool Director will bring the Business Manager the payroll sheet for the month, listing any changes in the salaries for the teachers and substitute (due to being gone or working an additional day).

Common Grounds Coffee Shop – Ryan Swayne   Hourly

Kitchen Cleanup	Karly Joe	Hourly
	Maureen McCafferty	Hourly
	Caroline Skidmore	Hourly
	Ryan Swayne	Hourly

The Business Manager will get the time sheets for Common Grounds and Kitchen Cleanup people from the Kitchen Manager – Don Rubottom.

Nursery Workers	Katie Dewees	Hourly
	Valerie Gray	Hourly
	Ellen M McAllister	Hourly
	Jennifer Patton	Hourly

Joey Bamberger, Nursery Coordinator, send the payroll summary amounts by email to the Business Manager. She needs to have a reminder the week before payroll is to be calculated.

Music Workers	Kay Denton	Hourly – Pianist
	Melinda Fresh	Hourly – Children's Choir Director
	Matthew Ho	Hourly – Accompanist for Youth Choir
	Valerie Philips	Hourly – Sub – may not have hours
	Dani Scott	Hourly – Youth Choir Director
	Dani Scott	Salary – 8:15 Worship Leader

Ellan Muyskens, Director of Music, gives the payroll summary sheet to the Business Manager. She needs to have a reminder the week before payroll is to be calculated.

Musicians/Directors Monthly Payroll Amounts	2012
Director Kids Choirs	50.00
Director Youth Choir	50.00
Accomp - Wed. Choir	49.00
Sunday Choir Accomp	34.00
Accomp - Youth	40.00
Sub - Sunday Choir Director	26.50
Sub - Keyboard for Whole Service	49.00

Table 2 Hourly Rates for the Music Staff

Note: On occasion, Edna Young and Patricia Beckham fill in. They are not church employees and are paid through the post expense menu of Church Windows and no taxes are taken out.

Staff:
Christina Allen	Salary
Christopher Eshelman	Salary
Jacqueline Jewett	Salary
Rafael Jimenez	Salary
Kris Meckenstock	Salary
Julie Minter	Hourly
Ellan Muyskens	Salary
Isaiah Shields	Hourly
Cynthia Watson	Salary

Before doing month end payroll, the Business Manager will need to get the timesheets from Isaiah and Julie.

NOTE: Joey Bamberger is only paid on the 15th of the month. Her amount needs to be zeroed out when doing month end payroll.

9.1 *Running Payroll*

Step 1 - Running a Payroll (select pay date)

- Click on the Payroll button and choose Calculate Payroll.

- Enter the Pay Date and the Pay Period Ended date. The default for each of these is today's date. The Pay Date or Settlement Date is the date that will be used as the "Date Occurred" for the Payroll transactions in Accounting.

- Click on Next.

Step 2 - Running a Payroll (select employees to pay)

1. Choose Employee Type: either employees or independent contractors.

2. Choose All or Specific Employees/Independent Contractors. If you select All, then all of the following options are available. If you select Specific, you see a list of all the employees or contractors. Click on the Clear All button, and select the individuals to pay.

3. The pay calculation can be limited to pay type (hourly or salaried).

4. The pay calculation can be limited to individuals paid in certain frequencies (weekly, bi-weekly, monthly, semi-monthly or daily/miscellaneous).

5. The pay calculation can be limited to certain departments.

Click on **Next.**

Note: If you have already processed a payroll for an employee(s) for the pay date or pay period ended date, you will receive a warning "Employee(s) [Contractors] have pay previously posted with the Same Pay Date or Pay Period Ended Date." The employee(s) will have a red x beside their name(s). If the employee is to receive an additional pay for this date Click on **OK.** Click on **Cancel**, to return to the employee selection screen.

Step 3 – Running a Payroll (confirming payroll information)

You may edit hours, pay rates, deductions, and allowances for the current pay. Editing this area will only change the current pay. It will not make permanent changes to the employee file. You can also remove employees from the current payroll run without deleting their employee record.

If you want to make a change for the current pay:

- Click on the name of the employee.

- Select the tab where the changes are to be made.

- Click on the box you want to change.

- Delete the current dollars or hours and enter the new information.

- After completing all changes, click on Next.

The program will also allow you to create a new deduction or allowance from this screen. On the **Deductions** or **Allowances/Other Pay** tab, click on **New** and the **Add Deduction** or **Add Allowance** screen will appear. After completing the requested information, click on **OK** to close the screen. Now, you can click the down arrow in the ID column to add the deduction or allowance to the employee's pay.

If you click on the **Cancel** or **Back** button, you will lose any temporary changes entered in this step.

Warning messages:

If any employees would have negative pay for the pay period, a failed to process message will appear. These employees will be dropped off the list for the pay period. If the employee should receive a check, click on the **back** button to return to the previous screen. Click on the **Restore** button to have the employee put back on the list of employees. Correct the information entered for that employee OR click on **OK** to process the rest of your payroll.

Step 4 – Running a payroll (confirming pay calculated, viewing payroll reports)

Click on the **Browse Payment** button to if you wish to review your payroll.

On the **Tax Deductions** tab, you can edit the withheld amounts and /or taxable wages for each jurisdiction. Highlight the employee and their information appears.

I you have more than one employee's record to edit, click on **Apply**. Otherwise, click **OK** after changing the employee's record to save the change and return to the **Calculate Payroll – 4** screen.

The **Accumulating Values** tab shows the units accumulated during this pay period and the number of weeks worked during the pay period. These fields can also be edited for the current pay.

Step 5 – Previewing and Printing Payroll Reports (during pay calculation)

All reports generated during the pay calculation process can be accessed from the Reports menu. Put a check mark in the **Preview Reports** box on Step 4 of the payroll calculation and in the box beside each report you wish to preview. Click on **Next**.

Step 6 – Posting Payroll to the Employee's Record

To post the payroll calculated, select **Yes** and the program will proceed to Print Check(s) screen. If you select **No**, and **Finish**, you will get a message "Payroll has successfully been CALCULATED but not posted for (date)."

Check numbers must be assigned through the Check Printing routine before the payroll transactions can be posted to the Accounting module.

Enter the starting check number and press the tab key on the keyboard. The check numbers will fill consecutively.

- If the checks will be issued on a different date, change the date field.

- Show Memo Field – If you check this box you may enter text in the box which will be printed in the memo space of the checks printed.

- This screen lists all payroll checks that are in the queue waiting to be printed. If you have unprinted checks from a previous payroll, they will also be in the check printing queue. You may edit any of the check numbers if necessary.

- Put a check mark in the Preview box, then click on Next. Click on the up or down arrows to move through the pages on the print preview screen.

- Click on Print.

- "Did all checks print correctly?" will appear on the Check Printing screen. If all of the highlighted checks need to be reprinted, click on No. If one or more checks did not print correctly, click on that line to remove the highlighting for that specific check and click on Yes. Checks not highlighted will remain in the printing queue. Click on Finish.

To go back to the checks that need reprinted, click on **Reports** and **Print Checks**. Any checks that were not highlighted will still be in the printing queue.

If you do not need to print the checks, for example, you issued a manual check, you can put a check mark in the check printed column. You must have a check number in the check # column to be able to put a check mark in the check printed column. After answering **yes** to "**Did all checks print correctly?**" and **Finish**, the check will be removed from the printing queue.

Note: You will get a warning message "Posted payroll entries exist that have not been assigned check numbers" when you open the payroll program until all checks have check numbers assigned.

Transfer to Accounting

- If you checked the Transfer to Accounting box, the transfer screen will come up after the checks have been printed.

- You can scroll through the screen to verify that all Accounting account numbers have been entered. Then click on Transfer.

- After posting, you will get a message that the pay was posted successfully.

- You can print a copy of the Accounting Transfer Audit Report to maintain in your files.

You have now completed the payroll process.

Preparing Payrolls in Advance

The Payroll program permits you to process payroll calculations in advance. For instance, someone is taking an extended leave of absence and wants to generate the payroll checks for the period they will be gone without transferring the payroll amounts to Accounting.

You may perform Steps 1 through 5 of Running a Payroll as normal. In Step 5 you may print any of the reports.

When you are ready to transfer the processed payroll(s) to **Accounting**, go to **Payroll**, and the **Transfer to Accounting** button will be available.

If there is more than one posted pay waiting to be transferred the **Pay Date** field will have a down arrow and you can select a date to transfer. If there is only one date this field will be grayed out.

Click on the **Transfer** button.

Running Reports to Figure Total Withholding Taxes

Begin on the Main Opening Screen for Church Windows Payroll.

Click Reports

Click on Pay Period Deductions

On the next screen, hit the Clear button on the Departments box. Then click the box next to the department that you are running the report for (Staff, Preschool or Common Grounds). Click Next.

Select the pay dates you are running the report for.   Since the withholding taxes are only paid monthly, put in a date range that covers the entire month. Click Next.

Print report

Run reports for all three departments: Staff, Preschool and Common Grounds

After running the reports, open the following Excel file: Withholding tax calc sheet in the Business Manager's computer files. The worksheet should look like what is shown in Table 3

EFT #						
STAFF			FED	SS	MED	
	FED	2.10.2001	723.00			
	SS EE	2.10.2001		720.59		
	MED EE	2.10.2001		.	248.80	
	SS ER	5.10.6980		1063.74		
	MED ER	5.10.6980			248.80	
P/S						
	FED	2.60.2001	12.00			
	SS EE	2.60.2001		182.62		
	MED EE	2.60.2001			63.04	
	SS ER	5.60.9010		269.56		
	MED ER	5.60.9010			63.04	
COFFEE SHOP	FED	2.70.2001	-			
	SS EE	2.70.2001		.65		
	MED EE	2.70.2001			.22	
	SS ER	5.70.9219		.96		
	MED ER	5.70.9219			.22	
			fed	ss	med	
		TOTALS				
	TOTAL	PAYMENT	735.00	2,238.12	624.12	

O CW

STATE TAXES FOR		00-Jan			**O REG**	
COFFEE SHOP	2.70.2003	$ -			2.10.2001	3004.93
STAFF	2.10.2003	345.00				
P/S	2.60.2003	45.00	`		2.60.2001	590.26
	TOTAL	$390.00			2.70.2001	2.05
					TOTAL	$3,597.24

Table 3 Withholding Tax Calculation

Look at the **back page** of the Pay Period Deductions Reports. Using the Totals Line, fill in the Excel worksheet. A portion of the January 2012 report is below, showing the numbers

---

STAFF

	Gross Pay	Soc Sec	Medicare	Fed Tax	State Tax
Totals	$25,301.53	$720.59	$248.80	$723.00	$345.00
941 Deposit:	$3,004.93	$1,784.33	$497.60	$723.00	
945 Deposit:	$0				

The SS ER is figured by taking the total SS amount ($1784.33) and subtracting the SS EE amount ($720.59).

PRESCHOOL

	Gross Pay	Soc Sec	Medicare	Fed Tax	State Tax
Totals	$4,349.91	$182.62	$63.04	$12.00	$45.00
941 Deposit:	$590.26	$452.18	$126.08	$12.00	$45.00
945 Deposit:	$0				

The SS ER is figured by taking the total SS amount ($452.18) and subtracting the SS EE amount ($182.62).

Common Grounds

	Gross Pay	Soc Sec	Medicare	Fed Tax	State Tax
Totals	$15.50	$.65	$.22	$0.00	$0.00
941 Deposit:	$2.05	$1.61	$.44	$0.00	$0.00
945 Deposit:	$0				

The SS ER is figured by taking the total SS amount ($1.61) and subtracting the SS EE amount ($.65).

---

used to fill in the above worksheet:

Table 4 Withholding Tax Example For 2012

9.2 *Other Payroll Procedures:*

The Employee File

The Employee File stores all information that pertains to each employee, including but not limited to pay rates, tax deductions, allowances, deductions, address information, vacation and sick time, and W-2 totals for the year. You may add or edit employee information at any time throughout the year. To open the Employee File, click on **Data Setup** and choose **Employee File**.

Once an employee is added, the left side of the screen contains the basic name, address, Social Security number, and phone number information that is entered when the employee is

first added. On the right side of the screen is important employee information that is stored in eight tabs. To view a different tab, click on the desired tab name at the bottom right of the screen.

Adding a New Employee

To add a new employee to the Employee File:

- Click on the Add button on the Employee File screen.

- If this person is included in a Department, click on the down arrow in the Department field and select the appropriate one.

- If this person is a minister click in the box labeled minister to check it or to clear it.

- Enter the person's name, permanent address, and phone information into the available fields. An alternate address field is also available for use on paychecks.

- Enter the person's Social Security number. You WILL need to enter the dashes into this number.

- In the Federal Filing Status field, select whether this employee's tax status is Married or Single. Individuals selecting "Married, but withhold at higher single rate" should be checked as Single.

- Click on OK to save this new employee. When the information is saved, the person will be assigned an employee number. This is a system-assigned number and it may not be edited.

- After you have clicked OK, you will get a message, "Please remember to go to the Payroll System Administration menu to set up Accounting numbers for the employee(s) just added".

- After adding new employees, then enter the pay information, tax withholding information and other appropriate information for each new employee on the Employee File. When any additional information has been added, click on Apply and OK to exit the Employee File.

General Information - The General (1) Tab

The General (1) tab scrolls and includes information about the employee's pay that they will receive and sick or vacation hours that they could accumulate.

- **Pay Type** - Mark this person as Hourly or Salaried. If an employee is checked as Hourly, then when a pay is calculated, the program will multiply the hours worked times the pay rate. If an employee is checked as Salaried, then when a pay is calculated, the pay will be the salary for the Pay Label 1 and Pay Label 2 fields.

- **Pay Period** - Select how frequently the employee receives pay. This affects tax withholding calculations. "Bi-weekly" is every two weeks, while "Semi-monthly" means

twice per month with a total of 24 pays generated throughout a calendar year

- **Standard Rates and Hours per Pay Period** - Enter the standard number of hours per pay period and the person's pay rate for each pay type that applies. For salaried employees, enter the amount of their gross salary per pay period. For hourly employees, enter the hourly rate. The first two pay types will be calculated hourly or salaried according to their "Pay Type" entry above. The third pay type will always be calculated hourly.

- Accumulating Hours per Pay Period – If the church pays vacation or sick time and this is based on how many pay periods or hours are worked, you may indicate how many units of vacation or sick time the employee accrues with each pay. Each time the person receives pay, their accumulated vacation and sick time will increase by this amount. You may view accumulated hours of vacation or sick time at the bottom of the Totals tab on the Employee File screen.

General Information - The General (2) Tab

The **General (2)** tab is also a scrolling tab. It contains additional information about each employee, such as alternate address, emergency contact information, birth date, dates of hire, termination, review, etc.,

Federal Income Tax Withholding Information

To view or edit the Federal Withholding information screen, click on the **Federal** tab at the bottom right of the Employee File.

- **Federal Filing Status** - Choose Single or Married, based on the W-4 form.

- **Use Tax Tables** - Leave this box checked unless the employee's W-4 indicates they are exempt or if employee is a minister and wants to specify an amount to withhold.

- **Additional Withholding Amt** - This adds an additional dollar amount or percentage withheld for federal taxes. If the check mark is removed from Use Tax Tables, then this field becomes Specific Amt/Pct. You may then specify the withholding amount or percent in the fields.

- **Exemptions** - Enter the number of exemptions that this person claimed on his or her W-4 form.

- **Minister's S/E Tax** - If this person is a Minister and would like to have the Self-Employment tax withheld, then check this box. When pay is calculated for this person, withholding will be equal to both the employee's share and the employer's share of FICA (15.3%) plus Federal Income Tax. It is reported as Federal Tax withheld on the 941 report and on the W-2.

Due to tax law changes advanced EIC payments are no longer available.

- W-2 Box 13 Retirement Plan – Check this box if this person has a retirement plan that is

fully funded by the organization.

State Income Tax Withholding Information

To view or edit the State Withholding information screen for an employee, click on the **State** tab at the bottom right of the Employee File.

- The Default State selected on the Organization Information screen, is attached to the employee record. This can be changed if you withhold for a different state.

- Filing Status Code – If applicable, select the filing status based on the employee's state withholding form.

- Use Tax Tables, Additional Withholding Amt or the Additional Withholding Pct - These fields apply to the State Withholding tax in the same way these fields work for Federal taxes on the Federal tab.

- Exemptions - Enter the number of exemptions the employee claims based on the state withholding form.

- Additional exemptions - Some states use a different dollar amount for additional exemptions. If your state does and the employee has any additional exemptions, enter that number into the field.

Local Withholding Information

To view or edit the Local Withholding information for an employee, click on the **Local** tab at the bottom right of the Employee File.

- At the top of the Local tab is a list of all localities or school districts taxes that have been attached to the employee's record. Each employee may have taxes withheld for multiple localities.

- To add a locality to the list, click in the ID column, click on the down arrow to see the drop-down list of all local taxes that exist in the Local Tax File. Select the tax to be withheld from this person's pay.

- To delete a local tax from an employee's file, highlight that tax by clicking the square at the left of the ID column, then click on the Delete button.

- To have an additional dollar amount withheld for a local tax, enter the additional amount or percentage in the Add. W/H Amount field.

- At the bottom of the screen is a list of the year-to-date taxable wages and tax withheld for each locality or school district. This area may not be edited as the amounts are calculated from pays posted in the Payroll program for the year.

Employee Deductions Information

To view or edit the Deductions information for an employee, click on the **Deductions** tab at

the bottom right of the Employee File.

- On this tab there is a list of all deductions attached to the employee's record. Each employee may have money withheld for a different combination of deductions. If this list is blank, then no deductions will be withheld for this person.

- To add a deduction, click in the ID column, click on the down arrow to see the drop-down list of all deductions. Select the deduction to be withheld.

- Each deduction that you add to an employee's record will default to the Frequency information that exists for that deduction. The frequency can be edited on the employee record by clicking on the drop down menu and selecting one of the frequencies listed.

- Enter the amount or percent that should be deducted from this employee's pay for this deduction for the frequency selected.

- If the deduction you add is a miscellaneous tax deduction, then the frequency, amount, and percent will default to those entered for this tax deduction on the Deductions File. This information cannot be edited on the Employee File.

- To delete a deduction from this list, highlight that deduction by clicking the square at the left of the ID column, then click on the Delete button.

- At the bottom of the screen is a list of the total year-to-date amounts withheld from this person's pay. This area may not be edited as the amounts are calculated from pay posted in the Payroll program for the year.

Employee Allowances/Additional Pay Information

To view or edit the Allowances information for an employee, click on the **Allowances** tab at the bottom right of the Employee File.

- On this tab there is a list of all allowances attached to the employee's record. Each employee may have money added for a different combination of allowances. If this list is blank, then no allowances will be added for this person.

- To add an allowance to the list, click in the ID column, click on the down arrow to see the drop-down list of all allowances. Select the allowance to be added.

- Each allowance that you add to an employee's record will default to the Frequency information that exists for that allowance. The frequency can be edited on the employee record by clicking on the drop down menu and selecting one of the frequencies listed.

- Enter the amount for the allowance for this employee for this allowance for the frequency selected.

- To delete an allowance from this list, highlight that allowance by clicking the square at the left of the ID column, then click on the Delete button.

- At the bottom of the screen is a list of the total year to date amounts added to this

person's pay. This area may not be edited as the amounts are calculated from pay posted in the Payroll program for the year.

Deductions File and Allowance File – Common Features

After creating deductions/allowances they can be attached to the employee record.

Only one deduction or allowance needs to be set-up for each description if it has the same tax attributes; Amount or Frequency can be modified for each employee.

- Description – provide the name to identify the deduction/allowance.

- Frequency - click on the down arrow and choose the default frequency. This can be changed on the employee's individual record. Frequencies available are:

(E) Every pay period

(O) Every other pay period

(A) First pay of the month

(B) Second pay of the month

(C) First pay of the calendar quarter

(D) End of the calendar quarter - defined as the 1st pay after the 15th of the month of the 3rd month of the calendar quarter (e.g. first pay after June 15th for the second calendar quarter)

- Show separately on W-2 - If the deduction/allowances needs to be reported in box 10, 12 or 14 of the W-2, choose the appropriate box. If box 12 is selected assign the appropriate letter code. For more information on W-2s, see "Instructions for W-2 W-3" included under Tax Publications on the Payroll CD.

- Include in W-2 Wages- If the deduction pretax or an allowance is not taxable remove the check mark from that tax in the section labeled "Include in W-2 Wages". If an employee is marked as a minister, no Social Security or Medicare wages or withholdings will be shown on the W-2 regardless of how these boxes are marked.

Editing Deductions/Allowances

You may edit deduction information at any time by clicking on the information to be edited and making your changes.

To delete an entire deduction/allowance, click the square to the left of the name and click on the **Delete** button. The system will not allow you to delete an item if there have been pays posted in the current year that include money for this deduction/allowance.

Note: If you delete a deduction/allowance that has not been used in the current year but was used in prior years, you will lose the prior year history of that deduction since the identification label will no longer exist.

Viewing Monthly Totals

The **Monthly Totals** section at the bottom right of the screen lists the totals deducted or allowances paid for each month for the item that is highlighted.

List Employees

Click the **List Employees** button to get a report of the deductions/allowances for the item in the list that is highlighted.

Employee W-2/941 Totals

The **Totals** tab summarizes pay and withholdings by tax entity and accumulated sick and vacation time.

- Year to Date Taxable Amounts lists year to date gross taxable pay totals, separated by taxing authority. It also lists the amount withheld year to date for each tax.

- Below the Year to Date Taxable amounts, the same information is separated out by quarter.

- Accumulated Sick Time and Accumulated Vacation fields show the balance of units (days, hours).

- If you believe these totals are not correct, then run and review a History Report showing Federal Taxable Earnings, Withholdings, and a Net Pay Detail for the employee. You may need to calculate an adjustment to fix the totals. Void Individual Pay

You may void a calculated and posted payroll from all employees' records or from selected employees' records.

To void a pay:

- Click Payroll, select Void Individual Pay.

- In the Pay Date field, click on the down arrow. Select the date of the payroll to be voided.

- To limit the list to Employees or Contractors, click the arrow next to Payee Type.

- Click on the row of the pay to be voided. If you need to void pay for more than one person, hold the CTRL key down on your keyboard as you click on each row. To void all pay for that date, click on the Select All button. The Clear All button deselects all highlighted.

- Click on the Void button.

- If the pay was posted to Accounting, you also have the option to reverse the accounting entry by clicking Yes when the message box appears, provided the link is still established.

9.3 *Calculate an Adjustment*

Use the Calculate Adjustment when you need to make changes to a person's pay history. This can be used when you begin to use the payroll program, if you're beginning in the middle of a year. You can also use the Calculate Adjustment to edit a person's totals or pay history or to enter sick pay paid by a third party.

- Click on Payroll and Calculate Adjustment.

- Enter the date for the adjustment.

If you will need to reproduce quarterly payroll reports from the Payroll program, you may want to enter an adjustment as of the end of each quarter.

 Click in the **Adjustment for third-party sick pay** box if you are recording those payments to an employee. The program adjusts the 941 report federal taxes withheld by the third-party from your employee's pay.

- The next screen allows you to select employees/contractors for which you will make an adjustment. The selections on this screen work in the same way they do for when you calculate a payroll.

- Click on Next.

Edit hours, pay rates, deductions, and allowances to adjust year-to-date activity.

- Click on the name of the appropriate employee.

- Select the tab in the area where the changes are to be made.

- The system defaults all entries to zero. Click in the box or boxes to make needed adjustments. To enter negative amounts, use the minus sign on the keyboard.

- Click on Next.

If you click on the **Browse Adjustment(s)** button:

- On the Tax Deductions tab, you can edit the taxable wages and/or withholdings for each jurisdiction. To change a specific employee's amounts, highlight the employee and that employee's information appears below.

- On the Accumulating Values tab, you can edit hours of vacation and sick pay and the number of weeks worked.

    This feature can be used to record the annual hours (or other units) the employee will have for the entire year. If you calculate an adjustment for the vacation or sick time at the start of the year, you can see vacation and sick time remaining at any point during the year.

If you have more than one employee's record to edit, click on **Apply** to save the edited amount. Continue making changes as necessary. Click **OK** after all changes are saved.

- Click Next.

- If the print preview box is checked the reports will appear on the screen. You can either print them now or later. Click the Print button or click Next.

Calculate Adjustment provides the same options for posting, editing, or discarding a calculation as **Calculate Payroll** allows.

If you do not need to post the adjustment to **Accounting** (for instance, **Accounting** already reflects the activity associated with this adjustment), delete this adjustment when the **Transfer to Accounting** screen comes up.

Linking Payroll to Church Windows Accounting

To transfer the payroll transactions to Accounting, you need to link the accounts in your financial records to the employee records using **Account Number Setup**. This is the function used even if you do not use a numbering system in Accounting. You must have your Chart of Accounts set up in the Accounting module before you can implement this step.

- Click on Sys. Admin. and choose Accounting Account Number Setup. If this option does not exist, return to the section on setting up the System Profile screen.

Default Account Numbers

Typically the same account is used for writing payroll and the same liability accounts are used for withholding taxes.

- Click on the Set Defaults button.

- Click on the drop down arrow and choose the accounts from the list and click OK.

- Click on Apply Defaults on each employee's record.

Account Number Setup

- Click on the drop down arrows to select accounts for each item of pay for each employee.

- Click on the tabs at the bottom of the screen and select the accounts for Local Tax, Deductions, and Allowances.

- To print a report listing the Accounting account numbers set up for one or more employees or contractors, go to Reports, Accounting Accounts Setup. If an account number has not been assigned, an asterisk (*) will appear in the account number column on this report.

The Departments File

By creating and assigning employees to departments you may run separate payrolls or reports by specific groups. Each employee may be included in only one department. To open

the Departments File, click on **Data Setup**, and select **Departments File**.

To add a new department:

- Click on the Add button.

- Key in a department number (a one-, two-, or three-digit number up to 999) and Description.

- Click on OK.

You may edit the name (description) of a department at any time.

To delete a department:

- Click on the department name and click the Delete button.
- Click on OK.

Deleting/Terminating an Employee

If an employee ends employment, then you may want to change the person's **Pay Type** to **Terminated** on the **General1** tab of the **Employee File**. When an employee is terminated, then no pay will be calculated for this person. A W-2 will still be generated at the end of the year if there is pay during the year.

Once an employee has had no pay in neither the current year, or in the previous year, you may delete that person's record completely. We recommend retaining the record for five years after terminating.

- Click System Administration and Delete Employee/Contractor.
- Select either Employee, or Independent Contractor.
- Type (or confirm) the current date.
- Click Next. The system will generate a list of those employees or contractors who have no pay calculated in the current or previous year. Select the person you'd like to delete. Then, click Finish. When an employee is deleted, all information for that employee for all years is deleted.

Voluntary Deductions

If your organization deducts money from employees' pay for items such as pensions or insurance premiums, these deductions must first be entered in the Deductions File.

Miscellaneous State Tax Deductions

In addition to state income tax, some states (such as California, New Jersey, Oregon, and Pennsylvania) collect other taxes, such as state disability or state unemployment insurance premiums from employees' pay. Some of these taxes have capped annual collection limits, while others are based on the number of hours worked.

To open the Deductions File, from the main menu:

- Click on **Data Setup** and select **Deductions File**.

Adding a New Voluntary Deduction

- Click on the Add button.

- Key in the Description.

- Select the Default Frequency.

- Leave the Miscellaneous State Tax box blank.

- Determine if you need to Show Separately on W-2.

- The default is to Include in W-2 Wages. If the deduction is not taxable, clear the boxes for taxable by tax type.

- Click on OK.

Adding a New Miscellaneous Tax Deduction

- In the Frequency field, leave the default of (E) Every pay period.

- Click to put a check mark in the Miscellaneous State Tax box.

- If you want to report on the W-2 select box 14.

- Enter the rate of the tax. If the tax is based on hours click on the box Based on Hours Worked. The rate will be converted to cents per hour.

- If the tax has a maximum limit you can enter the amount either as the maximum tax to withhold per year or the maximum earnings subject to the tax. Click on either Income Subject to Tax or Withholding corresponding with the limit entered.

- Click on OK.

Example: Your state requires that 1% of the first $50,000 of employee wages be withheld for the state disability fund. Put a check mark in the Miscellaneous State Tax box. In the rate box, you would enter 1.00. Under the Enter annual maximum amount of:, you would click the button, "Income subject to tax" and enter $50,000.

Independent Contractor File

Currently, West Heights does not have any independent contractors, but this is the procedure to follow if the church hires an independent contractor.

Independent contractors paid $600 or more during the year should receive 1099s at the end of the year. See IRS Publication 1779 on the CW Installation Disk or your tax advisor about classification of individuals as independent contractors if you have qualification questions.

To add a new independent contractor:

- Click on the Add button on the Independent Contractor File screen.

- Enter the name, the dba (doing business as) if applicable, contact information, and Tax

ID number (either a Social Security Number or federal tax number).

- Pay Labels tab - enter a description in the pay label field(s) and the corresponding rate.

- Withholding tab - if the W-9 provided to you by the contractor is filed as subject to backup federal withholding, click on the backup withholding box. The percentage set by statutory federal rates will be withheld. You can also specify a dollar amount to be withheld for state withholding.

- Click on OK.

You may edit independent contractor information for future payments at any point. Just click on the fields to be changed and enter the new information.

The right side of the independent Contractor File screen has 4 tabs. The first tab shows the **Pay Labels**, which may be edited. The second tab shows the **Withholding** information for each payment. The **Totals** tab shows the total payments processed for the year and withholdings, if applicable. The fourth tab - **Dates Paid** - lists the date and net pay for each payment. The Totals and Dates Paid areas may not be edited.

Moving Through Employee/Independent Contractor Records

Use the **First**, **Previous**, **Next**, and **Last** buttons to move through employee records.

To go directly to a specific record, click on the down arrow that appears at the right of the name field at the top of the screen. A drop-down list will appear that lists all employee records in alphabetical order. Select the employee whose record you would like to view by clicking on the name.

The **Employee File** defaults to including **all** employees. You can limit the list to only active or terminated employees, if you have both types of records.

Delete Employee/Contractor

Once an employee has had no pay in neither the current year, or in the previous year, you may delete that person's records completely. We recommend retaining the record for five years after terminating.

- Click Sys. Admin. and Delete Employee/Contractor.

- Select either Employee, or Independent Contractor.

- Type (or confirm) the current date.

- Click Next. The system will generate a list of those employees or contractors who have no pay calculated in the current or previous year. Select the person you'd like to delete. Then, click Finish. When an employee is deleted, all information for that employee for all years is deleted.

9.4 *Tax Reports*

Federal, State, and Local Tax Reports

These reports show the annualized tables for withholding used to calculate the amount of income tax withheld. If State is selected you may choose one or multiple states. The state selected as the default on the system profile will automatically be checked for the State tables.

Annual 944 Form & Quarterly 941 Form

This is the federal report for wages, federal income tax, social security and medicare. If IRS has notified you to file Form 944, you need to file by January 31st of the year following the payroll year. If you file Form 941, then it needs to be filed quarterly by April 30th, July 31st, October 31st and January 31st. The instructions for both reports are the same, but the 941 report has a couple of additional selection screens. The following takes you through the screens and provides an explanation of key line items on the returns. If a step only displays for the 941, it will be clearly marked.

Quarterly 941 Form - select the quarter to be reported.

If you want to name a third-party designee (someone other than the church officer that IRS is allowed to talk with about your return) complete the information on the screen

Quarterly 941 Form - Specify your deposit schedule (semiweekly, monthly or quarterly).

Choose your deposit state – Kansas - and any adjustments for group term life insurance, income tax, or Social Security, Medicare for preceding quarters/year.

Next you will see a message "**The total of deposits for this period is $xxx.xx. Is this correct?**" If the amount is correct, choose **Yes.** If the amount is not correct, choose **No**, and enter the correct amount. Then confirm the amount entered is correct.

If the deposits are greater than the amount calculated, you will be given the choice to have the overpayment refunded (**No**) or applied to the next return (**Yes**).

The 941 form can be printed out, signed and mailed to the Internal Revenue Service.

FUTA Report

Organizations exempt from income tax under section 501 (c)(3) [this includes nearly all religious organizations] are exempt from FUTA tax. The report shows by employee the total wages and FUTA wages in total and by quarter. The report also shows the tax payable and the total amount of non-taxable wages by quarter.

SUTA Report

Select the quarter to be reported. The report will show the social security number, name of employee, gross wages and weeks worked during the specified quarter. The report also calculates the SUTA tax owed based on the information you provided at the **Tax Rates and Wage Bases** screen under the **Data Setup** button on the Main Menu.

10. End of Month Entries

Before the month-end financials can be run, you will need to make sure all of the entries for the month have been entered into Church Window. There is a Monthly Financial Checklist that details all of the entries that should be done:

MONTHLY FINANCIAL CHECKLIST

DONE?	DAY	ITEM
___	1	Youth Funding—gen op (333.33)
___	5	Health Premium AutoWD (KS West Conf) (KWC___)
		5.10.6235 (Cindy) $1384.44
___	25	Medical Reimbursements to Employees
___	end	State Income Taxes (pd after payroll)
___	end	Cross-fund payment entries
___	end	Electronic giving (EFT Corporation)
___	end	==transaction fee
___	end	Mail end how funds to KAUMF $____
___	15	Principal payment
___	end	Employee PR contributions
		6969—120
		6338—433.34
		7591—80
		7559 — 170
		937——120
___	end	Money market account interest—AG Edwards
		DR 1.10.1400, CR 4.10.3080
___	end	Reserve account interest
		DR 1.10.1500, CR 4.10.3080
___	end	Parsonage Funds CD— interest– quarterly
		DR 1.30.1020, CR 2.30.2020
___	end	Restricted account interest
		DR 1.10.1600, CR 4.10.3080
___	end	Reconcile 5.10.6970
___	end	Reconcile bank statements
___	end	Make Wed night dinner entries
___	end	Trustees Repair—$458.33—Dr 5.10.7394, Cr 2.10.2051
___	end	Reconcile 2.10.2005
___	end	FLC Court Re-finish—$25.00—Dr 5.10.7397, Cr 2.10.2069
___	end	Computer Savings—$41.66—Dr 5.10.6052, Cr 2.10.2070

Entering most of the above entries have been covered previously in this manual, except for cross-fund entries.

Cross-Fund Entries

Cross-Fund payment entries are necessary to move the expenses, paid out of the general operating account, to the correct fund. To figure the cross-fund entry amounts, you will need to run a Fund Activity Report for each fund:

In Church Windows, go into the Financial/Accounting section. Click on reports and select Fund Activity Report. Click Next. Change the month if necessary – the month defaults to the current month and since financials are done after the last day of the month, you may need to change the month. On "Range of Funds", click "Missions" from the drop down menu on both boxes. Click next. Print the report and put it aside. Do the same report for each of the other funds: Youth, Preschool, Common Grounds, and Endowments. Now that you have run the reports for all of the funds, you are ready to make the cross-fund entries.

The entries are as follows:
Youth: Debit 2.10.5050 and Credit 1.50.5000
Preschool: Debit 2.10.5060 and Credit 1.60.5000
Missions: Debit 2.10.5020 and Credit 1.20.5000
Common Grounds: Debit 2.10.5070 and Credit 1.70.5000
Endowments: Debit 2.10.5090 and Credit 1.90.5000

The amount for the entry is the "total expenses" off of the Fund Activity Report.

11.Financial Reports

The Business Manager will prepare the monthly financial reports for distribution to the Finance Committee at their monthly scheduled meeting on the third Monday of each month at 6:00 pm in the conference room. The reports will include the Bulletin Financial Worksheet (summary of the Treasurer's Report), the Contribution Analysis Report, Balance Sheet, Monthly Comparative Balance Sheet, Treasurer's Report and Consolidated Fund Activity Report. These reports, plus the agenda (from the Chairperson of Finance) and the minutes (from the Secretary of Finance), are emailed out to the Finance Committee members at least 3 days prior to the Finance Meeting. All of the information is saved as a PDF file.

The reports are run as follows:

11.1   *Treasurer's Report*

In Church Windows Financial, the Treasurer's Report is a report primarily intended to compare actual cumulative income and expense amounts to budgeted amounts. Depending on the options checked, this report may list income and expense account balances, budget comparison information, information from a previous year, and subtotal these amounts. If you do not use budgets, this report would be a helpful tool to compare income to expenses.

If you print a Treasurer's Report and find that the numbers don't quite look right, then click System Administration on the Church Windows Main Menu, and choose Database Maintenance. Mark the box to Rebuild Financial and click OK. This procedure will recalculate all of your accounts' ending balances based on the transactions in the current year and the fund linkages as they exist right now. Then re-enter Church Windows and print another report.

To create a Treasurer's Report:

- Click Financial, select Reports, and choose Treasurer's Report. The Treasurer's Report screen will appear:

- Select the month for your report from the Month field dropdown. This field will default to the current month.

- The Accounts fields will default to your beginning Income account and your ending Expense account.
- To limit this report to the accounts associated with a fund or range of funds, then enter those fund names into the Fund fields. To limit to one fund, then enter the same fund name into both fields. For the Finance meeting, only the General Operating fund Is selected.

- The Current Month box defaults to including the current month balances on the Treasurer's Report
- If you have information from the most recent fiscal year entered into Church Windows Financial, then you may choose to include that year's information for comparison. To

include this as a column on the report, click in the Previous Year box to mark it with a check mark. To omit this column, clear the box.

- If you have budget information entered into Church Windows Financial, then you may choose to include monthly, year-to-date, and annual budget information on this report, as well as annual budget amounts remaining.

- If you would like to display the percent of budget taken in or spent, click in the Percent of Budget – Month box and/or the Percent of Budget – YTD box to mark them with a check mark.

- If you mark the Excess indicator box, then any amount that is over budget will have an asterisk printed next to it.

- If you mark the Amount Over/Under YTD box, then an "Over/Under" column will be added to this report that prints the difference between the budget and actual amounts. To have this column print for only those accounts that have budget amounts, then mark the … for budgeted accounts only box.

- The Accounts with current and YTD Zero Balances box defaults to a check mark so that accounts that have a year-to-date zero balance will be included on the Treasurer's Report. If you do not want these accounts to appear on the report, click to remove the check mark.

- If you would like to include restricted accounts on this report, then click in the Restricted accounts box to mark it with a check mark. To omit these accounts, then leave this box empty.

- At the right of the screen, there is a *Save as default box. If you would like to save the selections that you have made for this report as the default for subsequent Treasurer's Reports, then click in this box to mark it with a check mark. If the Save as default box is marked, then only those options that are marked with an asterisk will be saved.

- If you select all or most of the above options to appear on the report, then the report may have trouble printing all of the information on the page. Make sure you use the Select printer button to print the report in Landscape orientation, and use the Font button to reduce the text font for the report. These options should help.

- When you have finished making the selections on this screen, click on Next to have the report compile on the Print Preview screen. (See Print Preview (Financial)" for more information.)

11.2   *Balance Sheet*

The Church Windows Financial Balance Sheet is a report that lists the total of your assets compared with the total of your liabilities and fund balances.

If you print a Balance Sheet and find that the numbers don't quite look right, then click System Administration on the Church Windows Main Menu, and choose Database Maintenance. Mark the box to Rebuild Financial Balances and click OK. This procedure will recalculate all of your

accounts' ending balances based on the transactions in the current year and the fund linkages as they exist right now. Then re-enter Church Windows and print another report.

To print a Balance Sheet:

- Click Financial, select Reports, and choose Balance Sheet. The Balance Sheet screen will appear:

- On the Balance Sheet, you may select to print every Asset, Liability, and Fund Balance account, or you may choose to print only subtotals of certain accounts. For example, instead of printing every vendor in your Payable accounts, you could choose to print only the Accounts Payable subtotal. You must first have set up these subtotals on your Chart of Accounts. To specify detail or subtotal printing on your Balance Sheet, click on the Detail button that appears at the right side of the screen. This will open the Balance Sheet Subtotals screen, which lists all of the subtotals that exist within your Asset, Liability, and Fund Balance accounts, and a Detail column to the right. To print the detail for a subtotal, place a check mark in the Detail column. To omit the detail and just print the subtotal itself, clear the check mark from that column. (To edit these subtotals or to create new ones, click on the Subtotals button on the Chart of Accounts screen

-
- The Balance Sheet will default to account balances as of the end of the current month (or to date). To create a balance sheet that includes balances at the end of a previous month, then select that month in the Month field.

- If you would like to create a balance sheet that includes only accounts that are associated with a certain Special Report category, then select that category in the Special Reports field.

- In the Type box, select the type of balance sheet you want: Standard displays the current month; Monthly Comparative compares the current month with the previous month; and Annual Comparative compares the current month figures with the prior year figures.

- For the Standard balance sheet, you may select to include or exclude accounts with a zero balance. To include these accounts, mark the Include accounts with zero balance box with a check mark. Clear the check mark to exclude accounts with no balance. This option is not available with monthly or annual comparative balance sheets.

- If you have selected to print either a Monthly Comparative or an Annual Comparative balance sheet, then you'll have the option to Include "Percent of Change" column. Mark this box to include the percent of change on the report. On the Balance Sheet, this percentage will be rounded to the nearest percent and is always expressed as a positive number.

- In the Format box, you may select to print the Detail of all accounts on the Balance Sheet, or you may select to print only the Summary totals of all assets compared with all liabilities and fund balances.

- The options listed in the Include... box are affected by the type of balance sheet you elect to print:

If you choose to print a Standard Balance Sheet, then you may choose between Year To Date only balance, both the Beginning balance and Year To Date balance, or the Current month and Year To Date balances.

If you choose either the Monthly Comparative or the Annual Comparative report, the only option available is Year-to-Date only.

- You may select to include or exclude account numbers on the Balance Sheet. To include account numbers, click in this box to place a check mark there. To omit account numbers from this report, leaving only account names, then click in this box to remove the check mark.

- You may select to include or exclude restricted accounts. However, if you exclude restricted accounts, the report may be out of balance. To Include restricted accounts, mark the corresponding box with a check mark. To exclude restricted accounts from the Balance Sheet, clear the check mark.

- When you have finished making the selections on this screen, click on the Next button to compile the Balance Sheet on the Print Preview. (See Print Preview (Financial) for more information.)

11.3   *Fund Activity Report*

The Fund Activity Report will print a beginning balance, transactions that affect the Fund, and an ending balance for each selected Fund. Keep in mind that only Fund Balance, Income, and Expense accounts may be associated with a Fund, so only transactions that affect these accounts will appear on a Fund Activity Report.

If you print a Fund Activity Report and find that the numbers don't quite look right, then click System Administration on the Church Windows Initial Button Bar, and choose Database Maintenance. Mark the box to Rebuild Financial and click OK. This procedure will recalculate all of your accounts' ending balances based on the transactions in the current year and the fund linkages as they exist right now. Then re-enter Church Windows and print another report.

To print a Fund Activity Report:

- Click on Financial to view the Financial Menu. Select Reports, and choose Fund Activity Report. The Fund Activity Report screen will appear:

- The Fund Activity Report will default to include balances at the end of the current month (to date). To create a Fund Activity Report that includes information up to the end of a previous month, then select that month in the Month field.

- To limit your Fund Activity Report to a certain Fund or range of Funds, then select the beginning and ending Fund in the Range of Funds fields. To limit the report to a single Fund, then enter the same Fund into both fields.

- In the Format box, you may select between printing a report in Detail format or in one of three Consolidated formats. If you select Detail, then the report will list all of the accounts within each fund that had activity in the selected month, and the net effect of each account. You will also be able to include annual (YTD) amounts on a Detail report.

A Consolidated (Current Month) report will show the fund's beginning balance for that month, the total income for that month, the total disbursements for that month, transfers (if selected), and the ending fund balance. A Consolidated (Current Month – Horizontal) format will include the same information with the information for each fund presented from left to right across the page. The Consolidated (Year to Date – Horizontal) format will include the fund's starting balance at the beginning of the year, the total income for the year to date, the total disbursements year to date, total transfers (if selected), and the ending fund balance to date.

- To include only current month figures, click to place a check mark in the box Include current month. To omit current month figures, remove the check mark in the Include current month box. This box will not be available if you have selected the Consolidated report format.

- To include only year-to-date figures, click to place a check mark in the box Include annual amounts. To omit the year-to-date figures, remove the check mark in the Include annual amounts box. This box will not be available if you have selected the Consolidated report format.

- If you would like this report to include both the current month figures and the year-to-date figures, then mark both the Include current month box and the Include annual amounts box with a check mark. These boxes will not be available if you have selected the Consolidated report format.

- Note that if you have made any Journal Entry transactions that adjust Fund Balance accounts, this activity will not show in the Fund Activity Report, but the beginning and ending balances will be correct.

- Once you have made all of the available selections on this screen, click on Next to compile the Fund Activity Report on the Print Preview. (See "Print Preview (Financial)" for more information.)

11.4   *Bulletin Financial Worksheet*

This Excel sheet summarizes the General Operating Treasurer's Report. The Excel spreadsheet can be found in Libraries on the computer. Go under Chris then AA-EXCEL Stuff. The name of the report is Bulletin Financial Wksht-2012. The numbers for this worksheet are found on the Treasurer's Report.

11.5   *Contribution Analysis Report*

This Excel sheet summarizes the Pledge and Non-pledge Giving. The Excel spreadsheet can be found in Libraries on the computer. Go under Chris, then AA-EXCEL Stuff. The name of the report is Contribution Analysis Report for 2012. The numbers for this worksheet are found on the Treasurer's Report.

12.   Miscellaneous Accounting Procedures

Mission and Ministry Calculations

The billing for this comes from the Kansas West Conference in the middle of the month. The amounts to be paid for Conference Ministries, General Church Apportionment, and Jurisdictional Apportionment are found in the budget worksheet. The amounts for additional Mission giving can be found by running the Fund Activity Report for the previous month. Whatever has been given for missions, needs to be paid out to the conference.

Medical Reimbursement Plan

At the end of each year, every employee has the opportunity to sign up for the medical reimbursement plan (signed forms must be turned in before December 31st. The employee may choose to have an amount held out of each paycheck (up to a total of $3,000.00 per the year), before taxes to cover medical expenses. To withdraw the money withheld, the employee must turn the receipts into the Business Manager. The Business Manager will review the receipts to make sure that they are within the correct date range and are for medical purposes. The Business Manager will then set up the payment and will pay it at the next payroll date. An Excel spreadsheet titled Med Reimb Plan 2012 is kept so that a running balance is available. This type of plan is a "use-it-or-lose-it" plan. This means that amounts in the account at the end of the plan year cannot be carried over to the next year.

Pensions

After one year of service, each employee may elect to have an amount withheld from each paycheck to be paid into the church pension plan, which is overseen by the General Board of Pension and Health Benefits of the United Methodist Church. The total amount withheld per year cannot exceed IRS Revenue code limits. West Heights will match the contribution up to 3%. Each employee must contribute at least 3% to have the church match the giving. At the beginning of each year, if any salary amounts change, a change form must be sent in to the General Board showing the changes. The General Board must be notified if anyone participating in the plan quits, is laid off, or chooses to stop contributing to the pension fund. The Board must also be notified of new plan participants.

Memorials

Upon death, some memorials are set up with West Heights. The memorials are treated as contributions and are run through the Church Windows contribution module. In order to input the amounts, a general ledger account needs to be set up (in the 2.10.xxxx area). A giving account needs to set up as well. As soon as the check or cash comes in, copies need to be made of the checks so that the church has a record of the gift and the address of the giver. The gifts are listed on an Excel spreadsheet entitled "memorial". The Memorial Committee is given a list of the giving so that thank you notes can be written to the givers. A list of the giving (without the amounts) is sent to the family so they may acknowledge the gift if they choose. Memorials are held until the family decides what project/gift they wish the money to be used for.

Dillons Cards

The church sells Dillons cards through a program set up by Dillons. We purchase the cards from the Dillons Gift Services Department at 1-866-345-5664. The cards cost $5.00 each and come loaded with $5.00 on them. Those who purchase the cards, can take them to any Dillons Service Desk and have them load an amount on the card. Any amount loaded on the card, nets a 5% profit for the church, which is paid to the church each month. The Dillons card bag is kept in the safe and when the card inventory gets below 5 cards, we re-order (usually 20 cards).

Church Bank Accounts

General Operating Account – RelianzBank A/C #1002104

Restricted Money Market Account – RelianzBank A/C #6002330 – this account is used to cover the money set aside for restricted uses

Reserve Money Market Account – RelianzBank A/C #6002138 – this account is used for reserve savings

Parsonage Funds CD – Rose Hill State Bank Certificate #78701925 – these funds are restricted for possible parsonage purchase in the future

Wells Fargo Money Market Account – A/C #6506-6449 – these funds are held for those who wish to donated stock to the church.

Yearly Audit

Randy Ford CPA, of Busby, Ford and Reimer, LLC, does our yearly audit. Although there is no official deadline, it is good to have the audit information to Randy on or before April 1st. The list of what he needs is as follows:

End of year financial statements
Treasurer's Report for Gen Op and All Funds
Balance Sheet
Fund Activity Reports for All Funds, detail per month (Gen Op, too)
Detail General Ledger 01 through 12
Check Register for All Accounts plus Jan/Feb of following year
Bank Statements for All Accounts – entire year plus Jan of next year
Payroll Registers
Payroll Reports
Minutes of Finance Committee Meetings
Minutes of Trustee Meetings
Endowment statements for 12/31
Mortgage Activity – YTD
Trial Balance
Check Register

Bank Statements

RelianzBank General Operating
RelianzBank Trustees Checking

RelianzBank Reserve Account
RelianzBank Restricted Account
Parsonage Fund CD –Rose Hill State Bank
Wells Fargo Money Market Account

13.   Budget Preparation

The budget process begins once the Fall Pledging Campaign is over. The pledge card information is placed on the Excel spreadsheet called NCS Pledges 2011 (date is changed and the numbers are zeroed out and the new numbers typed in). For anyone who has not turned in a pledge card, the amount they have actually given to the church through September is put into a separate column so that a more accurate budget figure for giving for the upcoming year can be attained. Once the estimated pledge/non-pledge giving amounts have been arrived at, the process moves on to updating the Excel spreadsheet called 2012 Budget Worksheet.

The procedures for updating the Budget Worksheet are as follows:

1. Delete the 2008 Actual Column
2. Insert the 2012 Actual Column and update the numbers using the December 31, 2012 Treasurer's Report
3. Insert the 2013 Budget Column

The following positions need to be given a copy of BudgetDev Excel spreadsheet to write down their budget figures for the upcoming year: Children's Ministry Director, Director of Music and Trustees. The Business Manager should be available to help those people/committees as they decide upon their requested budget figures. The Business Manager and the Senior Pastor review all the other cost areas as well as the income areas.

4. After receiving the budget requests for all of the areas, those are put into the Excel worksheet.
5. The Finance Committee reviews the budget in a special meeting in January.

After the budget is approved, the Business Manager inputs the new budget figures into the Church Windows program. This is handled as follows:

Entering Budget Amounts

Only Income and Expense accounts may be budgeted.

Viewing Budget Information

Budget information for each account is stored in the Chart of Accounts. To view the Chart of Accounts, click Financial, select Account Setup, and Chart of Accounts. Your list of financial accounts will appear in the list at the left of the screen.

Use the Find function, or scroll down the list to select your first Income or Expense account.

To view budget information, click on the Budget tab at the bottom right. For Income and Expense accounts, you may enter, edit, or delete budget information on this screen. If you wish, you may enter a total annual budget amount and have the program break it down into 12 equal monthly amounts, or you may enter monthly budget amounts manually and have the program calculate the annual total.

How to use Annual Budget Amounts

If you prefer to enter the total annual budget for each account, and have Church Windows divide it into 12 equal monthly amounts:

- Click on the Annual button at the top of the budget screen,

- Enter the annual dollar amount into the adjacent field.

- Press Enter to advance to the next account's annual amount. Continue entering budget information.

How to use Monthly Budget Amounts

If you have some accounts whose budget amounts vary from month to month, you may select the Monthly button and enter each month's budget amount.

- When you select the Monthly button on the Budget screen, the Annual field will be dimmed, and you will be able to enter and edit the monthly amounts.

- Enter the monthly amounts, using the Tab key to advance through the monthly fields.

- The Annual field will keep a running total for the year. Press Enter to advance to the next account in your list.

Editing Budget Information

You may edit budget amounts for the current year at any time. Simply click on the budget amount that you would like to change, and make your changes.

14.   Year End Procedures

In January, the following tasks need to be accomplished:

- Year-End Contributions: Any money received by the church (in the offering plate or otherwise) after December 31 must be reported as 2012 giving for tax purposes. This is true even if the check is dated in 2011. The only exception is for checks that are mailed and bear a 2011 postmark.
- Giving Statements: These reports should be run for everyone who has given to the church in the past year. They should be mailed out before January 31st of the new year.
- New pledges and new pledge amounts should be updated in the contribution module.
- W-2's for all employees should be printed through the payroll system and mailed out to employees before January 31st.
- If the salaries have changed, the payroll system will need to be updated.
- Any payroll deduction additions/deletions or changes need to be updated in the payroll system.
- Pension changes need to be sent to the General Board of Pensions.
- All electronic giving changes need to be sent to the EFT Corporation before the deadline for the first EFT in January.
- Pay sales tax for Common Grounds

Entering Pledges

Once you have identified your pledge accounts, you may begin entering each person's pledge information:

- Click Contribution and choose Enter/Edit Pledges. The Enter/Edit Pledges screen will appear.
- On this Enter/Edit Pledges screen, each contributor or giving unit has their own set of cards that stores their pledge information. The top of the screen shows the contributor's name, current envelope number, and first address line.
- Each different set of pledge information is represented by the tabs just below the address information. Those tabs are: Current Year, which stores the pledge amounts for the annual pledge accounts for the current year; Next Year, which holds annual pledge amounts for the next year; Multi-Yr (Current), which stores the pledge information about any multi-year pledge accounts that are currently in effect; and Multi-Yr (Next), which holds pledge information about any upcoming multi-year pledge accounts.
- If you have not identified any multi-year pledge accounts, then the two multi-year tabs will not appear on your screen. If you have not identified any annual pledge accounts, then the lower half of the screens on your Current or Next Year tabs will be empty.

Moving through Contributors' Pledge Records

- You may scroll through different contributors' records using the Next, Previous, First, and Last buttons on the right side of the screen. This screen defaults to scrolling in envelope number order. If you would like to scroll in alphabetical order, click the Name button in the Sequence box.

- To quickly find a certain contributor, click the Find button, enter either the "envelope number" or "last name, first name" of the person you would like to find, then click OK. That contributor's record will appear on the screen.

Entering Current Year Pledges (Annual)

- To enter current annual pledge amounts, click the Current Year tab. The date range will default to the current contributions year. (You may edit this date if necessary. Make sure that you use the format MM/DD/YYYY when entering a new date.)

- On the left side of the screen is a box called Pledge Type with a series of radio buttons below it for you to choose from. For each contributor, select how they have pledged. (How often they plan to give the dollar amount they pledged.) The choices here are Weekly, Monthly, Quarterly, or Annually.

- Below the date range are fields for you to enter pledge amounts for each pledge account that you have identified. In the Pledge column, type in the dollar amounts that correspond to the Pledge Type selection you have made.

- The Prepaid column represents money that was contributed in a previous year that should be applied toward this pledge. Amounts that you enter into the Prepaid column will appear on reports and giving statements as being applied toward the current year pledge, but it will not be presented as if they were received in the current year, or in such a way that the contributor could take the amount as a tax deduction for the current year.

- At the bottom of the Current Year screen is a very important field: Print Statement. If this contributor ever needs to have a statement printed to acknowledge their giving, then make sure that there is a check mark in this field. If this field is clear, then they will not get a giving statement no matter how you ask for giving statements to be generated. If this contributor will never need a giving statement printed, then click in this box to clear the check mark. An example of a contributor who would never need a giving statement would be the person you created for your "Loose Offering". Since this is a fictional person, "Loose Offering" would never need a statement and should have this box cleared.

- Any changes you make on this screen will be saved when you leave the current record or click Close.

Entering Current Pledges (Multi-Year)

- If you have identified any multi-year pledge accounts, then you may enter that pledge information on the Multi-Yr (Current) tab.

- The top half of the Multi-Yr (Current) screen stores information about the first multi-year pledge account you identified, while the lower half pertains to the second such pledge account you identified.

- The date ranges will default to the date ranges you typed in for each account on the Identify Pledge Accounts screen.

- For each account, you may identify how the contributor pledged using the Pledge Type radio buttons. The options here are Weekly, Monthly, Quarterly, Annually, or Flat. For each contributor and for each pledge account, select how often they plan to give the amount they pledged. You would use the Flat option if the amount the contributor pledged represents the amount they plan to contribute over the course of the entire multi-year campaign.

- Type the pledge amounts into the Pledge Amount fields. Use the dollar amounts that correspond to the selection you have made in the Pledge Type section.

- The Prepaid Amount fields represent amounts given to these pledge accounts in previous years. If you are just beginning a campaign, then the Prepaid Amount should represent money that was contributed before the campaign began. If this pledge campaign began before the start of the current year, then the Prepaid Amount field should represent money given in previous years. Amounts in the Prepaid Amount fields will appear on reports and giving statements as being applied toward the pledge, but they will not be presented as if the money was received in the current year, or in such a way that the contributor could take the amount as a tax deduction for the current year.

- The changes you make on this screen will be saved when you move to another contributor's record or when you Close this screen.

Giving Statements

Using Church Windows, you may print contributions statements at any time to any person or group of people. These statements are very flexible concerning which information you would like included on them, as well.

- Click Contribution, select Reports, and choose Giving Statement. The Giving Statement screen will appear.

- You have many options in printing Giving Statements. This screen is where you decide who will be included in this statement printing; use the Options button and the Message button to decide what will appear on these statements. See Statement Options or Contributions Message for more information about those screens, or continue through the following topics for more information about the Giving Statement screen.

If you would like to print the detail section on your Giving Statements, but would like the section to be limited to a certain range of dates, then enter that range into the Detail date range fields. The ending date here will be the ending date used for all giving included on the statement. If you run on a Fiscal Year in Contributions and would like to print statements for a calendar year, you need to set your year on the Contribution Profile screen back to the year that includes January 1 of the year you're printing statements for. Then enter January 1 through December 31 into the Detail date range fields.

Sequence (Sort By)

- You may choose in which order you would like your statements printed by selecting one of the radio buttons in the Sort by box. If you choose to have your statements printed in Envelope # order, then you will also have the option to choose a range of envelope numbers to print. If you would like to limit your statements to printing a certain range of envelope numbers, then enter this range into the Range of envelope # fields.

- If you select to have your statements printed in alphabetical order by Name order, then you will have the option to begin printing at a certain envelope number. If you wish, enter that beginning envelope number into the Envelope # to re-start from field. (Keep in mind that envelope numbers are not necessarily in alphabetical order.) You may also choose to print statements for an alphabetical range of contributors based on the first letter of the last name. Enter the range of letters into the Name Range fields.

- You may also choose to print your statements in Zip code order. When you choose to have statements sorted by Zip code, then they will be sorted by the first five digits of the Zip code, then by Name. If you choose Zip code order, then you will have the option to begin printing with a certain envelope number. If you would like to begin with a certain envelope number, then place that number into the Envelope # to re-start from field. (Keep in mind that envelopes usually do not go in Zip code order.)

Include Only Those...

On the Giving Statement screen, you have many different options concerning who you would like to print statements for. You make these selections in the Include only those… section of the screen. You may select these options in any combination, if you wish.

- You may include only those who have contributed a certain amount or range of amounts by entering that range into the …giving between fields. (This defaults to a range of $0.00 to $9,999,999.99.)

- You may select to include only those who gave contributed a one-time gift of $250 or more by marking a check mark in the …with a single gift of $250 or more box. (This option conveniently meets the IRS requirement of a receipt for a gift of that size.)

- If you would like to include those who have pledged, not pledged, or those who are behind in their pledge, then mark the …who have pledged, …who have NOT pledged, or the …behind in pledge boxes.

- If you would like to print statements for only those with a certain pledge type, then mark the corresponding boxes in the …with pledge type section at the bottom of the screen.

Contributions Message

If you wish, you may add your own message at the bottom of all statements. This message may be as long or as short as you would like it to be.

- To create, update or delete this message, click on the Edit Message(s) button; the Contribution Statement Message dialog box will appear. You have 3 options:

- Click on the Add button, give your message a Title, and type your message into the area provided. Click on Save to retain this message or Cancel to discard it.

- Highlight the title of the message that you would like to change and click on the Edit button.

On the Message tab, you can edit the text of the message.

The Font tab allows you to select a font style, size and color for the message text.

The Position tab gives choices about whether the message should appear before or after the contribution information and whether the message should appear on a separate page.

On the Boxes/Lines tab, you can choose to put a line before or after the message or put a box around the message. You can also choose Left, Center or Right Alignment for the text of the message.

Make any desired changes and click on Save. Click Cancel to discard any changes.

- Highlight the title of the message that you would like to remove and click on the Delete button. You will get a warning message asking you to confirm that you wish to delete this message. Click Yes to delete the message or No to select a different message.

Click Close to return to the Giving Statement screen.

- The list of saved messages will appear in the drop-down Message box. Select the one you wish to use or select [No message] if you wish to not have a message print on the giving statements.

Statement Options

The Statement Options screen is where you tell the system what format you'd like the giving information printed in on your Giving Statements.

When you click on the Options button on the Giving Statement screen, the Statement Options screen will appear, where you make selections concerning the information you would like to appear on your statements. The selections you make here will stay in effect until you change them.

In every case, if the box is marked, then that feature will appear on your statements. Click in the boxes to mark or unmark them; your changes will be saved when you click on Close.

15.   Miscellaneous Church Windows Procedures

Backing up Church Windows

Church Windows includes a backup program that will back up your Church Windows data files for you. This program compresses files for storage on another media such as flash drives or floppy disks. Many customers find the Church Windows Backup program much simpler and easier to use than other backup programs.

However, if you have a different backup program that you use regularly, you are welcome to back up Church Windows using that program. To back up all of your Church Windows data, select all of the files in the "Data" subdirectory of your "CW" directory. To back up only certain modules:

- To back up only Membership and Contributions data, back up Cwmember.mdb, Cwsystem.mdb, Cwmaint.mdb, and Cwrepdef.mdb.

- To back up only Schedule data, back up CWSchedule.mdb.

- To back up only Financial data, back up Cwfinanc.mdb.

- To back up only your Pictures, then back up the entire Pictures folder.

Church Windows Data files:

Cwsystem.mdb – settings that pertain to your entire Church Windows system, such as church name and address, and password settings.

Cwmaint.mdb – Membership data such as field names and codes for list fields.

Cwrepdef.mdb – Membership reporting data such as custom report selections and custom report layouts.

Cwmember.mdb – This is the most important Membership and Contributions data file. It includes all of your household and individual information, visitors, attendance, Visits, giving, giving accounts, and pledge information. Please note that Membership and Contributions are stored in the same data file and may not be backed up and restored separately.

CWSchedule.mdb - This file stores all of the data in your Schedule module.

Cwfinanc.mdb – This file stores all of the data in your Financial module.

To use the Church Windows Backup program:

- Click System Administration and choose Backup Data.

- In the What to Backup box, select which data files you would like to back up.

- Select the media that you will be using to store your backed up information, such as a floppy disk, hard drive or a flash drive. The system defaults to the drive most recently used to create a backup. To change this backup destination, click the Browse button and select the drive or directory you'd like to back up your data to.

- Place an empty disk into the drive. (If the system detects information on the floppy disk, it will make sure you'd like for the existing data to be erased. If not, you may then switch to an empty disk. If you do not switch to an empty disk or erase what is currently on the disk, be advised that the backup may then need to use more disks.) Note that you cannot store multiple backup files of the same name (e.g., 2 cwdata.zip's) on the same disk.)

- To begin the backup, click on Start Backup. The program will compress your Church Windows data and store it onto the selected drive. It will display the file names being backed up as it progresses. If the program requires another disk, it will let you know to insert an empty disk.

- Depending on your selection in the What to Backup box, the compressed backup file will be named:

CWData.zip if you selected to back up Membership, Contribution, Schedule, Financial

CWMCF.zip if you selected to back up Membership, Contribution, Financial

CWMC.zip if you selected Membership & Contribution only

CWFin.zip if you selected Financial only, and

CWPicts.zip if you selected Pictures

CWSched.zip if you selected Schedule

- After the backup has completed, make sure you label the disk(s) appropriately with the modules backed up, the date, and "1 of 1", "1 of 2", "2 of 2" or whatever would be appropriate.

Remember: Any backup program is not effective if it is not used properly. Some helpful hints are:

- Use a rotating series of at least two sets of disks so that you have at least one with the most current data.

- Take the most current backup OFF SITE! A backup will do you no good sitting in the drive of a computer that has been stolen.

- If in the event you restore a backup to your computer, keep in mind that it will restore the data back to how it existed at that exact point when the backup was made. Any changes made since that backup will be lost.

Database Maintenance

The fourth option on the System Administration menu is Database Maintenance.

Database maintenance may periodically be required. If you would like to perform any of these functions, select the options you desire and click OK.

Repair and Compact

It is a good idea to repair and compact your database periodically. This will reorganize the internal database structure so that it functions efficiently.

If there is a check in this option, then the database will be repaired and compacted when you click OK.

Rebuild Contribution

This option performs 3 functions:

- Reconnects your envelope numbers in Membership with your Contributions module.

- Verifies that a pledge record exists for the current and next year for each individual, and creates one (blank) if it doesn't exist.

- Recalculates your contribution ending balances based on the giving that has been entered for the current year as selected in Contribution Profile.

Select Rebuild Contributions if contribution or pledge records do not appear to be updating correctly or data appears to be missing. If there is a check in this option, then the contribution balances will be rebuilt when you click OK.

Rebuild Financial Balances

Note: If you have any deleted financial accounts, you will be given the option to print a list of the deleted accounts before leaving the screen.

When you have completed the database maintenance for the selected options, you may click on the Show Details button. This provides a log of all of the functions performed.

Click Exit Church Windows to close the screen.

16.   Membership Procedures

16.1   *The Household Record*

In the Church Windows Member file, the Household record contains all of the information that pertains to all members of that household.

Add a household record

To add a household record:

- Either click anywhere on the left side of the screen, or click on the Household record button to highlight the left side of the screen.

- Click on Add.

- In the Mailing Label field, enter the household name as you would like it to appear on mailing labels, for example, "Mr. and Mrs. William Sample and Family" or "Mr. William Sample and Mrs. Wanda Weaver-Sample."

- Enter the rest of the household information. Press TAB to advance through the fields. (See System Profile for more information on changing this setting to accept ENTER to advance through fields.)

- When you have finished entering the household information, either click on the Individual record to begin entering information for the first individual in that household, or click on Save to save this new household.

Delete a household

Caution: Deleting a household permanently removes that family's records from your database. Once you delete a household, there is no way to recover the information it contained. If the individuals in the household have left your organization, you may want to mark them as terminated instead. See information about the Reason for Termination field.

To delete a household and all individuals within the household:

- Make sure that the correct household record appears on the screen.

- Highlight the Household Record side of the screen.

- Click on Delete.

- Church Windows will show a confirmation screen:
- If you are sure you'd like to delete this household, click to mark the Check here to confirm the deletion, then click OK box, then click OK.

Church Windows will not allow you to delete a household that contains an individual who has an envelope number on their record and has contributed during the current contributions year. If an individual has an envelope number but no giving credited to that envelope number in the current year, then you may delete the household.

To preserve the integrity of your Contributions data, you may not delete a person who has an envelope number and has giving credited to it in the current year.

Keep in mind that it is not necessary to "delete" a person to keep them from appearing on reports or labels. If a person who passes away or leaves the church is deleted as soon as they leave, then you will not be able to use Church Windows to create your end-of-the-year reports that need to know how many people left the church during the year. A better way to remove these people from your system is to give them a code in their Reason for Termination field.

16.2   *The Individual Record*

In the Church Windows Member file, the Individual record contains all of the information that pertains to one person.

Add an individual

To add an individual to an existing Household:

- Make sure that the appropriate Household Record appears on the left side of the screen. (Using Find or Prior and Next.)

- Highlight the Individual Record side of the screen by either clicking on the Individual button or clicking anywhere on the right side of the screen.

- Click on Add.

- Enter the person's information.

- Click on Save, and that person will be assigned an individual number that consists of the household number plus an extension.

- The system will then ask you how you'd like to continue: Add another individual to this household, Add another household, or Exit the add mode.

- To add another individual to this household, select Add Individual, or select Add Household to add another household, or select Exit Add to exit the add mode.

It is also possible to transfer an existing individual record into another household. See Transfer an individual to another household for more information.

Delete an individual

To delete an individual's record from Church Windows:

- Make sure that the person's record appears on the screen.

- Highlight the Individual Record side of the screen.

- Click on Delete.

- Church Windows will show a confirmation screen; click on Yes to delete that record, No to cancel the deletion.

Church Windows will not allow you to delete an individual who has an envelope number and has contributed during the current contributions year. If a person has an envelope number, but has not contributed during the current year, then they may be deleted.

To preserve the integrity of your Contributions data, you may not delete an envelope number that has giving credited to it in the current year.

Keep in mind that it is not necessary to "delete" a person to keep them from appearing on reports or labels. If a person who passes away or leaves the church is deleted as soon as they leave, then you will not be able to use Church Windows to create your end-of-the-year reports that need to know how many people left the church during the year. A better way to remove these people from your system is to give them a code in their Reason for Termination field

Individual Print (Current Person Only)

If you would like to print information for this person only, for example you'd like just one quick label, then click on the small printer button that appears to the right of the individual number. Clicking this Print button will take you directly to the Report Format screen; from that point on, the procedure is identical to the print process everywhere else in Church Windows.

Please note that if you are printing a label using this method and this person has an envelope number on their record, the first line of the label will automatically be created based on the "Use individual's Name" field. If "Use Individual's Name" is blank on this person's record, then the label will automatically be addressed to the Household Mailing Label field. If "Use Individual's Name" has a check mark for this person, then the label will automatically be addressed to the person's first and last name.

You may also copy the mailing information for this person to another software program where you can print envelopes. See "Copy Address to another software program" for more information.

If this person does not have an envelope number, then you will be able to choose how you would like the label addressed.

Edit Individual Information

The Church Windows Household and Individual Record screens are always in Edit mode. To edit a record:

- Click on the field you would like to change.

- Make your changes.

- Click on Save, or click on Cancel to cancel these changes.

You may set Church Windows to automatically save any changes you have made without having to click on the Save button.

Transfer an individual to another household

There may be times when an individual record should be moved from one household to another. Examples of this situation might be a young adult moving from the parents' house and into their own household, or a young couple who gets married and begins a new household.

- Bring the individual's member record to the screen, either using Prior and Next or the Find button.

- Click on Options.

- Click on Transfer individual. The Transfer individual dialog box will appear. A list on the left side of the screen will contain all of the individuals in the household that appeared on the screen in the Member File. If you are transferring only selected individuals, click on the names of the people you wish to transfer. This selection is a toggle; you can click on the name to select it, then click again to deselect it.

- Click on the radio button to choose whether this person/these people should be entered as a new household or as an addition(s) to an existing household. Clicking on Existing Household will bring a drop-down list from which to choose the appropriate household. If you choose to transfer the person/people into a New Household, you may enter the information for the new household by clicking on Enter New Household Information or bring over the information from the existing household by selecting Paste Current Household Information.

- Click on OK to transfer the individuals, or click on Cancel to cancel these changes and return to the Member file screen.

- If you transfer someone out of a household and there are no members left in the household, a screen will appear asking if you wish to delete the household. Click Yes to delete the household; click No to leave it.

16.3   *Step-by-Step to Recording Attendance*

Step 1 - Select event/group/class and the date for which you would like to enter attendance.

Step 2 - If you wish, enter the total number of people who attended this event into the Persons Present box.

Step 3 - If you wish, enter the total amount of contributions collected during this event into the $ box.

Step 4 - Begin adding people to the attendance list for that event.

Step 5 - Identify those people who took Communion, if applicable.

Step 6 - Fill in the appropriate Additional Information columns for the event/group/class.

 Step 7 - Enter on the Comments tab any "General Meeting Notes," "Lessons Studied," and "Attendance Factors" that you'd like to record .

Step 8 - Click on the Save button to save these attendance entries.

16.4   *Membership Item Maintenance*

The following options are available:

Add Item to Record.

There are a few different ways to enter data into List fields on a person's record. If you already know the code you wish to enter, simply type it into the field, and the description will automatically appear at the right. If you need to see the list to make your choice, or if you need to add another code to the list:

- Bring the cursor to the field either by clicking on it, or by pressing TAB.

- Click on the down arrow that appears at the right side of the field. That field's dialog box will appear.

- Either double-click on the code you wish to enter into that person's record, or click once on the code to select it, and click on Add item to record.

Edit Items

If you would like to edit a definition, click on the Edit Items button, then click on the definition you would like to edit, and make your changes. When you have finished editing that item, click on the OK button, and your changes will be saved.

 Print Items

To print a list of all codes and definitions for this List field, click on Print Items. The Printer Selection dialog box will appear, make the appropriate selections on that screen, click on OK, and your list will compile on the Print Preview screen. You may then click on Print All to send the list to the printer. Then when you click on Close you will return to the List field dialog box.

 Delete Items

To delete an item from the list of codes and definitions, click on that item to highlight it, and click on the Delete Items button. A confirmation screen will appear to make sure that you want to delete this code from all records. Click on Yes to continue, or click on No to cancel this action.

Advance School Grade

Church Windows has a utility that will change people's entry in their School Grade field to the next higher grade. This routine will advance all grade numbers between 01 and 11 in both the Member File and the Visitor File. Also, all people who have a "K" in their School Grade field will be moved to grade 01, and everyone who is in grade 12 will be changed to a "G" for Graduated. Typically, summer is the best time to run this utility.

You may store other characters in this field, possibly to indicate Preschool or Nursery or codes for college - 13, 14, 15, 16. These codes will not be affected by the "Advance School Grade" routine. You may change them either by hand or by using Mass Edit. See Mass Edit for more information.

To run the Advance School Grade routine, you may not have the Members or the Visitors file open. If your computers are networked, then everyone must be closed out of Membership.

From the Church Windows Initial Button Bar:

- Click on Membership to view the Membership menu, select Special Functions, and choose Advance School Grade.

- A confirmation screen will appear; click on OK to continue, or select Cancel to exit this screen. When you click on OK, all appropriate grade levels will be advanced. Any children with a "K" in this field will be advanced to "01", and "12"'s will become "G"'s.

- The next time you go to the Advance School Grade screen, the screen will display the date the records were last advanced. If passwords exist, the message will also identify who last advanced the school year. This should prevent inadvertently advancing the school grade more than once in a given school year.

If you inadvertently click OK to tell the system to advance the school grade again, a message will appear telling you that less than nine months have gone by since you last advanced the school grades. You have the option of canceling the process.

16.5   *Assign Envelope Numbers from the Member File*

The Church Windows Contributions module requires that you have the Church Windows Membership module installed, and that each contributing member and visitor be assigned an envelope number. If your organization does not use envelope numbers, each giving unit must still be assigned a number.

Once people have numbers in the Envelope number field, you may then easily enter giving information either by the contributor's name or by envelope number, whichever is more convenient.

There are two methods you may use to enter envelope numbers for the first time. If you are entering envelope numbers at the same time as you are entering your membership data for the first time, then the first method would probably be the easiest for you. If your names and addresses already exist in Church Windows Membership, but they don't have envelope numbers yet, then the second method may be easier.

You may easily type envelope numbers directly into your members' Individual records:

- Click Membership and choose Members.

- Either type in envelope numbers while you are adding your membership data for the first time, or Find a certain individual and type the envelope number onto their Individual record. Click Save after you have entered the number. If you need a list of available envelope numbers to determine what number to assign this person, click the Unassigned Numbers box. Limit the report to the range of envelope numbers you use. Click Next and the report of available (unassigned) envelope numbers will compile on the Print Preview screen.

- Pay special attention to the Use Individual's Name box next to the Envelope number field, as this determines whether the giving credited to this envelope number will be credited to the entire household or to the individual.
-
- On this screen, you may only assign envelope numbers to individuals whose envelope number field is currently blank. Once an envelope number exists on an Individual record, you must use the Change Envelope #'s routine in Contributions to edit it
-
- Note: You will assign envelope numbers to those people in the Visitor File who will be contributing to the church. Click Membership and Visitors. Then proceed as described above.

16.6   *Groups/Classes List*

By selecting the Groups/Classes List option in the Reports menu, you can create a report that contains the names of everyone who is a member of specific groups or classes.

- Click on Membership, then choose Reports, and select Groups/Classes List.

- The Groups/Classes Print Options screen will appear.

- In the Division/Department/Category field, select the division, department and category for the class that you'd like the attendance information to refer to. Click on the down arrow to see a list of all events or a list of all groups/classes; click on an event/group/class name to select it. If you are doing a report for all events, click on [All Events]. If you have not set up Divisions, Departments, and/or Categories, you can click on [All Groups and Classes] to see your complete list.

- Select the event/events or group/groups whose members you would like included on this report by clicking on the group names to highlight them. To select more than one event/class, hold the Control (Ctrl) key down until all are selected.

The items in the list field can be sorted either by the code or by the description. To sort by code, click the corresponding column heading - Code. To sort by description, click the corresponding column heading - Description.

- Clicking on a highlighted group will de-select that group.

- To select and highlight all groups, click on Select all. To clear all selections, click Clear all.

- There are options to include Past, Present, and/or Future members of these groups on your report. Any combination of these check boxes can be selected. These selections are based on the date ranges of people's group membership based on the Start Date and End Date fields. The Present members will include those group members whose dates of group membership include the current day or whose dates of group membership are blank. The Past members selection will only include those group members whose dates of group membership are in the past. Future members will include those whose group membership will begin after today's date.

- If you would like to include people from the Visitor file on this report, then click in the Visitors box to mark it with a check mark. To exclude visitors, clear this box.

- In the Groups/Classes section of the Individual Record screen, there is a field for you to enter a Role people can have in a group - for example, C = Chairperson. If you wish, you may limit your report to those people who have a certain role in the group membership. To do so, click on the down arrow in the field marked Limit report to those with following role and select that role.
- Click on Next. The Report Format screen will appear; you may continue by selecting a format for this list.

16.7   *Printing Reports or "Finding" to include terminated people*

When a member or visitor has been terminated with a Reason for Termination code, they will **not** be included on any normal reports, labels, or "Finds" that you perform. If you would like to "Find" terminated people, or create a report to include terminated people, then you must use Reason for Termination as a criteria of your Find or report selection.

After you click on Find in either the Member file or the Visitor file, then bring the cursor to the Reason for Termination field and type in the person's termination code, then click on Go. (You could also click on Find and type an asterisk (*) into the Reason for Termination field to find everyone who has any code here.) A find of terminated people in the Member file will find only

those members who are terminated; a find of terminated people in the Visitor file will find only those visitors who are terminated.

You can also use Report/Label Selection screen to find terminated people. First decide if you want your report to include members only, visitors only, or both members and visitors. Then choose All Persons whose Reason for Termination is equal to the person's termination code.

Printing Membership Directory

Go into Membership, select reports, directory and click next. Report is ready to print.

16.8   *Terminating an individual (death, transfer out, etc.)*

In Church Windows, any member or visitor who has an entry in the Reason for Termination field will not appear on reports or attendance information. Some churches' policy is to keep records f people who have terminated their membership so that they may accurately and easily fill out denominational reports that require this information at the end of the year. If you have a denominational version of Church Windows, then your Reason for Termination field will most likely already come with codes and definitions that correspond to your denomination's annual reporting requirements.

If a family transfers and you would like to keep their information in your database, then give each household member or visitor a Termination Date and a Reason for Termination. You may also wish to change their status codes to a non-member code. You may also wish to change the household mailing code as well. (Keep in mind that the Household record will still be active and will show up on reports or labels that include "All Households". To avoid this, either base your household reports or labels on a certain Mailing Code or range of Mailing Codes, or ask for "All Persons" instead.)

If a family member dies, then there are a few extra steps that you should take:

- Give the deceased person a Termination Date and a Reason for Termination.

- Check the Household Mailing Label field and make any relevant changes. (For example, change "Mr. and Mrs. John Jones" to "Mrs. Mary Jones")

- If the deceased person's Directory/Report Order field was "1 – Primary", and there are other surviving members of the household, change the surviving spouse (or another household member to "1 - Primary".

- If you use the Contributions module of Church Windows and the deceased person has contributed money during the year, then do not reassign this person's envelope number until the next calendar year. If the deceased person has contributed money and has a surviving spouse, then transfer the envelope number and the giving to the surviving spouse's individual record using the "Transfer Giving" routine in Contributions. See Transfer Giving for more information.