Counting

The procedure for this is the following:

When the offering initially comes in: at least 2 people bring the donations in to the kitchen. Organize the collection: envelopes/cash/checks and put it in an envelope or zip-lock, then drop it into the vault (make sure that it falls into the vault and does not stay in the lip).

Later: After the service or on another day: one person oversees the donation while 2 others count. All envelopes are opened, and any envelope that has a name on it with cash, should be marked "cash" on the envelope and the amount (envelopes without names don't need any recordings). Separate the cash and checks. Both cash and checks should be counted by both counters and the numbers should match. If not, count it again. Once confirmed, the cash goes into a small envelope, and sealed. Write the amount of cash on this envelope and both counters initial this envelope. (This envelope stays sealed until time of deposit). Put this envelope in the larger envelope along with any checks and envelopes. Write the total cash and total checks on this envelope (take a pic of this and send to treasurer if he/she is not there) and drop it into the vault (make sure it drops all the way in).

***Note:** Make sure to regularly check the wall bins for any donations (the locked drop boxes. There is one on the wall at the door to the sanctuary, another in Kellogg Hall, and another outside the church office door). Each box has a small key with a number that is identical on the key and the keyhole. These keys are on 1 keychain and stay in the upper left drawer in the admin office. Put these in the vault before counting the offering. If the offering has been counted, put it in the vault anyway to be counted the following week.

Deposit to bank and Posting

These are the steps to making a deposit for recording purposes:

Turn on PC and Copying machine to warm/boot them up

Step 1: Stamp all checks for deposit (The Stamp is in TD Bank Pouch)

Step 2: Copy the main envelope that has people's initials, all checks, then all cash envelopes, and the cash envelope with total amount. **(Note: You must make sure that the check number is printed when you copy checks as it is needed for inputting the info into powerchurch)**

Note: Since tax-deductible donations are separate from other income, make sure to deposit those separate. Examples are**: Monthly Rent payments**, **Cub Scout Day Camp**, etc…

Step 3: Put all the numbers in the Excel form (see template) and save it (all docs in proper folder: 2022 Contributions-month (example January))

Record 3 things with in-person offering: (make sure to include any donations that came in during the week in the mail)

1: Cash in envelopes: for those with names on the envelope make sure that the amount is written on the envelope

2: any extra cash that is donated: All cash in envelopes with no name on it/or cash in the plate (will be posted to m. cash since the donor is not trackable)

3: Checks.

Record the numbers in the **excel template sheet** (Update the date in the upper left hand corner)

Print the excel sheet (these numbers will be used for the bank deposit)

All checks in one column, cash w. names on envelope in another, then all other cash in the other column. You can tear up the envelopes and throw them out.

Step 4: Fill out the deposit slip (make sure that all details agree with the excel sheet). Our bank account number is written on the TD Bank bag, and it is the number on our deposit stamp.

Step 5: bring the cash envelope (Still sealed)/checks/and the deposit slip to the bank in the

TD Bank pouch. (Pick up extra deposit slips if needed for future usage).

*Note: If a teller from the window offers to do the deposit, make sure that he/she counts and confirms the cash amount in front of you before bringing it to the back where the window pc is.

Step 6: Staple the deposit slip receipt that you received from the bank to the top of the Excel sheet along with the copies of checks, and envelopes. The total deposit should be the same on the excel and on the bank slip here.

Step 7: Now add the online deposits to the same excel sheet (add only the on-line donations that came in from Sunday to Saturday of the prior week) update and save that file, then print it and staple to the front. This should be the number of the total deposit in powerchurch

Step 8: Post all deposits into PowerChurch. See Binder with info for these steps.

Note: In the excel sheet: If making a deposit which includes general and restricted fund donations (such as the deacon fund and building fund), add these numbers below the general fund totals to keep the general and restricted fund totals separate. You should have a total for each fund donated to, and then the Overall total which should agree with the total deposit to the bank. See past deposits for examples.

-Then when posting to Powerchurch do all the cash and check contributions first and confirm these numbers before adding the online payments. See Excel examples for various scenarios.

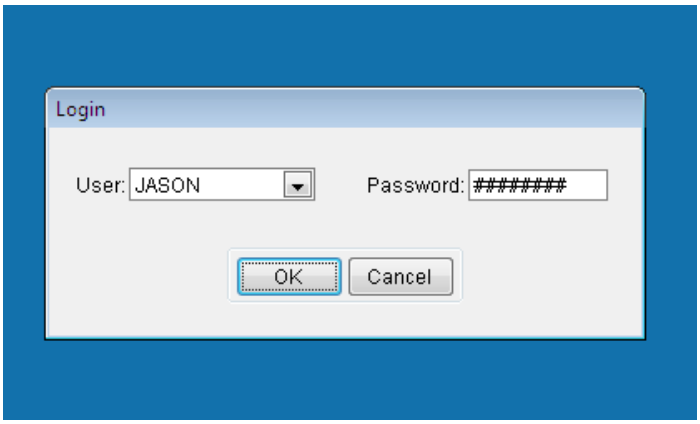
Note: Building fund donations (including rent payments) should be deposited separately if possible to make the records more clean.

Sign In

Make sure that you have an account set up for you. If you do not have one, ask Lara to set you up.

When you open the application, put in the user and password…

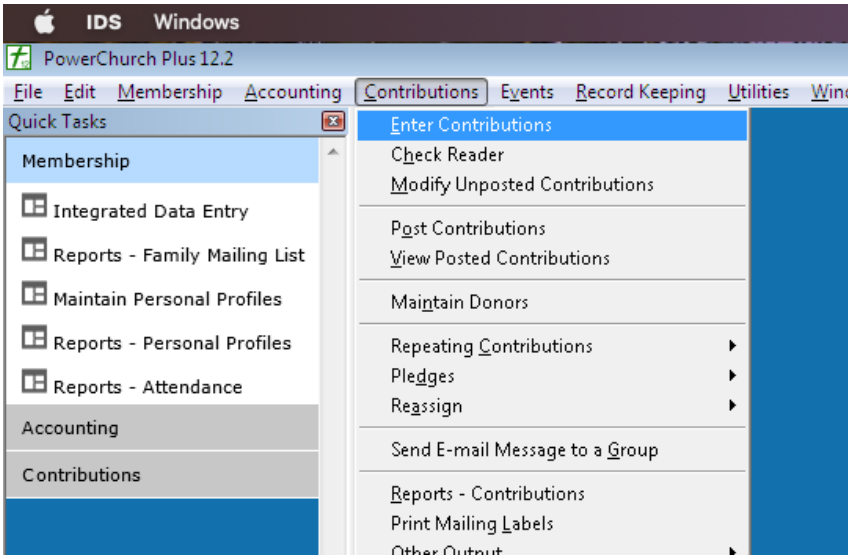
Then put in your personal account details…



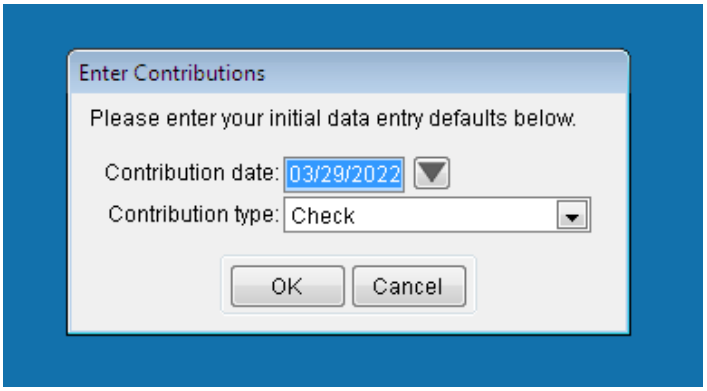
Posting Contributions:

Contributions up top-

Enter contributions:

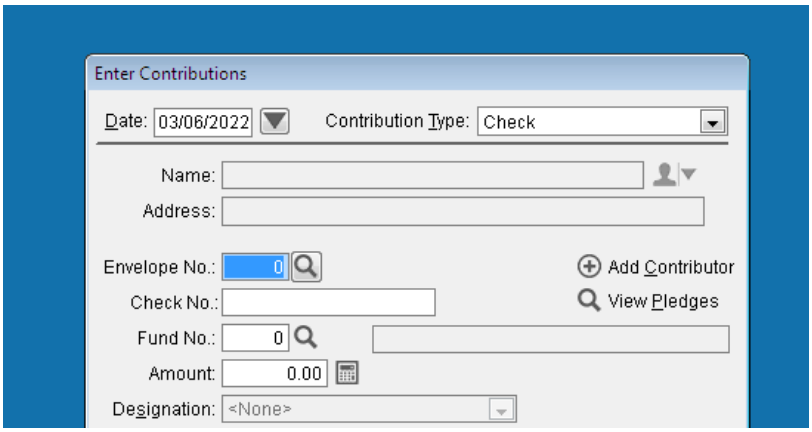


Date (date of the offering received) and type (Checking)-Ok

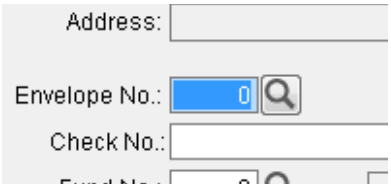


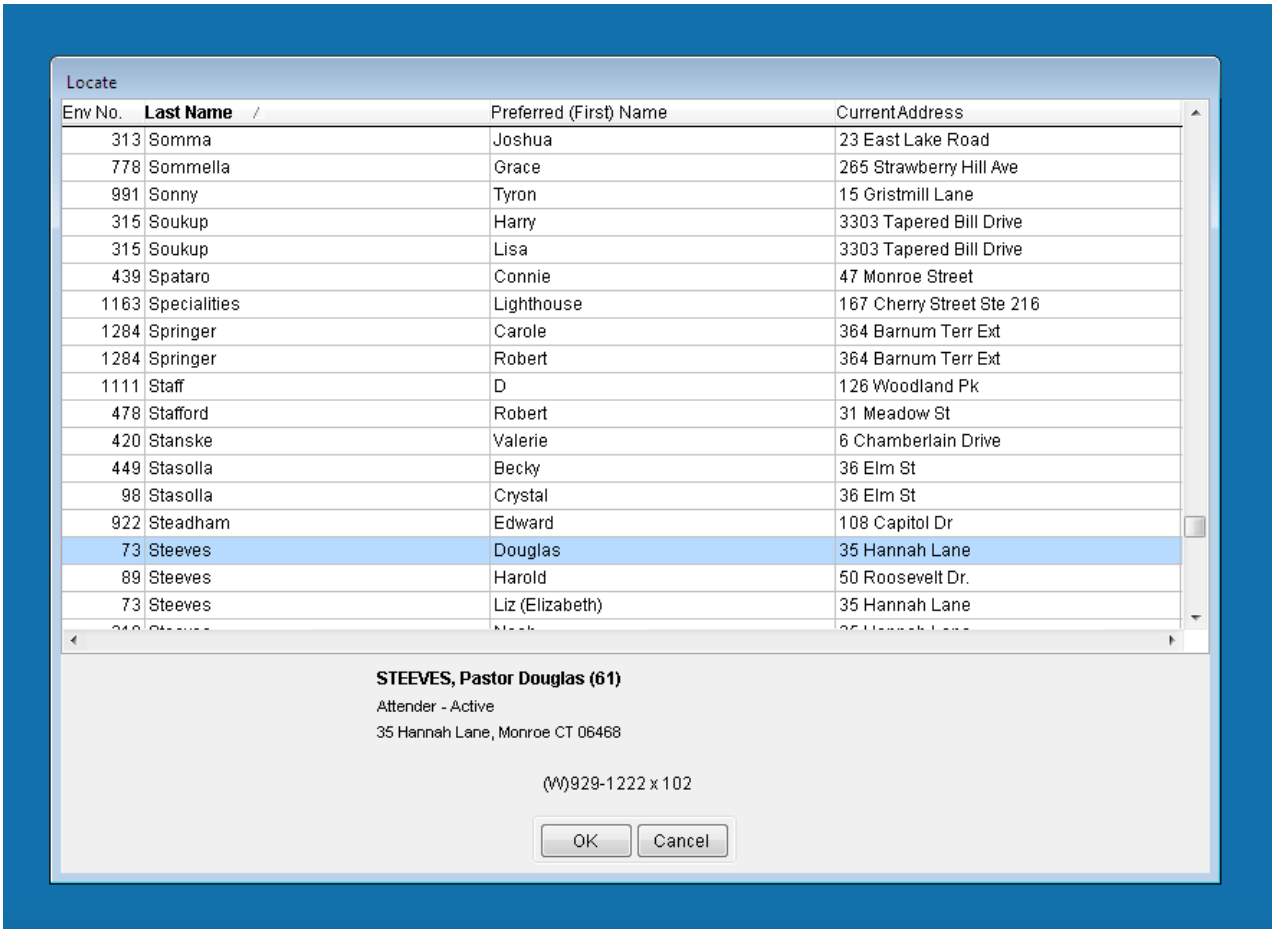
Post Checks

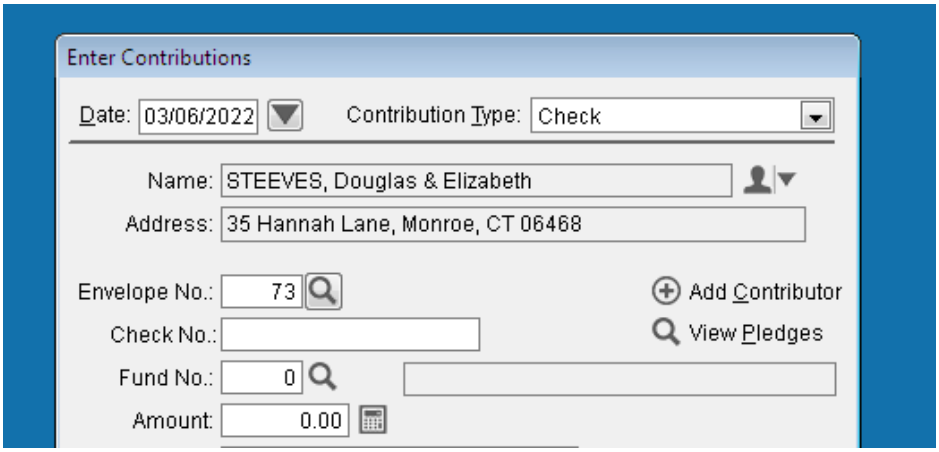
Search env # by last name, fill in check number, fund number (1 for general fund), and amount of money



Envelope Number: to locate a person click on the magnifying glass next to **envelope number** and a list will pop up. Start typing the person's last name and it will locate the person. Double click on the name and it will automatically put in the person's envelope number and contact information.

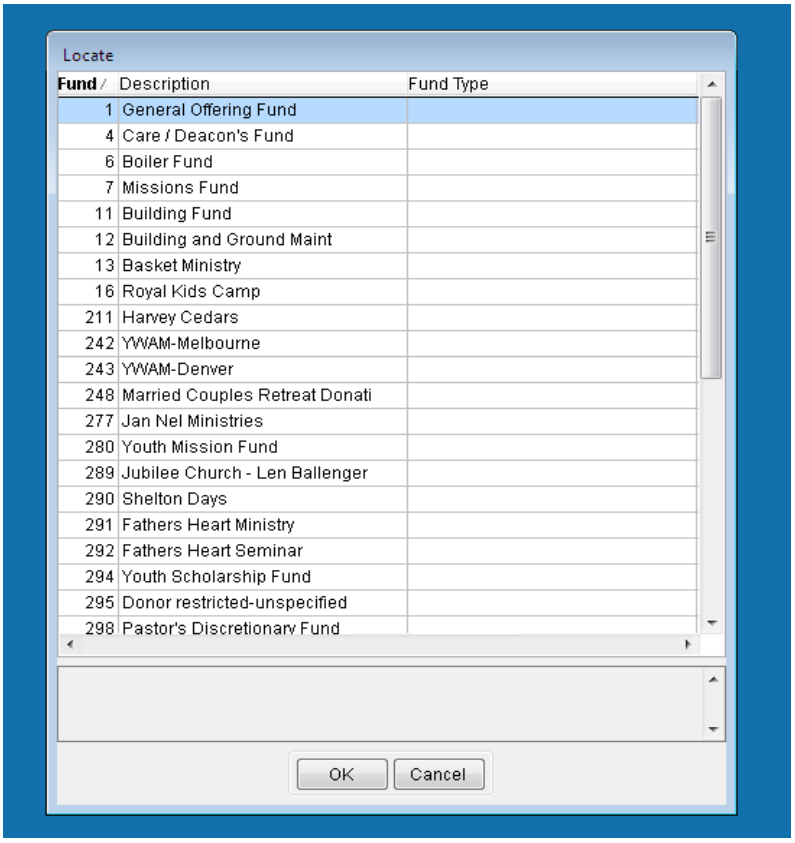


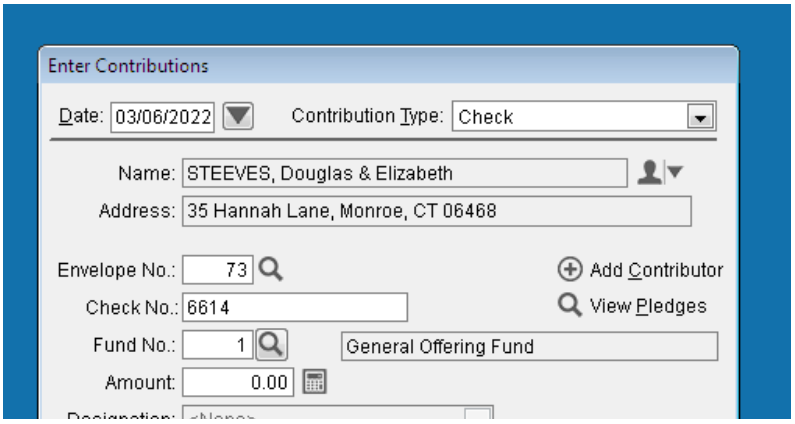




-Type the **check number** in

-Choose the **fund number.** Click on the magnifying glass and scroll to the correct fund (**General fund is #1**, but sometimes you'll get offerings to other funds such as the **deacon fund #4**, etc…). Double click on the designated fund. **(See the sheet inside Checkbook labeled "All Restricted" for the fund numbers for contributing to restricted funds.)**





-Type in the check **amount** of money.

-add a **memo** (only if necessary)

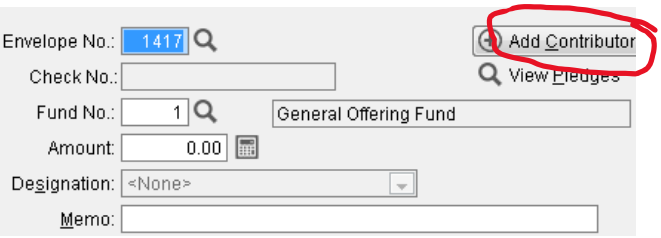
-click **"Save"** then you can input the next check in a similar manner (**Do not click done until you are completely finished with all deposits)**

St Textile/Antero (add as regular contribution, since it comes as a regular check)

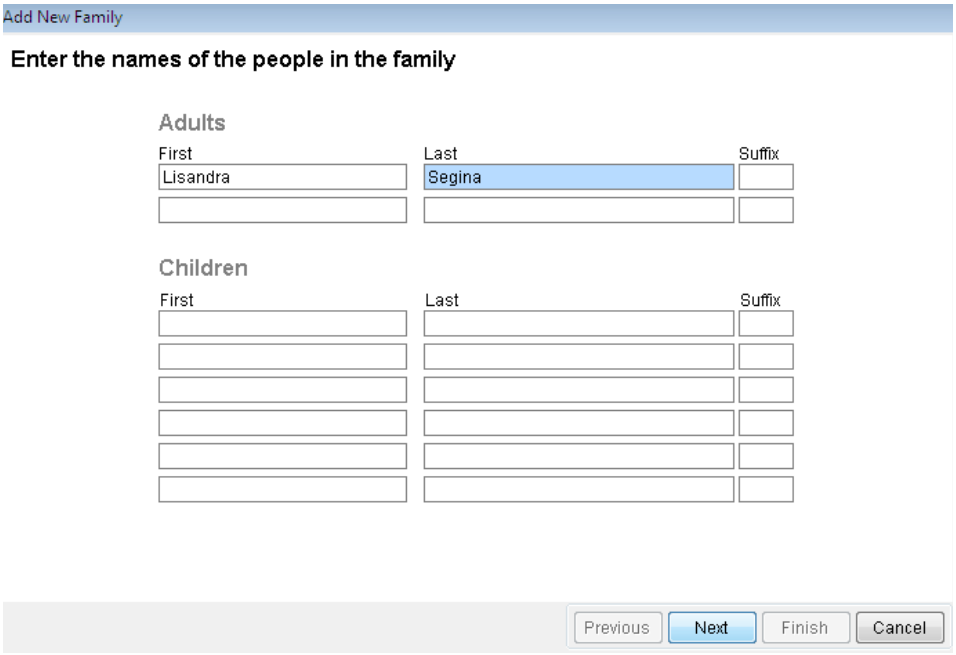
Note: If it is a **new donor**, follow the process described on next page…

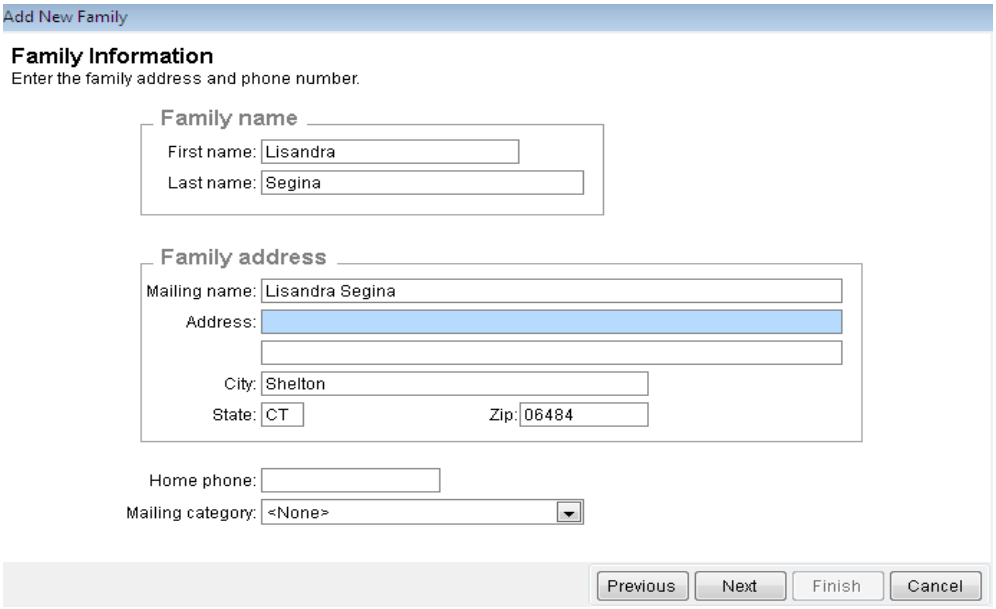
New Donor:

If a search for someone's name does not pull up any information, double check that the spelling is correct and that there is not a similar name in the system (such as Jennie or Jenny). This is to prevent having 2 accounts of the same person. If it turns out that this is in fact a new donor, click on "Add contributor"

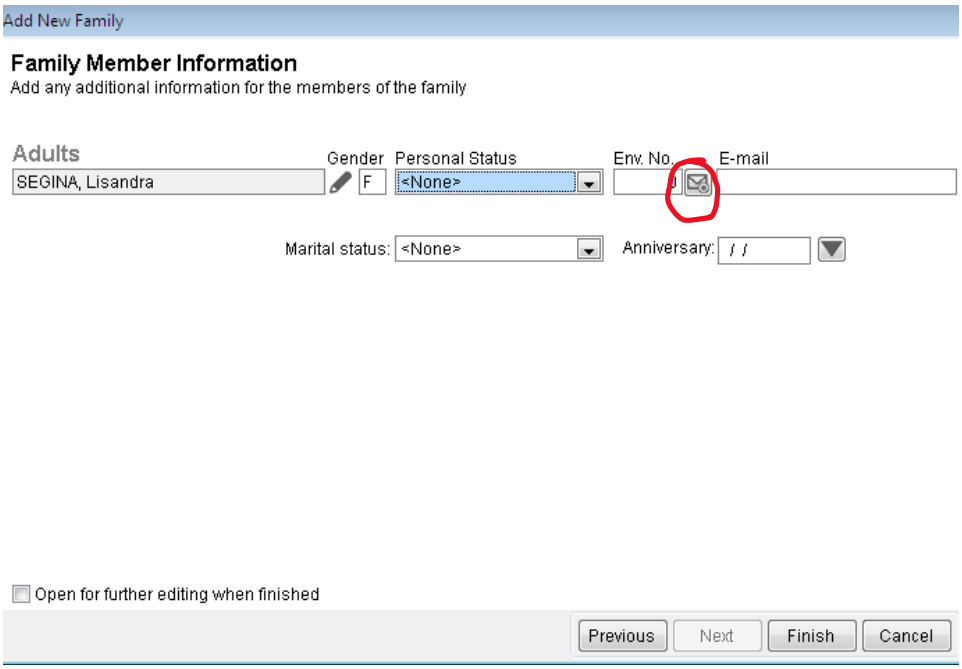


Then follow the prompts with as much information as you have. Ideally, it's great if we receive emails during this process as it makes end of the year statements easy to file without having to mail their donation statements back to everyone…

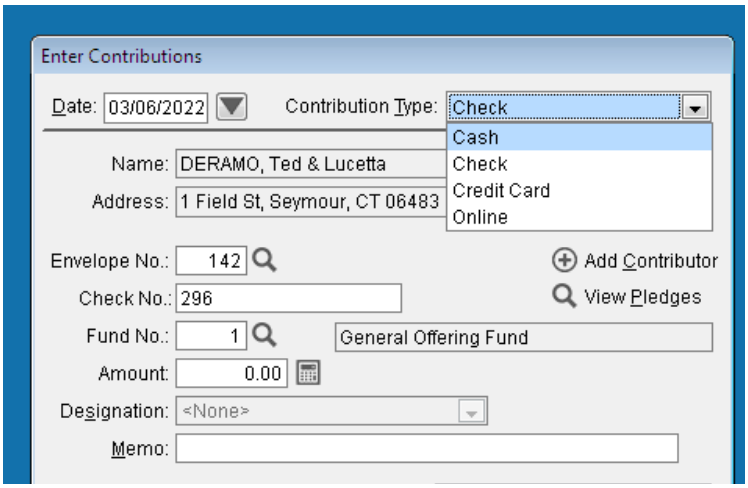




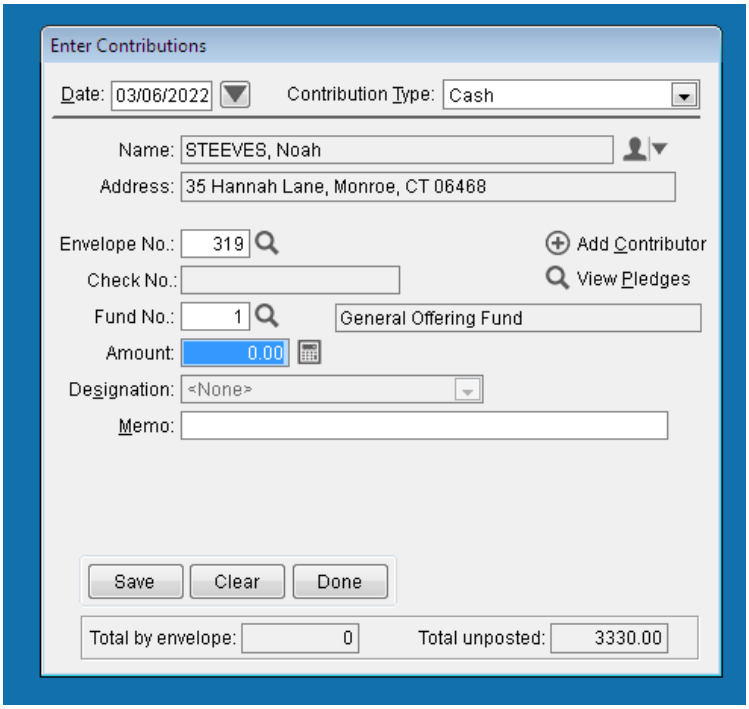
Then where it asks for an **envelope number**, just click the box to the right of it and it will assign a number that is not taken. Click **Finish**, and then you can proceed with the donation now that an envelope number has been generated.



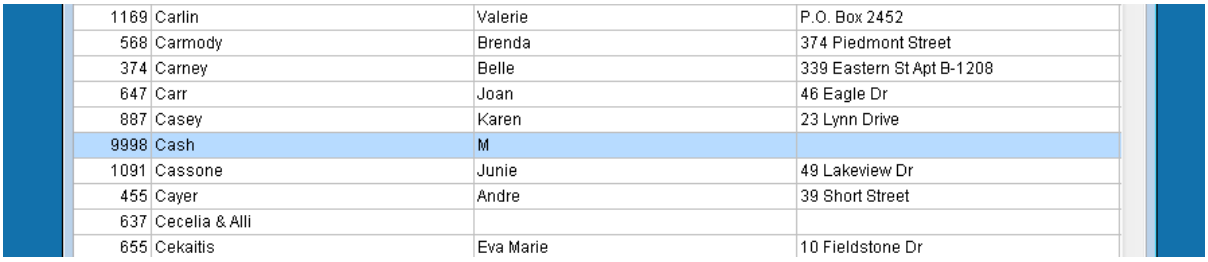
Cash: switch to cash, by switching this in the upper right hand corner.



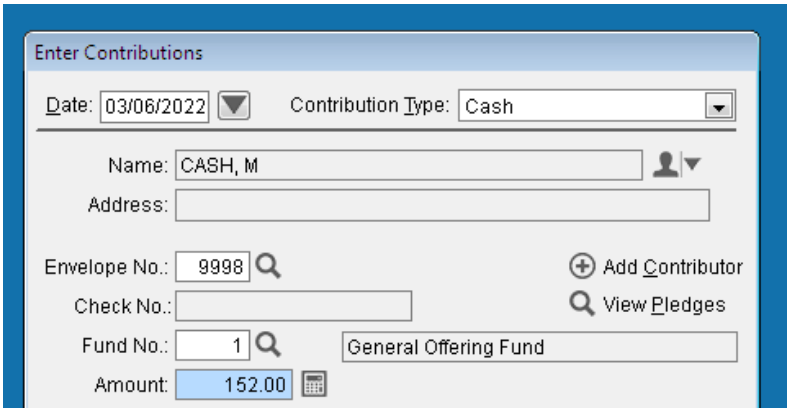
-Follow the same process as above, you just do not need to add check number. Click "save" after each offering and then put in the next offering….



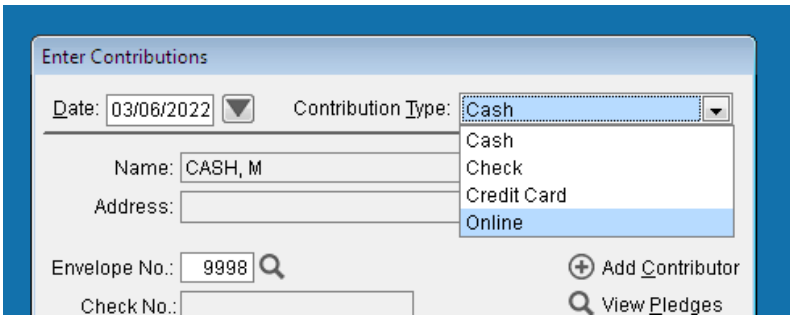
For miscellaneous cash put in "**M cash**" as **envelope number**. Search "cash" and double click on that account, or you can type in number "**9998**" into the envelope number.



1169	Carlin	Valerie	P.O. Box 2452
568	Carmody	Brenda	374 Piedmont Street
374	Carney	Belle	339 Eastern St Apt B-1208
647	Carr	Joan	46 Eagle Dr
887	Casey	Karen	23 Lynn Drive
9998	Cash	M	
1091	Cassone	Junie	49 Lakeview Dr
455	Cayer	Andre	39 Short Street
637	Cecelia & Alli		
655	Cekaitis	Eva Marie	10 Fieldstone Dr

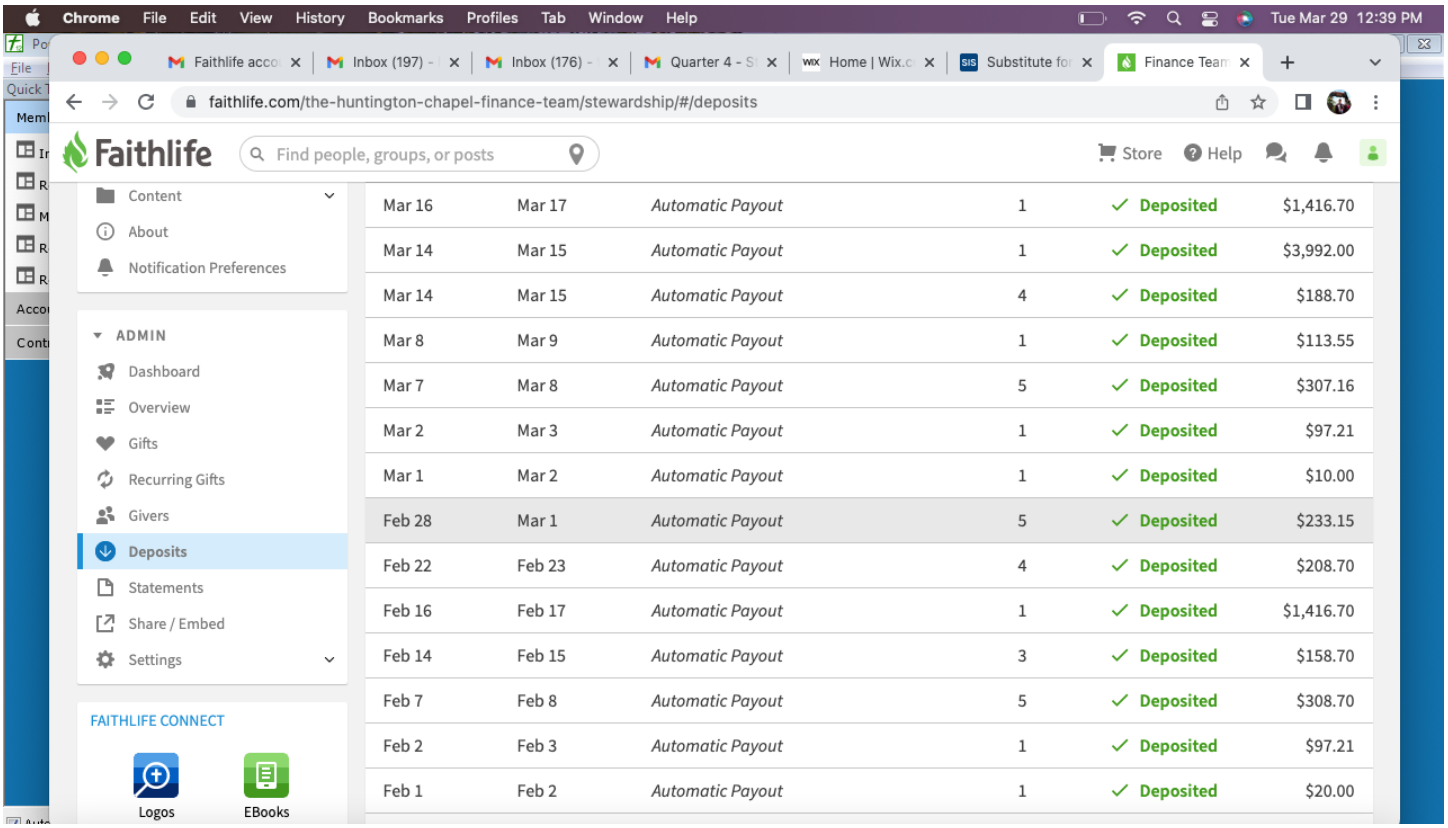


Online: Just as you switched from checking to cash before, now switch to online to enter the online contribution amounts. Once you do that follow the same process as entering cash (You will not need to enter check number).



To find those numbers, go to Faithlife website. **Sign in**. Click on **financial team** for access to deposits.

You will see the breakdown by the day. Click on the day, and then you will see who gave what amount.



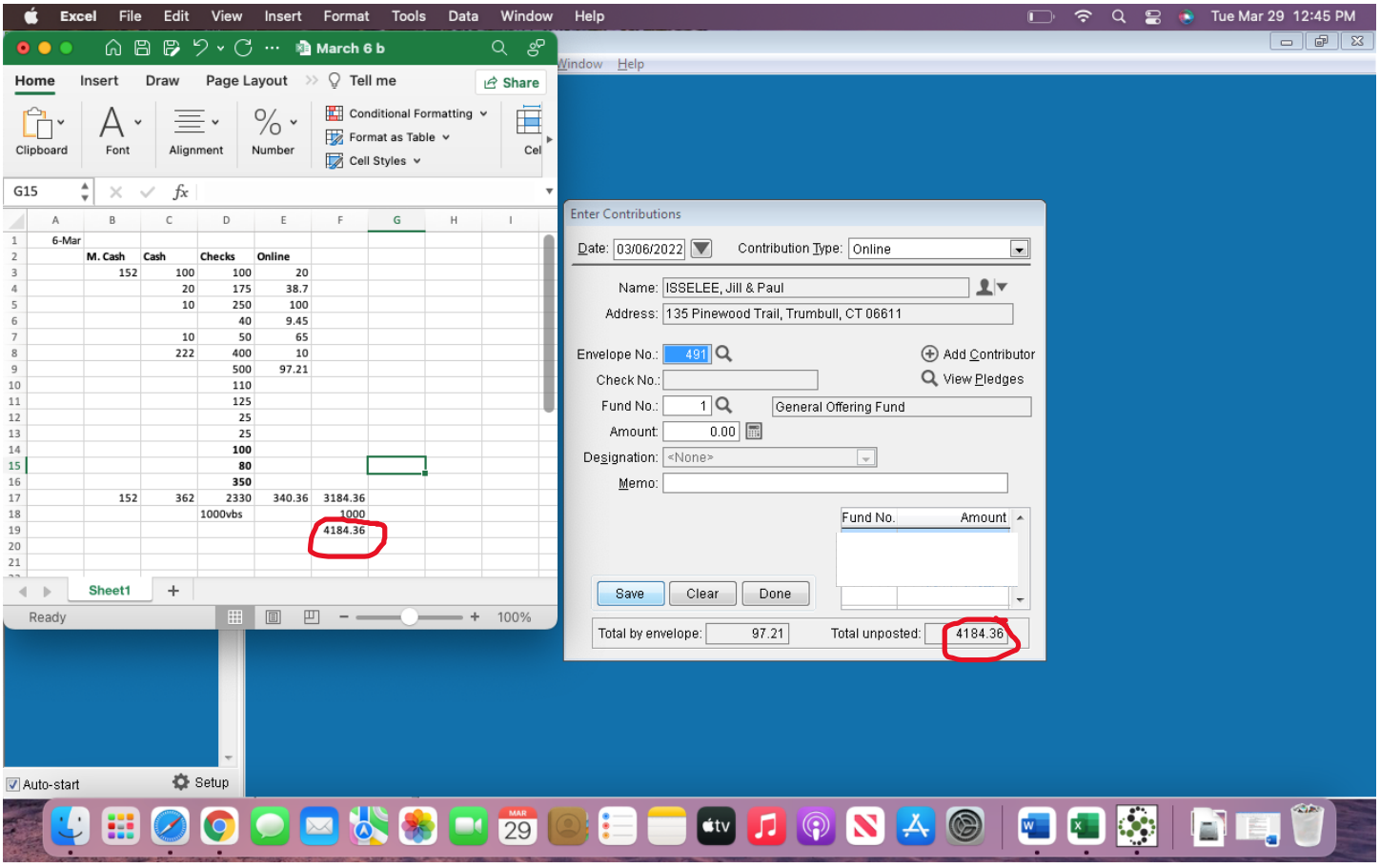
Transactions

Find transactions

Date	Name	Type	Designation	Status
Feb 27	Jenifer Reinisch	Recurring	General	✓ Deposited
Feb 27	Bina Lucas	Recurring	General	✓ Deposited
Feb 27	Pamela Nitsche	Recurring	General	✓ Deposited
Feb 27	MATTHEW A BIZAK	One-time	General	✓ Deposited
Feb 26	Todd Kellogg	Recurring	General	✓ Deposited

Record all deposits that came in the week prior From Sunday-Saturday. Input the envelope number, fund number (#1, as all online deposits currently go to the general offering), and the amount.

When you hit “save” it updates total. Make sure that it is the same as on excel once you finish all deposits. If the number is off, look to see if you missed something on the excel sheet.

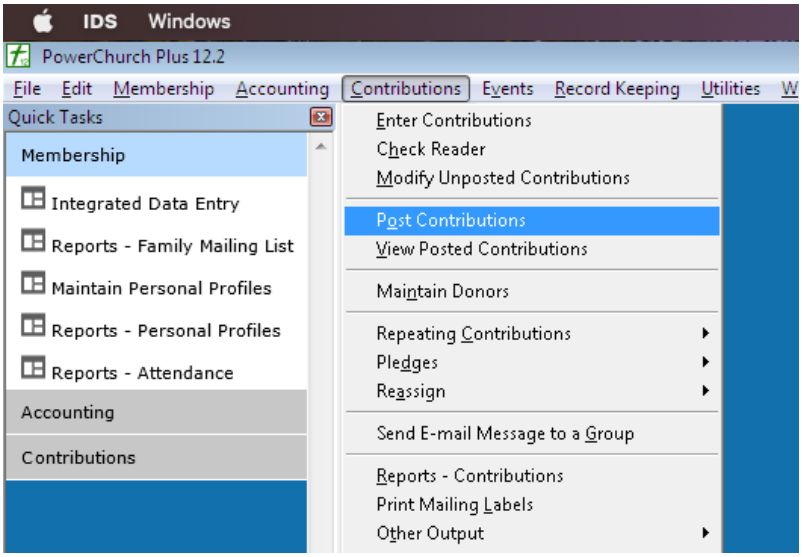


Once you are set: click **“done”**

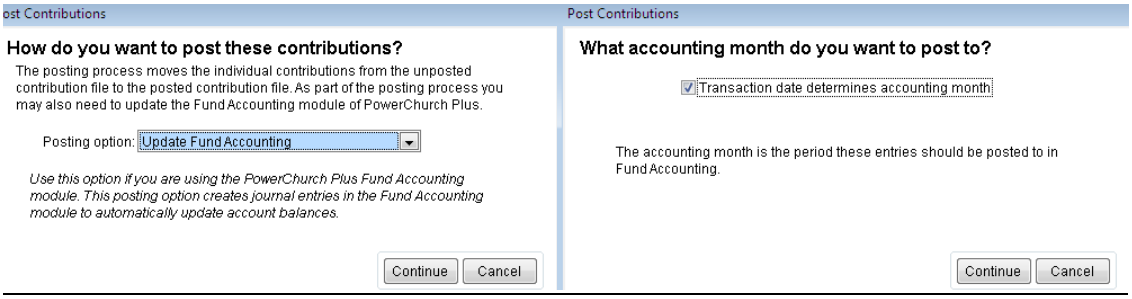
Finalize Posting

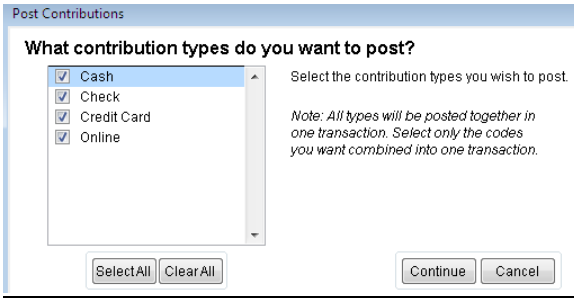
Once you have the total….

In menu on top go to contributions – post contributions…



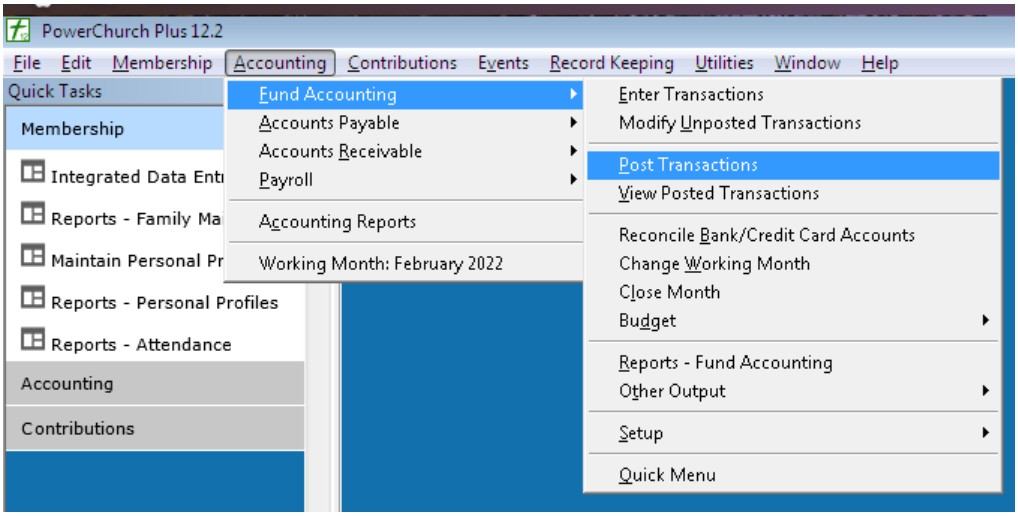
Click Continue 3x (make sure that select all is marked when hitting continue)

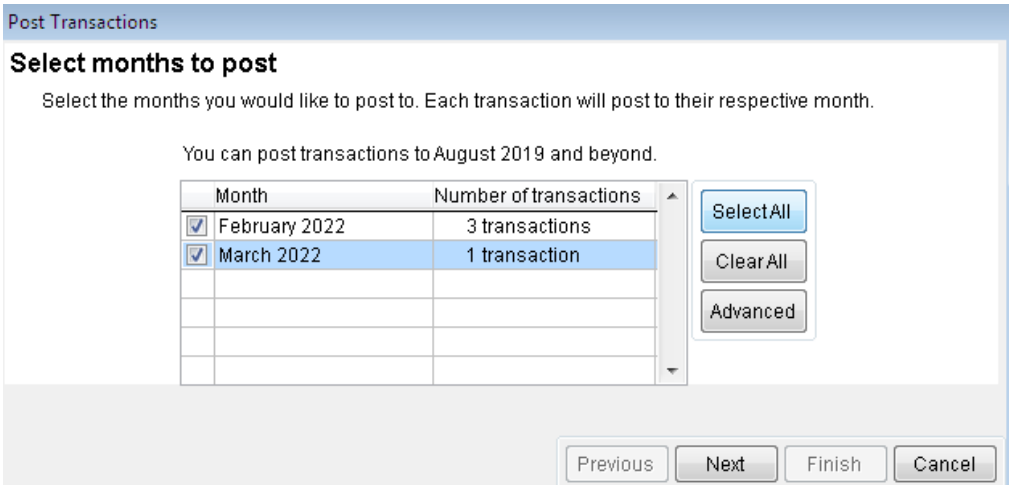




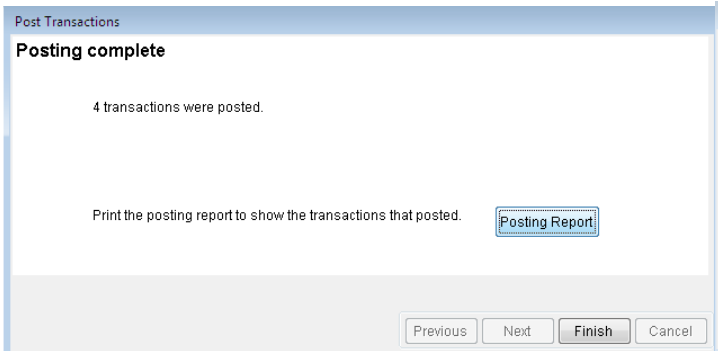
Once ready to finalize post: (make sure that everything is as you want it first. Once you do this step you can not edit and can only reverse everything and redo it to correct it)

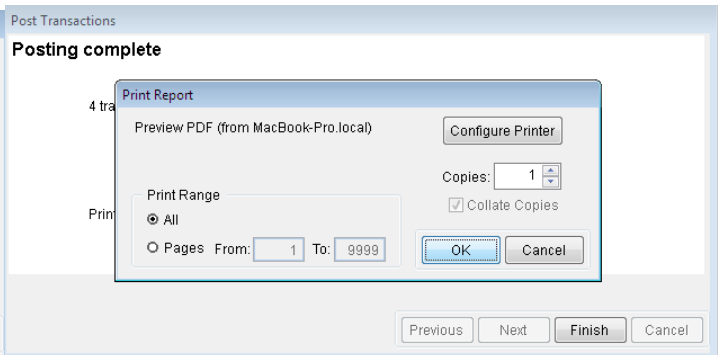
Accounting-Fund accounting-post transactions, Then on next page make sure to post the dates that you are ready for (most likely select all)





The following sheet will pop up giving you the ability to print it. To print click **"posting report,"** select your printer options and click **"OK"**

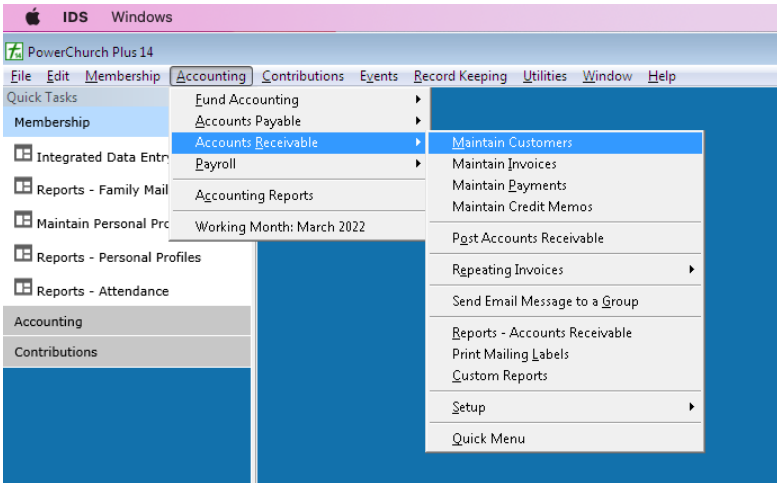




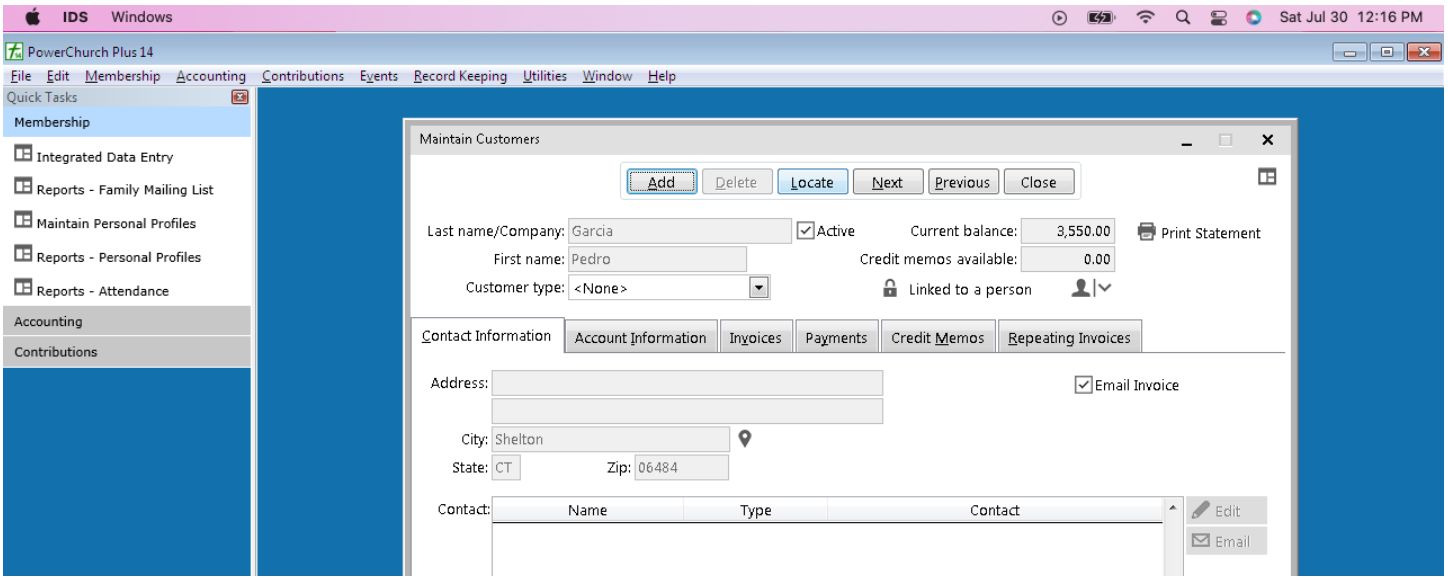
Then click **"Finish"**

Rent Payments (Start by adding invoice for next month)

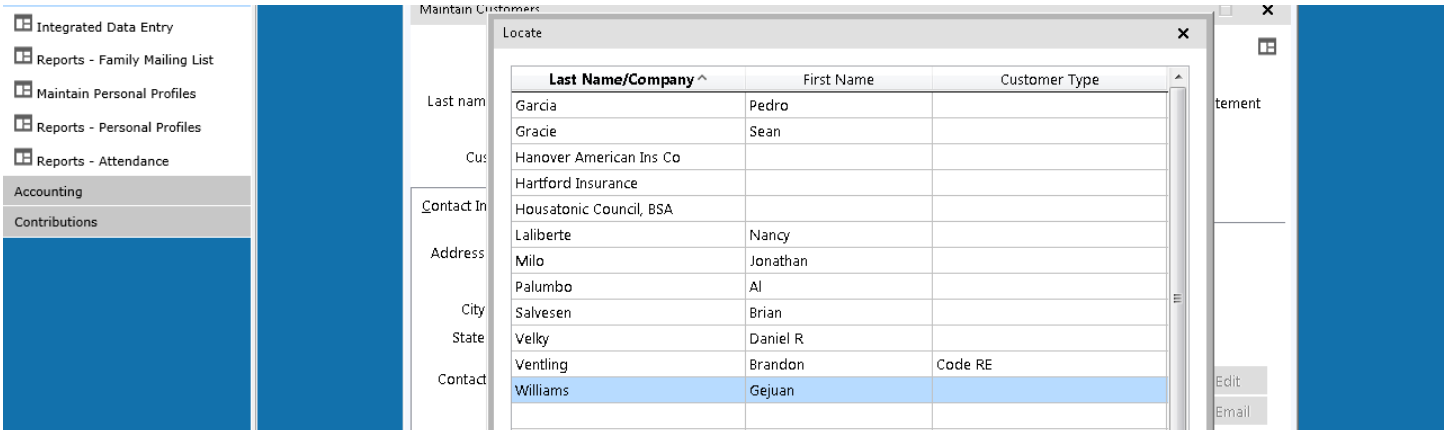
Accounting: Accounts Receivable: Maintain Customer:



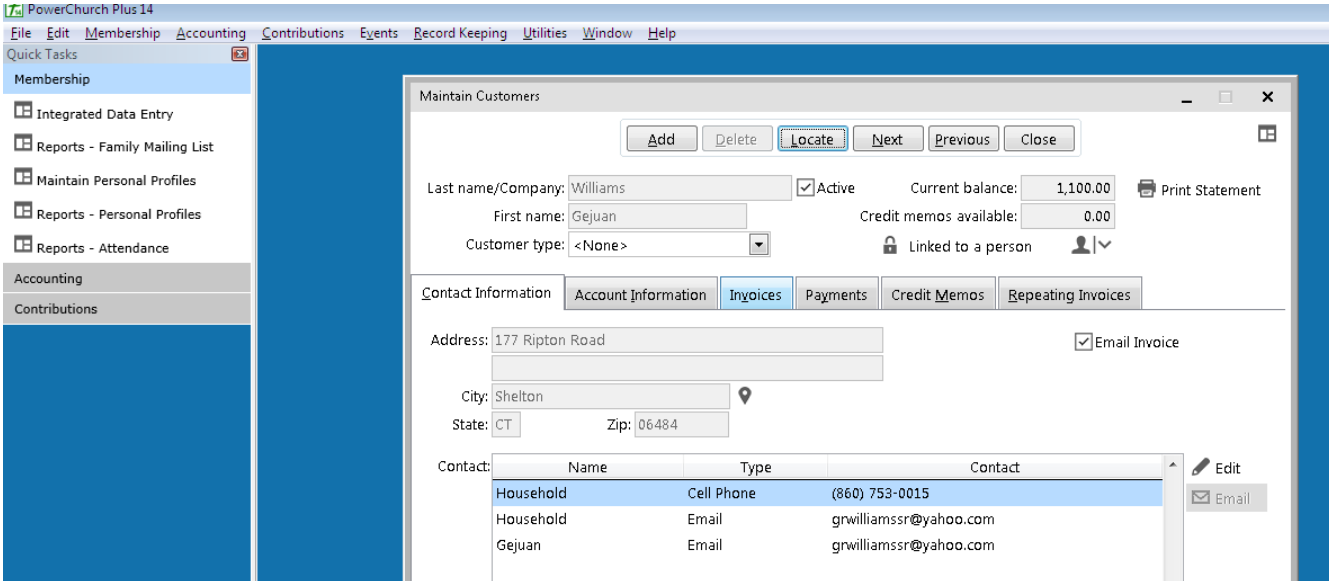
"Locate" tab (up top),



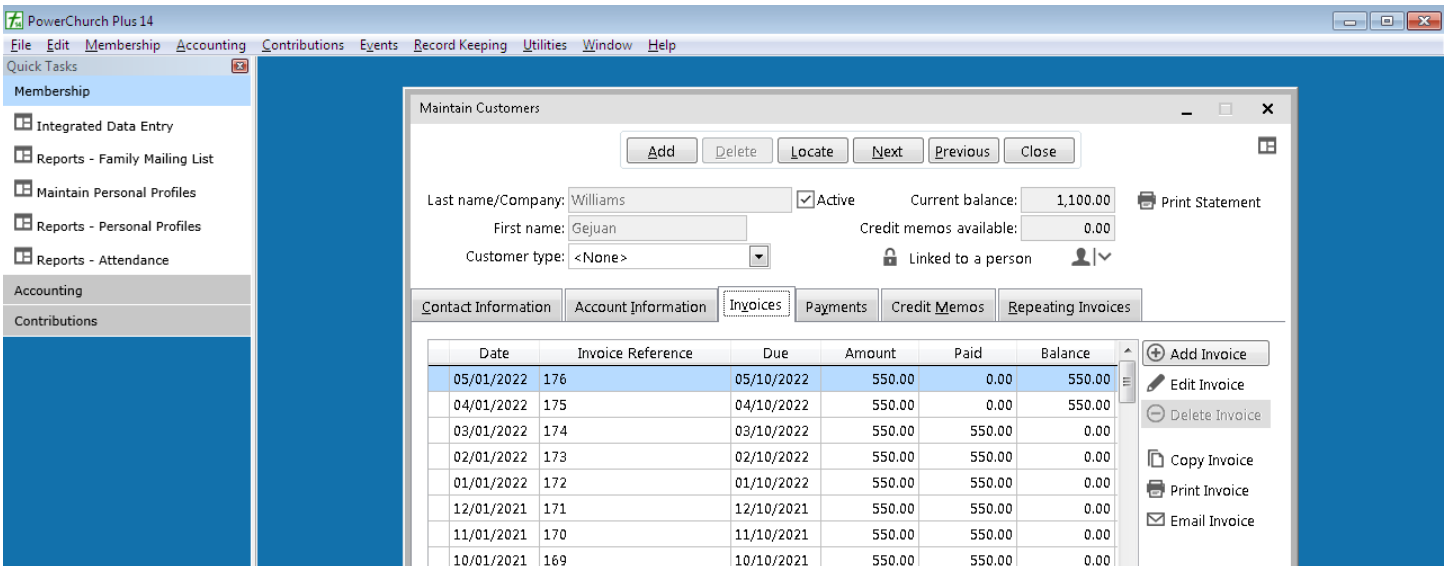
click on the name,



then "invoices" tab (mid section)

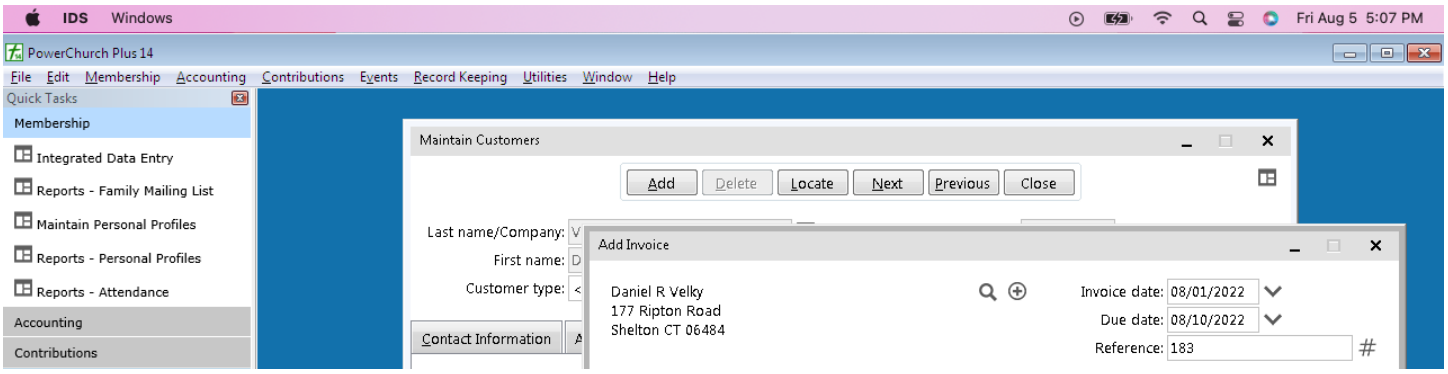


Invoice tab: “Add Invoice”: (You can reference previous on how to do it-just slide the popup tab over to the side so that you can see previous inputs). “Add Invoice”

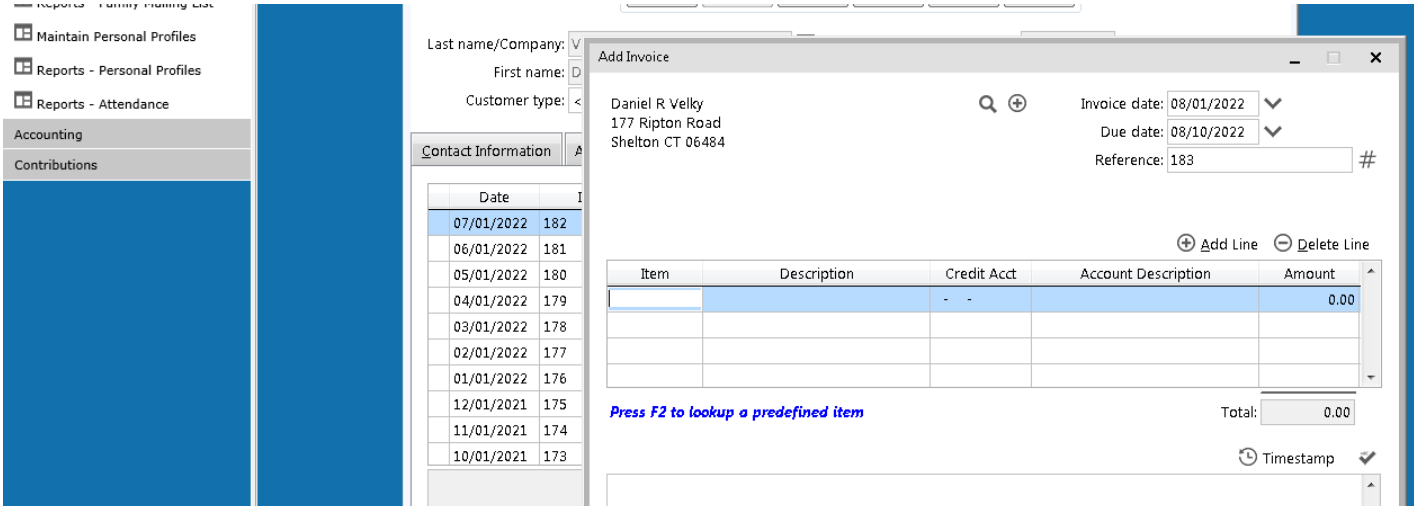


Date is the 1st/ Due date is the 10th.

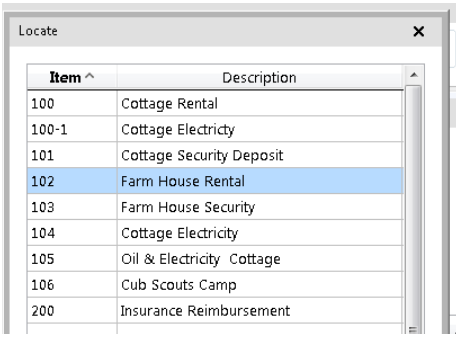
Reference # is the next number in line from previous month (example “180,” then “181”)



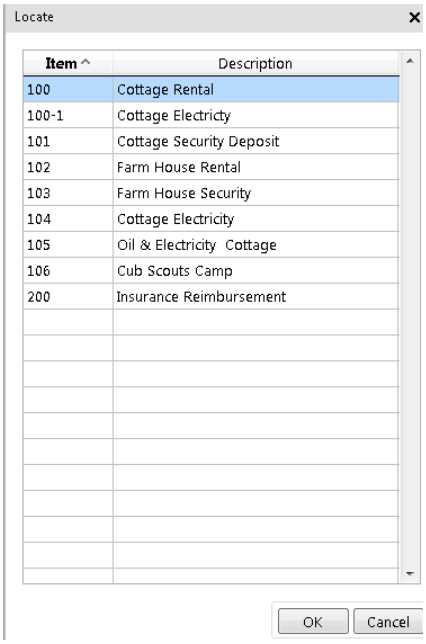
Press F2



Item #102: Confirm “Farm House Rental” (anyone in office building)



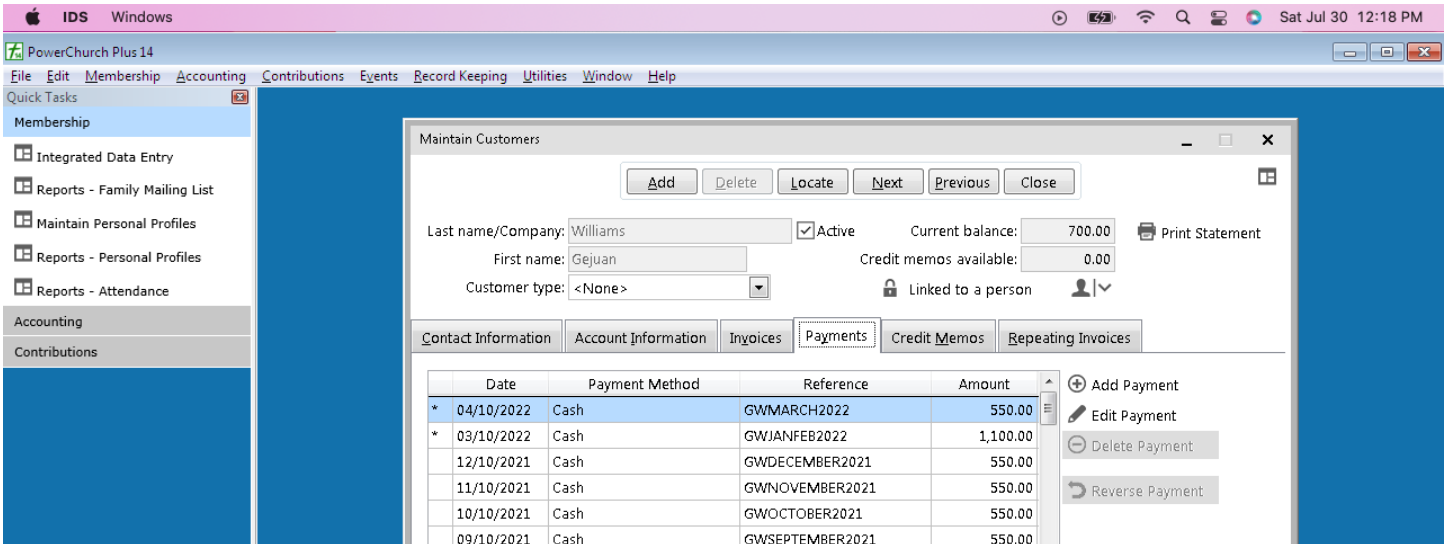
Item #100 for “Cottage rental” the small building behind trailer (currently the Williams’ house)



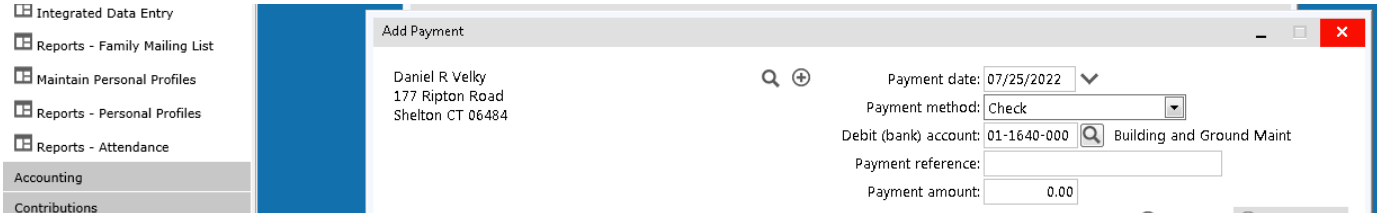
Double click on it (or click Ok)

Then click “Save”

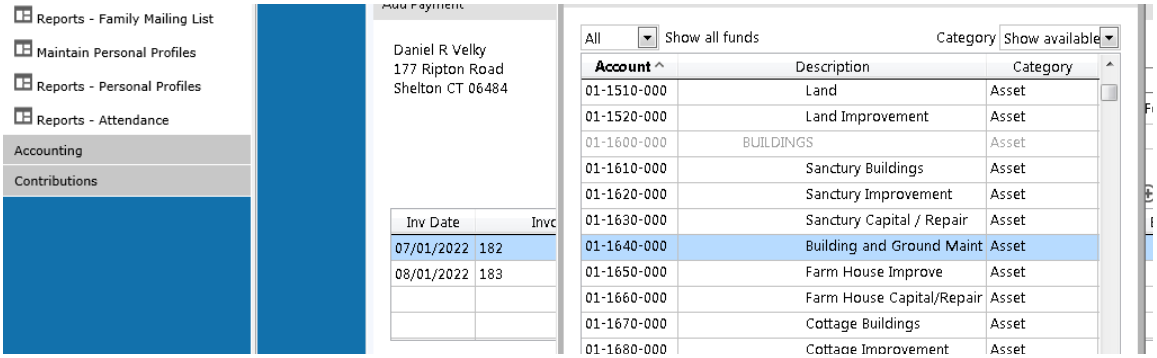
Once the invoice is created, now click on the “Payment” tab (mid section)/”add payment”



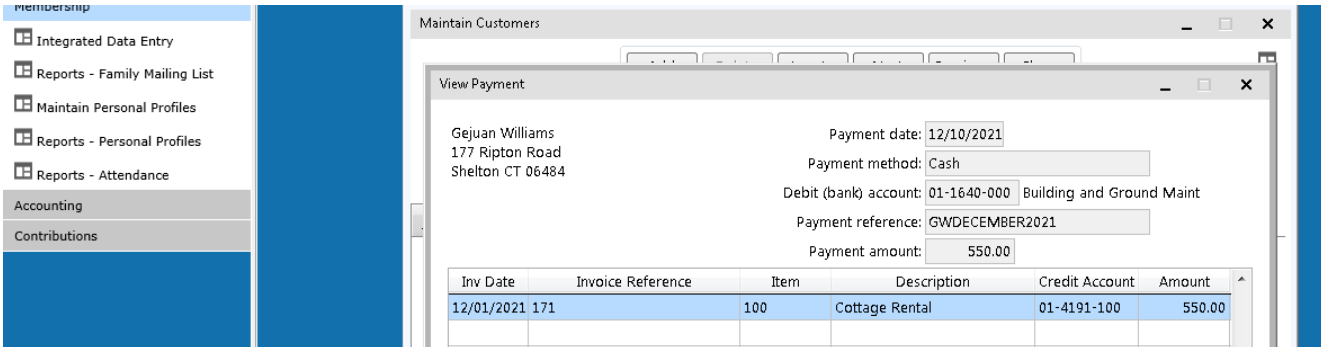
“Payment date” date of check written/ payment method (cash or check)/ debit account (click on mag glass)



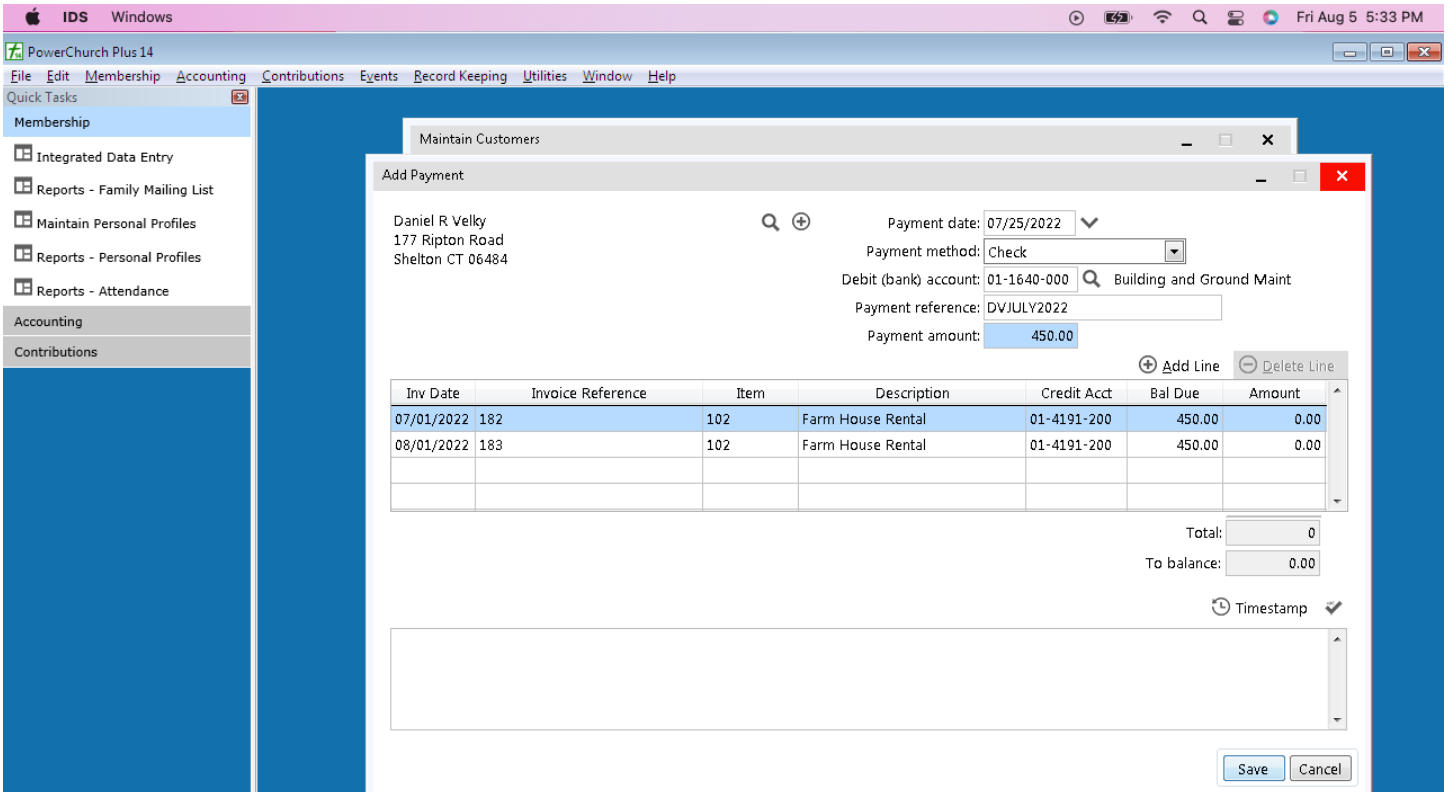
then scroll down to… 1640



Payment reference: Name: example for Dan DVJUNE2021 (initials/month/year) / Amount: $$$

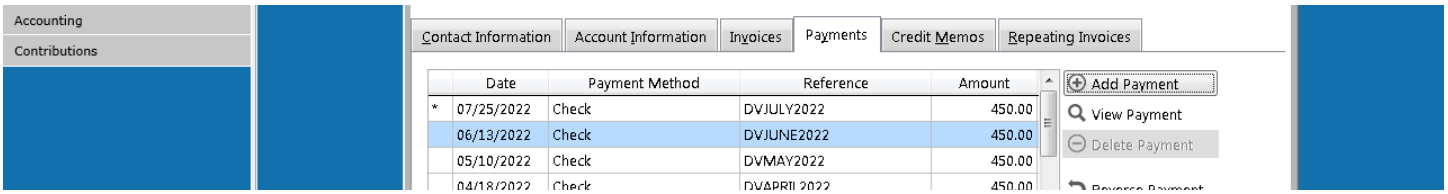


It will automatically post to the oldest invoice and post in order: click “save”



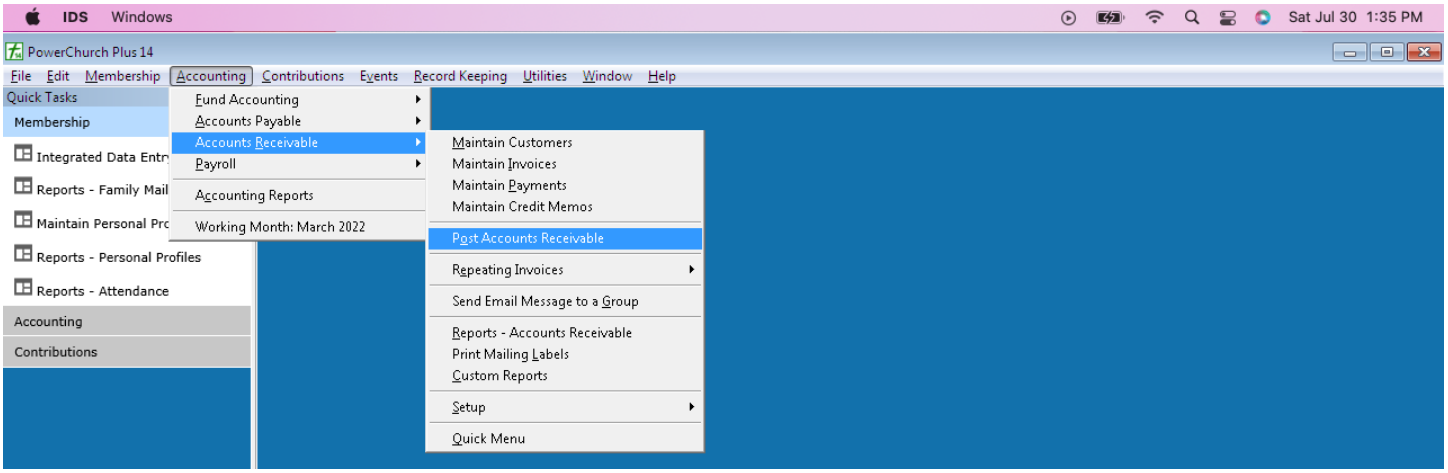
Posting it:

Once saved, any unposted payments will have a star next to it.

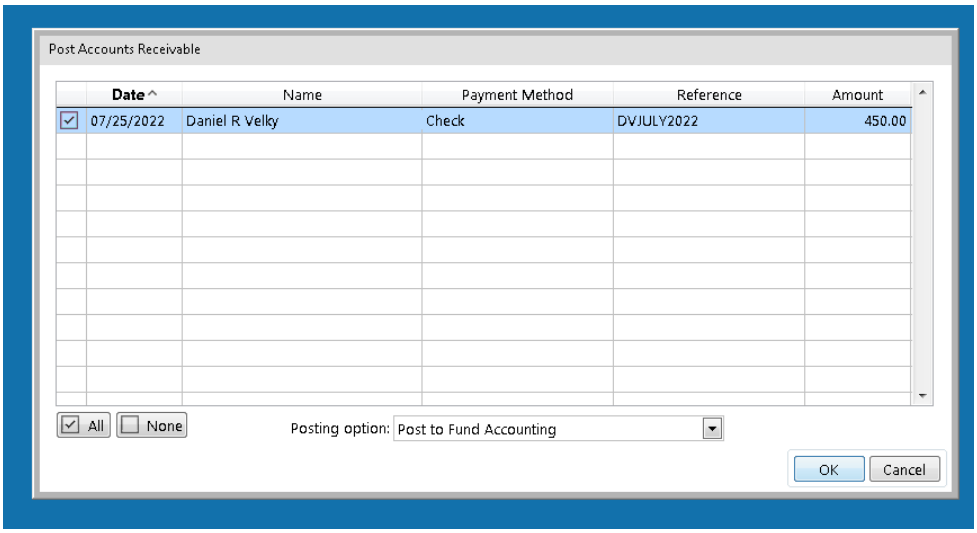


To post it, do the following…

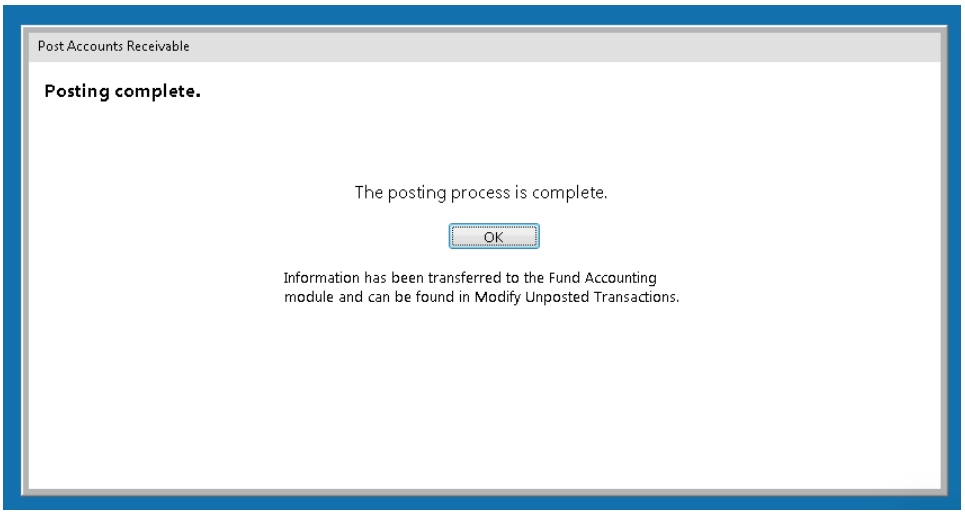
Accounting, Accounts Receivable, Post Accounts Receivable



Click “ok”

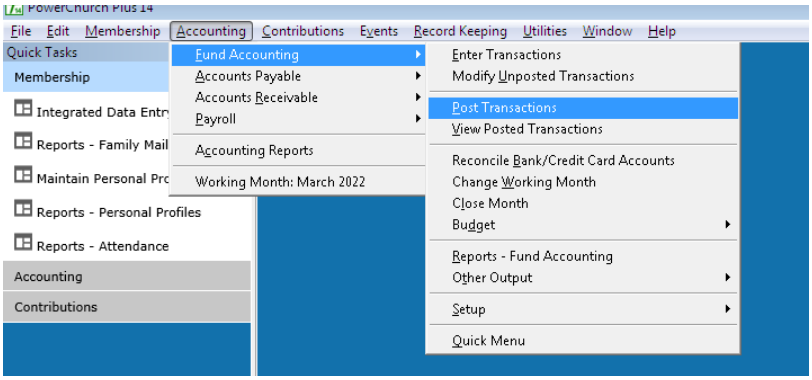


Click “ok”

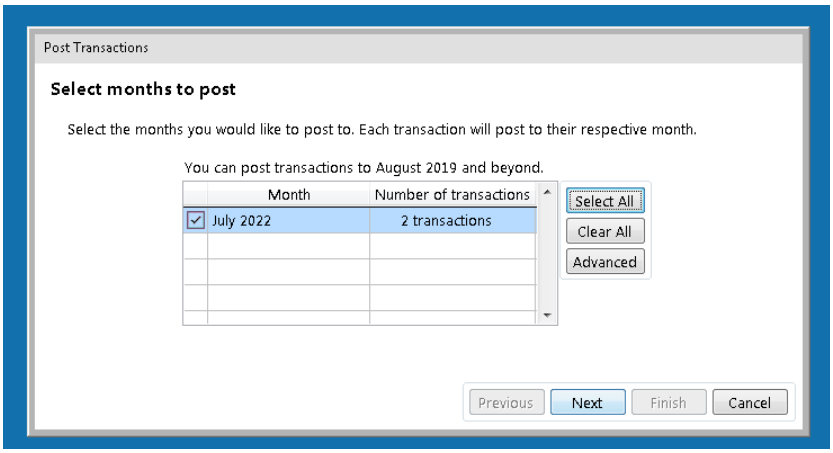


Finalize posting:

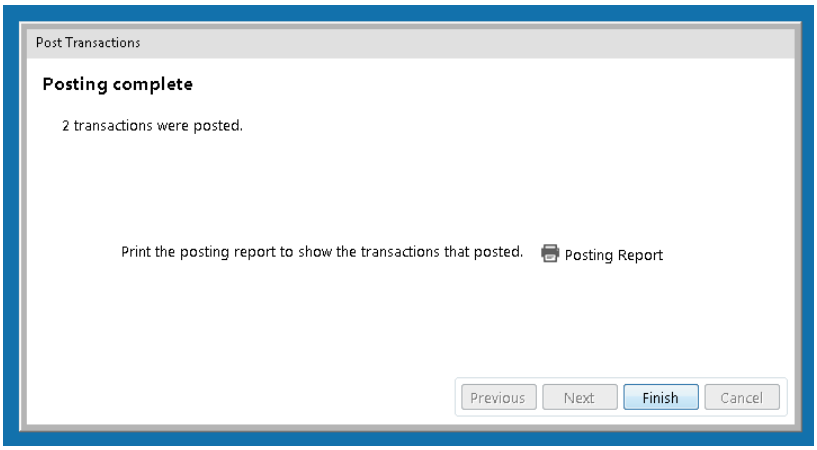
Accounting, fund accounting, post transactions…



“Select all”

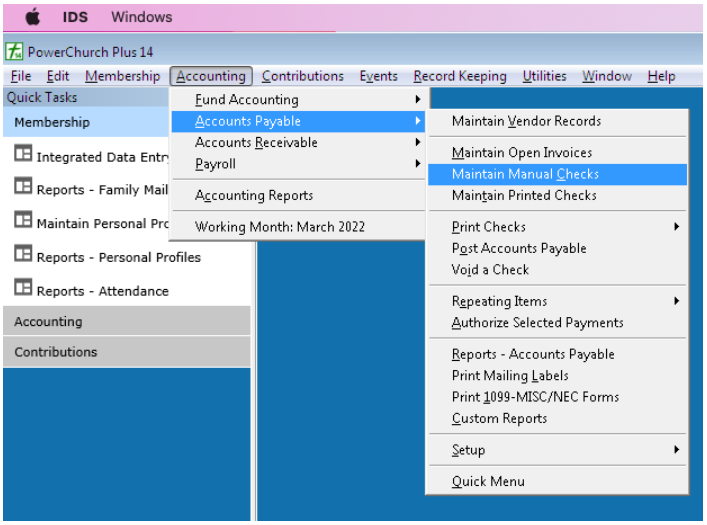


Click: “finish”

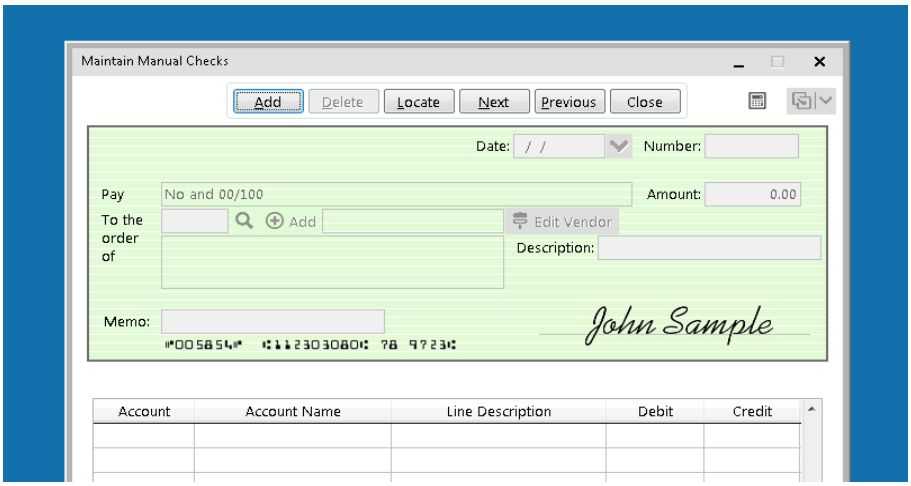


Post Checks

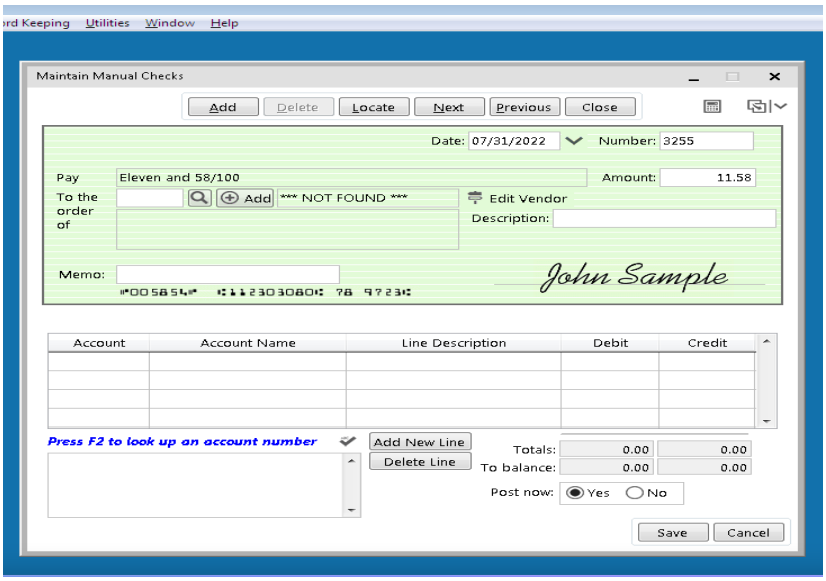
Accounting-accounts payable-maintain manual checks

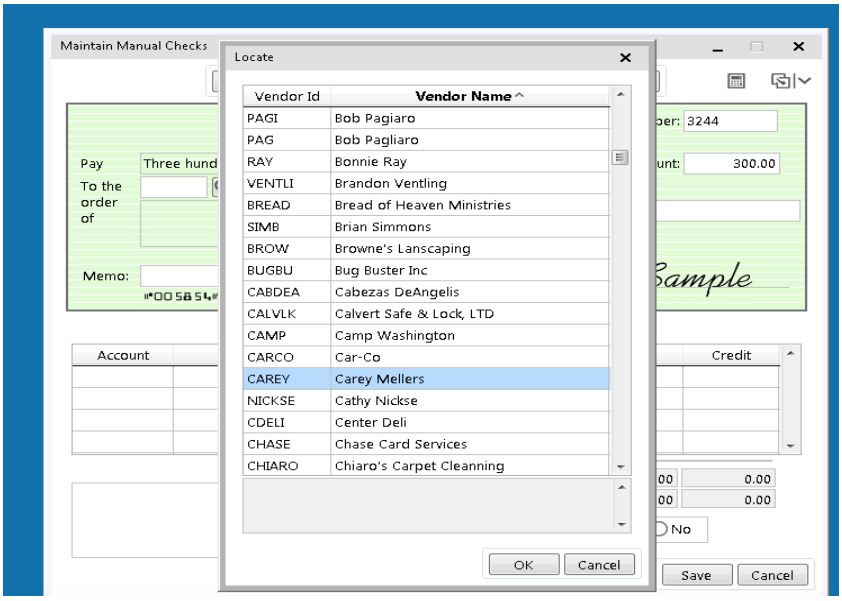


Click "**Add**"



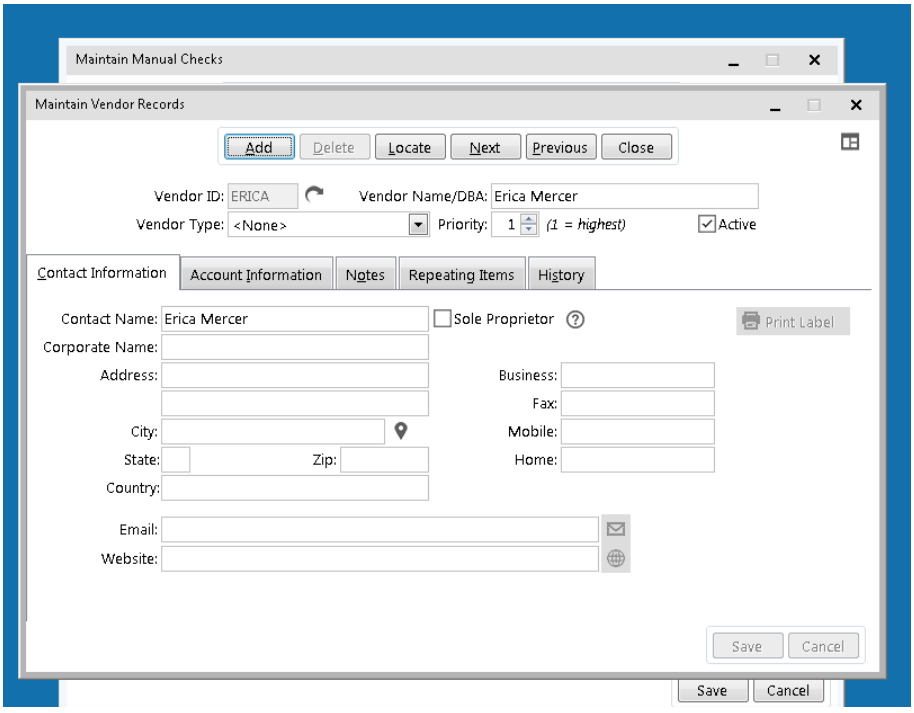
vendor id (use magnifying glass)





* Make sure that **Joe's Fuel is "Joe's Fuel 1"** (not Joe's Fuel 2)

To Add Vendor: Click the plus sign with "add" next to mag glass… Then fill out the following form with as much info as you have…



If **new acct**: (which will be repeat account) click on: **accounting-accounts payable-set up-maintain vendor records**

Make sure to set up the finances this way…

Debit	**Credit**
X	gen fund
Fund assigned	x

Fill out check

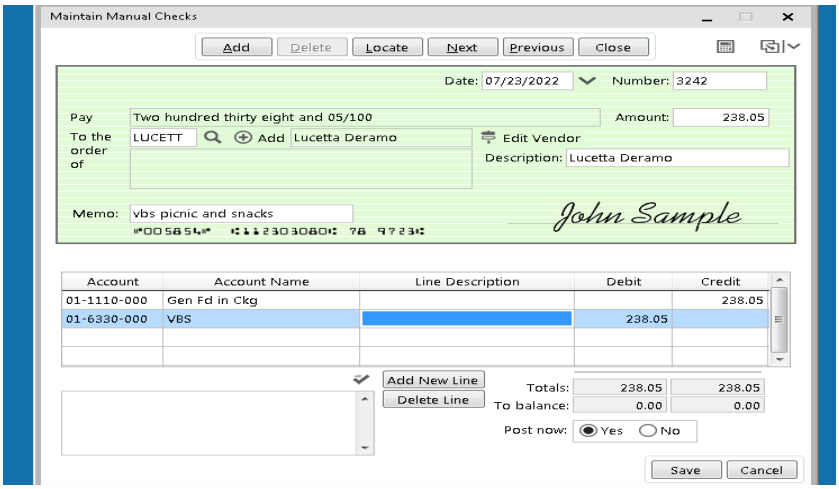
Date: date that it's written

Number: Check Number

A**mount:** amount on check

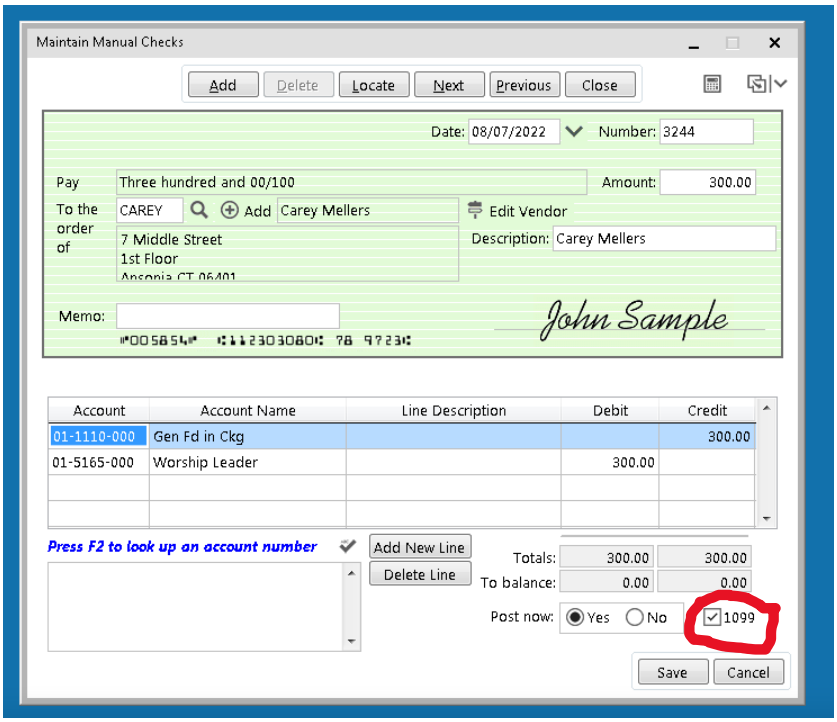
Memo: Any Memos on check if needed

Click below- Make sure that the accounts are set up correctly. Checks from the **general fund** should be acct: 01-1110-000 in the **credit box**, then the **debit box** should have the **specific account number (such as: 01-6330-000 for VBS**). To add a second line click "**add new line**" then hit **f2** to scroll for the correct account.

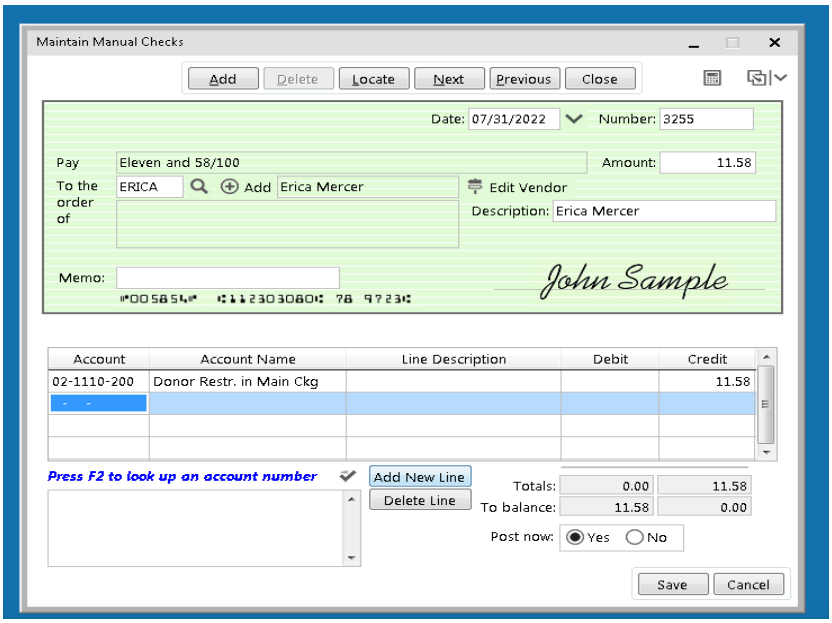


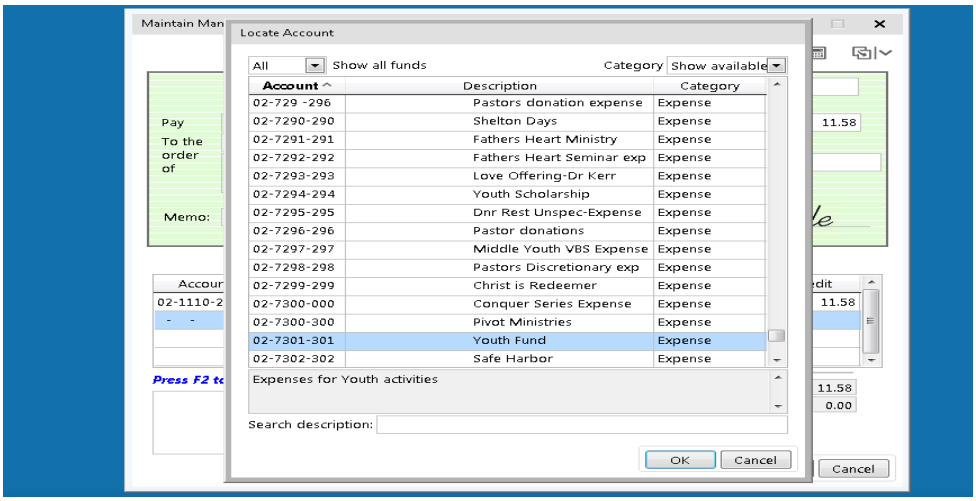
Note: For **Liz YM** (go to 2nd line and click **f2**) to switch between streaming (5577) and youth (5091)

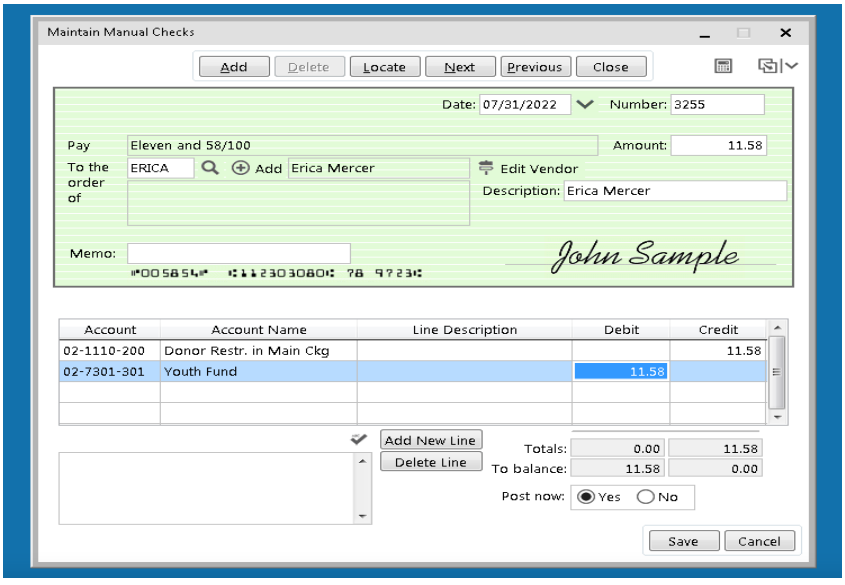
* **Note:** for staff you may need to remove **1099 check box** if it is a reimbursement (not a paid service)



If it is from a **restricted account**, it should be **credited from 02-1110-000**, and then **debited** to the specific **fund account**.



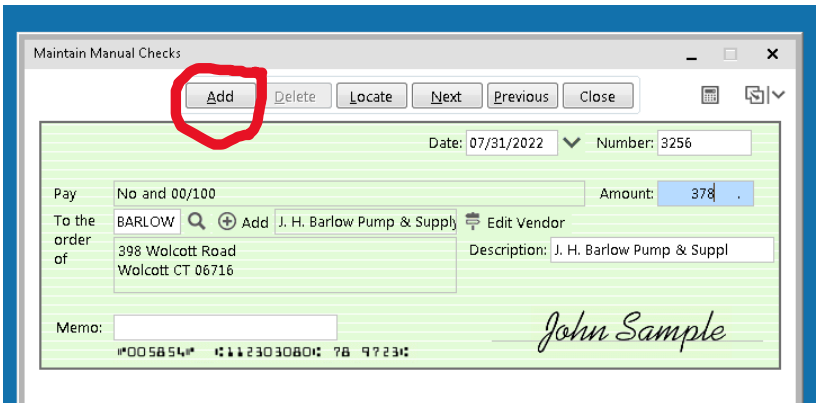




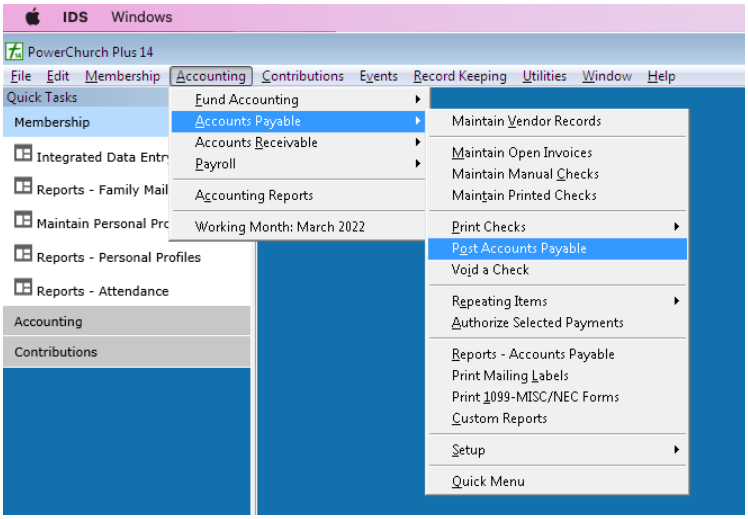
The **Building fund** has a unique set up, and should be credited from 01-1640-000 and debited from 01-5732-000

then click "**save**"

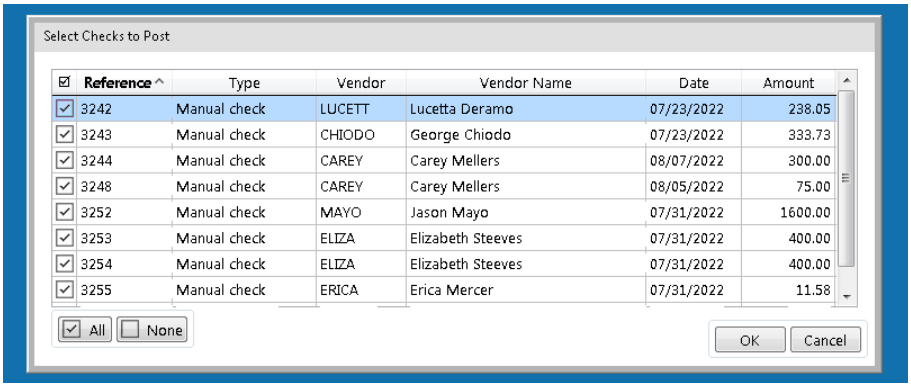
Very Important: If adding another check click on "**Add**." If you click on the magnifying glass without doing that it will clear the check you just posted.



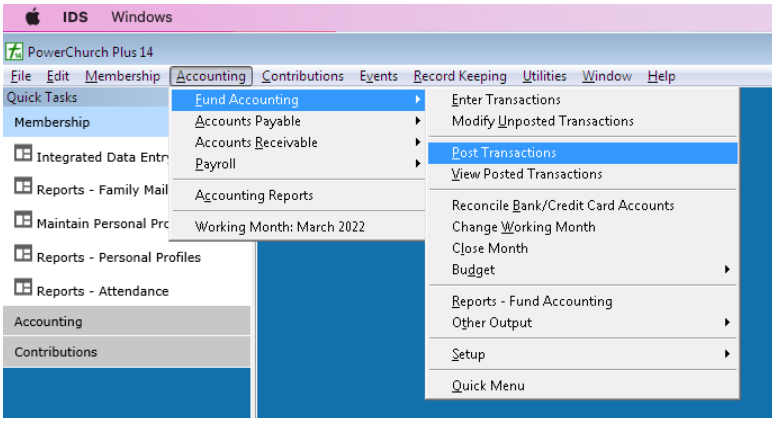
Posting: accounting-accounts payable-post accounts payable



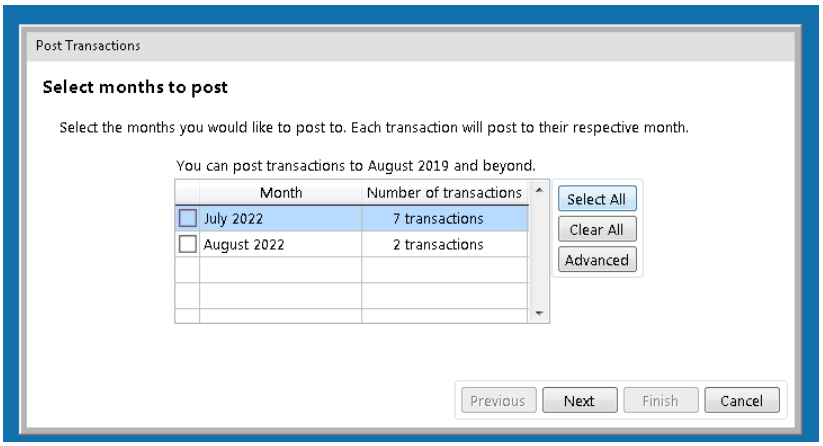
Click on the checks to post or click on **all**, then click **"ok"**



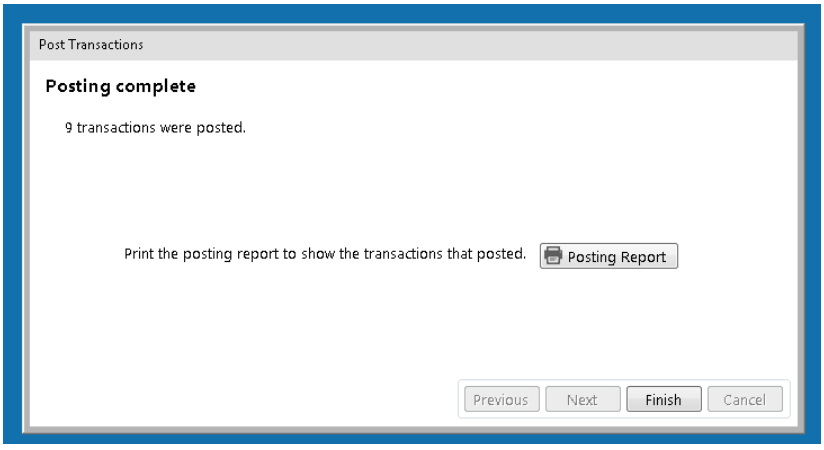
Then click on: Accounting, Fund accounting, post transactions



Click select **all**, then **next**

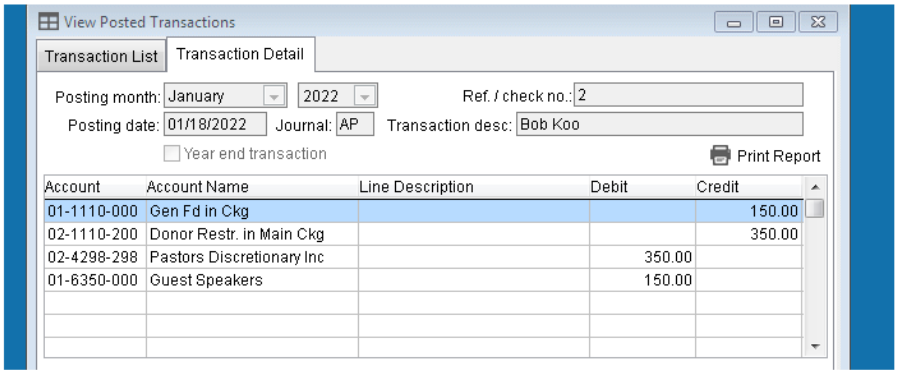


Click on **posting report** to print, then **finish**



Example of a split expense…. See email…

If pulling from funds from both General Checking and a restricted account (02 account), would need to look like below.



Online Payments

Email Message:
Please see the attached for quick entry notes for the monthly transactions. I actually enter all via Accounts Payable, with the exception of the monthly deacon's fund entry.

Just remember to save the Accounts Payable entries as you go. Also, best to post Accounts Payable items, then do the Deacon fund entry, and finally post Fund Accounting.

Open view posted transactions - filter for prior 2 months

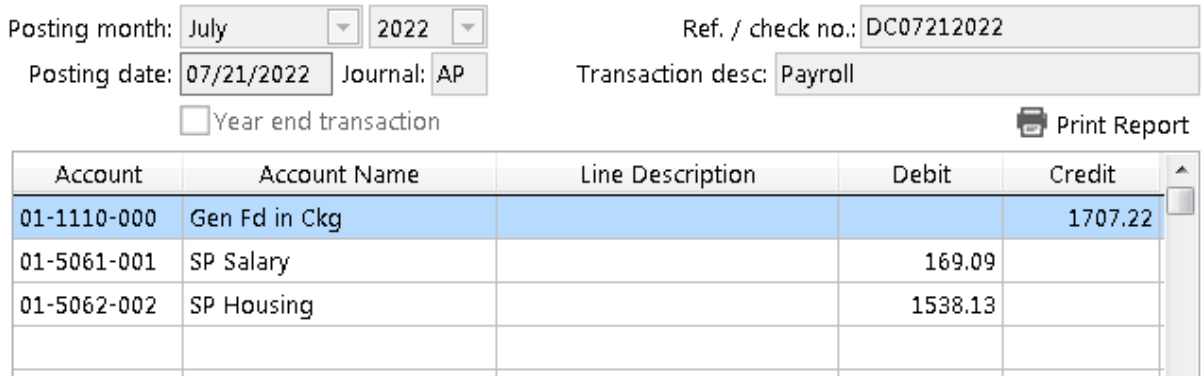
- Can look up prior posted entries for specific vendors to use as reference

Also open accounts payable - maintain manual checks

- Click Add to create new entry
- input date of posting on bank statement for date
- for number, I would input DC08022022 (debit card 08/02/2022)
- enter amount of transaction
- click on magnifying glass to select vendor
- GUID for Guide One, for instance, then OK
- The Debit and Credit account section should automatically populate
- Once done, click Save.
- Then click Add again to start the next entry
-
- Once done with all the entries, have to post entries.
    - Prior to posting, can always use Locate button to view all save entries and confirm no changes are necessary.
- Otherwise, Go to Accounts Payable, Post Accounts Payable.
- You will also need to go to Fund Accounting and select Post Transactions there as well.
- So you basically need to post twice, first to Accounts Payable and then to Fund Accounting.

For Payroll, select PAY for vendor. By default, all vendors can only populate with 2 accounts, but this needs an additional account. Use the format as below – SP Salary adjust to 169.09 and click Add New Line to input SP Housing entry, which will populate with the necessary amount balance the entry.

Don't forget to hit Save each time you update the information for an entry.



Account	Account Name	Line Description	Debit	Credit
01-1110-000	Gen Fd in Ckg			1707.22
01-5061-001	SP Salary		169.09	
01-5062-002	SP Housing		1538.13	

Paycheck, Inc is the vendor for the Paychex monthly billed amount.

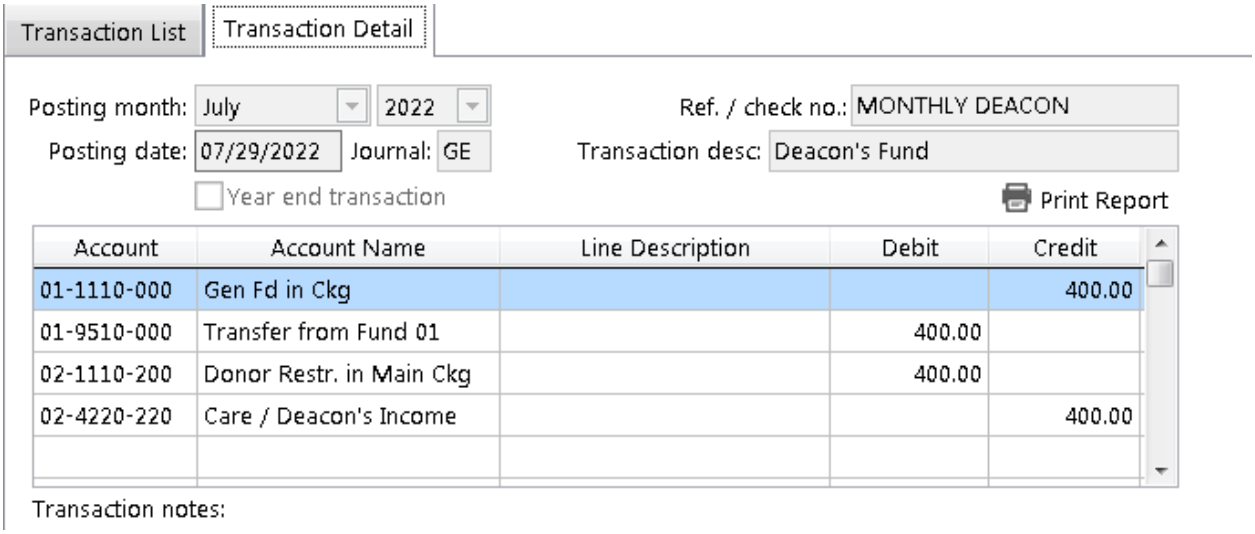
Payroll Taxes is for the Paychex TPS Taxes amount (usually $0.85)

For the UI entries, the largest amount is assigned to UI 3076/2623/Cottage and the smallest amount to the UI-5379/Trailer. The last entry is assigned to the Church.

07/12/2022	UI-2660/Church
07/12/2022	UI-3076/2623/Cottage
07/12/2022	UI-5379/Trailer

For Deacon's Fund

I do not use the Accounts Payable module. Instead, go to Fund Accounting, Enter Transactions, click on Recall Repeating Transaction. Select Monthly Deacon and OK. Change Month and Posting Date to the last day or business day of the Month, then Save.



Repeat Monthly (like CRU)

Accounting-Fund Accounting- enter transaction

Recall repeating-monthly

Note bottom is double-make sure amount you want is correct in upper boxes – double at bottom

(warning more than 1 account) yes

To Reverse Checks (This is only in the case that it was already posted. If not posted just edit it, but if posted and an edit is needed do the following):

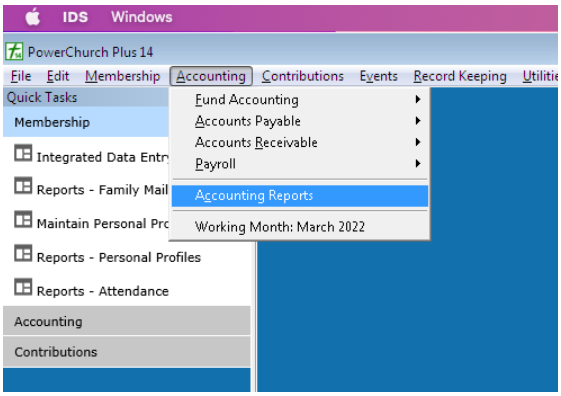
Accounting: Fund accounting: View posted transactions: On the list of transaction click on the transaction 1 at a time and hit the reverse button on bottom for each one. After all reversed…

Accounting: Fund accounting: Post Transactions: Select all: Next: Posting Report for printing… Ok. Finish.

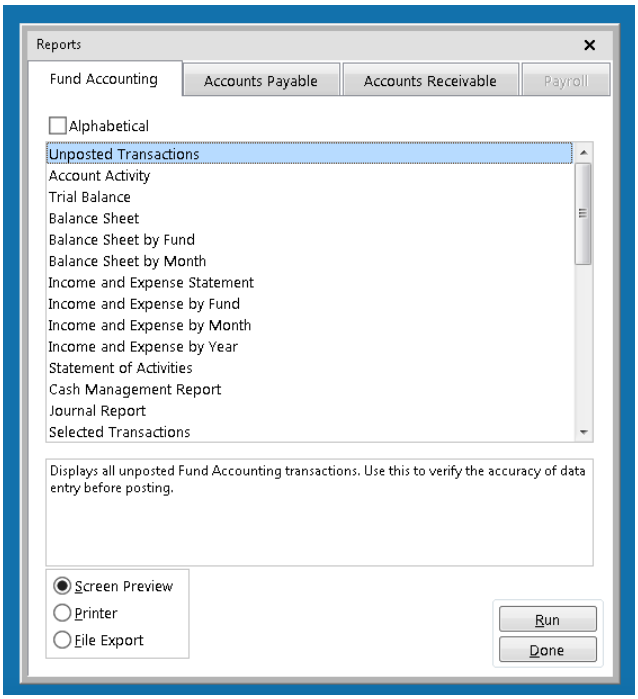
Then reenter whichever checks needed.

View/Print Reports:

To view/print reports: click on **Accounting**, then **accounting reports**



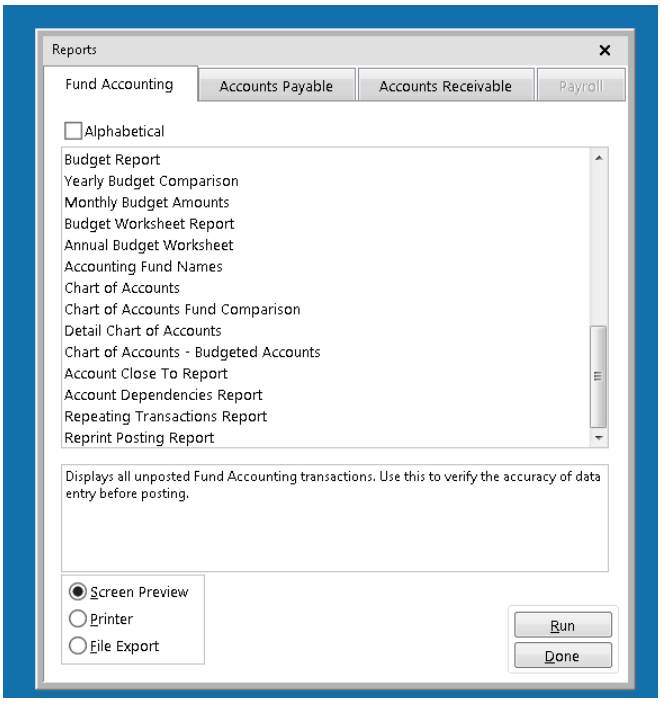
This screen will pop up:



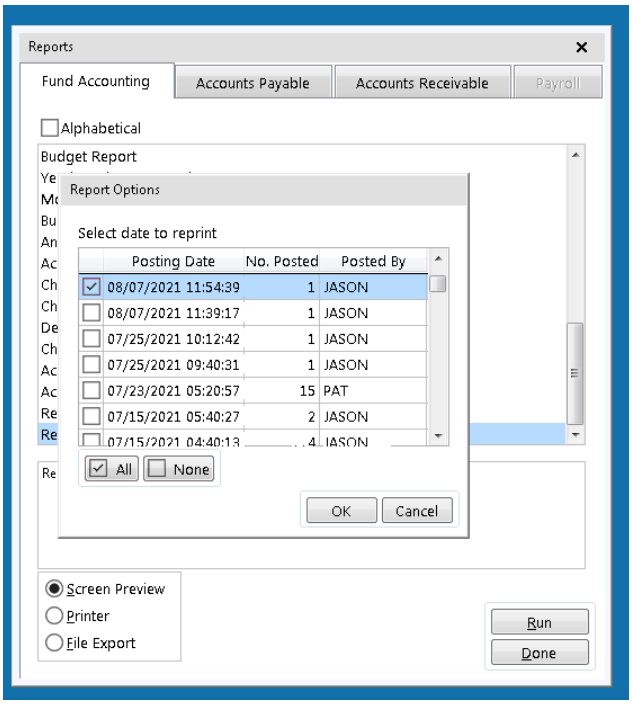
Click on **Unposted Transactions** for any transactions that you started and did not post yet.

Click on **Account Activity** for all posted transactions. You can search by fund #/date, etc…

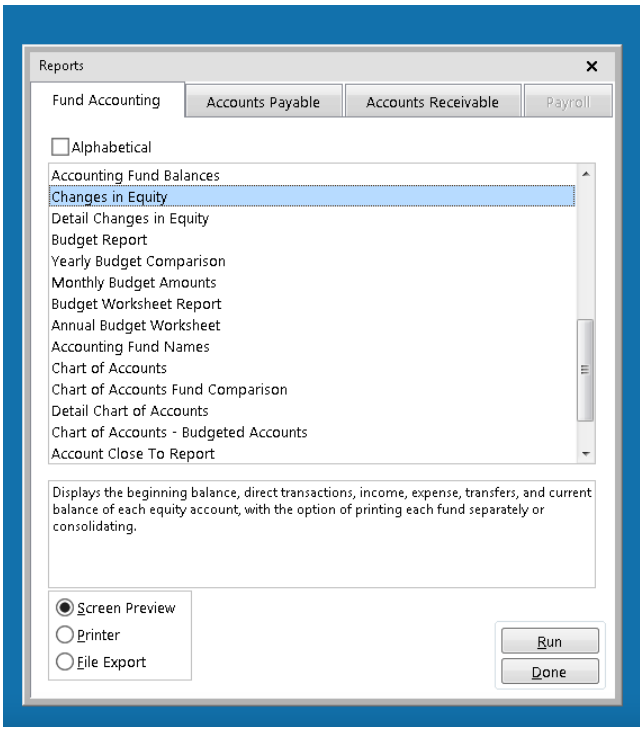
To **Print reports:** Scroll down to the bottom and click on **Reprint Forms**



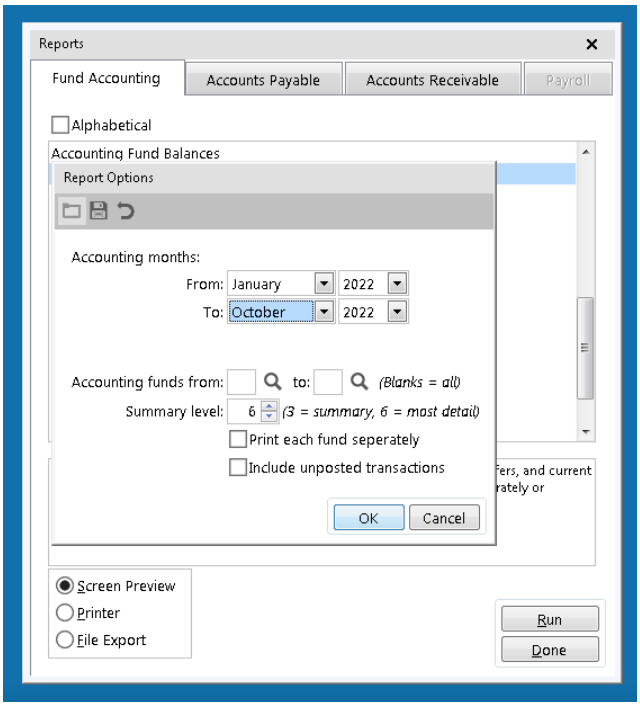
Select the dates that you want printed, select them and then click **Ok**



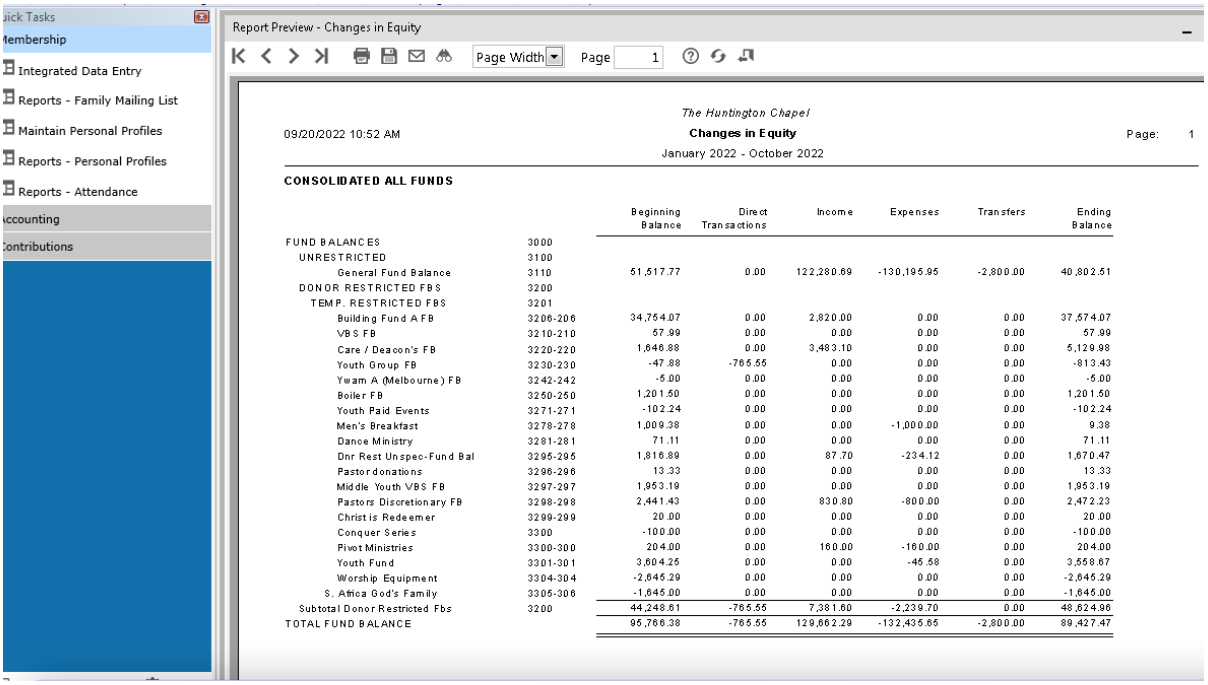
To View/Print the balances in restricted funds/general fund total scroll to the section where it says: **Changes in Equity**



Select the dates of activity….



Then you'll see a page like follows….



The Huntington Chapel

09/20/2022 10:52 AM — **Changes in Equity** — Page: 1

January 2022 - October 2022

CONSOLIDATED ALL FUNDS

		Beginning Balance	Direct Transactions	Income	Expenses	Transfers	Ending Balance
FUND BALANCES	3000						
UNRESTRICTED	3100						
General Fund Balance	3110	51,517.77	0.00	122,280.89	-130,195.95	-2,800.00	40,802.51
DONOR RESTRICTED FBS	3200						
TEMP. RESTRICTED FBS	3201						
Building Fund A FB	3206-206	34,754.07	0.00	2,820.00	0.00	0.00	37,574.07
VBS FB	3210-210	57.99	0.00	0.00	0.00	0.00	57.99
Care / Deacon's FB	3220-220	1,646.88	0.00	3,483.10	0.00	0.00	5,129.98
Youth Group FB	3230-230	-47.88	-765.55	0.00	0.00	0.00	-813.43
Ywam A (Melbourne) FB	3242-242	-5.00	0.00	0.00	0.00	0.00	-5.00
Boiler FB	3250-250	1,201.50	0.00	0.00	0.00	0.00	1,201.50
Youth Paid Events	3271-271	-102.24	0.00	0.00	0.00	0.00	-102.24
Men's Breakfast	3278-278	1,009.38	0.00	0.00	-1,000.00	0.00	9.38
Dance Ministry	3281-281	71.11	0.00	0.00	0.00	0.00	71.11
Dnr Rest Unspec-Fund Bal	3295-295	1,816.89	0.00	87.70	-234.12	0.00	1,670.47
Pastor donations	3296-296	13.33	0.00	0.00	0.00	0.00	13.33
Middle Youth VBS FB	3297-297	1,953.19	0.00	0.00	0.00	0.00	1,953.19
Pastors Discretionary FB	3298-298	2,441.43	0.00	830.80	-800.00	0.00	2,472.23
Christ is Redeemer	3299-299	20.00	0.00	0.00	0.00	0.00	20.00
Conquer Series	3300	-100.00	0.00	0.00	0.00	0.00	-100.00
Pivot Ministries	3300-300	204.00	0.00	160.00	-160.00	0.00	204.00
Youth Fund	3301-301	3,604.25	0.00	0.00	-45.58	0.00	3,558.67
Worship Equipment	3304-304	-2,645.29	0.00	0.00	0.00	0.00	-2,645.29
S. Africa God's Family	3305-306	-1,645.00	0.00	0.00	0.00	0.00	-1,645.00
Subtotal Donor Restricted Fbs	3200	44,248.61	-765.55	7,381.60	-2,239.70	0.00	48,624.96
TOTAL FUND BALANCE		95,766.38	-765.55	129,662.29	-132,435.65	-2,800.00	89,427.47

Print Contribution Statements:

Reports-contributions-Individual Cont statement-Daily amount-next-

Envelope #1/check box for print address-next/next/default message/next

Print all statements (put in address if needed)

Note: Keep an eye on online payments. We may need to add more info for address/emails, etc…