

# Handouts

1. Treasurers' Responsibility

2. Course Outline

3. Monthly Financial Report

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# **Treasurer's CMS Responsibilities**

- ✓ Maintain Accurate & Up-to-Date Vendor Information
- ✓ Process Check & Pledge Requests
- ✓ Maintain an Accurate & Up-to-Date Check Register
- ✓ Reconcile w/Bank Statement and Close the Month
- ✓ Verify and Submit Month-End Reports
- ✓ Approve Treasurer's Annual Report

# Beginner's Treasury Training Course Outline

## General Home Page Functions:

- Message Box
- Main Menu Options - Based on Assigned Roles
- Conference Reports
- Online User Guide

## Basic Treasury Functions:

- Approving Check & Pledge Request
- Vendor Maintenance
- Check Register Functions:
  - Balances – Bank Statement, Register, and Pledged
  - Add Debits
  - Add Credits
  - Back Dating Checks
  - Changing Check Amounts
  - Void & Undo Void Checks
  - Preview Monthly Financial Report
  - Closing the Month
  - Annual Report

## Advanced Treasury Functions:

- Refunds
- Assistance Report
- Multi-Month Financial Report

**MONTHLY CONFERENCE REPORT**

<b>Fiscal Year:</b>	<b>10/1/2020-9/30/2021</b>
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**(Arch)Diocesan Council:** SVdP GA **District Council:** 1 - Cobb County & NW Georgia  
**Conference Name:** St. Catherine of Siena, Kennesaw  
**Address:** 1618 Ben King Road St. Catherine of Siena Kennesaw GA 30144  
Street City State Zip

Reporting Period From: 10/01/2020 to 10/31/2020 (1 Month)

Frequency Of Meetings: Weekly  Every other week  Monthly  Other

**Our Conference has formally adopted and is in compliance with the most current version of "Document 1: Bylaws for Conferences," which can be found on [www.svdpusa.org](http://www.svdpusa.org). Yes X No \_\_\_\_\_**

Suggested Solidarity Contribution: \$2,457.44

Explanation: 10% of lines 1-3c (\$24,574.38) = \$2,457.44. 10% because FY 2020 total receipts = \$311,580.91 >= \$50,000.00.

**Treasurer's Report**

(Includes Receipts and Expenses from Conference Stores and Special Works)

<b>Last Month's Ending Balance (Required)</b>	<b>\$22,081.01</b>
<b>Adjustments to Last Period's Ending Balance - attach an explanation</b>	
<b>Beginning Balance (Required)</b>	<b>\$22,081.01</b>

**Receipts**

1. Donations from Members	\$0.00		
2. Church/Poor Box Collections	\$8,974.38		
3a. Fund Raising - Special Works	\$0.00		
3b. Fund Raising - Stores	\$15,600.00		
3c. Fund Raising - Special Events/Other	\$0.00		
4. Other SvdP Contributions	\$0.00		
5a. Other - Qualified Government Grants Only	\$0.00		
5b. Other - Disaster Funds	\$0.00		
5c. Other - Capital Campaign Funds	\$0.00		
5d. Other - Other Restricted Funds	\$0.00		
5e. Other - Misc. Receipts	\$600.00		
<b>Total Receipts (1 thru 5e)</b>			<b>+\$25,174.38</b>

**Expenses**

6. Those We Serve	\$9,099.00		
7. Rent Assistance/Eviction Prevention	\$14,312.96		
8. Disaster Contributions	\$0.00		
9a. Domestic Twinning	\$0.00		
9b. International Twinning	\$0.00		
<b>**Attach contact list for International Twinning Partners</b>			
<b>Subtotal (A) (6 thru 9b)</b>		<b>\$23,411.96</b>	
10. Solidarity Contributions (Dues/Tithing)	\$2,455.94		
11. Contributions to Upper Councils	\$0.00		
12a. Operating Expense - Special Works	\$0.00		
12b. Operating Expense - Stores	\$0.00		
12c. Operating Expense - Special Events	\$0.00		
12d. Operating Expense - Other	\$790.10		
13. Other	\$600.00		
<b>Subtotal (B) (10 thru 13)</b>		<b>\$3,846.04</b>	
<b>Total Expenses (Subtotal A + Subtotal B)</b>			<b>-\$27,258.00</b>
<b>Ending Balance: Beginning Balance + Total Receipts - Total Expenses</b>			<b>\$19,997.39</b>



# Visits and Services to People

(Includes Conference, Stores and Special Works)

	Column 1	Column 2
Person-to-Person Visits	# of Visits	# of People Helped
A. Home	0	0
B. Prison	0	0
C. Hospital	0	0
D. Elder Care	0	0
E. Other in Person	131	367
<b>Subtotal 1 (A thru E)</b>	131	367

## "In Kind" Services and Goods

	# of Times	"In Kind" Value
<b>"In Kind" Services</b>		
F. Legal	0	\$0.00
G. Medical	0	\$0.00
H. Dental	0	\$0.00
I. Other	0	\$0.00
<b>Subtotal 1 (F thru I)</b>	0	\$0.00
<b>"In Kind" Goods</b>		
J. Food	92	\$14,783.00
K. Furniture	1	\$250.00
L. Clothing	0	\$0.00
M. Other	3	\$50.00
<b>Subtotal 2 (J thru M)</b>	96	\$15,083.00

<b>Total "In Kind" Services and Goods (F thru M)</b>	96	\$15,083.00
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Total Hours of Service: Members	93
Total Hours of Service: Non-Members	
Estimated Miles in Vincentian Services	180

\_\_\_\_\_  
Signature of Conference President

(      )  
\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Conference Treasurer

(      )  
\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

# Appendix

## Membership

	Asian	Black	Caucasian	Latino	Native American	Pacific Islander	Mixed/Other	Undisclosed
Active (Full) - Under 19	0	0	0	0	0	0	0	0
Active (Full) - 19 through 39	0	2	11	3	0	0	0	0
Active (Full) - 40 and over	1	1	63	4	0	0	0	0
<b>Total Active (Full)</b>	1	3	74	7	0	0	0	0

Associate - Under 19	0	0	0	0	0	0	0	0
Associate - 19 through 39	0	0	0	0	0	0	0	0
Associate - 40 and over	0	0	2	0	0	0	0	0
<b>Total Associate</b>	0	0	2	0	0	0	0	0

### Total Membership

Total Active (full)	85
Total Associate	2
<b>Total Members</b>	87

### Comparative Membership

	Number
Total All Vincentians	87
Total - under 19	0
Total - 19 through 39	16
Total Minority (Non-Caucasian)	11
Total Non-Vincentian Volunteers	

## Direct Aid

(Breaking out "Those We Serve" by Assistance Type)

6a. Burials/Funeral	\$0.00
6b. Education/Day Case	\$0.00
6c. Medical/Prescriptions/Counseling	\$0.00
6d. Clothing/Household Items	\$0.00
6e. Food/Groceries	\$186.54
7. Rent Assistance/Eviction Prevention	\$14,312.96
6f. Housing Miscellaneous	\$0.00
6g. Temporary Lodging	\$2,091.68
6h. Transportation	\$1,168.69
6i. Utilites	\$4,781.87
6j. Legal Fees/Licenses	\$0.00
6k. Recreation/Camp Fees	\$0.00
6l. Miscellaneous	\$870.22
6m. Special Works	\$0.00
<b>Total Direct Aid (6a thru 6m - same as Line 6)</b>	<b>+\$23,411.96</b>

## Gifts and Vouchers

Assistance Type	# Given	# Helped	Value
Gift Card - Food	0	0	\$0.00
Gift Card - Gas	1	4	\$50.00
Voucher - Clothing	0	0	\$0.00
Voucher - Food	0	0	\$0.00
Voucher - Gas	0	0	\$0.00
Voucher - Household	0	0	\$0.00

## Other Visits and Services Data

(Other Assistance that is not Financial or "In Kind")

Services	# of Times
N. Jobs Obtained	0
O. Referrals	0
P. Travel Aid	0
Q. Spiritual Aid/Sacraments	0
R. Other	1

Telephone Only (split from Other In-Person)	# Contacts	# Helped
S. Telephone-Only Contacts	44	77

## Client Demographics

Ethnicity	Male	Female
Asian (a)	0	0
Black/African American (b/aa)	28	36
White/Caucasian (c)	15	24
Hispanic/Latino (h/l)	1	1
Alaskan/Native American Indian (ai)	0	0
Native Hawaiian/Pacific Islander (pi)	0	0
Mixed/Other	5	2
Undisclosed	2	0

## Programs

Program	Referrals
Angel Tree	0
Christmas	27
Thanksgiving	1

## Assistance by Zip Code

Zip Code	Unique Households	Value of In-Kind	Value of Direct Aid
30101	9	\$50.00	\$4,816.92
30102	9	\$311.00	\$4,849.24
30144	15	\$0.00	\$8,422.64
30152	10	\$250.00	\$5,136.62

## Hours and Miles

Details	Hours	Miles
Case - Client Visit	93 Hours	180 Miles



# **Solidarity Calculation**

## **Effective December 1, 2017**

### **Receipts Subject to Solidarity:**

Line 1 – Donations from Members

Line 2 – Church & Poor Box Collections

Lines 3a-3c - Fund Raising: **NET** Amount Minus Expenses (Lines 12a-12c)

- Line 3a – Fund Raising Special Works
- Line 3b – Fund Raising – Stores
- Line 3c – Fund Raising – Special Events/Other

### **Solidarity Calculation:**

Total receipts subject to solidarity x 10% = Suggested Solidarity  
Contribution for Conferences with prior year total receipts of \$50,000  
or more.

Total receipts subject to solidarity x 7.5% = Suggested Solidarity  
Contribution for Conferences with prior year total receipts less than  
\$50,000.

# Month-End Balancing Steps

**Step 1.** Balance your bank statement balances to CMS balances

**Account summary**  
**WellsOne® Account**

Account number 2000036529870	Beginning balance \$20,732.98 ✓	Total credits \$33,093.52 ✓	Total debits -\$20,958.21 ✓	Ending balance \$32,868.29
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**Step 2.** Balance CMS check register balance to all 3 reports ending balances

Check Register - December 2014 - Holy Family, Marietta

Bank Bank Statement Beginning Balance	\$20,732.98	Outstanding Deposits	
Amount of Deposits/Credits	\$33,093.52	Outstanding Checks	\$3,061.11
Amount of Withdrawals/Debits	\$20,958.21	Check Register Balance	\$29,807.18
Bank Bank Statement Ending Balance	\$32,868.29		

Conference Financial Report  
Conference: Holy Family, Marietta. Financial Period: December 2014

27. Total Expenses (Lines 22+23+24+25+26)	\$1,661.71
28. Total Expenditures (Lines 21+27)	\$22,126.19
Ending Balance (Lines 1 + 7 - 28)	\$29,807.18
Treasurer Signature: _____	President Signature: _____

Holy Family, Marietta Check Register for December 2014

Bank Statement Beginning Balance:	\$20,732.98	Date:	01/03/2015
Amount of Deposits/Credits:	\$33,093.52	Outstanding Deposits:	
Amount of Withdrawals/Debits:	\$20,958.21	Outstanding Checks:	\$3,061.11
Bank Statement Ending Balance:	\$32,868.29	Check Register Balance:	\$29,807.18

Holy Family, Marietta Outstanding Transactions for December 2014

Bank Statement Beginning Balance:	\$20,732.98	Date:	01/03/2015
Amount of Deposits/Credits:	\$33,093.52	Outstanding Deposits:	
Amount of Withdrawals/Debits:	\$20,958.21	Outstanding Checks:	\$3,061.11
Bank Statement Ending Balance:	\$32,868.29	Check Register Balance:	\$29,807.18

# Transaction Types

The taxonomy for recording transactions in the system has several layers - one for the description of the aggregate used in reporting, several for granular types of direct aid, Categories for that direct aid, and check register level labeling. Caseworkers may make a decision as to what sort of direct aid an assistance effort is, but it not be the way the treasurer wants to record it. In addition, there are many types of transactions that have nothing to do with direct aid (deposits and expenses) which all have their own transaction types and end up appropriately in the financial reports.



## Receipts

These are transactions that account for income into the conference - whether as donations from individuals and institutions or transfers of monies from other conferences.

**Donation - from Members** - Financial contributions from Active, Associate and Contributing Members including blue bag collections taken in conference meetings. These monies appear on line 1) Donations from members (active/associate/contributing) of the Monthly Financial Report.

**Donation - Church and Poor Box Collections** - This includes any monies drawn as support from church collections, alms distribution at the church door, and any actual poor box collections. Any money transferred from the parish treasury to the conference should also be recorded using this entry. These donations appear on line 2) Church & Poor Box Collections of the Monthly Financial Report.

**Funds Receipt - Fundraising Projects** - Money collected from fundraising and special works. These credits appear on line 3a) Fund Raising - Special Works of the Monthly Financial Report.

**Funds Receipt - SVdP Thrift Store** - Money deposited from the thrift store accounts for the use of the conference in assistance projects. These transactions appear on line 3b) Fund Raising - Stores of the Monthly Financial Report.

**Funds Receipt - Special Events/Other** - This transaction type is for recording donations not made in church and financial support from activities not directly or exclusively church related - such as memorial donations, dinners, or Friends of the Poor Walks. It appears on line 3c) Fund Raising - Special Events Other of the Monthly Financial Report.

**Funds Receipt - from Other SVdPs** - monies transferred from within the diocese from another conference to this one. This can include thrift stores and special works run by other conferences as well as direct financial assistance. Many times wealthier conferences donate money to ones exhibiting greater need that lack the financial capability to deliver necessary assistance. Friends of the Poor Grants should use this Transaction Type. These credits are considered exempt from suggested solidarity contribution calculations. They appear on line 4) Other SVdP Contributions of the Monthly Financial Report.

**Funds Receipt - Qualified Gov. Grant** - grant money given to the conference often for specific needs, or deposits earmarked for the conference for specific programs. These can originate from foundations, government agencies, or private sector groups. These funds appear on line 5a) Other - Grants of the Monthly Financial Report.



**Note:** the Agular CMS system does not store earmarked funds in a special balance. It is up to the conference treasurer to manage monies that have been collected for specific purposes.

**Funds Receipt - Disaster Funds** - This is used to record money received for local disasters for which a special non-operating fund has been established. These funds appear on line 5b) Other - Disaster Funds of the Monthly Financial Report.

**Funds Receipt - Capital Campaign Funds** - This transaction type is to record money received and earmarked for formally defined non-operating credits for construction and renovation of conference facilities (Thrift Stores/Food Pantries/ etc). These funds appear on line 5c) Other-Capital Campaign Funds of the Monthly Financial Report.

**Funds Receipt - Other Restricted / Non-Gov Grant** - This is a transaction type for designating deposits that have been received specifically for the use of particular campaigns or from non-government grants. It is money that has been brought into the conference earmarked for the purpose of conducting a special event or fund raising event. These monies tally to line 5d) Other - Other Restricted Funds of the Monthly Financial Report.

**Funds Receipt - Miscellaneous** - This transaction type is a catchall for other sources of income (legacies, bank adjustments, interest, etc). These appear on line 5e) Other - Misc Receipts in the Monthly Financial Report.

**Adjustment - Credit** - These are 'adjusting entries' - a way to balance the books to account for mistakes in previous months that are closed. As months do not re-open for the purpose of changing ledger entry details - it may become necessary to enter an adjusting entry (either credit or debit) to bring the books back into line. These entries are there specifically to offset errors to get the systems balances to reflect reality. They also appear on line 5e) Other - Misc Receipts in the Monthly Financial Report.



### Direct Aid

Direct Aid transactions are driven primarily by caseworkers making assistance requests. As such they arrive on the treasurers desk mapped to categories of direct aid and with pre-determined transaction types. The treasurer has the ability to override these (if for some reason the caseworker's categorization of assistance is deemed incorrect. These are neither in-kind donations nor are they vouchers - these are entries related to financial assistance rendered to the client only.



**Note:** Direct Aid does not include in-kind assistance. Items purchased and distributed by caseworkers in the field (such as gas cards) should count as a direct aid expense. On the other hand, vouchers for the thrift store - where the conference receives items at no cost and passes them directly to individuals are not direct aid. Consult with your district treasurer if you have questions as to what should and should not be considered a direct aid transaction.

**Burials / Funeral** - Burial expenses (headstones, plots, etc) and Funeral expenses (mortuary costs, service related costs etc). Burial / Funeral transactions map to line 6a) Burials/Funeral in the Monthly Financial Report.

**Education / Daycare** - Transactions related to education related expenses (books, tuition, etc) and daycare services. These debits supply line 6b) Education/Day Care (Tuition & Books) in the Monthly Financial Report.

**Medical / Prescriptions / Counseling** - Transactions related to helping pay medical related costs. As with legal fees, any non-financial assistance provided by membership can be delineated in casework - but only financial transactions affecting the treasurer through the use of a check request will appear here. This will appear on line 6c) Medical/Prescriptions/Counseling of the Monthly Financial Report.

**Clothing / Household Items** - Monetary assistance falling within the Clothing, Furniture, and Household item set of resources. These transactions contribute to line 6d) Clothing/Furniture/Appliances/Household Items in the Monthly Financial Report.

**Food / Groceries** - Transactions related to Food and Grocery purchases. These are direct aid food purchases and financial outlays by the conference associated with stocking the food pantry. Appears on line 6e) Food/Groceries in the Monthly Financial Report.

**Housing / Rent** - Transactions related to rent and mortgage assistance only. These figures feed line 7) Rent Assistance/Eviction Prevention on the Monthly Financial Report.

**Housing Miscellaneous** - Transactions related to housing storage, insurance, and other miscellaneous housing related expenses. These appear on line 6f) Housing Miscellaneous in the Monthly Financial Report.

**Temporary Lodging** - Transactions related to temporary lodging or hotel assistance. These debits map to line 6g) Temporary Lodging (Hotel/Motel, Shelter) in the Monthly Transaction Report.

**Transportation** - Transactions related to transportation related assistance (vehicles, vehicle repair, and gasoline). Often gas cards are purchased in lots and distributed to the needy as non-financial assistance - and the purchase of these could be recorded as a line item here. This maps to line 6h) Transportation (Tokens, gas, bus/plane tickets, vehicle repair) in the Monthly Financial Report.

**Utilities** - transactions related to making utility payments for individuals. These map to line 6i) Utilities (Gas, Electric, Water, Propane, Firewood) in the Monthly Financial Report.

**Legal Fees / Licenses** - The payment of Fines, Licenses and financial support with legal bills. Non-financial legal work performed by SVdP members can be defined by caseworkers as non-financial assistance, which should not be recorded here and should not appear in the check register. These transactions appear on line 6j) Legal Fees (Licenses, Fines, Court Costs, Lawyer Fees) of the Monthly Financial Report.

**Recreation / Camp Fees** - monies related to recreation or camp expenses for youth or the elderly. These appear on line 6k) Recreation (Camp Fees, Parties/Outings for Elderly/Youth) in the Monthly Financial Report.

**Miscellaneous Expenses** - If from casework, these transactions will either be for disaster relief that is being covered specifically by the conference outside of any disaster relief fund set aside or for other financial assistance that is not covered by any of the other resource categories. The transactions here feed line 6l) Miscellaneous in the Monthly Financial Report.

**Special Works - Direct Aid** - Conference money spent on direct service to those in need. This is non-operational - and should only encapsulate money that is actually spent on items given to those in need through special works. For example, money spent on families in a Christmas event. Special Works events are not driven from the casework - so these are more likely recorded as large treasury level checks. This will appear on line 6m) Special Works (Direct Aid) in the Monthly Financial Report.



### Expenses

These are mostly operational in nature and in some cases are directly related to receipts of a similar nature.

**Disaster Relief** - This includes all monies expended for disaster relief locally, nationally, and internationally. Transactions recorded here appear on line 8) Disaster Contributions in the Monthly Financial Report.

**Twinning - Domestic** - donated money from your donating conference to a recipient conference. It maps to line 9a) Domestic Twinning in the Monthly Financial Report.

**Twinning - International** - similar to domestic twinning, these represent funds given to an SVdP group outside of the United States. These map to line 9b) International Twinning in the Monthly Financial Report.

**Solidarity Contribution** - As per the national guidelines: "Faithful to the spirit of non-accumulation of wealth, the next higher Council may determine annually the percentage of the funds of each Council or Conference within their area that may be made available to them." Each conference records its actual solidarity support in the ledger using this transaction type. This links to line 10) Council Solidarity Contributions (Dues/Tithing) in the Monthly Financial Report.

**Contribution to Upper Councils** - Funds sent to an upper council over an above solidarity, twinning, and disaster relief contributions. This links to line 11) Contributions to Upper Councils in the Monthly Financial Report.

**Special Works Expenses** - These include all funds expended to operate Special Works (such as holiday programs). This does NOT include money used to purchase items delivered as assistance to those in need. This appears on line 12a) Operating Expense - Special Works in the Monthly Financial Report.

**Fund Raising Expenses** - these are special events expenses and monies spent in fundraising activities (dinners, Friends of the Poor Walk, etc). They appear as a cost item on line 12c) Operating Expense - Special Events of the Monthly Financial Report.

**Operational Expenses** - transactions related to costs related to ongoing operations. Often these reflect office supplies, postage, office rent and utilities or other office equipment expenses. They appear on line 12d) Operating Expense - Other of the Monthly Financial Report.

**Other Expense** - Miscellaneous expenses that are non-tangible in nature (Bank fees, dues, subscriptions, etc.) These contribute to line 13) Other in the Monthly Financial Report.

**Other Expense - Using Member Donations** - This is for the dedicated use of member donations for member activities and costs. For example, meal costs for a conference dinner that has had money set aside specifically for this purpose. These appear on line 13) Other of the Monthly Financial Report.

**Adjustment - Debit** - Much like Adjustment - Credit, this is to record adjustments to the system that balance the books in the event of mistakes in the register. These transactions appear on line 13) Other of the Monthly Financial Report

Receipts		
Transaction Type	Description	Reporting
Donation - From Members		Line 1
Donation - Church and Poor Box Collections		Line 2
Funds Receipt - Fundraising Projects	Proceeds from Fund Raising - Special Works (Gross)	Line 3a
Funds Receipt - SVdP Thrift Store	Store contribution to conference (Net)	Line 3b
Funds Receipt - Special Events Other	Proceeds from Special Events (Gross)	Line 3c
Funds Receipt - from Other SVdPs		Line 4
Funds Receipt - Grants	Qualified Govt Grants Only	Line 5a
Funds Receipt - Disaster Funds		Line 5b
Funds Receipt - Capital Campaign Funds		Line 5c
Funds Receipt - Other Restricted Funds		Line 5d
Funds Receipt - Miscellaneous	Miscellaneous Receipts (Bank Interest, etc)	Line 5e

Direct Aid				
Transaction Type	Resource Category	Resource	Description	Reporting
Burials / Funeral	Burials / Funeral Expenses	Burial	Headstones, Caskets etc	Line 6a
		Funeral	Mortuary costs etc	
Education / Day Care	Education / Day Care	Day Care		Line 6b
		School Supplies		
		Textbooks		
Medical / Prescriptions / Counseling	Medical / Prescriptions / Counseling	Counseling		Line 6c
		Dentist		
		Doctor		
		Other Medical		
Clothing / Household Items	Clothing/Household Items	Clothing	Financial assistance for clothing	Line 6d
		Clothing Voucher	Financial assistance for a gift card	
		Furniture	Financial assistance for furniture	
		Household Items		
Food / Groceries	Food/Groceries	Diapers/Sanitary Items		Line 6e
		Food	Not 'In Kind' Assistance for food	
		Groceries	Not 'In Kind' Assistance for food	
Housing / Rent	Housing/Storage	Mortgage		Line 7
		Rent		
Housing Miscellaneous	Housing Miscellaneous	Home Insurance		Line 6f
		Renter's Insurance		
		Storage Unit		
Temporary Lodging	Temporary Lodging	Hotel Overnight		Line 6g
		Hotel Weekly		
		Hotel up to 1 month		
		Hotel > 1 month		
		Night Shelter		



Direct Aid				
Transaction Type	Resource Category	Resource	Description	Reporting
Transportation	Transportation	Airfare		Line 6h
		Bus Ticket		
		Car Insurance		
		Car Payment		
		Car Tag		
		Drivers License Renewal		
		Gasoline		
		Moving Expenses		
		Public Transport - Passes		
		Public Transport - Tokens		
		Rideshare		
		Vehicle		
		Vehicle Repair		
Utilities	Utilities	Electric Bill		Line 6i
		Firewood		
		Natural Gas Bill		
		Phone Bill		
		Propane Gas		
		Trash Service		
		Water Bill		
Legal Fees / Licenses	Legal Fees	Court Costs		Line 6j
		Fines		
		Licenses		
Recreation / Camp Fees	Recreation	Camp		Line 6k
		Recreation for Elderly/Youth		
Miscellaneous Expenses	Miscellaneous	Disaster Relief	Specific disaster related direct aid	Line 6l
		Other Financial Assistance	Other uncategorized direct aid	
Special Works - Direct Aid	Holiday Programs	Angel Tree	Direct Aid Assistance	Line 6m
		Christmas		
		Thanksgiving		

Expenses		
Transaction Type	Description	Reporting
Disaster Relief		Line 8
Twining - Domestic		Line 9a
Twining - International		Line 9b
Solidarity Contribution		Line 10
Contributions to Upper Councils		Line 11
Operating Expense - Special Works		Line 12a
Operating Expense - Stores		Line 12b
Operating Expense - Special Events		Line 12c
Operating Expense - Other		Line 12d
Other (Expense)		Line 13



# Treasury Frequently Asked Questions (FAQs)

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**Exhibit “A” ..... 6**

### **Void checks with current and prior month dates?**

1. The process is the same for both
2. Click on the transaction, in your register, you want to void
3. Click the "Void"
4. "VOID Check" will appear in the "Type" column
5. The amount of the check will be added to your check register balance and the category amount, on the financial report, will be adjusted accordingly

### **Voiding checks that have been written in error?**

Before you "approved" a check for payment or entered a check into the check register via Add Debit function, you made a mistake when writing the physical check. For example: You do not want to have check number gaps in your check register; so you want to record the check and the reason for voiding it in your check register. Follow the below procedure:

#### **Step 1 – Enter the check into the check register:**

1. Click the "Add Debit" button
2. Enter the transaction type that best describes the type of assistance given (i.e. Utilities)
3. Enter payee's name (i.e. Marietta Power)
4. Select the date you voided the check
5. Enter the check number you are voiding
6. Enter zero as the amount
7. Enter the reason for the void in the notes field (i.e. "made a mistake when writing the amount on the check")
8. Click "submit"

#### **Step 2 – Void the check:**

1. Go to your check register and select the transaction you just entered
2. Click the "Void" button
3. Answer "Yes" to void
4. The transaction type is changed to "Void Check" and transaction has been automatically cleared (check mark)

## How Do I...

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### **Backdate a check to a previous month?**

1. You can only do this if the month you wish to backdate the check to is still open. For Example: Current month = August; Other months = September and October. The check you wish to backdate has a date of 10/12/14 and you want to backdate it to 8/12/14
2. Click on the 10/12/14 check in your check register
3. Enter 8/12/14 date in the Transaction Date field
4. Click "Update" button
5. The 8/12/14 check is now in the August check register

### **Change a current month check amount or check number once the check has been paid?**

You can change the check amount or the check number for current month items ONLY. If the check that you want to change is an outstanding check, then you must use a debit or credit adjustment.

To change a check amount in an open month:

1. Click on the check
2. Enter amount in the "New Amount" field
3. Click "Update"

To Change a check number in an open month

1. Click on the check
2. Click "Change Check Number" button. No duplicate check numbers allowed.
3. Enter new check number
4. Click "Update"

### **Record a debit transaction (electronic payment, ATM, debit/credit card, etc.)?**

Enter "Debit Transaction" in check number field. This will skip the "unique" constraint applied to check numbers

### **Process a refund check?**

Must be a "cleared" transaction and can't void a transaction that has had a refund applied to it

1. Click on the transaction against which the refund is to be applied
2. Click "Refund" button
3. Enter Refund amount and date (can backdate to only month(s) that are open)
4. Click "Submit"
5. The Refund is posted to the register as a credit and is added to expenses
6. Transaction type is "Refund" and check number is blank

## How Do I...

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### Calculate suggested solidarity amount?

#### Receipts Subject to Solidarity:

Line 1 – Donations from Members

Line 2 – Church & Poor Box Collections

Fund Raising: **NET** Amount Minus Expenses (Lines 11a-11c):

Line 3a – Fund Raising Special Works

Line 3b – Fund Raising – Stores

Line 3c – Fund Raising – Special Events/Other

#### Solidarity Calculation:

Total receipts subject to solidarity x 10% = Suggested Solidarity Contribution for Conferences with prior year total receipts of \$50,000 or more.

Total receipts subject to solidarity x 7.5% = Suggested Solidarity Contribution for Conferences with prior year total receipts less than \$50,000.

### Know when to use the “Assistance Reporting” function?

1. One trigger could be that you want the “detail” that comprises the total of an expense category(s). For example: You have received a request from your district President that he wants a report showing the total amount your conference spent for utilities and the number of people helped during this fiscal year. You would do the following:
  - a. Select conferences from the task pane>conference name>assistance reporting>financial assistance
  - b. Enter date range: 10/31/14 – Current Date
  - c. Assistance Category = “Utilities”
  - d. Click “Run Report” button
2. You can use this function to produce an Excel spreadsheet (that you sort and total columns) for both financial and non-financial assistance given to your clients.

## How Do I...

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### **Maintain vendor information?**

1. Navigate to My Conference>Vendors Tab
2. Click "Add" button to add a new vendor
3. Click on the vendor to edit or delete
4. Click "New Vendors" tab to add vendors submitted by caseworker not in vendor file

### **Know I am in balance BEFORE starting the closing process?**

1. Balance your month-end bank statement with CMS bank balances on the lefts side of the screen. See Exhibit "A"- Step 1
2. Balance CMS check register balance (which includes outstanding checks) with your "paper" check book register balance
3. Click "Print" button and print Check Register Report
4. Click "Outstanding Report" button and print Outstanding Transaction Report
5. Click "Preview Financial Report" and print Financial Report
6. Balance CMS Check Register Balance (right side of screen) with all the reports ending balances. See Exhibit "A" – Step 2
7. You should **NOT** attempt to close the month until you have verified that all the above are in balance

# How Do I...

## Exhibit "A"

### Conference Treasurers, Conference Presidents & District Treasures

#### Account summary

#### WellsOne® Account

Account number  
2000036529870

Beginning balance	Total credits	Total debits	Ending balance
\$20,732.98 ✓	\$33,093.52 ✓	-\$20,958.21 ✓	\$32,868.29

**Step 1.** Balance your bank statement balances to CMS balances

**Step 2.** Balance CMS check register balance to all 3 reports ending balances

#### Check Register - December 2014 - Holy Family, Marietta

Bank Bank Statement Beginning Balance	\$20,732.98	Outstanding Deposits	
Amount of Deposits/Credits	\$33,093.52	Outstanding Checks	\$3,061.11
Amount of Withdrawals/Debits	\$20,958.21	Check Register Balance	\$29,807.18
Bank Bank Statement Ending Balance	\$32,868.29		

#### Conference Financial Report Conference: Holy Family, Marietta. Financial Period: December 2014

27. Total Expenses (Lines 22+23+24+25+26)	\$1,661.71
28. Total Expenditures (Lines 21+27)	\$22,126.19
Ending Balance (Lines 1 + 7 - 28)	\$29,807.18

Treasurer Signature: \_\_\_\_\_ President Signature: \_\_\_\_\_

#### Holy Family, Marietta Check Register for December 2014

Bank Statement Beginning Balance:	\$20,732.98	Date:	01/03/2015
Amount of Deposits/Credits:	\$33,093.52	Outstanding Deposits:	
Amount of Withdrawals/Debits:	\$20,958.21	Outstanding Checks:	\$3,061.11
Bank Statement Ending Balance:	\$32,868.29	Check Register Balance:	\$29,807.18

#### Holy Family, Marietta Outstanding Transactions for December 2014

Bank Statement Beginning Balance:	\$20,732.98	Date:	01/03/2015
Amount of Deposits/Credits:	\$33,093.52	Outstanding Deposits:	
Amount of Withdrawals/Debits:	\$20,958.21	Outstanding Checks:	\$3,061.11
Bank Statement Ending Balance:	\$32,868.29	Check Register Balance:	\$29,807.18