

Resources for Congregational Treasurers and Bookkeepers

www.elca.org/treasurer/

Visit this Web page to learn more about treasurer's responsibilities as well as the points listed below.

- Responsibilities of the Treasurer
- Separation of Financial Responsibilities
- The Handling of Church Income
- Setting Financial Goals - The Budget
- The Accounting System
- Establishment of Fund Recording Procedures
- Create a Chart of Accounts
- Petty Cash Account
- Establishing the Employer/Employee Relationship
- Housing Allowance
- Payroll Tax Obligations
- Employee Out-of-Pocket Expense
- Benevolence Remittance to Synod and Churchwide
- Financial Reporting
- Insurance Coverage
- Audit Procedure
- References