

May 2021  
Treasurers' Resource Call



EPISCOPAL DIOCESE OF NORTHERN CALIFORNIA TREASURER CALL | MAY 2021

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**2020 Congregation Audits**

- Limited number of auditors
- Goal is to complete audits for 30 of our 65 parishes
- If you need/want an audit, please let Kati or John know.



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**2020 Congregation Audits**

- What are the priorities:
  - Range F&G (7)
  - Range E (6)
  - Range A that have not had an audit in the last 5 years (21)
  - Range B-D that did not have an audit in 2019 (15)
  - Everyone Else (17)



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## 2020 Congregation Audits

- If you are getting a 2020 audit...
  - Complete the Congregation Financial Review Survey
  - Submit year-end reporting so the TMR/Parochial report can be reviewed. (See Section 9 of Survey)
  - After reviewing the above, your assigned auditor will contact you to schedule the audit



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## 2020 Congregation Audits

- If you're not getting a 2020 Audit...
  - Complete the Congregation Financial Review Survey
  - Submit year-end reporting so the TMR/Parochial report can be reviewed. (See Section 9 of Survey)
  - After reviewing the above, the Bishop's office will follow-up with any questions.



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## 2020 Congregation Audits

Questions?



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## Best Practices for Internal Controls

- Cash Receipts





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## Best Practices for Internal Controls

- Cash Receipts
  - Should be kept secure
  - Two unrelated counters (at least one must rotate)
  - Keep Backup!
  - Send pledge statements
  - Stock donations



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## Best Practices for Internal Controls

- Disbursements




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## Best Practices for Internal Controls

### Disbursements

- All bills must have backup (receipts/vouchers)
- Check Signers
- Vendor W9's
- Credit Cards
- Online Bill Payments
- Petty Cash



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## Best Practices for Internal Controls

### Bank Reconciliations



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## Best Practices for Internal Controls

### Bank Reconciliations

- Reconcile within accounting system
- Reconciled by someone not making deposits/signing checks
- Check for Stale-dated items
- **Print Reconciliation Last!**
- Reconcile SCRIP
- Reconcile Petty Cash



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## Best Practices for Internal Controls

- Personnel, Payroll & Contractors



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## Best Practices for Internal Controls

- Personnel, Payroll & Contractors
  - Know the rules for independent contractors vs. employees
  - Use a payroll processing service (ADP)
  - Health Insurance and Pension Benefits
  - Paid Time Off (California Sick Time mandatory)
  - Vendor Insurance and W9 records.



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## Best Practices for Internal Controls

- Property & Insurance



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## Best Practices for Internal Controls

- Property & Insurance
  - Using the correct property tax exemption.
    - Religious Exemption
    - Welfare Exemption (Annual filing required)
    - For-profit facilities usage (lose partial exemption)
  - Property Inventory
  - Review Insurance
  - Facility Usage



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## Best Practices for Internal Controls

Questions?



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