



Treasurers Call Resources & FAQs  
**The Episcopal Diocese of Northern California**  
February 2022

### **Discussion Topics**

- 2021 Year-End Reconciliation
- 2022 Treasurers Monthly Report (TMR)
- Treasurers Forms & Documents

### **FAQs**

- 1) Where can we watch the video recording of the February 2022 call?**
  - A. Click [here](#) to watch the video recording.
- 2) Where can I find more resources, forms, and documents for Treasurers?**
  - A. You can visit our website at: [www.norcalepiscopal.org/site/church-accounting](http://www.norcalepiscopal.org/site/church-accounting) or [www.norcalepiscopal.org/site/church-accounting/#treasurersresources](http://www.norcalepiscopal.org/site/church-accounting/#treasurersresources)
- 3) How do you reconcile your TMR if your parish started 2021 with a credit balance due to PPP grants?**
  - A. If the balance listed next to "Total Payments made towards 2021 Apportionment" at the bottom of the reconciliation tab does not match your December totals correctly, go back to any other month (Feb-Dec), and enter a positive amount for your credit in the "TMR Payments made in..." section (about halfway down the page). This will trick the form to get the reconciliation correct.
- 4) What do you do if you ended 2021 with a surplus or deficit?**
  - A. You need to make sure to adjust the surplus or deficit out of your income for the purposes of the TMR. If you had a **surplus**, add the surplus into **Line P** under "Transfers to Subsidiary Funds for Designated/Future Purposes." If you had a **deficit**, add the deficit into **Line H** under "Transfers from Subsidiary Funds for Operating Income."
- 5) When can we submit an amended TMR?**
  - A. You can send it in at anytime to [accountant@norcalepiscopal.org](mailto:accountant@norcalepiscopal.org). If you have questions, you can also email John Nykamp at [treasurer@norcalepiscopal.org](mailto:treasurer@norcalepiscopal.org)

**6) What was changed on the 2022 TMR?**

A. With the 2021 TMR, if your parish was running a significant surplus or deficit, the TMR would not calculate your apportionment correctly as it only looked at income. The 2022 TMR has addressed this issue and added a line titled “*Year to Date Surplus (Deficit)*” so the form can correctly calculate apportionment in these instances.

**7) How should we record pre-paid pledges?**

A. If you have a pre-paid pledge balance at the end of the prior year, it’s recommended that you take that amount, divide it by 12, and spread it out over the year.

**8) Where do we submit 2021 Year-End Financial Reports?**

A. Please submit them online at: <https://form.jotform.com/incarnationsr/ENDC-2021YEReports> OR, if you don’t have electronic files to upload, you can mail physical reports to the Office of the Bishop at 350 University Ave, Suite 280, Sacramento, CA 95825, Attn: Accounting.

**9) Why do we need to submit the actual excel spreadsheet TMR, rather than a PDF?**

A. With a PDF, we can only see the reconciliation, and if there’s an error, we can’t go back to see the individual monthly data that has more detail in it.

**10) How can we join the Parochial Report zoom calls?**

A. Click [here](#) to join via Zoom on 2/16 at 12pm PT.

**Meeting ID:** 849 7542 1994

**Passcode:** 95825

Dial by your location

+1 669 900 6833 US (San Jose)

**11) Who needs to be provided Pension?**

A. Effective July 1, 2022, California state law requires that employers offer pension to all W2 employees. Employers are not required to make contributions, however they should make it available for employees to make pre-tax deductions.

**12) Do employers need to offer pension through specific vendors?**

A. If employees are going to make pre-tax contributions out of their payroll, it must be done through a CPG approved pension plan.

**13) Where do we enter the Parochial Report information?**

A. You can enter the information into the PDF form [here](#) to gather all of the information in one place, and then you will need to enter that information online [here](#).

**14) Under what conditions can funds be transferred from a building fund to a general fund?**

A. If the building fund is a vestry designated fund, then the vestry can re-designate the funds at their will. However, if it’s a donor restricted fund, then those restrictions cannot be changed.

**15) Because we are mostly virtual, are we required to have signed pledge cards?**

A. Any pledge that’s made is signed by intent or email, so if it doesn’t have a physical signature, it’s ok.

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