



Treasurers Call FAQs
The Episcopal Diocese of Northern California
March 2021

Investment Fund:

Q. Where can I find more information about the Investment Fund?

A. <https://www.norcalepiscopal.org/site/investment-fund>

Q. Where can I access my church's individual investment reports?

A. You can access your church's individual investment report through US Bank's online platform "Pivot": <https://pivot.usbank.com/wmss/web/pivot/home>

Note: The Office of the Bishop cannot access or send churches their individual statements.

Q. How can I request access to our church's Pivot account?

A. You can find instructions & forms to request online access here:

<https://www.norcalepiscopal.org/site/investment-fund/#onlineaccountaccess>

Q. How early can I access our church's statement?

A. You can access your online statements as early as 5 days after the closing of the month (*in comparison to receiving them by snail mail, which can take 3 weeks*).

Q. Does Pivot offer tech support if I have questions?

A. Yes, you can call Pivot Tech Support at 1 (866) 252-4360

Q. How can I request a deposit or withdrawal?

A. You can find instructions and forms for these requests at the following link:

<https://www.norcalepiscopal.org/site/investment-fund/#depositsandwithdrawals>

Q. If we have access to the online Pivot portal, can we request transfers, withdrawals, or deposits online?

A. No. All transfers, withdrawals, and deposit requests still require the forms found [here](#) to be completed and submitted to Tamoya Bell either by mailing it to the Office of the Bishop c/p Tamoya Bell/Accounting, emailing it to accountant@norcalepiscopal.org, or faxing it to 916-442-6927.

Q. Where can I find the quarterly reports for Investment Funds A, B, and C?

A. <https://www.norcalepiscopal.org/site/investment-fund/#quarterlyreports>

Discounted and FREE Non-Profit Software/Hardware:

Q. Does Microsoft Office offer discounts for Non-Profits?

- A. Yes! Simply register as a non-profit at the following link to get the full Microsoft Office Suite (*which includes Excel*) absolutely **FREE** for up to 10 users <https://nonprofit.microsoft.com/en-us/getting-started>. Free accounts are not only for employees, but also for volunteers!

Q. What is TechSoup?

- A. TechSoup is a website that offers discounts for many software programs such as Adobe Acrobat Pro DC, Adobe Creative Cloud, QuickBooks, Windows Operating System, Norton Security, and even computer hardware!

Q. How can I have access to TechSoup's discounts?

- A. Simply register for an account at <https://www.techsoup.org>, provide them with your non-profit status, and once confirmed, begin using the website and save with their discounts!

Q. If we purchase a QuickBooks subscription through TechSoup, do we have to manually transfer over the data from our current QuickBooks account?

- A. If you currently use the online version of QuickBooks, and you update your subscription with your current QuickBooks account credentials, everything should automatically transfer over.

Treasurer's Monthly Reports (TMRs):

Q. What else do I need to submit with my apportionment payment?

- A. Your TMR! You can either mail your TMR to the Office of the Bishop c/o Tamoya Bell/Accounting, **OR** you can email it to Tamoya at accountant@norcalepiscopal.org.

Q. My TMR keeps displaying the term "VALUE." How do I get rid of it?

- A. Try the following:
- If you are on a PC, click "Allow Editing" and that should solve the issue
 - If you are on a MAC, press "CMD+" and that should solve the issue
 - If neither of those options work, please email John Nykamp for assistance at treasurer@norcalepiscopal.org
 - If you're using anything other than Excel, please consider downloading Excel for **FREE** from the Microsoft Office website for Non-Profits: <https://nonprofit.microsoft.com/en-us/getting-started>

2021 Audits:

Q. I would like to help with the Audits. How can I join the audit team?

- A. If you are interested in joining the audit team, please email John Nykamp (treasurer@norcalepiscopal.org) and Kati Braak (kati@norcalepiscopal.org).

Other Questions:

Q. Amazon Smile does not recognize our church's EIN#, and neither does the IRS. Why is that, and what can we do?

A. The EIN your church uses is simply an identifier for payroll tax purposes. The church's EIN is not itself registered as a non-profit since the church falls under the national church's non-profit number. What you can do is request a letter from Kati Braak (kati@norcalepiscopal.org) that states your church is part of the group exemption under the national church's tax ID number.

Q. Do churches need to file tax Form 940?

A. Churches are exempt from federal unemployment, so you should not be required to file Form 940.

Q. Do churches need to file tax Form 941?

A. Yes, Form 941 is a payroll tax form that churches do need to file.

Contacts:

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