Treasurers Call Resources & FAQs
The Episcopal Diocese of Northern California
May 2021

Discussion Topics

2020 Congregation Audits

- Goals and priorities
- What to do if you are getting a 2020 audit
- What to do if you are not getting a 2020 audit

Best Practices for Internal Controls

- Cash receipts
- Disbursements
- Bank reconciliations
- Personnel, payroll, and contractors
- Property insurance

FAQs

Q. Where can I find more information about the 2020 Congregation Audits and Best Practices for Internal Controls?
A. You can download the May 2021 Treasurers Slide Deck at: http://bit.ly/5s1dfs
B. You can download the Congregational Financial Review Survey at: https://bit.ly/3pJ2iVP

Q. Where can I watch the recording of the May Treasurers Call?
A. You can watch the recording through Drobox here: http://bit.ly/2FS5Scfz

Q. Where can I find more resources for Treasurers?
A. You can visit our website at: www.norcalepiscopal.org/site/church-accounting or www.norcalepiscopal.org/site/church-accounting/#treasurersresources

Q. Where can I find sample policies?
A. You can download sample policies from our website at: https://bit.ly/3vhqzmM

Q. When will the audits begin?
A. June 2020

Q. What do we do if we are getting a 2020 Audit?
A. Complete the Congregational Financial Review Survey, submit year-end reporting so that TMR/Parochial report can be reviewed. After reviewing these documents, your assigned auditor will contact you to schedule the audit.

Q. What do we are do if we're not getting a 2020 Audit?
A. Complete the Congregation Financial Review Survey, submit year-end reporting so the TMR/Parochial report can be reviewed. After reviewing these documents, the Bishop's office will follow-up with any questions.

Q. How can I join the audit team?
A. Email John Nykamp (treasurer@norcalepiscopal.org), or Kati Braak (kati@norcalepiscopal.org)

Q. Do I need to make copies of checks?
A. Yes, either a hard copy or an electronic scan will suffice.

Q. Who should be signing checks?
A. Officers of the Vestry, if needed, the Priest in Charge. If possible, it is recommended to have 2 signers.

Q. What kind of backup do I need for bills paid via credit or debit cards?
A. The same back up is required for credit and debit card purchases as would be for purchases paid for by check. Receipts. *Note: It is highly discouraged to use a debit card to pay for church expenses. If you do have a church debit card, ensure that it does not have ATM cash access, and only has ATM ability for deposits.*

Q. Do you need backup receipts for petty cash?
A. Yes.

Q. Do we need to request W9's from vendors?
A. Yes, this form will have the information required to complete a 1099 for vendors at the end of the year.

Q. Do we need to issue 1099's for everyone who provides a service?
A. If they are a corporation, you do not have to file a 1099. If they are a Sole Proprietorship or Partnership, you will have to issue a 1099 if they earned over $600.00 in the year.

Q. How can someone gift stock?
A. You can download Instructions for Gifting Stock through the *Episcopal Foundation of Northern California* at the following link: https://bit.ly/3vO6CFg. For more information on EFNC, visit: www.norcalepiscopal.org/site/the-episcopal-foundation-of-northern-california

Q. Who can I contact for questions about property taxes?
A. It's highly encouraged you contact your County Tax Assessor, and engage in conversation with them.

Q. Who do I contact for Property Insurance related questions?
A. The diocesan preferred provider is Church Insurance Agency Corporation. Our contact at Church Insurance is Alan J. Johnson, Vice President, Client Services
Email: aljohnson@cpg.org
For Service call: 800.293.3525
For Claims call: 800.223.5705
Direct: 623.203.3073

Q. Who do I contact for Employee Benefits related questions?
A. Contact Michelle Karimi (michelle@norcalepiscopal.org), or Kati Braak (kati@norcalepiscopal.org)

Contacts:

Tamoya Bell, Accountant:
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Kati Braak, Director of Operations:
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