

March 2025

Treasurers' Resource Call



Agenda

- Submitting Year-end Reports
- New 2025 Treasurer's Monthly Report
- TMR Arrearage Report
- 2025 Congregational Audit Process
- Cash Management vs. Fund Reporting



Submitting Year-end Reports

- ✓ Year-end Financial Reports:

<https://form.jotform.com/250157093763156>

- ✓ Parochial Report

- ✓ Congregational Information Form:

<https://form.jotform.com/243315191560148>

- ✓ Employee Change Forms



New 2025 Treasurer's Monthly Report

WHAT'S CHANGED

- One page spreadsheet vs. monthly tabs
- Statement of Financial Activities (Operating statement) reporting
- Simplified/combined categories
- Compatible with both Excel and Google Sheets

WHAT'S NOT CHANGED

- Apportionment Formula



New 2025 Treasurer's Monthly Report



THE EPISCOPAL DIOCESE OF NORTHERN CALIFORNIA

CHURCH: Church, City

TREASURER'S MONTHLY REPORT

YEAR **2024**

Statement of Financial Activities

OPERATING INCOME

- a. Pledge & Plate Offerings
- b. Restricted Offerings
- c. Transfers from Subsidiary Funds for Operating Expenses
- d. All Other Operating Income

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	RECONCILIATION
a. Pledge & Plate Offerings													0.00	
b. Restricted Offerings													0.00	
c. Transfers from Subsidiary Funds for Operating Expenses													0.00	
d. All Other Operating Income													0.00	
TOTAL OPERATING INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL OPERATING INCOME

OPERATING EXPENSES

- e. Outreach Expenses
- f. Transfers to Subsidiary Funds for Future Use
- g. All Other Operating Expenses

e. Outreach Expenses													0.00	
f. Transfers to Subsidiary Funds for Future Use													0.00	
g. All Other Operating Expenses													0.00	
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

APPORTIONMENT CALCULATION

APPORTIONABLE INCOME

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

DEDUCTIONS

- h. Allocation of Costs due to Use of Facilities for Outreach Purposes
- i. Direct Expenses applicable to Non-Outreach Rental Property
- j. Expense of Fundraising Events
- k. Capital Expenditures / Other Deductions
- l. Loan Payments (Principal & Interest)
- m. Property/Equipment Rental or Lease Payments

h. Allocation of Costs due to Use of Facilities for Outreach Purposes													0.00	
i. Direct Expenses applicable to Non-Outreach Rental Property													0.00	
j. Expense of Fundraising Events													0.00	
k. Capital Expenditures / Other Deductions														
l. Loan Payments (Principal & Interest)													0.00	
m. Property/Equipment Rental or Lease Payments													0.00	
TOTAL DEDUCTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NET DISPOSABLE INCOME (NDI)

0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

X Apportionment %

MONTHLY APPORTIONMENT DUE

0.00

BALANCE FORWARD (From Prior Month/Year)

0.00

n. AMOUNT PAID

													0.00	
--	--	--	--	--	--	--	--	--	--	--	--	--	------	--

BALANCE DUE

0.00

DATE EMAILED TO DIOCESE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



New 2025 Treasurer's Monthly Report

Statement of Activities

Statement of Financial Activities

OPERATING INCOME

- a. Pledge & Plate Offerings
- b. Restricted Offerings
- c. Transfers from Subsidiary Funds for Operating Expenses
- d. All Other Operating Income

TOTAL OPERATING INCOME

0.00

OPERATING EXPENSES

- e. Outreach Expenses
- f. Transfers to Subsidiary Funds for Future Use
- g. All Other Operating Expenses

TOTAL OPERATING EXPENSES

0.00

NET SURPLUS (DEFICIT)

0.00

Key Points

- Fewer categories
- Includes both income and expenses
- Designed to match the parish's operating statement.
- Allows for easy reconciliation to monthly and year-to-date totals.



New 2025 Treasurer's Monthly Report

Deductions

DEDUCTIONS

- h. Allocation of Costs due to Use of Facilities for Outreach Purposes
- i. Direct Expenses applicable to Non-Outreach Rental Property
- j. Expense of Fundraising Events
- k. Capital Expenditures / Other Deductions
- l. Loan Payments (*Principal & Interest*)
- m. Property/Equipment Rental or Lease Payments

0.00

TOTAL DEDUCTIONS

Key Points

- Direct Outreach Expenses and Transfers already reported.
- Capital Expenditures/Major Expenses and Other Deductions combined – reported in detail section.
- ALL deductions reported MUST also be part of expenses reported on operating statement.



New 2025 Treasurer's Monthly Report

Deductions – Detailed Line K Deductions

Line #	Date	Description	JAN
1			
2			
3			
4			

Key Points

- All deductions for capital, major expenses, creative staffing, etc.
- Detail allows for easy reconciliation
- All expenses deducted **MUST** be reported on the operating statement.



New 2025 Treasurer's Monthly Report

KNOWN ISSUES

- *Skewed expenses. If you are a parish that normally is in the lower (10% or 15%) apportionment tier and you have unusually high expenses early in the year, the apportionment formula may calculate at a higher rate.*
- *Year-end Totals. This won't be an issue for monthly reporting and will not affect any year-end reconciliation calculation, but the "Total" Column is missing a subtotal for Line K so the calculation will not be correct at year-end. A corrected TMR form is available for download if you want to replace the current form and re-input January/February data.*
- *Accruing Apportionment. A few churches accrue apportionment as current month expense. If you do so, you will need to include the prior month's apportionment in line G to make sure your year-to-date totals are correct. I have also developed a modified form that includes current apportionment in the calculation and can email that out on request.*



New 2025 Treasurer's Monthly Report

USING THE FORM

- Make sure that year-to-date information matches year-to-date operating statement. If they differ, make an adjustment in the CURRENT month to correct balance.
- Balance Forward and Amount Paid – Important to complete for accurate calculation
- EMAIL FORM TO accountant@norcalepiscopal.org EVERY MONTH
- Once a Month has been emailed (enter date emailed on form) NO CHANGES should be made to the closed month.



TMR Arrearages Report

- ✓ Churches who have not submitted TMR's or made payments.
- ✓ Churches who have made payments but not submitted TMR's
- ✓ Churches who have submitted TMR's but have not made payments.

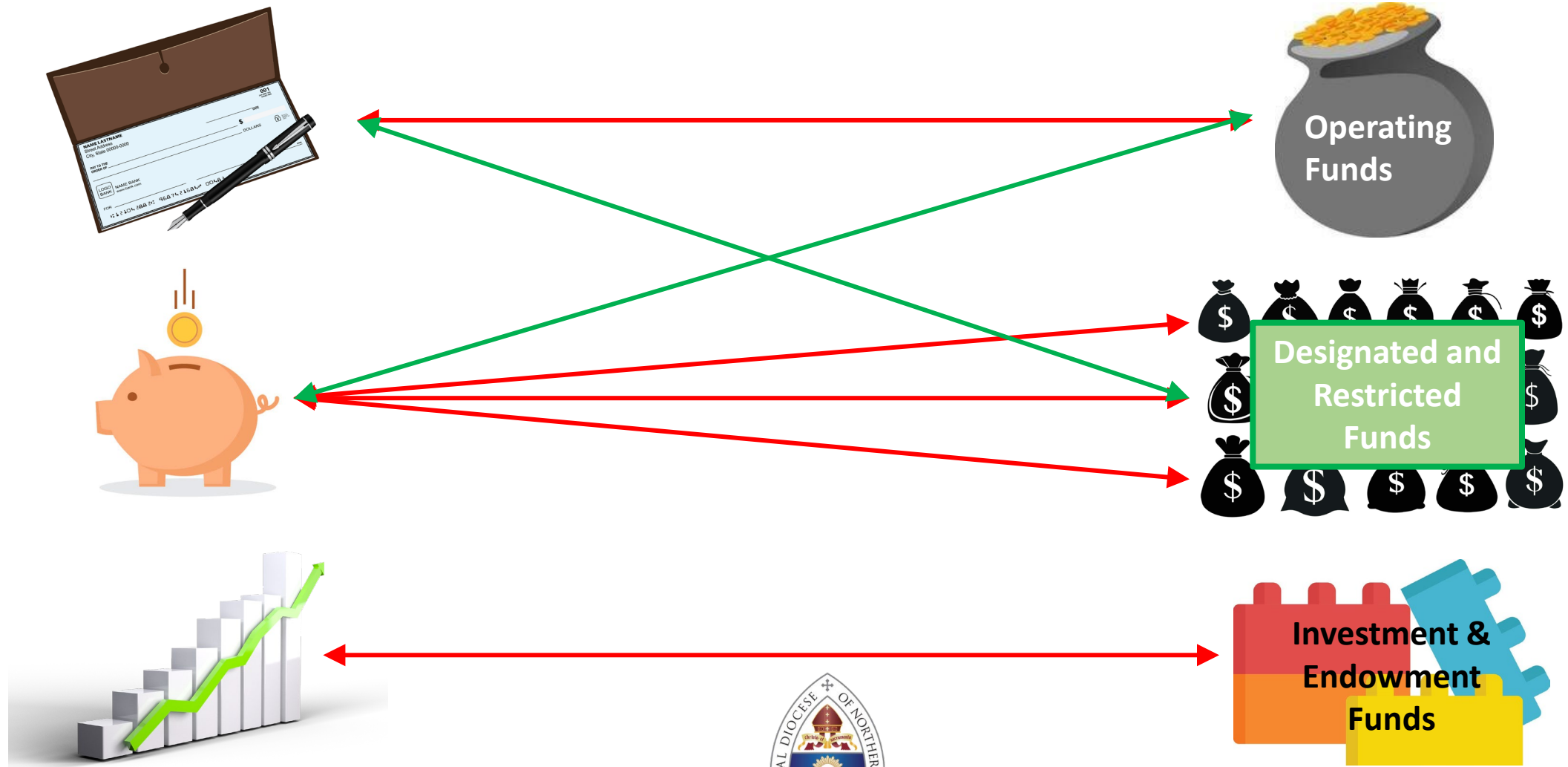


2025 Congregational Audit Process

- ✓ Self-audit.
 - ✓ Questionnaire is on website.
 - ✓ Complete and submit to Bishop's office by 5/31.
- ✓ In-person audits will be scheduled for July and August



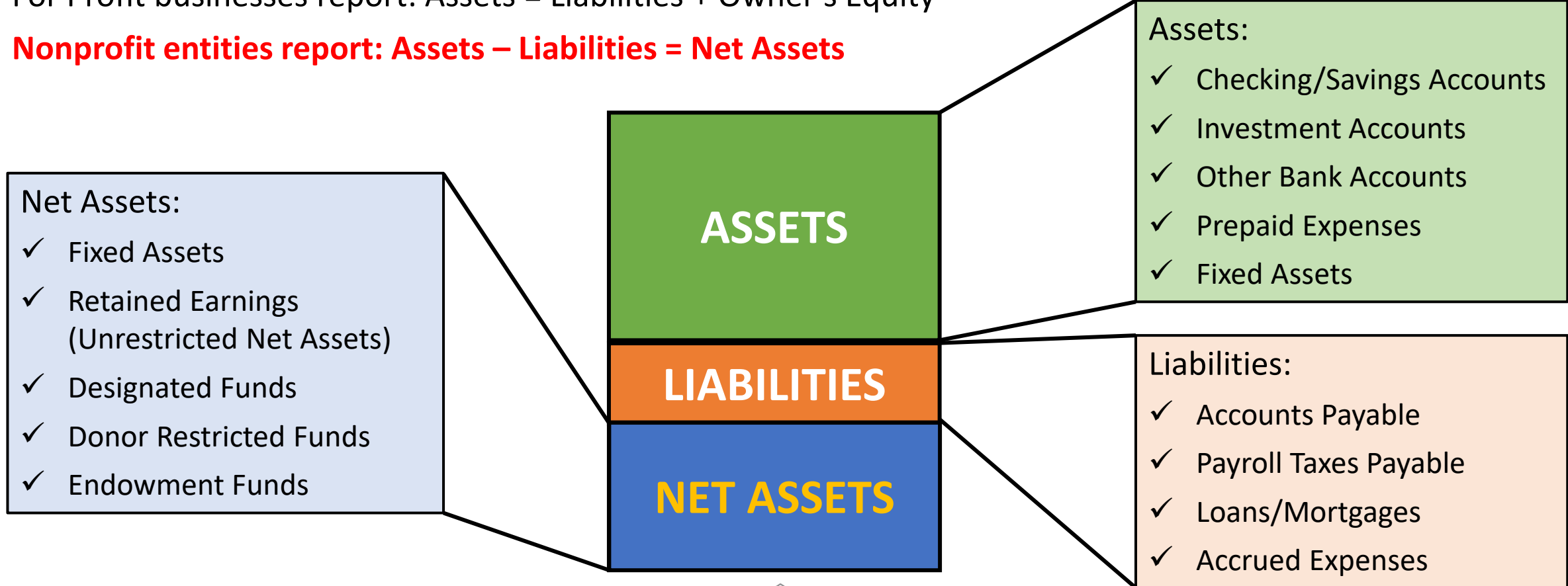
Cash Management vs. Fund Reporting



Statement of Financial Position

➤ For Profit businesses report: $Assets = Liabilities + Owner's Equity$

➤ **Nonprofit entities report: $Assets - Liabilities = Net Assets$**



Cash Management vs. Fund Reporting

- ✓ Balances in the cash accounts (checking/savings/etc) do not need to match specific funds.
- ✓ With some exceptions, there is no need for different bank accounts for each fund.
- ✓ Vestry should focus on the fund balances, specifically what's available in unrestricted and restricted funds.



Questions and Comments

