



Q1-2025 Treasurers Call Resources & FAQs
The Episcopal Diocese of Northern California
March 17, 2025

Discussion Topics

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

Resources (Click to open)

- [2025 Treasurers Call Schedule](#)
- [March 2025 Treasurer Call Slide Deck](#)
- [March 2025 Treasurers Call Video](#)
- [Church Accounting webpage](#)
- [Treasurers Resources on our website](#)
- [Forms & Documents](#)

***Please note:** When visiting our website, you may need to clear your cache in order to view updated documents. To do so, click in the address bar, then press the F5 key on your keyboard.*

Year-End Reports:

Q: Where do we submit Year-End Reports?

A: Click [here](#) to submit Year-End Reports.

Q: What Year-End reports are required?

A: Year-End reports include December 2024 Statement of Financial Position (Balance Sheet), 2024 Year-end Fund Report (if separate from Statement of Financial Position), 2024 Full-Year Statement of Activities (Income/Operating Statement), 2024 Treasurers Monthly Report (the completed full excel worksheet including year-end reconciliation), and 2025 Budget.

Q: Where can I find the Congregation Information Form to update our church's information?

A: Click [here](#) to download the Congregation Information Form. Once completed, you can submit it to tonya@norcalepiscopal.org.

Q: We've had employee changes, where can we find the Employee Change Form?

A: Click [here](#) to download the Employee Change Forms.

New 2025 Treasurer's Monthly Report:

Q: What's changed on the 2025 TMR compared to the current one?

A: It is now a one-page spreadsheet vs. having monthly tabs, and aligns with your Statement of Financial Activities (Operating statement) reporting. In addition, we've simplified/combined categories, and it's compatible with both Excel and Google Sheets.

Q: What has not changed?

A: The apportionment formula has not changed.

Q: What do you do if the year-to-date information doesn't match the year-to-date on the operating statement?

A: If they differ, make an adjustment in the current month to correct the balance. **DO NOT** make changes to past months.

Q: Who do we send TMR's to?

A: Please send TMRs to accountant@norcalepiscopal.org

Q: How often should we submit TMRs?

A: Every month.

2025 Congregational Audit Process:

Q: Where can I find the Congregation Financial Review Survey?

A: Click [here](#) to download the Congregation Financial Review Survey.

Q: Where do we submit the Congregation Financial Review Survey?

A: Click [here](#) to submit your Congregation Financial Review Survey.

Q: When is the Congregation Financial Review Survey due?

A: It is due by May 31, 2025.

Q: When will in-person audits take place if my church is selected?

A: In-person audits will take place in July and August. **If you would like to ensure your church is selected for an in-person review, please email Kati Braak at @kati@norcalepiscopal.org.**

Cash Management vs. Fund Reporting:

Q: Do transfers from subsidiary funds include transfers from Investment Account?

A: It depends on how money from investment accounts used for the operating budget is reported on your financial statements. Some churches report it as investment income, others as transfers from the investment fund. Either way is acceptable but consistency is important to be able to track the transfers in your books.

Other:

Q: If we need to change our signers, do we need to update the church's Statement of Income (SOI) with the state?

A: Yes, typically this needs to be updated before the bank will allow you to change signers.

Q: Is mileage reimbursement different for gas vs. electric vehicles?

A: No. The IRS does not distinguish between vehicle types for mileage reimbursement. However, although you can't pay more than the IRS rate without treating the payment as taxable income, people can voluntarily ask for a lower reimbursement.

Diocesan Resources:

Q: Who can I contact for questions about TMRs, chart of accounts, and financial statements? A:

Diocesan Treasurer: John Nykamp (treasurer@norcalepiscopal.org)

Q: Who can I contact for questions about the diocesan budget, human resources, property, insurance, and loan inquiries?

A: Director of Operations: Kati Braak (kati@norcalepiscopal.org)

Q: Who can I contact for questions about employee benefits, the Foundation, and Safe Church?

A: Executive Staff Support: Michelle Karimi (michelle@norcalepiscopal.org)

Q: Who can I contact for questions about Congregational Development Groups and grant writing resources and opportunities?

A: The Rev. Canon Julie Wakelee (julie@norcalepiscopal.org)

Treasurers Call Zoom Meeting Info:

<https://us02web.zoom.us/j/86875353412?pwd=c3Zjd0FaZHMzMVFiSU40NGNkbER4UT09>

Meeting ID: 868 7535 3412 Passcode: 95825

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