



## **TREASURERS & STEWARDSHIP**

Lloyd Stangeland  
Iowa Yearly Meeting  
November 9, 2013

# IOWA YEARLY MEETING DISCIPLINE

The Stewardship Committee shall annually recommend to the Monthly Meeting a person to serve as Treasurer. This appointee shall receive and dispense funds in accordance with the policy and direction of the Meeting.

# IOWA YEARLY MEETING DISCIPLINE

The Treasurer shall keep an accurate account of all funds in his/her care and give a complete report to the Monthly Meeting at the close of the fiscal year. Monthly reports should also be given according to the request of the Meeting.

# IOWA YEARLY MEETING DISCIPLINE

The Treasurer's books shall be audited annually by a committee appointed by the Monthly Meeting. One person may not serve for more than six consecutive appointments. The Treasurer shall be an ex officio member of the Stewardship committee.

# ONE PERSON MAY NOT SERVE FOR MORE THAN SIX CONSECUTIVE APPOINTMENTS.

- Encourages the development of gifts of others
- There is a tendency for a treasurer to act like they are in charge of all the financial decisions
- Remember to keep the perspective of a steward



## CHARACTERISTICS OF A TREASURER

- Has a basic understanding of bookkeeping
- Able to manage the work in a timely and accurate manner
- Able to keep complete confidence about who gives money to the church
- Honest and trustworthy person

# TREASURER AND STEWARDSHIP WORK TOGETHER

- ◎ Treasurer is ex officio member
- ◎ Treasurer provides reports and information to the committee
- ◎ Stewardship careful to keep treasurer duties from being unreasonable.
- ◎ Keep reports as simple and clear as possible.

# TREASURER'S RESPONSIBILITIES

- ◎ Record all offerings received by the church
- ◎ Pay all authorized bills and invoices
- ◎ Report regularly to the monthly meeting
- ◎ File withholding taxes and reports



# W-2 AND 1099 FORMS



- Pastor's salary reported on W-2
- Other Church employees
- Are workers employees or contractors? W-2 or 1099
- Quarterly 941 reports
- Worker's compensation

# ACCOUNTING SOFTWARE

- ◎ QuickBooks for Non Profits - double entry system
- ◎ Quicken - checkbook based
- ◎ Peachtree by Sage
- ◎ Others



# AUDIT COMMITTEE

The Treasurer's books shall be audited annually by a committee appointed by the Monthly Meeting.

Rotate appointments

# AUDIT COMMITTEE - PROCEDURE

1. Randomly select two months - in detail
2. Examine December statement in detail
3. Check all savings and investment account to determine use of funds



3. Make sure checks clearing the bank match the church financial records.
4. Any question should be noted in the audit report and investigated by Stewardship.

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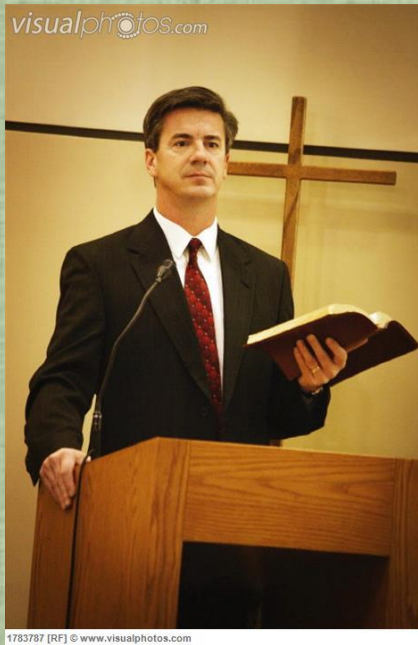
2013 EDITION  
(FOR PREPARING 2012 TAX RETURNS)

B.J. WORTH

**WORTH'S INCOME  
TAX GUIDE FOR  
MINISTERS**

# PASTOR'S COMPENSATION

- ◎ Salary - fully taxable portion
- ◎ Housing/ Parsonage allowance
  - Not taxable for income tax - pay social security and Medicare tax
  - House furnished
    - Allowance for upkeep, insurance, etc
    - Fair market rental value added for Social security and Medicare tax



# PASTOR'S COMPENSATION

## ◎Housing/ Parsonage allowance

- House Furnished
- Own or Rent House
  - Rent payment
  - House payment including interest and real estate taxes—included but also deductible as itemized deduction
  - Maintenance & improvements
  - Utilities



# PASTOR'S COMPENSATION

- ◎ Professional Reimbursement
  - No requirement of pastor to report as income on tax return (Otherwise must use Form 2106)
  - Disadvantage if church does not cover all expenses



# PASTOR'S COMPENSATION

## ○ Professional Reimbursement

- Mileage for business -
  - Up to the IRS rate - no tax liability
  - Must have written mileage report
  - Reimbursed monthly
  - Must be for actual miles driven
- Books, magazines and other resources including personal computer
- Conference fees, lodging and meals
- Business telephone
- Entertainment expenses



# CALCULATING SALARY FOR W-2 FORM

- ◎ Box 1 - Wages
- ◎ Box 3 - Social Security wages
- ◎ Box 5 - Medicare wages
- ◎ Taxable salary + Housing allowance + rental value of parsonage if it is furnished
- ◎ Do not include reimbursed professional expenses

# **QUESTIONS AND COMMENTS**