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# Presbyters' Policies

## International Board of Presbyters

To properly conduct its business, International Board of Presbyters (herein referred to as Presbyters or IBP) has adopted the policies and procedures in this document.

Please note, that in many instances, these policies and procedures may appear too specific for those having an extensive background, training and skills in certain areas. This document is designed to:

- provide awareness,
- provide specific instructions in various areas of concern,
- be a training tool that can be used in the Presbyters and its parts, and
- be a policy statement that can be adapted for use by others.

This document is the current policy, but can be **modified** as needed and **upgraded** for improvement. In that sense, it is not the final word. Only the Word of God, the Bible, is the final word.

## Federal Tax Exemption

A church or its integrated auxiliaries is exempt from federal income tax if:

1. The church is a corporation.  
Unincorporated churches are eligible for tax exemption if formed under a constitution or bylaws, with elective officers empowered to act for it.
2. The church is organized for exempt purposes:
  - Religious
  - Charitable
  - Literary
  - Educational
  - Prevention of cruelty to children or animals
3. The church is operated exclusively for exempt purposes.
4. None of the church's net earnings inures to the benefit of any private individuals:

Persons may receive reasonable compensation for goods or services or other expenditures in furtherance of exempt purposes.

5. The church does not engage in substantial efforts to influence legislation.
6. The church does not intervene or participate in political campaigns.

The Presbyters is part of the Church of Our Lord Jesus Christ of the Apostolic Faith, Inc. (herein called COOLJC).

The tax exemption information applies to it.

## Presbyters' Board of Directors

The Presbyters' Board of Directors shall consist of the duly elected or appointed Officers of the Presbyters:

- President
- Vice President
- Corresponding Secretary
- Recording Secretary
- Treasurer
- Chaplain
- Sergeant-At-Arms

## The Presbyters' Principal Office

The Presbyters' Principal Office shall be designated by the Presbyters' President and its address is listed below:

**Presbyters' Name**    **International Board of Presbyters**

**Address** \_\_\_\_\_

\_\_\_\_\_

**City, State, ZIP** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Location as of**    \_\_\_\_/\_\_\_\_/\_\_\_\_

## Addresses of Presbyters' Officers

The Presbyters' Corresponding Secretary shall prepare and update a list of the Presbyters' Officers':

- Names
- Residence Address
- Mailing Address
- Telephone Numbers
- Fax
- E-mail Address

### Officers' Responsibility

The current list shall be brought to each International Meeting by each Officer.

If the listed information needs to be corrected, the affected Officer shall:

- notify the Presbyters' Corresponding Secretary as soon as possible. and
- notify the Presbyters' Officers during the Officers' Meeting.

## Records in Written Form

The records of the Presbyters shall be maintained in written form or in another form capable of conversion to written form within a reasonable time.

## Records at Principal Office

A copy of the following records shall be kept at the Presbyters' Principal Office:

- The current COOLJC Discipline.
- The current Presbyters' Constitution, Bylaws, and Policies.
- Resolutions adopted relating to the characteristics, qualifications, rights, limitations and obligations of any class or category of members.
- The Minutes of all meetings of members approved by the members in the past three years.
- The records of all actions approved by the members for the past three years.

## **Voting Members**

A record of the voting members of the Presbyters shall be maintained in a form that permits preparation of a list of the name and address of all voting members, in alphabetical order by class.



## **Internal Controls Policy**

### **International Board of Presbyters**

#### **Internal Audit Committee**

The Presbyters' President shall appoint an Internal Audit Committee composed of members who are not Officers, who have the background and skill to audit the Presbyters' financial activities.

#### **Audit July-to-April Records**

July to April records shall be sent by May 22 to the Committee for audit. An audit report shall be presented to the Presbyters' Officers during the June Seminar.

#### **Audit May-to-June Records**

May to June records shall be sent by July 24 to the Committee for audit. An audit report shall be presented to the Presbyters' Officers during the International Convocation.

## **Officers' Monthly Audit Policy**

The Presbyters' President and Vice President shall audit the Presbyters' financial records periodically. Please refer to **Periodic Financial Reports** Section 6 Appendix 1 for periodic audit details.

#### **Periodic Check & Deposit Slip Audit**

The Presbyters' President or his designee shall audit periodically all:

- canceled checks,
- unused checks,
- executed deposits slips, and
- bank deposit receipts.

## **Business Ethics Policy**

### **International Board of Presbyters**

This Business Ethics Policy shall apply to:

Presbyters' Officers,  
Presbyters' Committee Members,  
those asked to conduct business for the Presbyters, and  
Presbyters' employees, if any. There are *none* currently.

## **The Conducting of Presbyters' Business**

The Presbyters' business shall be conducted:

- with integrity,
- in compliance with applicable laws,
- in a manner that excludes considerations of personal advantage, and
- in a manner so that public disclosure of the facts will not embarrass neither the Presbyters nor the person conducting the Presbyters' business.

## **Conflicts of Interest**

Any situation which involves or may involve a conflict between personal interests and the interests of the Presbyters shall be avoided.

Those dealing with:

- customers,
- contractors,
- competitors, or
- any person

doing or seeking to do business with the Presbyters are to act in the best interests of the Presbyters to the exclusion of considerations of personal preference or advantage.

Each person shall make prompt and full disclosure in writing to the Presbyters' Officers of a prospective situation which may involve a conflict of interest. This includes:

## A. Ownership:

- by a person, or
- to the person's knowledge, by a member of the person's family

of a **significant** financial interest in any outside enterprise which does or seeks to do business with or is a competitor of the Presbyters.

As a minimum standard, a **significant** financial interest is a direct or indirect aggregate interest of a person or family member of more than:

- 1% of any class of the outstanding securities of a firm or corporation,
- 10% interest in a partnership or association, or
- 5% of the total assets or gross income of such person.

## B. Serving:

- as a director of,
- as an officer of,
- as a partner of,
- as a consultant to,
- in a managerial position with, or
- employment in a technical capacity by

any outside enterprise which does or is seeking to do business with or is a competitor of the Presbyters.

## C. Acting as a:

- broker,
- finder,
- go-between, or
- otherwise for the benefit of a third party in transactions involving or potentially involving the Presbyters or its interests.

## D. Any other arrangements or circumstance, including family or other personal relationships, which might dissuade the person from acting in the best interest of the Presbyters.

All information disclosed to management as required by this policy shall be treated confidentially, except to the extent necessary to protect the Presbyters' interests.

## Inside Information

Persons shall not:

- A. Give or release, without proper authority, to anyone not a member, or to a member who has no need for information, data or information of a confidential nature obtained while conducting business for the Presbyters.
- B. Use nonpublic information obtained while conducting the Presbyters' business (including information about customers, suppliers or competitors) for the personal profit of the person or anyone else. This includes, but is not limited to, taking advantage of such information by acquiring a real estate interest of any kind, including but not limited to Presbyters' or office sites or adjacent properties.

## Counseling Confidentiality

The records of members who are being, or who were, counseled shall be held in strict confidence, with access thereto clearly restricted.

### **Counselor's Death, Incapacity, or Departure**

Presbyters' counselors shall notify the Presbyters' President in advance and in writing of the plan to handle the records of the member counseled in the event that the counselor:

dies,  
becomes incapacitated, or  
is no longer part of the COOLJC.

## Accounting Standards and Documentation

All accounts and records shall be documented in a manner that:

- clearly describes and identifies the true nature of business transactions, assets, liabilities, or fund balance, and
- properly and timely classifies and records entries on the books of accounts in conformity with generally accepted accounting principles.

No record, entry or document shall be false, distorted, misleading, misdirected, deliberately incomplete or suppressed.

# Budgets Policy

## International Board of Presbyters

### Budget Preparation & Officers' Approval

During the International Meetings (i.e.):

- International Convocation
- January (Clergy) Retreat
- June Seminar

An annual (the next 12 months') budget shall be prepared and approved by a majority of the Presbyters' Officers during an Officers' Meeting.

### Budget Detail

Proposed expenditures exceeding 0.5% of **Annual Dues Received** (defined in the paragraph below having its name) shall be approved as stated above.

### Budget Overrun

For each International Meeting the **Budget Total** shall equal the sum of approved Budget expenditures for **that** International Meeting excluding associated:

- Presbyters' Packets costs
- The cost of items bought or to be bought to increase Presbyters' sales

The **Budget Total** shall be determined and documented.

Actual expenditures for each International Meeting exceeding **110%** of the **Budget Total** for **that** international meeting require prior approval by a majority of the Presbyters' Officers during an Officers' Meeting.

### President's Unapproved Expenditures

Prior approval is not needed by the Presbyters' President to authorize individual expenditures less than 0.5% of **Annual Dues Received**. Such unapproved individual expenditures:

- shall be clearly identified in the Disbursement Report given to the Presbyters' Officers,
- shall not exceed 4 in number annually, and
- shall not be for the same purpose.

## Approval of Post Term-of-Office Expenditures

Approval of expenditures that will occur after the term of office of the then current Officers shall be approved by a vote of the members of the Presbyters during the term of office of the then current Presbyters' Officers..

## Dues

### Ongoing Disclosure

Dues given during any Presbyters' Meeting shall be orally reported to the Presbyters during the next Presbyters' Meeting.

Funds given before the first Presbyters' Meeting during an International Meeting and funds given between Presbyters' Meetings shall be included in the disclosure.

### Summary Disclosure

Total dues given during an International Meeting shall be orally reported during the final Presbyters' Meeting of **that** International Meeting.

### Minutes

Total dues given during an International Meeting shall be part of the Minutes **read** during the Presbyters' Business Session of the **next** International Meeting.

### Annual Dues Received

Annual Dues Received shall equal 50% of the dues received during the last 2 year period. For example:

<b>International Meeting</b>	<b>Presbyters' Reported Dues Received</b>
1996 International Convocation	\$5,000
1997 Clergy Retreat	\$2,000
June 1997 Seminar	\$3,000
1997 International Convocation	\$7,000
1998 Clergy Retreat	\$2,000
1998 June Seminar	\$3,000
<b>Total</b>	\$22,000

**Annual Dues Received**                      \$11,000

**Starting Date**

The Annual Dues Received shall apply to expenditures that occur following the last International Meeting for which Presbyters' Reported Dues Received were used to calculate the Annual Dues Received. Using the example shown above, the \$11,000 applies to expenditures that occur after the end of the 1998 June Seminar.

**Officers' Compensation**

Presbyters' Officers' annual compensation shall not exceed 25% of Annual Dues Received.

**No Dues Increase without Past Disclosure**

The Presbyters' President or the Officers shall not increase the dues Presbyters pay if the President or the Officers have not reported to the Presbyters dues paid during the past year of their administration.

**Officers' Approval and Notice**

A Presbyters' Dues increase shall be approved by a majority of the Presbyters' Officers during an Officers' Meeting. All Officers shall be informed of the increase as soon as possible.



## Funds Handling Policy

### International Board of Presbyters

## Transparency

Funds shall be handled in a manner that eases the audit process and that creates a "paper trail:"

Ideally, there shall be an independent (of the COOLJC or any part thereof) record of receipts that match those recorded by the Presbyters. One method of accomplishing this is to deposit all receipts into a bank (not owned even partially by the COOLJC). The bank statement deposits will match the revenue recorded in the Presbyters' books.

Ideally, all disbursements shall be made by check. In this way, bank statement debits will match the Presbyters' financial report cash disbursements.

Signed and authorized documents shall provide evidence those individuals who:

received funds later given in trust to a Presbyters' Officer or designee,  
received funds later deposited into the Presbyters' bank account, or  
were reimbursed for Presbyters' expenses,

did not receive funds to be treated as income to them.

## Presbyters' Bank Accounts

### Account Name

All Presbyters' bank accounts shall have the following name and federal employer identification Number (EIN):

Name	International Board of Presbyters, Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.
EIN:	12-3456789

### Signatures

The Presbyters' President, Vice President and Treasurer shall have an original or copy of documents stating who is authorized to withdraw funds from the Presbyters' bank accounts.

The Presbyters should authorize more than two persons to sign checks for each account because of sickness, travel, etc.

**Authorization Level**

Check disbursements exceeding \$200 must be signed by 2 people.

**Incapacitation**

Bank documents shall clearly state the process to be used by the Presbyters to obtain bank funds in the event of the death, incapacitation or non-functioning of the Treasurer or funds holder.

**Payee Name on Donor's Checks**

Bank documents shall recognize that payments to the Presbyters may be by checks made payable to:

- Presbyters
- International Board of Presbyters
- COOLJC
- Church of Our Lord Jesus Christ

## Receipts

**Cash**

At least 2 persons shall receive and count any cash given to the Presbyters.

**Triplicate Donor Receipt**

In the event that 2 persons cannot receive cash given to the Presbyters, the person receiving the cash shall fill out and sign a triplicate receipt describing the transaction and give receipts to:

- the donor, and
- the Presbyters' Treasurer.

See Section 6 Exhibit 15.

**Counting Funds**

At least 2 people shall be present during the counting of funds given to the Presbyters.

A Collection Count Sheet shall be used to document the receipt of funds. See the Exhibit 9 August 12, 1993 Collection Count Sheet in Section 6..

The Collection Count Sheet shall be signed by the counters. These sheets can be computer-generated.

### **Counting Recommendations**

Refer to Counting Funds on Exhibit 10 of Section 6 for recommendations regarding the counting of funds.

### **Banking Recommendations**

See Exhibit 11 in Section 6 for ways to make it easier for bank tellers to count the Presbyters' funds.

### **Disposition of Funds**

Unless approved in writing by the Presbyters' President or his designee, all funds given to the Presbyters shall be turned over to the Presbyters' Treasurer for depositing into the Presbyters' bank account(s). Receipts shall be used for the funds turnover (see Exhibit 14 in Section 6 for an example).

### **Deposit Breakdown Report of Presbyters' Receipts**

A report that describes the sources of the receipts by designation (what the funds were given for) and date shall be prepared (See Exhibit 7 in Section 6 for an example).

A copy shall be made of this document along with a deposit receipt from the bank, and the copy given to the Presbyters' President and Vice President for their audit.

## Financial Reports Policy

### International Board of Presbyters

#### Receipts Documents

A copy of any document that shows funds given to the Presbyters shall be given to the Presbyters' President, Vice President and Treasurer. Refer to the **Periodic Financial Reports** in Section 6 Appendix 1 for more information.

#### Reporting Periodically

The Presbyters' Treasurer shall prepare and send to the Presbyters' President, Vice President and Recording Secretary:

- a detailed monthly revenue and expense report with supporting documents (such as collections count sheets, donor receipts, etc.), and
- a detailed balance sheet of *all* Presbyters' assets and liabilities

by the dates shown below:

To be mailed or provided by	Revenue & Expense Statement for the period	Balance Sheet as of
9/14	7/1 to 8/31	8/31
11/8	9/1 to 10/31	10/31
1/15	11/1 to 12/31	--
1/15	1/1 to 12/31	12/31
3/8	1/1 to 2/29 <sup>1</sup>	2/29 <sup>1</sup>
5/8	3/1 to 4/30	4/30
6/8	5/1 to 5/31	5/31
7/10	6/1 to 6/30	--
7/10	7/1 <sup>2</sup> to 6/30	6/30

1. That is, the last day in February.
2. July 1 of the previous year to June 30 of the current year.

Please refer to Exhibit 1 in Section 6 for a sample Revenue & Expense Statement and to Exhibit 2 in Section 6 for a sample Balance Sheet. Please note that your statements may not have some of the items listed on Exhibits 1 and 2 and may have items that are not listed on these Exhibits.

## Balance Sheets

The balance sheet shall reflect all assets and all liabilities. All assets include Cash on Hand by name of the holder.

The stockholder's *equity section* of the balance sheet shall be called *Fund Balance* because of our non-profit status. *Net Surplus or (Deficit)* shall equal the current period's revenue minus expenses.

## LIFO

The LIFO inventory method shall be used. LIFO means:

### Last In First Out

The last item bought is the first item actually used. For example:

Ten (9" x 12") envelopes are in inventory at a cost of 10 cents each (or \$1) at the end of August.

Twenty (9" x 12") envelopes were bought in September for 12 cents each (or \$2.40). These envelopes are *identical* to the 10 mentioned above.

Ten envelopes are used in September. Because the last ten envelopes cost 12 cents each or \$1.20, **\$1.20** is expensed.

Please note that LIFO deals with *how to expense disbursements*. The \$1.20 is to be expensed even though the 10 cent envelopes may actually have been used.

### No Revenue or Expense During a Month

If no revenue (receipts) or expense occurs during a month, the Balance Sheet shall state:

No receipts or expenses occurred during (e.g.) September 1994.

### Printed-by-Hand Reports

A typed or legible printed-by-hand report of Presbyters' receipts and disbursements shall be given to the Presbyters' Officers following the final Presbyters' Meeting of any International Meeting

before the end of the International Meeting.

This report shall be mailed at the end of the International Meeting to Officers who did not receive it by the end of the International Meeting.

## Final Reports

Following and based on the results of the Officers' audit of the financial records (See Section 6 Appendix 1 for details), the Presbyters' Treasurer shall prepare and give final copies of these reports to the Presbyters' Officers.

### Presbyters' Packet Financial Statements

The Presbyters' Vice President or his designee shall send to the President, Recording Secretary and Treasurer by the date shown below for their review and approval a

**Summary Financial Statement** that shall:

- be one page ideally, but not more than two, if possible,
- include a Revenue & Expense section (see Exhibit 1 in Section 6),
- include a balance sheet (see Exhibit 2 in Section 6), and
- state the number of people that registered:

<b>Send by</b>	<b>Summary Financial Statements To be Supplied in</b>	<b>Balance Sheet as of</b>	<b>Revenue &amp; Expense Statement For</b>
7/25	August	6/30	7/1 to 6/30
6/30	June	3/31	7/1 to 3/31

## **Benevolence Fund Policy**

### **International Board of Presbyters**

#### **Fund Purpose**

The Presbyters in the exercise of its religious and charitable purposes may establish a benevolence fund to assist persons in financial need. The Presbyters welcomes contributions to the fund.

#### **Beneficiary Suggestions Are Suggestions Only**

Donors are free to suggest beneficiaries of the fund or of their contributions to the fund. However, such suggestions shall be deemed advisory rather than mandatory in nature. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Presbyters. The Presbyters may consider suggested designations, but in no event is it bound in any way to honor them, since they are accepted only on the condition that they are merely suggestions or recommendations.

#### **Contribution Deductibility**

Donors wishing to contribute to the benevolence fund subject to these conditions may be able to deduct their contribution if they itemize their deductions.

#### **Checks Payable To**

Checks should be made payable to any one of the following:

- Presbyters
- International Board of Presbyters
- COOLJC
- Church of Our Lord Jesus Christ

with a notation that the funds are to be placed in the benevolence fund:

For example, by writing on the Memo Line the symbol **BeF**

The Board of Directors  
International Board of Presbyters

<p style="text-align: center;"><b>Benevolence Correspondence Petty Cash Fund Policy</b> <b>International Board of Presbyters</b></p>
--

### **Name**

The name of this fund shall be the Benevolence Correspondence Petty Cash Fund.

### **Purpose**

Send appropriate correspondence to members, their families, or both, at the time of bereavement or major trouble, to express love, concern and prayers.

### **Initial Petty Cash Funds**

\$200 was given to Joe Doakes on July 5, 1995 (Check 1121) by George Z. Washington, the Presbyters' President.

### **Accountability**

#### **Expense Reports**

#### **Prepare an Expense Report Monthly**

Prepare monthly a written report of expenses incurred, with receipts attached, in fulfilling the purpose of the petty cash funds held in trust.

#### **Copy Expense Report and Receipts**

Make at least 2 copies of the expense report and receipts that are attached.

#### **Submit Expense Report Monthly**

Submit to the Presbyters' President or his designee:

- a signed expense report with receipts attached,
- a signed **copy** of the expense report and receipts, and
- a self-addressed-stamped envelope, if beneficial.

#### **Return of Signed Expense Report Copy**

Upon approval of the expense report, both copies shall be signed showing approval and the expense report **copy** returned.



**Filing of the Expense Report Copy**

File the returned, signed expense report copy in place of a second (unsigned by the approver) copy of the expense report with receipts.

**Illustration of an Expense Report**

Exhibit 3 in Section 6 illustrates the expense report to be submitted monthly.

**Reimbursements**

The Presbyters may choose not to reimburse expenses monthly. However, there shall be reimbursements in July and the following January:

because the COOLJC has a fiscal year of July 1 to June 30, and

in order to enable the holder of petty cash to be able to demonstrate if audited that funds received should not be treated as income to the holder:

**July Reimbursement**

All expenses on approved January-through-June expense reports that have not been reimbursed shall be reimbursed in July (see Exhibit 5 in Section 6 for a reimbursement report illustration).

**January Reimbursement**

All expenses on approved July-through-December expense reports that have not been reimbursed shall be reimbursed in January (see Exhibit 6 in Section 6 for a reimbursement report illustration).

**Reimbursement Forms**

A reimbursement form like that following Exhibit 6 in Section 6 shall be used to reimburse petty cash funds.

## **Disclosure**

Incapacity, death, etc. may cause petty cash funds not to be readily available to the Presbyters. It may need to contact a family member or a trustworthy associate to recover the funds and other documents. For this reason, I (the funds holder) shall:

### **Choose a Disclosure Person**

Choose a family member or trustworthy associate to have the responsibility to submit the petty cash funds and all other documents to the Presbyters held by me in the event of my incapacitation.

### **Monthly Disclosure**

Provide the name, address, telephone number(s), and e-mail address of the Disclosure Person on the monthly balance sheet sent to the Presbyters' President or his designee.

### **Monthly Disclosure to Disclosure Person**

Send the monthly balance sheet to the Disclosure Person.

## **Accounting**

### **Presbyters' Revenue & Expense Reports**

This policy shall allow approved expenses to be shown as expenses on the Presbyters' Revenue & Expense Report having the same month as the month of the expense report where applicable:

#### **Example**

A \$30 June 1996 expense report is approved. The June 1996 Presbyters' Revenue & Expense Report will show the \$30 expense.

**Presbyters' Balance Sheet**

All petty cash shall appear under **Cash on Hand** by holder. For example:

<b>Balance Sheet</b>	
<b>International Board of Presbyters</b>	
<b>June 30, 1995</b>	
<b>Amount</b>	
	<b>Cash on Hand</b>
\$200.00	Benevolent Correspondence Petty Cash Joe Doakes 4 West First Avenue Canada, PA 19100 (215) 111-1111 joeDoakes@hotmail.com
	<b>Disclosure Person</b>
	Ni Trogen 123 Wright Street Argon, PA 19200 (717) 123-4567 johnDoe@hotmail.com

**Policy Signed by President and Holder**

This policy statement, signed by the Presbyters' President and me, states my responsibility and the responsibilities of the Presbyters:

	<b>International Board of Presbyters</b>
<b>Signed By</b>	<i>Joe Doakes</i>
<b>Print Name</b>	Joe Doakes
<b>Position</b>	Benevolence Correspondence Petty Cash Fund Manager
<b>Dated</b>	6/2/1995
<b>Approved By</b>	<i>George Z. Washington</i>
<b>Print Name</b>	George Z. Washington
<b>Position</b>	Presbyters' President
<b>Dated</b>	6/2/1995

## **Full "Accountable" Expense Reimbursement Policy**

### **International Board of Presbyters**

The following resolution was duly adopted by the board of directors of International Board of Presbyters (the "Presbyters") at a regularly scheduled meeting held on August 11, 1995, a quorum being present.

Income tax regulations 1.162-17 and 1.274-5T(f) provide that employees need not report on their tax return expenses paid or incurred by them solely for the benefit of their employer for which they are required to account and do account to their employer and which are charged directly or indirectly to the employer; and

Income tax regulation 1.274-5T(f) further provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to each element of expenditure (amount, date and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to all the "adequate records requirements" set forth in the regulation; and

The Presbyters desires to establish a reimbursement policy pursuant to the regulations mentioned above; be it therefore

Resolved, that the Presbyters hereby adopts an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

#### **Adequate accounting for reimbursed expenses**

Any minister now or hereafter employed by the Presbyters shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Presbyters, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the minister documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the minister's federal tax return; and (3) the minister substantiates such expenses by providing the Presbyters' treasurer with an accounting of such expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than two months after the expense is paid or incurred by a minister). For this purpose, the same **date** two months afterward shall be used.

### **Cellular phones and personal computers**

The Presbyters will not reimburse cellular phone or personal computer expenses of a minister who is treated as an employee for federal income tax reporting purposes unless the minister's use of a cellular phone and personal computer meets the following two tests:

- (1) Convenience of the employer**      Use of the cellular phone or computer must be "for the convenience of the employer." This means that the minister cannot perform his or her job without the cellular phone. The fact that the phone enables a minister to perform his or her work more easily and efficiently is not enough. Further, it must be demonstrated that the phones available at the Presbyters' location are insufficient to enable the minister to properly perform his or her job.
- (2) Condition of employment**      Use of the cellular phone or computer must be required as a "condition of employment." It is not necessary that the Presbyters specifically requires use of cellular phones. On the other hand, it is not enough that the Presbyters merely states that use of the cellular phone is a condition of employment.

### **Reimbursements not funded out of salary reductions**

Reimbursements shall be paid out of Presbyters' funds and not by reducing pay checks by the amount of business expense reimbursements.

### **Reimbursable business expenses**

Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues.

### **Tax reporting**

The Presbyters shall not include in a minister's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the minister should not report the amount of any such reimbursement as income on Form 1040.

**Excess reimbursements**

Any Presbyters' reimbursement that exceeds the amount of business or professional expenses properly accounted for by a minister pursuant to this policy must be returned to the Presbyters within four months after the associated expenses are paid or incurred by the minister, and shall not be retained by the minister. Four months shall mean the same **date** that is four months later.

**Expenses not fully reimbursed**

If, for any reason, the Presbyters' reimbursements are less than the amount of business and professional expenses properly substantiated by a minister, the Presbyters will report no part of the reimbursements on the minister's W-2 and the minister may deduct the unreimbursed expenses as allowed by law.

**Inadequate substantiation**

Under no circumstances will the Presbyters reimburse a minister for business or professional expenses incurred on behalf of the Presbyters that are not properly substantiated according to this policy. Presbyters and staff understand that this requirement is necessary to prevent the Presbyters' reimbursement plan from being classified as a nonaccountable plan.

**Retention of records**

All receipts and other documentary evidence used by a minister to substantiate business and professional expenses reimbursed under this policy shall be retained by the Presbyters.

**Non-Employees**

This policy shall apply to non-employees who conduct business on behalf of the Presbyters. This also applies to those the Presbyters authorizes to conduct business on its behalf on an as-needed basis.

**Signed**

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**Secretary of the Board**

## **Petty Cash Funds Policy**

### **International Board of Presbyters**

### **Name of Fund**

Where possible, a name shall be given to each petty cash fund held by each holder.

### **Purpose**

The purpose of each fund shall be defined and documented.

### **Initial Petty Cash Funds**

The amount of initial petty cash funds set aside and the person to whom they were given shall be stated.

## **Accountability**

### **Expense Reports**

#### **Prepare an Expense Report Monthly**

Monthly, I shall prepare a written report of expenses incurred, with receipts attached, in fulfilling the purpose of the petty cash funds held in trust.

#### **Copy Expense Report and Receipts**

I shall make at least 2 copies of the expense report and attached receipts.

#### **Submit Expense Report Monthly**

Monthly, I shall submit to the Presbyters' President or his designee:

- a signed expense report with receipts attached,
- a signed copy of the expense report and receipts, and
- a self-addressed-stamped envelope, if beneficial.

#### **Return of Signed Expense Report Copy**

Upon approval of the expense report, both copies shall be signed showing approval and the expense report *copy* returned to me.

### **Filing of the Expense Report Copy**

I shall file the returned, signed expense report copy with receipts in place of a second (unsigned by the approver) copy of the expense report with receipts.

### **Illustration of an Expense Report**

Exhibit 3 in Section 6 illustrates the expense report to be submitted monthly.

### **Reimbursements**

The Presbyters may choose not to reimburse expenses monthly. However, there shall be a reimbursement in July and the following January:

because the COOLJC has a fiscal year of July 1 to June 30, and

in order to enable the holder of petty cash to be able to demonstrate if audited that funds received should not be treated as income to the holder:

#### **July Reimbursement**

All expenses on approved January-through-June expense reports that have not been reimbursed shall be reimbursed in July (see Exhibit 5 in Section 6 for a reimbursement report illustration).

#### **January Reimbursement**

All expenses on approved July-through-December expense reports that have not been reimbursed shall be reimbursed in January (see Exhibit 6 in Section 6 for a reimbursement report illustration).

#### **Reimbursement Forms**

A reimbursement form like that following Exhibit 6 in Section 6 shall be used to reimburse petty cash funds.

### **Disclosure**

Incapacity, death, etc. may cause petty cash funds not to be readily available to the Presbyters. It may need to contact a family member or a trustworthy associate to recover the funds and other documents and materials. For this reason, I shall:



**Choose a Disclosure Person**

Choose a family member or trustworthy associate to have the responsibility to submit the petty cash funds and all other documents and materials to the Presbyters held by me in the event of my incapacitation.

**Monthly Disclosure**

Provide the name, address, telephone number(s), and e-mail address of the Disclosure Person on the monthly balance sheet sent to the Presbyters' President or his designee.

**Monthly Disclosure to Disclosure Person**

Send the monthly balance sheet to the Disclosure Person.

## **Accounting**

**Presbyters' Revenue & Expense Reports**

This policy shall allow approved expenses to be shown as expenses on the Presbyters' Revenue & Expense Report having the same month as the month of the expense report:

**Example**

A \$30 June 1996 expense report is approved. The June 1996 Presbyters' Revenue & Expense Report shows the \$30 expense.

**Presbyters' Balance Sheet**

All petty cash shall appear under **Cash on Hand** by holder. For example:

<b>Balance Sheet</b>	
<b>International Board of Presbyters</b>	
<b>July 31, 2002</b>	
<b>Amount</b>	
	<b>Cash on Hand</b>
\$200.00	Petty Cash
	Bro Mine
	7 Day Avenue
	Dayton, PA 19300
	(718) 333-3333
	bromine@hotmail.com
	<b>Disclosure Person</b>
	Hy Drogen
	123 Wright Street
	Dayton, PA 19301
	(718) 123-4765
	hydrogen@hotmail.com

Policy Signed by President & Holder

The policy statement for each petty cash fund shall be signed by the President and the holder of the funds. For example:

	<b>International Board of Presbyters</b>
<b>Signed By</b>	<i>Bro Mine</i>
<b>Print Name</b>	Bro Mine
<b>Position</b>	Benevolence Correspondence Petty Cash Fund Manager
<b>Dated</b>	<b>6/2/1995</b>
<b>Approved By</b>	<i>George Z. Washington</i>
<b>Print Name</b>	George Z. Washington
<b>Position</b>	President
<b>Dated</b>	<b>6/2/1995</b>

**Petty Cash Funds Policy**  
**International Board of Presbyters**

**Name of Fund**

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**Purpose**

The purpose of this fund shall be:

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**Initial Petty Cash Funds**

The amount of initial petty cash funds given to \_\_\_\_\_

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to fulfill the purpose stated above were:

Amount \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Accountability**

### **Expense Reports**

#### **Prepare an Expense Report Monthly**

Monthly, I shall prepare a written report of expenses incurred, with receipts attached, in fulfilling the purpose of the petty cash funds held in trust.

#### **Copy Expense Report and Receipts**

I shall make at least 2 copies of the expense report and attached receipts.

#### **Submit Expense Report Monthly**

Monthly, I shall submit to the Presbyters' President or his designee:

- a signed expense report with receipts attached,
- a signed copy of the expense report and receipts, and
- a self-addressed-stamped envelope, if beneficial.

#### **Return of Signed Expense Report Copy**

Upon approval of the expense report, both copies shall be signed showing approval and the expense report *copy* returned to me.

#### **Filing of the Expense Report Copy**

I shall file the returned, signed expense report copy with receipts in place of a second (unsigned by the approver) copy of the expense report with receipts.

#### **Illustration of an Expense Report**

Exhibit 3 in Section 6 illustrates the expense report to be submitted monthly.

### **Reimbursements**

The Presbyters may choose not to reimburse expenses monthly. However, there shall be a reimbursement in July and the following January:

- because the COOLJC has a fiscal year of July 1 to June 30, and
- in order to enable the holder of petty cash to be able to demonstrate if audited that funds received should not be treated as income to the holder:

### **July Reimbursement**

All expenses on approved January-through-June expense reports that have not been reimbursed shall be reimbursed in July (see Exhibit 5 in Section 6 for a reimbursement report illustration).

### **January Reimbursement**

All expenses on approved July-through-December expense reports that have not been reimbursed shall be reimbursed in January (see Exhibit 6 in Section 6 for a reimbursement report illustration).

### **Reimbursement Forms**

A reimbursement form like that following Exhibit 6 in Section 6 shall be used to reimburse petty cash funds.

## **Disclosure**

Incapacity, death, etc. may cause petty cash funds not to be readily available to the Presbyters. It may need to contact a family member or a trustworthy associate to recover the funds and other documents and materials. For this reason, I shall:

### **Choose a Disclosure Person**

Choose a family member or trustworthy associate to have the responsibility to submit the petty cash funds and all other documents and materials to the Presbyters held by me in the event of my incapacitation.

### **Monthly Disclosure**

Provide the name, address, telephone number(s), and e-mail address of the Disclosure Person on the monthly balance sheet sent to the Presbyters' President or his designee.

### **Monthly Disclosure to Disclosure Person**

Send the monthly balance sheet to the Disclosure Person.

## **Accounting**

### **Presbyters' Revenue & Expense Reports**

This policy shall allow approved expenses to be shown as expenses on the Presbyters' Revenue & Expense Report having the same month as the month of the expense report:

**Example**

A \$30 June 19962002 expense report is approved. The June 1996 Presbyters' Revenue & Expense Report shows the \$30 expense.

**Presbyters' Balance Sheet**

All petty cash shall appear under **Cash on Hand** by holder. For example:

<b>Balance Sheet</b>	
<b>International Board of Presbyters</b>	
<b>July 31, 2002</b>	
<b>Amount</b>	
	<b>Cash on Hand</b>
\$200.00	Petty Cash
	Bro Mine
	7 Day Avenue
	Dayton, PA 19300
	(718) 333-3333
	bromine@hotmail.com
	<b>Disclosure Person</b>
	Hy Drogen
	123 Wright Street
	Dayton, PA 19301
	(718) 123-4765
	hydrogen@hotmail.com

<b>International Board of Presbyters</b>
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**Signed By** \_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**Position** Petty Cash Fund Manager  
**Dated** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Approved By** \_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**Position** President  
**Dated** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# **Scholarship Fund Policy**

## **International Board of Presbyters**

### **Purpose**

The Presbyters may give a scholarship to be used at a high school, college, or graduate school.

### **Fund Use Restriction**

These scholarship funds shall be used exclusively for:

- tuition, and
- course-related expenses (e.g. books, fees, supplies).

### **Scholarship Contributions**

No scholarship contribution will be accepted by the Church when *all* of the following are true:

- The scholarship contribution was unsolicited.
- The donor specifies the beneficiary of his or her contribution.
- The donor desires to claim a charitable contribution deduction for the scholarship contribution.

## Contributions

Contributions to organizations recognized by the Internal Revenue Service (IRS) as exempt under Section 501(c) (3) are deductible as charitable contributions on the individual or corporate donor's federal income tax return.

To be deductible, a contribution must:

- be a gift of cash or other property,
- be made before the close of the tax year for which the contributor is claiming a deduction,
- be unconditional and without material benefit to the contributor,
- be made to or for the use of a qualified organization,
- not be in excess of the amount allowed by law, and
- be subject to substantiation.

No person is recognized by the IRS as an exempt church or organization. Therefore, do not make charitable or religious checks and money orders payable to individuals.

### **Welfare Checks**

It is **illegal** for the Presbyters to accept a welfare check as a contribution.

### **Amount Recorded on Donor Record**

Donor records are to show the amount that a donor contributed if the donor's contribution was by:

cash, or  
check, or  
credit card, or  
money order.

The value of donated property is **not** to be shown in Presbyters' donor records.

### **Special Substantiation Requirements**

Beginning January 1, 1994, donors are required to get a special receipt for separate cash or property contributions of at least \$250:



**Cash Contributions of At Least \$250**

Bob Smilee gave \$200 to his church at the end of each month in 1994. He also gave one contribution that was at least \$250. The special receipt Bob needs (see Exhibit 17 in Section 6) need not list the \$200 contributions, but must list for each cash contribution of at least \$250:

the date given,  
the amount given, and  
that Bob did not receive any goods or services in exchange for his contribution.

**Cash Contributions of At Least \$10,000**

Any amount equal to at least \$10,000 that an individual contributes at one time must be reported to the IRS using Form 8300.

**Property Contribution**

An example of property contributions given to the Church is food to be served for dinners.

For property contributions of at least \$250, the special receipt must state:

the date given,  
a detailed description of the property given, and  
that the donor did not receive any goods or services in exchange for his contribution.

**Property Contributions over \$5,000**

If a donor plans to claim a deduction for a contribution of property valued in excess of \$5,000, the Church must:

complete and sign Part I, Section B of the donor's Form 8283 appraisal summary, and

if the Church sells, exchanges, or disposes of the donated property within two years of the date of the contribution, the Church should complete and return to the IRS the information return Form 8282.

If the Church recovers at least \$5,000 on the sale of the donated property, the Church should collect and retain the following information:

the donor's name  
the donor's social security number, and  
the amount received upon disposition of the property.

### **Quid Pro Quo Contributions**

Quid pro quo contributions are contributions for which the donor in return gets goods or services:

For example, a donor gives \$100 to a Church for a bus trip he takes to the Church convention or for a Church fund raising dinner he eats.

Donors that make a separate quid pro quo contribution that is **more than \$75** are now required to get a special receipt showing:

the date given,

the gross amount of the contribution,

a description and an estimate of the value of the goods or services received in exchange for the contribution, and

the net amount of the contribution (that portion of the contribution) that can be deducted as a charitable contribution (see Exhibit 18 in Section 6).

## Expense Reimbursements

To get an expense reimbursement, a typed or neatly hand printed report with receipts attached must be submitted detailing the:

amount of each expenditure,

date of each expenditure,

location of each expenditure, and

business purpose of each expenditure.

The report must be signed by the person submitting the report and by someone authorized to approve Presbyters' expenditures.

Reimbursements shall be made in accordance with the attached Expense Reimbursement Policy.

## Reconciliation Instructions

Reconcile all bank statements.

Bank reconciliations shall be sent to the Presbyters' President and Vice President for audit 10 days after bank statements are received.

<b>Definitions</b>		
<b>Outstanding Deposits</b>	are	<b>deposits not shown</b> on any bank statement.
<b>Outstanding Checks</b>	are	<b>checks not yet paid</b> by the bank.
<b>Canceled Checks</b>	are	<b>checks paid</b> by the bank.

### Reconciliation

1. Compare Check Register to the Bank Statement:
    - a. Check off on the Register and the Bank Statement deposits shown on the Bank Statement.
    - b. Write on the Bank Reconciliation Form (see a blank form on Page 2 of Appendix 2) all outstanding deposits.
    - c. Write on the Check Register the Bank Statement entries not shown on the Check Register, e.g.:
      - Service Charges
      - Interest Paid
      - Non-Sufficient-Funds Debits
  2. Compare Canceled Checks to the Bank Statement. Check off on the Bank Statement all canceled checks.
  3. Compare Canceled Checks to the Check Register:
    - Check off on the Check Register all canceled checks.
    - Write on the Bank Reconciliation Form all outstanding checks.
- Verify totals on the Bank Statement (Are the additions and subtractions correct?)
- 4 Update the Check Register. Determine the Current Balance

5. Prepare the Bank Reconciliation Form:

- a. Sum the outstanding deposits.
- b. Sum the outstanding checks.
- c. Prepare the Bank Statement section of the Reconciliation Form.
- d. Prepare the Check Book General Ledger section of the Reconciliation Form.

Computerizing reconciliation can be used vise handwritten reconciliation, provided it can be easily audited by those empowered to do so.

## Form W-9

Currently, Form 1099-MISC information returns must be sent to the Internal Revenue Service, appropriate state and municipal departments and unincorporated individuals for unincorporated individuals paid at least \$600 during the calendar year by the Presbyters.

To comply with regulations, avoid penalties, and insure that the Presbyters have the proper information for reporting purposes, the following policy shall be followed:

### **Blank Form W-9 on Hand**

Have several blank Form W-9s on hand. Be prepared to make additional blank copies of the Form W-9 as needed.

### **File Form W-9s**

The Presbyters shall have on file a Form W-9 for every unincorporated person it paid at least \$600 during any calendar year.

### **Unincorporated Individuals**

Unincorporated individuals include, but are not limited to:

- ministers (ordained and unordained)
- speakers
- workshop facilitators
- Presbyters' Officers
- contractors
- plumbers
- electricians
- roofers

### **Form W-9 Information**

The information to be placed on the Form W-9 is identical to that to be placed on the individual's federal income tax return.

Experience shows that people are much more likely to provide accurate information if:

The individual signs the prepared Form W-9 **before** receiving payment.

Having the individual sign a prepared Form W-9 addresses the situation where different people of the Presbyters pay an individual for services rendered to the Presbyters but they

do not know that the sum of all payments to that person during the calendar year is at least \$600.

**Question: Why do I have to supply the W-9 information and sign it?**

**Answer** The IRS requires us to have on file a Form W-9 for unincorporated persons paid at least \$600 during any calendar year.

We will send the IRS and the person a Form 1099 MISC Information Return. We need the proper name, address and social security number or employee identification number to properly do so.

People have been found to be much more likely to give their correct social security number or employee identification number when they sign the Form W-9.

If the information is incorrect and an IRS audit shows that we failed to get the signature, we could face penalties.

**Blank W-9 in Appendix 2**

See a blank Form W-9 in Section 6 Appendix 2.

## Information Returns

### **Year-End Year-to-Date Payments to Individuals**

Prepare a document that shows for the calendar year:

each payment made to each person by date and check number (if paid by check) and the total payment for the year.

each expense report amount paid to each person by date and the total payment for the year.

See Exhibit 13 in Section 6 for an example.

#### **Summary: Payments to Individuals**

Prepare a document that shows for the calendar year by individual:

total payments,

total expense report payments,

total payments minus total expense report payments, and

whether total payments minus total expense report payments by individual equal or exceed \$600 and thus require the preparation, etc. of information returns.

See Exhibit 14 in Section 6.

#### **Due by January 7th**

By January 7th, the Presbyters' Treasurer shall forward to the Presbyters' President and Vice President the:

- **Year-End Year-To-Date Payments To Individuals Report**
- **Summary: Payments to Individuals.**

#### **Forms 1099-MISC & Form 1096**

Prepare and send to each individual paid at least \$600 their copy of the Form 1099-MISC:

The individual is to receive their copy by **January 31**.

File with the Internal Revenue Service and appropriate state and municipal departments their copies of the Form 1099-MISCs and Form 1096:

These information returns are to be postmarked by **February 28**.



## Minutes Policy

### Content

Minutes as permanent records shall be kept by the Presbyters' Recording Secretary or designee of:

- all meetings of its members,
- all meetings of its Officers,
- all actions taken by the members or Officers without a meeting, and
- all actions taken by committees of the Officers.

The Minutes shall also include:

- the date of the meeting,
- the starting and ending time of the meeting,,
- the number of members present,,
- the progression of every action from motion to final action,,
- some statement that each adopted action was approved by the necessary number of votes:

A tally of the votes for and against a particular action should be inserted in the Minutes if the vote is close or the action is of an extraordinary nature.

- a verbatim transcript of each approved action,
- promises made by the officers,
- highlights of each workshop if the highlight are not part of the workshop handout,
- ideas submitted by Presbyters' members and Officers,
- a separate document listing new officers':
  - Name
  - Address
  - Telephone Number(s)
  - E-mail addresses
  - A brief description of what they are to do

- Meetings held and *not* held, and
- The number of attendees at each meeting and each workshop. These data may indicate the success of our administration:
  - Day
  - Date
  - Starting Time
  - Attendees
  - Meeting Type

### **Dated Minutes**

The Minutes shall be dated and also dated for entry.

### **Signed Minutes**

The Minutes should be signed.

### **Minutes to Be Provided By**

Detailed Minutes of each Presbyters' Business Session and of each Officers' Meeting shall be given to the Officers no later than 7 days after each meeting.

### **Summary Minutes**

The President and Vice President shall prepare a summary of the detailed minutes.

### **Constitution, Bylaws & Policies**

A copy of documents that state:

- the Presbyters' Constitution,
- Bylaws, and
- Policies

shall be given to each new officer.

<p style="text-align: center;"><b>Presbyters' Annals Policy</b> <b>International Board of Presbyters</b></p>
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The Presbyters' Annals, designed to cover the term of office of the current officers, shall be prepared and updated by the Presbyters' Vice President. The Annals shall contain the items listed in Section 6 Appendix 3.

The first Annals has the title:

**International Board of Presbyters**  
**Fiscal 1993 to 1995**

# **Workshop Policy**

## **International Board of Presbyters**

### **Workshop Secretary**

The Presbyters' President or his designee shall appoint a Workshop Secretary to tape each workshop and to prepare written information concerning the workshop for future member reading and study.

### **Taping**

Each Presbyters' workshop shall be taped. The Officers shall provide the equipment and tapes needed.

### **Workshop Document**

Using the tapes and the workshop materials, the Workshop Secretary shall prepare a Workshop Document that supplements the workshop handouts so that the valuable workshop information that was presented can be read and studied by interested persons in the future.

A copy of the tapes and of the Workshop Document shall be forwarded to the Presbyters' President and Vice President.

### **Presbyters' Annals**

The Workshop Secretary shall review and prepare the Workshop Document for inclusion in the Presbyters' Annals. He shall estimate the unit cost of:

- purchasing blank audio and video tapes (in bulk)
- copying the Workshop handouts and Workshop Document (in bulk)

so that, if the Presbyters provides workshop materials to interested parties at cost, that cost will have been defined. Provided no better costing basis is available, the costs shown in the document "Estimate Unit Costs" shall be used (see the next page).

# Planning Policy

## International Board of Presbyters

### **Goal: Net Worth Increase**

Except if limited by a vote of the members of the Presbyters, the Presbyters' Officers shall administer the finances of the Presbyters in a way that increases the net worth and net working capital of the Presbyters by at least 10% annually.

### **Presbyters' Officers' Meetings**

The Presbyters' Officers shall meet to plan future Presbyters' meetings:

- Time shall be taken during each International Meeting to plan for the next meetin.
- Each Officer shall come to the Officers' Meeting prepared to give input based on prior thought, etc.

### **Agenda**

#### **Presbyters' Meetings**

The Officers shall participate in the developing of a **final written** agenda for the Presbyters' meetings.

The final agenda shall be given to the Officers in sufficient time for them to have a working knowledge thereof and prepare to participate in the Presbyters' meeting thereby.

#### **Readiness**

Each Officer shall be prepared to carry out the duties of another officer in emergencies in a way that creates minimal agenda disruption.

#### **Timeliness**

Each Officer is expected to be present at the Presbyters' meeting location before the beginning of the meeting. In this way, he can adjust his activity as the need arises.

### **Conducting Meetings**

#### **Robert's Rules of Order**

Each Officer shall have and increase his working knowledge of Robert's Rules of Order.

**Sergeant-At-Arms - Duties**

The Sergeant-At-Arms shall assist the Presbyters' President and Officers by keeping order in each business session. He shall exclude from the business sessions those not authorized to attend.

The Sergeant-At-Arms is responsible for the comfort and convenience of the Presbyters, including:

- room temperature
- control, and

arranging of tables, chairs and equipment before the meeting.

# Officers' Performance Review Policy

## International Board of Presbyters

### Annual Review

To improve the performance of the Presbyters' Officers for the benefit of the Presbyters, the Presbyters' Officers shall provide the Presbyters with a **Performance Review Document** they can use to assess the performance of the Officers. The distribution and the collection of the form shall be handled in a way that maintains the confidentiality of those who used it. In addition to any other question or instruction on the form, the following shall appear on the form:

- What did you like best about our performance?
- What did you like least about our performance?
- What would you suggest to improve our performance?
- Do you have any other comments?

See the next page.

**Presbyters' Officers' Performance Review**

**What did you like best about our performance?**

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**What did you like least about our performance?**

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**What would you suggest that could improve our performance?**

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**What else would you like to say?**

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## **End of Term-of-Office Policy**

### **International Board of Presbyters**

#### **Current Presbyters' Annals Availability**

Annals sections that were provided two months before the current date shall be available for review in the Presbyters' Officers' Library.

#### **Financial Forecast to New Officers**

A Financial forecast shall be given to the new Presbyters' Officers no later than one day following their election.

#### **Turnover to New Officers**

A copy of the Presbyters' Annals created during the term of the outgoing Officers shall be turned over to the new Presbyters' President and Vice President no later than one day following their election or appointment.

#### **Financial Records Turnover to the New Treasurer**

All Presbyters' financial records shall be turned over to the new Presbyters' Treasurer no later than one day following his election or appointment.

# Exhibit 1

## International Board of Presbyters Revenue & Expense Statement<sup>1</sup> For the month ended August 1993

<b>Revenue</b>	
Dues <sup>2</sup>	\$150.00
Guest speaker	25.00
<b>Total</b>	<u>175.00</u>
<b>Expenses</b>	
Guest Speaker	\$25.00
Stationery	1.00
Copying	9.00
<b>Total</b>	<u>35.00</u>
<b>Net surplus or (deficit)<sup>3, 4</sup></b>	<u>140.00</u>

- 
1. Exhibit 1 is an example.
  2. See Exhibits 7 and 8 for more detail.
  3. Not-for-profit organizations realize either a surplus or a deficit.  
For-profit organizations realize either profit or loss.
  4. A double line is to appear under the net surplus or (deficit), not a single line.

## Exhibit 2

### International Board of Presbyters Balance Sheet

	<b>Assets</b>	
	<b>7/31/93</b>	<b>8/31/93</b>
Current Assets		
Cash in XYZ Bank	--	143.96
Cash on hand <sup>1</sup>	3.96	--
Inventory		
Presbyter's Handbook <sup>2</sup>	50.00	50.00
Total Current Assets	53.96	193.96
Total Assets	53.96	193.96
	<b>Liabilities and Fund Balance</b>	
Current Liabilities		
Accounts payable	50.00	50.00
Fund Balance		
Fund balance	3.96	3.96
Net surplus or (deficit) <sup>3</sup>	--	140.00
Total liabilities and fund balance	53.96	193.96

- 
1. The 7/31/1993 cash on hand is assumed to have been put in XYZ Bank in early August.
  2. The Presbyter's Handbook's selling price is assumed to be \$10 each. The agreement with Kenneth L. Bligen is to pay him half of the Presbyter's Handbook revenue, which creates a contingent liability & a payment to him in the event of a sale. There the (assumed) 10 handbooks have an inventory value of \$5 each or #50 in total. An accounts payable of \$5 per book remains until the book is sold. Normally, accounts payable have due dates, such as 30 days. The due date associated with these books is "as soon as possible after the sale of each book."
  3. The current period's (the August 1993) net surplus or (deficit). Please refer to Exhibit 1, the Revenue and Expense Statement.

# Exhibit 3

## International Board of Presbyters Benevolent Correspondence Expense Report July 1995

Item	1995	Amount	Description
1	7/2	6.40	Stamps
2	7/2	10.00	Envelopes
3	7/2	5.00	Cards
4			Letter to Mother Mary Smith
5	7/10	0.10	Copies
6			Condolence to Mother Sarah Doe
7	7/15	0.20	Copies
8	7/21	19.95	Telegram to Mother Judith Samuel
		<u>41.65</u>	<b>Total</b>

*Bro Mine*

7/31/1995

*George Z. Washington*

---

**Report Submitted By**  
**Bro Mine**  
**Benevolence**  
**Correspondence Petty**  
**Cash Manager**

---

**Date**

---

**Report Approved By**  
**George Z. Washington**  
**Presbyters' President**

# Exhibit 4

## International Board of Presbyters Benevolent Correspondence Petty Cash Fund Bro Mine

<b>Date Notified</b>	<b>Date Responded</b>	<b>Response</b>	<b>Name, Address</b>
7/9/95	7/10/95	Letter	Mother Mary Smith, 10 L Street, York, DE 99999
7/15/95	7/15/95	Condolence	Mother Sarah Doe, 2 Avenue, Lima, MN 88888
7/21/95	7/21/95	Telegram	Mother Judith Samuel, 123 Regular Ave., Staple, OG 11121

# Exhibit 5

## International Board of Presbyters Benevolent Correspondence Petty Cash Fund

Item	Amount to be Reimbursed	Approved Expense Report of
1	52.03	May 1996
2	41.04	June 1996
	<hr/> 93.07	<b>Total</b>
	<hr/> \$93.07	<hr/> 1221
	<b>Reimbursement</b>	<b>Check Number</b>
	<hr/> <i>Ti Tanium</i>	<hr/> 7/10/1996
	<b>Reimbursement Submitted By</b>	<b>Date</b>
	Ti Tanium	
	Presbyters' Treasurer	

# Exhibit 6

## International Board of Presbyters Benevolent Correspondence Petty Cash Fund

Item	Amount to be Reimbursed	Approved Expense Report of
1	55.14	November 1996
2	43.08	December 1996
	<u>98.22</u>	<b>Total</b>
	<u>\$98.22</u>	<u>1300</u>
	<b>Reimbursement</b>	<b>Check Number</b>
	<i>Ti Tanium</i>	1/10/1997
	<u>Reimbursement Submitted By</u>	<u>Date</u>
	Ti Tanium	
	Presbyters' Treasurer	

# Exhibit 7

## International Board of Presbyters 8/13/93<sup>1</sup> Presbyters' Receipts

Receipts	Total	Receipt Date	
		8/12/93 (1)	8/13/93 (2)
Dues	150.00	150.00	--
Guest Speaker	25.00	--	25.00
<b>Total</b>	<b>175.00</b>	<b>150.00</b>	<b>25.00</b>

1. See Dues Collection (Exhibit 8).

2. See Collection Count Sheet (Exhibit 9).

3. The date the depositor writes on the deposit slip is the date of the last receipt. The bank will record by machine the date it received the deposit. The advantage of placing the date of the last receipt for which the deposit applies is 1) the deposit slip date matches the date of the last receipt, and 2) the month of the deposit slip matches the month of the cash management report.

DEPOSIT TICKET			
DATE		8/13/1993	
		DOLLARS	CENTS
	CURRENCY	55	00
	COIN		
	CHECKS		
1	3-7569	15	00
2	3-5	15	00
3	15-7468	15	00
4	40-68	15	00
5	60-116	15	00
6	15-116	15	00
7	3-1	15	00
8	15.48	15	00
	TOTAL	175	00
XYZ Bank 60-117/310 1 Place Street Collect, NV 55555			
+:99990117:0123456789			



# Exhibit 8

## International Board of Presbyters Presbyters' Dues Received 8/12/93

No.	Name <sup>1</sup>
1	Able, Alan
2	Baker, Ed
3	Brown, Fred
4	Carr, Ned
5	Cium, Cal
6	Doakes, Joe
7	Doe, John
8	Mine, Bro
9	Tanium, Ti
10	Washington, George, Z.

---

1. Ten people @ \$15 each

<i>Joe Doakes</i>	<u>8/12/93</u>	<i>John Doe</i>
_____ <b>Received By</b> <b>Joe Doakes</b> <b>Authorized Representative</b>	<b>Date</b>	_____ <b>Received By</b> <b>John Doe</b> <b>Authorized Representative</b>

# Exhibit 9

## International Board of Presbyters Collection Count Sheet 8/12/93

<b>International Board of Presbyters Collection Count Sheet</b>				
Date <u>8/12/93</u>				
<i>Joe Doakes</i>				
Counted By				
<i>John Doe</i>				
Counted By				
<b>Cash</b>			<b>Checks</b>	
<i>Denom.</i>	<i>No.</i>	<i>Amount</i>	<i>1</i>	<i>Amount</i>
\$100			1	15.00
\$50			2	15.00
\$20			3	15.00
\$10	2	20.00	4	15.00
\$5	2	10.00	5	15.00
\$1			6	15.00
<b>Subtotal</b>		30.00	7	15.00
<b>Coin</b>			<b>8</b>	15.00
\$1.00			9	
\$0.50			10	
\$0.25			11	
\$0.10			12	
\$0.05			13	
\$0.01			14	
<b>Subtotal</b>		<b>30.00</b>		<b>120.00</b>
<b>Grand Total</b>				<b>150.00</b>

# Exhibit 10

## Counting Funds

### Each Loose Offering

- Separate bills by denomination.
- Turn all bills face up and right side up.
- Count the number of items in each denomination.
- Document the number of items.
- For each denomination, determine the **product** of 1) the number of items and 2) the denomination's value.
- Document the **product**.
- Sum the **products**.
- Separate the coins by denomination.
- Repeat Steps 3 to 7.
- Determine the grand total.

### Multiple Offerings

- Use the Collection Count Worksheet.
- Date the worksheet
- Title each column using the name of the offering.
- Document by denomination the number of items of that denomination.
- Determine the total number of items per denomination.
- For each denomination, determine the **product** of 1) the number of items and 2) the value of the denomination.
- Sum the **products** to determine the grand total.

## Exhibit 11

### Make It Easier For the Bank Teller

- Turn all bills face up
- Turn all bills right side up
- Separate funds by denomination:
  - i.e., all of the \$20 bills are together
  - i.e., all of the \$10 bills are together
- Separate all coins by denomination:
  - e.g., only quarters are in an envelope marked for quarters
- Coins are placed in wrappers:
  - 40 quarters are wrapped in a \$10 quarter wrapper
  - 50 dimes are wrapped in a \$5 dime wrapper
  - 40 nickels are wrapped in a \$2 nickel wrapper
  - 50 pennies are wrapped in a 50 cent penny wrapper
- On the back of all checks
  - Use a deposit stamp, or write:

The words "**For Deposit Only**"

**International Board of Presbyters'** account name

**International Board of Presbyters'** account number

## Exhibit 12

### Cashing Checks

#### Personal Checks & Check Payable to Corporations

- Cash no personal checks.
- Cash no check made payable to a corporation.

#### Presbyters' Checks Payable to Unincorporated Individuals

1. Ask if the person is unincorporated. If the person is, proceed to Step 2.
2. Fill out a W-9 for the person:
  - Name
  - Business Name, if any
  - Address
  - City, State
  - Zip Code
  - Social Security Number or Employer Identification Number. These are 9-digit numbers!
3. Have the person sign the W-9
4. Date the W-9
5. Check the Social Security Number (SSN) or Employer Identification Number (EIN) to see if it looks valid!
6. If the SSN or EIN looks valid and the W-9 appears to be in order, prepare the funds to cash the check and place them in an envelope.
7. Prepare the check.
8. Have the person endorse the back of the check.
9. Cash the check.
10. If Presbyters' funds are to be used to cash the check, **immediately** prepare the cashed check for deposit. Underneath the person's signature, stamp the check for deposit only, or (see Step 11).
11. Write underneath the person's signature:
  - The words **For Deposit Only**
  - International Board of Presbyters'** account name
  - International Board of Presbyters'** account number
12. Deposit the check in the Presbyters' bank account.

# Exhibit 13

## International Board of Presbyters 1996 Payments to Unincorporated Individuals: Breakdown

Payee No.	Payee Name	
1000	Doakes, Joe	
1001	Doe, John	
1002	Jeremiad, Isaac	
1003	Orange, Earl	
<b>Total Payments</b>		
<b>Payee 1000</b>		
<b>1996</b>	<b>Check</b>	<b>Amount</b>
5-26	100 <sup>1</sup>	175.00
6-4	102	500.00
		<b>675.00</b>
<b>Payee 1001</b>		
<b>1996</b>	<b>Check</b>	<b>Amount</b>
6-4	101	75.00
8-12	103	700.00
		<b>775.00</b>
<b>Payee 1002</b>		
<b>1996</b>	<b>Check</b>	<b>Amount</b>
8-13	104	<b>700.00</b>
<b>Payee 1003</b>		
<b>1996</b>	<b>Check</b>	<b>Amount</b>
6-4		600.00
<b>Expense Report Payments</b>		
<b>Payee 1000</b>		
<b>1996</b>	<b>Check</b>	<b>Amount</b>
6-4	Note 1	175.00
<p>1. Cash in bank to cash on hand: Paid to establish a Benevolence Correspondence Petty Cash Fund.</p>		

# Exhibit 14

## International Board of Presbyters Summary: 1996 Payments to Unincorporated Individuals

Name	Total Payment <sup>1</sup>	Expense Reports Payment <sup>1</sup>	Net Payments	Is a Form 1099 MISC Required?
Doe, John	775.00	--	775.00	Yes
Jeremiad, Isaac	700.00	--	700.00	Yes
Orange, Earl	600.00	--	600.00	Yes
<b>Total</b>	<u>2075.00</u>	--	<u>2075.00</u>	<b>(2)</b>
Doakes, Joe	675.00	175.00	500.00	<b>No (3)</b>
<b>Grand Total</b>	<u>2750.00</u>	<u>175.00</u>	<u>2575.00</u>	

- 
1. See Exhibit 11
  2. The \$2150.00 (*without the comma*) is the amount to be shown in Box 5 of Form 1096.
  3. \$175 was used to establish a Benevolence Correspondence Petty Cash Fund. Because the net payment was less than \$600, no Form 1099 MISC need be filed, even though John Doe is to include the \$500 in taxable income on his tax return.

# Exhibit 15

## International Board of Presbyters

**Donor Receipt**  
International Board of Presbyters

Date    \_\_\_/\_\_\_/\_\_\_                      Amount \$ \_\_\_\_\_

Given to the Presbyters by: \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Given By                                      Received By

**Donor Receipt**  
International Board of Presbyters

Date        8/12/1993                      Amount \$15.00

Given to the Presbyters by:    Earl Orange

For:    Presbyters' Dues

\_\_\_\_\_

\_\_\_\_\_

*Earl Orange*                      54                      *Bro Mine*

Given By                                      Received By



## Exhibit 16

### Funds Transfer Receipt

Date 8/15/1992

Amount: \$150.00

Given to the Finance Board by those who registered. See attached report.

*Ed Baker*

*Joe Doakes*

---

International Board of Presbyters  
Given By  
Authorized Representative

---

International Board of Presbyters  
Received By  
Authorized Representative

# Exhibit 17

## Contribution Substantiation Letter Cash Contribution Statement for Calendar Year 1994

### International Board of Presbyters

Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.

January 2, 1995

#### Contribution Substantiation

Dear John Doe:

Thank you for your contribution. We appreciate you and it. **(Note 1)**

Should you have any questions about any amount reported or not reported on this statement, please notify the Presbyters' bookkeeper within 14 days. Statements that are not questioned within 14 days will be assumed to be accurate and any supporting documentation (such as offering envelopes) retained by the Presbyters will eventually be discarded.

No goods or services were provided to you by the Presbyters in connection with any contribution.

#### **1994 Amount**

2/27	200.00
4/20	250.00

1. This paragraph is not required by the IRS, even though the others are. I have included it because I think that the donor would like it (Mark E. Jones).

# Exhibit 18

## Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.

2081 Adam Clayton Powell, Jr. Boulevard  
New York, NY 10029

January 15, 2003

### Contribution Statement for January to December 2002

Dear John Doe:

Thank you for your contributions. We appreciate you and them.

For January to December 2002, our records indicate that you make the contributions listed below. Should you have any questions about any amount reported or not reported on this statement, please notify the church treasurer within 15 days of the date of this statement. Statements that are not questioned within 15 days will be assumed to be accurate. Any supporting documentation (such as offering envelopes) retained by the church may be discarded.

Please note that only those contributions required by law to be receipted are listed herein.

This statement includes a good faith estimate of the value of any goods or services you received in exchange for any individual contribution of \$75 or more. If you received goods or services in return for your contribution, the deductible portion of your contribution is the amount by which the contribution exceeds the value of the goods or services received in return (as noted below). No value is listed when no goods or services were provided or when the value of goods or services provided was insignificant or consisted entirely of intangible religious benefits. This of course assumes that you otherwise qualify for a charitable contribution deduction.

Form (Code)	2002 Date	Gross Amount	Value and description of Goods or services provided to you by the church (for contributions of at least \$75)	Net amount of contribution (tax- deductible amount)	Description (for donated property valued by donor at \$250 or more)

# Exhibit 19

## Bank Reconciliation for the Period

through \_\_\_\_\_

Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

Check Book General Ledger

+	_____	B(PR)	Prior Reconciliation Balance
+	_____	+D(CP)	Current Period Deposits
+	_____	+I	Interest Earned
-	_____	-D(CP)	Current Period Disbursements
-	_____	-BSC	Bank Service Charge
	_____	=B(CPE)	Current Period Ending Balance

Bank Statement

+	_____	C(BKS)	Bank Statement Closing Balance
+	_____	+D(O)	Outstanding Deposits
-	_____	-C(O)	Outstanding Checks
	_____	=B(Bk)	Bank Balance
+	_____	+COH	Cash on Hand
	_____	=B(CPE)	Current Period Ending Balance

	Date	Out-standing deposits
1	/	.
2	/	.
3	/	.
4	/	.
5	/	.
6	/	.
7	/	.
8	/	.
9	/	.
10	/	.
11	/	.
12	/	.
<b>Total</b>		.

Date	Check No.	Amount
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
<b>Total</b>		.

Date	Check No.	Amount
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
/		.
<b>Total</b>		.

# Exhibit 20

<p style="text-align: center;"><b>Estimate Unit Costs</b> <b>International Board of Presbyters</b></p>
--

<b>Unit Cost</b>	<b>Item</b>
\$1.00	Blank Audio Tape
\$.05	Copying Cost Per Page
\$0.05	9 x 12 Envelope

## Examples

### Workshop Document (4 pages, three-hole-paper, stapled)

<b>Cost</b>	<b>Cost Item</b>
\$0.20	Copy Cost
\$0.02	10% Cost Contingency Fee
\$0.22	Total Document Cost

# Exhibit 21

## International Board of Presbyters Acronyms

- COOLJ** The Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.
- C**
- EIN** Federal employer identification number. It has the format 12-3456789, whereas a social security number has the format 123-45-6789. Each number has nine digits.
- IBP** International Board of Presbyters
- IRS** Internal Revenue Service

# Periodic Financial Reports

## International Board of Presbyters

### Introduction

The Presbyters' Treasurer shall send to the Presbyters' President and Vice President, for their review and audit, a monthly Presbyters':

- **Revenue & Expense Statement**
- **Balance Sheet**
- **Revenue Summary**
- **Breakdown of Deposit Report**
- **Collection Count Sheets**
- **Dues Report**
- **Expense Summary**
- **Disbursement Report**
- **Expense Reports**
- **Expense / Inventory Report**
- **copy of all bank reconciliations**
- **copy of all bank statements**
- **copy of all Check Registers**

Following and based on the results of the audit, the Presbyters' Treasurer shall prepare and send final copies of these reports to the Presbyters' Officers:

- no later than 7 days following notification that the audit requires no change in the reports
- no later than 30 days following notification that the audit requires changes in the reports

# Revenue & Expense Statement

## Contents

The Statement shows by category revenues and expenses.

## Categories

Revenue and Expense categories shall include, but not be limited to:

### Revenue

#### Dues

#### Resceipts

- Workshops
- Speakers
- Books
- Publications
- Home Missions
- Interest paid by banks

### Expense

- Officers
- Speakers
- Books
- Publications
- Home Missions
- Stationery (e.g.)
  - Envelopes
  - Chart Pads
- Copies
- Postage (Stamps, etc.)
- Money Order Fees
- Tapes
- Bank Services Charges

Please note, for example, that the Presbyters **may** have had 4 separate receipts of Dues:

- The **Revenue & Expense Statement** would show the **sum** of the Dues receipts
- The **Breakdown of Deposit Report(s)** would show the 4 receipts by **date**



## **Expenses May Not Equal Disbursements**

Please note that expenses may not equal disbursements because of inventory effects. There may even be an expense when there is no disbursement:

### **Expense & Disbursement Differs**

In August, \$2 was disbursed to buy 20 (9" X 12") envelopes. Ten (10) envelopes were used in August. So only \$1 is expensed of the \$2 disbursed (see the Expense / Inventory Report in Appendix 1 following the Expense Report).

### **An Expense & No Disbursement**

In August, \$6.40 of stamps was purchased. In September, they are used:

- The August Revenue & Expense Statement would **not** show \$6.40 of postage expense
- The September Revenue & Expense Statement **would** show \$6.40 of postage expense

## Revenue Summary

The **Revenue Summary** summarizes receipts by category shown on the **Breakdown of Deposit Reports** and is used to prepare the **Revenue & Expense Statement**

### Exception

When only one deposit was made of receipts given during the month, no Revenue Summary need be prepared.

### Breakdown of Deposit Report of Receipts

This report relates individual receipts and the bank deposit. For example:

This report shows that Dues receipts on 8/13 were \$300 and \$200:

Receipt	Total	8/13/02	8/13/02
Dues	\$500	\$300	\$200

This report:

- relates and describes the deposit shown on the bank statement.
- relates the deposit to the Collection Count Sheet which shows what kind of funds was given and who counted them.

## Collection Count Sheet

A Collection Count Sheet shall be prepared when the Presbyters receive funds. The Sheet shall be signed by the 2 or more persons receiving the funds.

It shows what kind of funds was given:

- Bills by denomination
- Coins by denomination
- Checks by amount of the check

## Dues Report

The Dues Report shows:

- who registered
- total Dues given
- the fact that someone paid part of their Dues and how much the payment was
- who received the Dues

## Expense Summary

This report shows expenses by category and is used to prepare the Revenue & Expense Statement.

Please note that the Expense Summary must show individual expenses in the same category if the source of the expense differs. For example:

Envelopes, bought by Presbyters' checks made payable to Staples, cost \$10 in July (they were placed in inventory) and cost \$11 and \$5 in August. All envelopes were used in August. The August Expense Summary shall show:

<b>August 2002 Expense Summary</b>			
<b>Expense</b>	<b>Direct Expense</b>	<b>From Inventory</b>	<b>Total</b>
<b>Envelopes</b>	11	10	21
<b>Envelopes</b>	5	--	5
<b>Total</b>	16	10	26

## Disbursement Report

This report shows each Presbyters' disbursement by:

**Date**

**Check Number**

**Payee Name**

**Amount**

**Purpose** (if not described on the Expense Summary, Expense / Inventory Report, or Expense Reports)

## Expense / Inventory Report

### **Purchases**

This report shows, by number and cost, that portion of an item purchased that is expensed and inventoried.

### **Use & No Purchase**

This report shows, by number and cost, that portion of an **inventoried** item that is used, and therefore expensed.

### **Exception**

This report shall be prepared when inventory increases or decreases from what it was the previous month.

Inventory shall be determined by item, number and cost, at the end of each month.

# Audit of Financial Reports by Officers

## International Board of Presbyters

### Introduction

Where possible, place the answer to each question above the line at the beginning of each question. For example:

20 Days I received this report  $\times$  days after the end of the month for which it applies.

If the answer to a question is **Yes**, place a **check** above the line at the beginning of the question. For example:

✓ This report is for one month only.

If the answer to a question is **No**, place an **X** above the line at the beginning of the question.

# Date Documents Were Postmarked & Received

**International Board of Presbyters**

**Month to Be Audited (Month/Year):**    \_\_\_/\_\_\_

The following documents were postmarked and received on:

<u>Date Postmarked</u>	<u>Date Received</u>	<u>Name of Report or Document</u>
_____	_____	Balance Sheet
_____	_____	Revenue Summary
_____	_____	Breakdown of Deposit Report
_____	_____	Collection Count Sheets
_____	_____	Dues Reports
_____	_____	Expense Summary
_____	_____	Disbursement Report
_____	_____	Expense / Inventory Report
_____	_____	Bank Reconciliations
_____	_____	Bank Statement
_____	_____	Cash Registers
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Documents Not Received

## International Board of Presbyters

Month to Be Audited (Month/Year):     \_\_\_/\_\_\_

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# Revenue & Expense Statement

## International Board of Presbyters

- \_\_\_ This report covers one month only.
- \_\_\_ The math is correct.
- \_\_\_ Revenue by category matches that shown on the Revenue Summary Report or the Breakdown of Deposit Report.
- \_\_\_ Expense by category matches that shown on the Expense Summary Report.
- \_\_\_ Dues revenue matches that reported in the Minutes.
- \_\_\_ Dues revenue matches that on the Dues Reports.
- \_\_\_ Interest paid by banks and other bank credits by category are shown on the Revenue & Expense Report.
- \_\_\_ Interest paid by banks and other bank credits by category are shown on the Check Register.
- \_\_\_ Bank service charges and other bank charges are shown on the Revenue & Expense Statement.
- \_\_\_ Bank service charges and other bank charges are shown on the Check Register.

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## Expense Summary

<b>International Board of Presbyters</b>
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- The report is for one month only.
- Each direct payment matches that shown on the Disbursement Report.
- Each direct payment matches that shown on the Check Register.
- All Expense Reports that relate to this Summary have been provided.
- Expenses having no inventory effects match those shown on the Expense Reports.
- Expenses having an inventory effect match those on the Expense / Inventory Report
- The math is correct.
- Footnotes are clear.

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International Board of Presbyters Collection Count Sheet				
Date <u>  </u> / <u>  </u> / <u>  </u>				
Counted By				
Counted By				
Cash				
<i>Denom.</i>	<i>No.</i>	<i>Amount</i>		
\$100				
\$50				
\$20				
\$10				
\$5				
\$1				
<i>Bill Total</i>				
Coin				
\$1.00				
\$0.50				
\$0.25				
\$0.10				
\$0.05				
\$0.01				
<i>Coin Total</i>				
Checks				
19		10		1
20		11		2
21		12		3
22		13		4
23		14		5
24		15		6
25		16		7
26		17		8
27		18		9
<i>Check Total</i>				
<i>Grand Total</i>				

# Reimbursement Report

Item	Amount to be reimbursed	Approved Expense Report of:
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
		_____
_____		<b>Total</b>
_____		_____
<b>Reimbursement</b>		<b>Check Number</b>
_____		_____
<b>Reimbursement Paid By</b>		<b>Date</b>