

Church Treasurer Sample Job Description

Position: Church Treasurer
Purpose: Carry out accounting activities of the congregation including income and revenue, expenses and disbursements, payroll, asset and investments
Selection: Elected annually by the Congregation and accountable to the Senior Pastor and Church Council

Responsibilities and Duties

General

- Have a love of God and demonstrate a commitment to following the way of Christ.
- Be knowledgeable or seek knowledge about church finance and accountability.
- Oversee and account for assets and liabilities, according to decisions of the congregation and Council in a reasonable, ethical and legal manner.

Weekly/Semi-Monthly

- Supervise collection, counting and deposit of contributions, ensuring at least two persons are present during collection and counting.
- Supervise timely payment of ordinary operating expenditures, including payroll. For irregular or non-operating expenditures, obtain permission or approval of the appropriate authority.

Monthly

- Attend Council Meetings.
- Reconcile bank statements to accounts.
- Maintain records of all contributions, expenditures, assets and liabilities, especially documents related to insurance, loans and mortgages, and investments
- Provide details financial reports to the Council on income/revenue, expenses/disbursements, and cash accounts/investments.
- Provide a summary of financial reports for the bulletin and newsletter.

Quarterly

- Provide a statement of giving to contributors using appropriate IRS language
- Report and prepare tax information, meeting all IRS requirements
- Supervise treasurers of all other congregational accounts, ensuring they follow appropriate procedures and safeguards.

Annually

- Arrange for an audit or review of financial records and processes
- Assist with the financial planning including preparation of the annual budget.
- Prepare financial sections of the Annual Report.
- Prepare year-end tax information including 1099-Misc and W-2 forms.
- Process commitments to the stewardship campaign or other campaigns of the congregation.
- Provide a detailed financial report for the Annual Meeting
- Report to the UCC Pension Board any changes in clergy compensation. The arrival or departure of clergy should also be reported

Useful Links and Resources for Church Treasurers

Federal Tax and Reporting

Internal Revenue Service (Tax Forms and Publications)

irs.gov/forms-pubs

Federal Reporting Requirements for Churches, 2017

pbucc.org/images/pbucc/publications/TaxResources/FRR.pdf

Tax Guide for Ministers (for Filing Year 2016)

pbucc.org/images/pbucc/publications/TaxResources/TaxGuide.pdf

State of Hawaii

Department of Commerce and Consumer Affairs (Corporate Filing and Renewal)

<https://hbe.ehawaii.gov/annuals/#/>

Department of Taxation (GET & Payroll Taxes)

tax.hawaii.gov/forms/

Department of Labor (State Unemployment Tax)

labor.hawaii.gov/ui/hui-express-file-quarterly-reports/

Attorney General (Charitable Organization Registration and Exemption)

ag.ehawaii.gov/charity

United Church of Christ

Church Building and Loan Fund (Church Building Loans)

cblf.uccpages.org

Cornerstone Fund (Church Building Improvement and Investments)

cornerstonefund.org

Insurance Board (Church Insurance, Workers Comp, Safe Church/Conduct)

insuranceboard.org

Pension Boards (Pensions)

pbucc.org

United Church Funds (Investments and Endowments)

ucfunds.org

Other

Congregational Library (Church Records and Retention)

congregationallibrary.org/churches/records-management

Richard Hammar, *2017 Church & Clergy Tax Guide*, Christianity Today, 2017
(order online, search by title)

Federal Income Tax Exemption

UCC "Blanket" Tax Exemption

"The Internal Revenue Service issued a letter ruling on June 10, 1964, granting a group tax exemption to the United Church of Christ and its conferences, associations, synods, councils, and educational, charitable, and religious organizations as listed in the Yearbook & Directory" (*UCC Yearbook and Directory*, page 2).

Do Churches Need their Own 501(c)3?

"Churches are exempted from filing for recognition for tax exempt status under section 508(c)(1)(A) of the tax code. Thus, even if [XXX Church] was not listed under the UCC's exemption, as a church it is still automatically exempt from income taxes 501(c)(3) without first applying to the IRS for recognition of exempt status. The UCC's blanket exemption, however, is effective, so it has formal recognition as a 501(c)(3) through the UCC. That said, it's fine if the church wants to go through the time and expense of getting its own exemption, because it may indeed be true that large donor organizations as a condition of grant making desire the grantee to have its own exemption. That's different, however, from reaching the conclusion...that [XXX Church] is not a 501(c)(3)."

How Do I Get Proof of Tax Exemption?

- Call Conference Minister's office at 808-791-5640, or,
- Send email to leehenrychang@hcucc.org

What Will I Receive?

- Copy of the *UCC Yearbook and Directory* listing
- Copy of the 1964 IRS determination letter
- Copy of the 2002 IRS affirmation letter



TAX FACTS 98-3

Tax Information for Nonprofit Organizations

This Tax Facts answers commonly asked questions about nonprofit organizations.

1 Is our nonprofit organization tax-exempt?

You can be a nonprofit organization, but that does not automatically make you tax-exempt. To be tax-exempt, you must meet certain requirements. For more information, see federal Publication 557, "Tax-Exempt Status for Your Organization."

2 How do we apply for tax-exempt status under Hawaii tax laws?

Income Tax

You do not need to apply with us to be exempt from Hawaii income tax. Certain organizations (see table below for a sample listing) that are exempt from federal income tax are automatically exempt from Hawaii income tax. No separate Hawaii application is required. Most organizations are required to apply with the Internal Revenue Service (IRS) to receive tax-exempt status. For information on this process, see federal Publication 557.

Internal Revenue Code Section:	General Description of the Organization
501(c)(3)	Religious, charitable, scientific, or educational
501(c)(4)	Civic leagues, social welfare
501(c)(5)	Labor, agricultural, horticultural
501(c)(6)	Business leagues
501(c)(7)	Social and recreational clubs
501(c)(8)	Fraternal beneficiary societies
501(c)(12)	Potable water companies

General Excise Tax (GET)

You must apply with us to be exempt from GET. See question 7 for information on applying for an exemption from GET.

3 We are recognized as tax-exempt by the IRS. When is our state income tax exemption effective?

The effective date for the exemption from Hawaii income tax is the same as the effective date for federal purposes.

4 What if the IRS revokes our income tax exemption?

If the IRS revokes your exemption, your Hawaii income tax exemption will also be revoked on the effective date of the IRS revocation.

5 We are recognized as tax-exempt by the IRS. What are my reporting requirements for Hawaii income tax purposes?

Although you may be required to file a Form 990 or 990-EZ with the IRS, you are not required to file any corresponding information return for Hawaii income tax purposes. If you are required to file Form 990-T with the IRS, you are required to file Form N-70NP for Hawaii income tax purposes on the unrelated business income. Private foundations are required to file a copy of their federal filings with the Attorney General. Federal Publication 557 discusses the filing requirements and required disclosures of nonprofit organizations for federal income tax purposes.

Effective January 1, 2009, organizations that solicit contributions are required to register with the Hawaii Attorney General unless exempted from the registration requirement. Please visit their website at ag.hawaii.gov for more information.

6 The IRS stated that we must file Form 990-T for unrelated business income. What type of income is this and do we have to file a return with Hawaii?

The IRS has issued guidelines about unrelated business income in federal Publication 598, "Tax on Unrelated Business Income of Exempt Organizations." Hawaii follows the federal determination of unrelated business income for Hawaii income tax purposes. In general, unrelated business income is from a sales activity that does not further the organization's exempt purpose. If you are required to file Form 990-T with the IRS, you must file Form N-70NP for Hawaii income tax purposes.

Tax Facts is a publication that provides general information on tax subjects of current interest to taxpayers and is not a substitute for legal or other professional advice. The information provided in this publication does not cover every situation and is not intended to replace the law or change its meaning. Furthermore, the information in this publication is subject to change without notice due to changes in the law or rules, judicial decisions, or changes in official Department positions.

For more information, visit the Department of Taxation's website at tax.hawaii.gov

7 If we are tax-exempt for income tax purposes, are we also exempt from paying GET?

Not necessarily. Under the GET Law, organizations created for the purposes listed in sections 237-23(a)(3) through (7), Hawaii Revised Statutes (HRS), may be exempt from GET, but must apply for an exemption. Use Form G-6, Application for Exemption from General Excise Taxes, or Form G-6S, Application for Exemption from General Excise Taxes (Short Form), to apply for an exemption from GET. A one-time \$20 registration fee must be paid with Form G-6 or G-6S. If you already paid the \$20 fee to get a GET license, you do not need to submit the \$20 registration fee — just fill in your GET number on Form G-6 or G-6S in the space provided. See the Instructions for Form G-6 and G-6S for more information on applying for a GET exemption.

8 We filed Form G-6 and received a letter approving the GET exemption for our organization. When is our exemption effective?

Under the GET Law, Form G-6 or G-6S must be filed within three months from the start of business. If Form G-6 or G-6S is filed within three months, the exemption applies to income earned from the start of business. If the application is filed after three months, the exemption applies only to income received after Form G-6 or G-6S was filed. Once the exemption is approved, no further application is necessary unless there is a material change in your objectives or operations.

9 If granted the exemption, is all the income we receive exempt from GET?

It depends. Amounts received as dues, donations, or gifts are not included in gross income subject to GET. However, gross receipts from any activity in which the primary purpose is to produce income is subject to GET, even if used to fund your exempt purposes. Gross income received from any fundraising activity is subject to GET. Other income may be exempt from GET depending on if the activity is related to your exempt purpose (see question 10).

10 What types of activities are considered “fundraising activities”?

In general, “fundraising activities” are activities conducted with the intention of generating income. Fundraising activities also include activities that fulfill the organization’s exempt function if the activities’ primary purpose is to generate income. The activity does not have to be profitable to be taxable and includes income

from a one-time event. Do not confuse this with “unrelated business income” as defined for income tax purposes.

Although casual sales are exempt from GET, this exemption is not applicable to fundraisers. A fundraising activity is not a “casual sale” since the activity is not a single occasional sale or an incidental sale. It is an infrequent activity comprised of numerous sales or transactions. For example, white elephant sales, fairs, and bazaars. It does not matter that the items sold were donated to the organization.

Example: An educational institution’s exempt purpose is “to educate students in an environment conducive to learning.” The institution charges tuition to attend the institution and also sells learning materials. Occasionally, the institution has a fair and sells baked goods or other merchandise to raise funds for the institution to operate.

The gross income from the tuition and sale of learning materials is exempt from GET since it is related to the organization’s exempt purpose. The gross income from the fair and sales of merchandise, however, is taxable for GET. Even if the income received will be used to further the organization’s exempt purpose, it is subject to GET.

11 If we are registered as tax-exempt under the GET Law, are we also exempt from paying the GET when we buy goods and services?

No. Because the GET is imposed on the seller and not on the customer (for example, the nonprofit organization), sellers are subject to the GET on their income from selling goods and services to you. Sellers are not tax-exempt even if their customers are. Therefore, a seller may visibly pass on their GET to you when you buy goods and services. The pass on of the GET is a matter of contract between the seller and you.

12 Our organization rents out facilities we own to other nonprofits, members, and the general public. Are these rents subject to GET?

Yes. In general, when an organization rents its facilities to others, it is considered to be engaging in a business activity even if the rent may be a cost recovery amount. Some organizations whose exempt purpose is to provide facilities to the underprivileged or other exempt organizations may not be subject to GET if they are properly registered with the Department. See question 7.

13 What qualifies as a donation and why aren’t donations subject to GET?

A donation is a gift which is voluntarily given without compensation or any expectation of receiving something in return.

Under the GET Law, there is an exemption for the value of all property that is received by gift, bequest, or inheritance. If a donor purchases a ticket (for example, a dinner, concert, or bowl of chili), the ticket sale is not a donation because something of value is being received for the donation. This is true even if the donor does not redeem the ticket. Whether something is a true donation depends on the circumstances of the activity involved and not the name given to the transaction. For example, if an organization offers the use of its facilities in exchange for a “donation,” the receipt will be treated as rental income subject to GET.

14 We received income from a benefit dinner. Why are we taxable on the gross amount and not the cost of the dinner?

The rules for determining the amount of the contribution deductible for income tax purposes and the amount subject to GET are different. For income tax purposes, federal rules permit under some circumstances the subtraction of the value of the goods or services provided by the nonprofit organization from the total contribution to determine the deductible portion of the contribution. The GET, as a gross receipts tax, does not allow for such deductions to reduce the gross receipts subject to GET, even if a portion of the ticket price is considered a “donation.”

15 If we sell items and services which are donated to us, are the amounts received taxable for GET?

Yes. The sale (including sales by auction) by a nonprofit organization of donated items is an activity in which the primary purpose is to produce income. Therefore, the gross proceeds derived from the activity are subject to GET. For more information, see Tax Information Release (TIR) No. 91-2, “Taxability of Gross Proceeds Received by a Nonprofit Organization From the Sale of Donated Services or Tangible Personal Property.”

16 Does an activity have to be “profitable” in order for it to be subject to GET?

No. See questions 10 and 14.

17 We receive interest income from our bank accounts. Is this subject to GET?

Under the GET Law, the gross income subject to GET includes all receipts, actual or accrued, by investment of the capital of the business engaged in, including interest. Contributions, donations, dues, and income from the organization’s exempt purpose that are deposited in the bank, are not considered “investment of the capital of the business engaged in.” A nonprofit organization is not created for the purpose of making profits and the primary purpose for depositing the money in the bank is for safekeeping and, therefore, not subject to GET. However, interest earned from funds from an unrelated trade or business activity is subject to GET. See question 6. For more information, see TIR No. 42-74, “Application of the General Excise Tax to Interest Income.”

18 If we are registered as an exempt organization under the GET Law, are we also exempt from paying the use tax?

No. Although the GET Law exempts certain nonprofit organizations who have registered for a GET exemption, the Use Tax Law does not provide a complementary exemption. The use tax is a complementary tax to the GET. The use tax is imposed on tangible personal property, services, or contracting imported for use in Hawaii and acquired from a seller located outside of the state who is not subject to GET. For more information on the use tax, see Tax Facts 95-1, “Use Tax.”

19 Where can we get additional information on how to start a nonprofit organization?

For information on how to organize your nonprofit organization under Hawaii’s Nonprofit Corporation Act (Chapter 414D, HRS), contact the Business Registration Division of the Department of Commerce and Consumer Affairs at 808-586-2727.

There also is a nonprofit organization which has an assistance program to help individuals set up a nonprofit organization. Contact the Hawaii Alliance of Nonprofit Organizations, 1020 South Beretania St., 2nd Floor, Honolulu, Hawaii 96814 or call them at 808-529-0466.

Where to Get Forms and Information

Website: tax.hawaii.gov

Telephone: 808-587-4242

Toll-Free: 1-800-222-3229

Telephone for the hearing impaired: 808-587-1418

Toll-Free for the hearing impaired: 1-800-887-8974

Tax Facts is a publication that provides general information on tax subjects of current interest to taxpayers and is not a substitute for legal or other professional advice. The information provided in this publication does not cover every situation and is not intended to replace the law or change its meaning. Furthermore, the information in this publication is subject to change without notice due to changes in the law or rules, judicial decisions, or changes in official Department positions.

For more information, visit the Department of Taxation’s website at tax.hawaii.gov



**HAWAI'I
CONFERENCE**

UNITED CHURCH OF CHRIST

Date: January 6, 2017

To: Churches and Associations

From: Charles Buck, Conference Minister

Re: Exemption from Registration as Charitable Organization

This last year, the State legislature amended the law that requires charitable organizations to register with the Office of the Attorney General (HRS §467B-11.5). Formerly, churches, among other qualifying organizations, were not required to do anything in order to be exempt from the registration requirement. The law now requires churches to apply for the exemption.

Through our Conference attorney (whose work for us is funded by your contributions to Our Church's Wider Mission), we applied for, and received, the exemption, which covers all entities related to the Hawai'i Conference United Church of Christ. If you are receiving this memo, that means your church or association is included in this exemption, and there is nothing that you need to do.

You can verify the exemption by going online to ag.ehawaii.gov/charity/search.html and searching for your church or association as it is listed in the UCC Yearbook.

Application for exemption is supposed to be one-time. If further action, such as renewal, is required in the future, we will make sure to address it.

You may want to keep this memo in your records as verification of the exemption. If you have any questions, please email (cbuck@hcucc.org) or call (808-791-5640, 1-800-734-7610) any time.

TABLE 8-6

SUBSTANTIATION REQUIREMENTS FOR CHARITABLE CONTRIBUTIONS

(Note: More than one rule may apply to a particular contribution. Follow each rule that applies.)

RULE	FORM OF CONTRIBUTION	SUBSTANTIATION REQUIREMENTS
1	Cash contributions	All cash contributions, regardless of amount, must be substantiated with (1) either a bank record (such as a cancelled check) or a written communication from the charity (2) showing the charity's name, date of the contribution, and the amount of the contribution. <i>These requirements may not be satisfied with any other written records.</i>
2	Individual cash contributions of \$250 or more	Donors will not be allowed a tax deduction unless they receive a written acknowledgment from the church or charity that satisfies the following requirements: (1) the receipt must be in writing; (2) the receipt must identify the donor by name (a Social Security number is not required); (3) the receipt may combine all contributions, even those that are for \$250 or more, in a single amount, or it can list each contribution separately to aid donors in resolving discrepancies; (4) the receipt must state whether the church provided any goods or services to the donor in exchange for the contribution, and if so, the receipt must include a good faith estimate of the value of those goods or services; (5) if the church provides no goods or services to a donor in exchange for a contribution, or if the only goods or services the church provides are intangible religious benefits, the receipt must contain a statement to that effect; (6) the written acknowledgment must be received by the donor on or before the earlier of the following two dates: the date the donor files a tax return claiming a deduction for the contribution, or the due date (including extensions) for filing the return.
3	Quid pro quo cash contributions of \$75 or less	Quid pro quo contributions (part contribution and part payment for goods or services received in exchange) of less than \$75 are deductible to the extent they exceed the value of the goods or services provided in exchange.
4	Quid pro quo cash contributions of more than \$75	In addition to the requirements of Rule 2 (if applicable), the church must provide a written statement to the donor that (1) informs the donor that the amount of the contribution that is tax-deductible is limited to the excess of the amount of cash contributed by the donor over the value of any goods or services provided by the church in return; and (2) provides the donor with a good faith estimate of the value of the goods or services furnished to the donor. Note: For 2016 a written statement need not be issued if only token goods or services are provided to the donor having a value of \$106 or 2 percent of the amount of the contribution, whichever is less, or if the donor receives solely an intangible religious benefit that generally is not sold in a commercial context outside the donative context.
5	Individual contributions of noncash property valued at less than \$250	Church receipt. Substantiate with a receipt that lists the donor's name, the church's name, the date and location of the contribution, and a reasonably detailed description (but not value) of the property. Donor's records. The income tax regulations require that all donors of noncash property maintain reliable written records with respect to each item of donated property that include the following information: (1) name and address of the church; (2) date and location of contribution; (3) detailed description of property; (4) fair market value of property at time of contribution, including description of how value was determined; (5) cost or other basis of property; (6) if less than the donor's entire interest in property is donated during the year, an explanation of the total amount claimed as a deduction in the current year; and (7) the terms of any agreement between the donor and church relating to the use, sale, or other disposition of the property.

(Continued on page 480)

TABLE 8-6

SUBSTANTIATION REQUIREMENTS FOR CHARITABLE CONTRIBUTIONS
(continued)

RULE	FORM OF CONTRIBUTION	SUBSTANTIATION REQUIREMENTS
6	Individual contributions of noncash property valued at \$250 to \$500	<p>Church receipt. The church's receipt must contain the same information as under Rule 5 ("church receipt"). It must also meet these tests: (1) It must be written. (2) It must include (a) a description (but not necessarily the value) of the donated property, (b) a statement of whether the church provided any goods or services as a result of the contribution (other than certain token items and membership benefits), and (c) a description and good faith estimate of the value of any goods or services described in (b). If the only benefit provided by the church was an intangible religious benefit (such as admission to a religious ceremony) that generally is not sold in a commercial transaction outside the donative context, the acknowledgment must say so and does not need to describe or estimate the value of the benefit. (3) The donor must receive the church's written acknowledgment on or before the earlier of (a) the date the donor files his or her tax return claiming the contribution or (b) the due date, including extensions, for filing the return.</p> <p>Donor's records. IRS regulations specify that donors who make contributions of \$250 or more, but not more than \$500, are required to obtain a contemporaneous written acknowledgment from the donee charity and, in addition, maintain all of the donor records described under Rule 5 above.</p>
7	Individual contributions of noncash property valued by the donor at \$500 to \$5,000	<p>Church receipt. See Rule 6.</p> <p>Donor's records. Donors who claim a deduction over \$500 but not over \$5,000 for a noncash charitable contribution must have the acknowledgment and written records described under Rule 6, and their records must also include (1) a description of how the donor acquired the donated property, for example, by purchase, gift, bequest, inheritance, or exchange; (2) the approximate date the donor acquired the property; and (3) the cost or other basis, and any adjustments to the basis, of property held less than 12 months, and, if available, the cost or other basis of property held 12 months or more. This requirement, however, does not apply to publicly traded securities. In addition, a donor must complete the front side (Section A, Part I, and Part II if applicable) of IRS Form 8283 and enclose the completed form with the Form 1040 on which the charitable contribution is claimed.</p>
8	Quid pro quo contributions of noncash property	The quid pro quo rules explained under Rules 3 and 4 apply to contributions of property as well.
9	Individual contributions of noncash property valued at more than \$5,000 (single items, or total of similar items)	<p>Church receipt. See Rule 6.</p> <p>Donor's records. In addition to complying with Rule 7, a donor must obtain a qualified appraisal of the donated property from a qualified appraiser and complete a qualified appraisal summary (Section B of Form 8283) and have the summary signed by the appraiser and a church representative; the completed Form 8283 is then enclosed with the Form 1040 on which the charitable contribution deduction is claimed.</p>

(Continued on page 481)

TABLE 8-6

SUBSTANTIATION REQUIREMENTS FOR CHARITABLE CONTRIBUTIONS
(continued)

RULE	FORM OF CONTRIBUTION	SUBSTANTIATION REQUIREMENTS
10	Donations of (a) cars, boats, or planes; (b) stock; or (c) clothing and household items	<p>(a) Cars, boats, and planes (valued at more than \$500)</p> <p>Church sells vehicle with no significant use or alteration. The church must (1) issue a written acknowledgment to the donor, within 30 days of the sale, containing the donor's name and Social Security number, date of contribution, vehicle identification number, date of sale, certification that the vehicle was sold in an arm's-length transaction, a statement of the gross proceeds from the sale, a statement that the deductible amount may not exceed the amount of the gross proceeds, and whether the church provided any goods or services in consideration of the donation (and a description and good faith estimate of the value of any such goods or services, or, if the goods or services consist solely of intangible religious benefits, a statement to that effect); and (2) submit the same information to the IRS by February 28 of the following year. IRS Form 1098-C must be used to submit the information to the IRS and may be used to provide the required information to the donor. The donor must complete IRS Form 8283, Section A.</p> <p>Church sells vehicle at a price significantly below fair market value (or gratuitously transferred) to needy individual in direct furtherance of its exempt purpose. The church must (1) issue a written acknowledgment to the donor, within 30 days of the date of contribution, containing the donor's name and Social Security number, date of contribution, vehicle identification number, certification that the charity will sell the qualified vehicle to a needy individual at a price significantly below fair market value (or, if applicable, that it will gratuitously transfer the vehicle to a needy individual) and that the sale (or transfer) will be in direct furtherance of the charity's exempt purpose of relieving the poor and distressed or the underprivileged who are in need of a means of transportation, and whether the church provided any goods or services in consideration of the donation (and a description and good faith estimate of the value of any such goods or services, or, if the goods or services consist solely of intangible religious benefits, a statement to that effect); and (2) submit the same information to the IRS by February 28 of the following year. IRS Form 1098-C must be used to submit the information to the IRS and may be used to provide the required information to the donor. The donor must complete IRS Form 8283, Section A.</p> <p>The church "significantly uses or materially improves" the car. The church must (1) provide the donor with a written acknowledgment, within 30 days of the date of the contribution, containing the donor's name and Social Security number, date of contribution, vehicle identification number, certification and detailed description of the intended significant intervening use by the charity and the intended duration of the use or the intended material improvement by the charity, and a certification that the qualified vehicle will not be sold before completion of the use or improvement, and whether the church provided any goods or services in consideration of the donation (and a description and good faith estimate of the value of any such goods or services, or, if the goods or services consist solely of intangible religious benefits, a statement to that effect); and (2) submit the same information to the IRS by February 28 of the following year. IRS Form 1098-C must be used to submit the information to the IRS and may be used to provide the required information to the donor.</p> <p><i>Note: In addition to the above requirements, a qualified appraisal and qualified appraisal summary (Form 8283, Section B—see Rule 9) are required for a deduction in excess of \$5,000 for a qualified vehicle if the deduction is not limited to gross proceeds from the sale of the vehicle. But Form 8283, Section A, need not be completed in such a case.</i></p>

(Continued on page 482)

TABLE 8-6

SUBSTANTIATION REQUIREMENTS FOR CHARITABLE CONTRIBUTIONS
(continued)

RULE	FORM OF CONTRIBUTION	SUBSTANTIATION REQUIREMENTS
10	Donations of (a) cars, boats, or planes; (b) stock; or (c) clothing and household items <i>(Continued from page 481)</i>	<p>(b) Stock Gifts of stock are subject to special substantiation rules. Note the following:</p> <ul style="list-style-type: none"> • A church is not an appraiser and should never provide donors with a value for donated stock. Instead, provide a receipt that acknowledges the date of gift, the donor's name, the number of shares given, and the name of the company. • A donor who gives publicly traded stock valued at more than \$5,000 is not required to obtain a qualified appraisal or complete a qualified appraisal summary (Section B of Form 8283). A donor who gives publicly traded stock valued at more than \$500 must complete Section A, Part 1, of Form 8283. This requirement applies even if the stock is valued at more than \$5,000 (in which case the stock is exempt from the qualified appraisal requirement). • A donor who gives nonpublicly traded stock valued at \$10,000 or less is not required to obtain a qualified appraisal and complete a qualified appraisal summary (Form 8283). However, donors who give nonpublicly traded stock valued at more than \$10,000 must obtain a qualified appraisal of the stock no earlier than 60 days prior to the date of the gift, and they must also complete a qualified appraisal summary (IRS Form 8283) that summarizes the qualified appraisal and is enclosed with the tax return on which the deduction is claimed. Failure to comply with these requirements can lead to a loss of any charitable contribution deduction. <p>(c) Clothing and household items No deduction is allowed for a contribution of clothing or household items unless the clothing or household items are in "good used condition or better." The Treasury Department is authorized to deny (by regulation) a deduction for any contribution of clothing or a household item that has minimal monetary value, such as used socks and used undergarments.</p> <p>A deduction may be allowed for a charitable contribution of an item of clothing or a household item not in good used condition or better only if the amount claimed for the item is more than \$500 and the taxpayer includes with his or her tax return a qualified appraisal with respect to the property. Household items include furniture, furnishings, electronics, appliances, linens, and other similar items. Food, paintings, antiques, and other objects of art, jewelry and gems, and collections are excluded from the provision.</p> <p>If the donated item is in good used condition or better and a deduction in excess of \$500 is claimed, the taxpayer must file a completed Form 8283 (Section A or B, depending on the type of contribution and claimed amount), but a qualified appraisal is required only if the claimed contribution amount exceeds \$5,000.</p> <p>If the donor claims a deduction of less than \$250, the donor must obtain a receipt from the church or charity or maintain reliable written records of the contribution. A reliable written record for a contribution of clothing or a household item must include a description of the condition of the item. If the donor claims a deduction of \$250 or more, the donor must obtain from the church or charity a receipt that meets the requirements of a contemporaneous written acknowledgment (see Rule 6, above).</p>



HAWAI'I CONFERENCE UNITED CHURCH OF CHRIST
1848 Nu'uano Avenue
Honolulu, Hawai'i 96817

Thank you for your continued support of Our Church's Wider Mission and special offerings to the mission of the Hawai'i Conference and the United Church of Christ.

Please use this form when submitting your church's missions offerings to aid in the timely and accurate processing of your gift.

Mission	Suggested Date	Amount
OUR CHURCH'S WIDER MISSION	Monthly	\$ _____
SPECIAL SUPPORT		
-One Great Hour of Sharing	4 th Sunday of Lent	\$ _____
-Neighbors in Need	1 st Sunday in October	\$ _____
-Christmas Fund (Veterans of the Cross)	Christmas	\$ _____
-Strengthen the Church	Pentecost	\$ _____
HCUCC SPECIAL OFFERINGS		
-Henry Opukaha'ia Scholarship	3 rd Sunday in February	\$ _____
-He Waiwai no na Ekalesia	1 st Sunday of Advent	\$ _____
OTHER GIFTS		
- Others _____		\$ _____

****Please make checks payable to the Hawai'i Conference UCC** **Total** \$ _____

Church Name: _____

Church Treasurer _____

Church Address: _____

Date: _____

Tell me about your church!

What images come to mind when you think about your church?

What means the most to you as a member?

This is the story you want your budget to tell!

When people ask you about your church, what do you tell them? Do you talk about how much it costs to heat the building? Or what percentage of the budget is spent on youth ministry? No... more than likely, you tell them about your friends, about your favorite parts of worship, about your Sunday School class, or about that ministry that means so much to you.

A narrative budget tells the story of your church in terms that connect with your members. Sure, they want the lights to work when they come to church, but they give because they value your church on a much more personal level. And when you want people to give, you need to reach them on that personal level.

Narrative budgets are stewardship documents

Most people see the budget around annual campaign time. The finance committee distributes the usual page of numbers and hopes people will give enough to make all the numbers match up. A standard page-of-numbers document may be great for church financial management — but it is *terrible* as an inspiration to give.

Narrative budgets remind people of the relationships and programs that mean so much to them, and to move them toward ever-greater support of the ministries they value.

Narrative budgets don't replace financials

The usual page-of-numbers budget is great for management — but does it make you smile? Just like you don't mow the lawn with hedge clippers, you don't inspire giving by focusing on the bills.

A narrative budget has its place *alongside* the traditional financial documents that the finance committee or church council use to manage the church's day-to-day operations. They are complementary, each with its own job to do.

Narrative budgets may even be more accurate!

Because narrative budgets divide costs up across ministry areas, they actually reflect the cost of a given ministry more accurately than a traditional budget. Your church's worship budget, for instance, probably doesn't take into account the amount of staff time that goes into preparing for worship — that's on a separate line! But a narrative budget divides staff time, even administrative costs, across your ministries and ultimately reflects the true cost of a ministry with even greater accuracy than a traditional document.

Narrative budgets are flexible

With a narrative budget, you tell a story — and that gives you the opportunity to highlight areas that need special focus. Have a new outreach program that's new to the budget? A narrative gives you an opportunity to say more about it. Want to celebrate the hours of volunteer work that helps make your church successful? In a narrative budget, you can do that with words and photos. You can be as creative as you want to be. The idea is to inspire!





from the Ministry of Money newsletter, Summer 2005
www.ministryofmoney.org

Church Budgets as Sacred Documents

by Rev. Gary T. Marsh
Director of Stewardship Education and Resources — Moravian Church, Northern Province

For more than 30 years I have been a student of the church budget, first as a layperson who attended the "annual meeting" and listened to the presentation of the budget and later as a church pastor who helped to craft and explain the budget. At times, church budgets have seemed to be anything but sacred. Often they are awkward, difficult to understand and, to be honest, not always created through prayer with the desire to fulfill God's call to the Church. We see the sacredness of worship and prayer, but not always do we see money and the budget as sacred.

That being said, it is clear that the church budget is every bit as sacred as any other portion of the Church and its ministry. Money and how money is used are clearly recorded in many of the words of Jesus, Solomon, Paul and many others. Thus, how we determine its usage within the Church must be as prayerfully discerned as the core values, mission, and week-to-week ministries of worship and Christian Education. It is vital that we see the church budget as something very sacred.

One way to present the budget as a sacred document may be to present it in a narrative fashion, or to have a narrative budget complement the traditional line item budget. For over 21 years I served local congregations as pastor, and for each of those years I was among the folk at the annual meeting of Church Council looking at the line item budget and wondering, "Who really understands this? Is it sacred? Is it holy?" The rows of numbers were important, but those same numbers did little to convey what the "sacred" was really about.

Rev. David Bell, Director of Stewardship for the General Board of Discipleship, United Methodist Church, writes, "Budgets are tools that help financial leaders do their work in the church. They provide vital information for planning in the church. Budgets can enable congregational leaders to be faithful in their stewardship of the church's resources. What budgets cannot do, however, is motivate the majority of people to give. A surprisingly small percentage of the American population can read and understand a line item budget. Too many churches pass out copies of the annual budget, believing that they have communicated important information. Upon closer examination, it becomes clear that very little communication has occurred. People do not give to budgets. They give less from the head than from the heart."

People give to causes. People give to what is important to them. People give to other people, for other people, to needs and to causes - to things that make them feel good, happy and that make a positive influence in their lives, the lives of those they care for, their church and their community. People give to that which they hold as sacred!!

A narrative budget is a way to introduce the sacred within what may at first glance seem very business-like. It offers people a deeper understanding of what they are giving to and what their gifts will do in ministry. For the budget to connect, it must convey the sacredness of the ministry that the funds will be used to support.

A budget must be crafted to convey the very heart and mission of that which Christ invites that organization and its members to embrace. The budget must convey that the Church is a vital agent of reconciliation in a world that is yearning for the Good News of Jesus Christ. The Church, as an interconnected body of dynamic people and ministries, must communicate a mission to worship, learn, serve and give in such ways that the Lord God will be glorified, people will be blessed and the Body of Christ...the Church...will be strengthened. It is then that the budget becomes a holy and sacred document. Each aspect of the Church's ministry and program is a part of the sacred budget, sacred in that the funding needed to support that ministry will more importantly be used to fulfill the calling of God to that Church and its people in that setting. Jesus becomes real and present through the ways in which that budget is created, realized and used; thus it is sacred!!

Within each line, item, number, total and ministry description is the heart and soul of the Church. The budget is a sacred tool because within its words and numbers, we, as members of the Body of Christ, clearly see that we are honored and blessed because we have the privilege of sharing together in ministry. That is much more than numbers. That is also sacred.



United Church of Christ
CORNERSTONE
FUND

Reimagining the Church Budget

Budgets are moral documents that reflect the values and priorities of a family, church, organization, city, state, or nation. They tell us what is most important and valued to those making the budget.

- Jim Wallis
Sojourners

Most churches approach budget development, preparation and presentation from an accounting point of view — offering a (rather dull) page of numbers categorized in a manner that may or may not reflect the ministries of the church. Narrative Budgets transform that page of numbers into a **series of stories that bring to life what's best about your church**, and identifying the cost of offering the ministries your members value.

1 Determine your frame with a few categories

- The story told by your budget may be structured or framed in a variety of ways —
- by ministry areas: worship, education, pastoral care, youth, mission...
 - by goals: building faith, reaching out, working for justice...
 - around your church's mission statement
 - using a combination of categories

Choose just a few categories to create your frame, ideally just four to six. Active words are better — instead of a churchy category like “Christian Education,” how about “Building Believers”?

2 Assign expenses to your categories

A category like “Building Believers” might combine expenses associated with Christian education, pastoral care, youth ministry and more. Your “frame” will determine how you allocate costs.

Feel free to divide costs among different categories. The pastor's salary, for instance, might be divided between worship, education,

pastoral care and administration — allocations that actually reflect the cost of ministry more accurately than one number lumped under “personnel” (or worse, under “administration”).

- ♦ Ask the pastor to estimate the percentage of his/her work that applies to each of your frame's categories. Combine the salary, housing, fringe benefits, and all professional expenses (ie, book allowance, educational travel) into one total amount.
- ♦ Follow a similar procedure with other staff compensation and even with office expenses like postage and internet costs. Eliminate the catch-all “administrative” category by dividing costs so that each category in your frame includes its fair share of office costs.
- ♦ Consider spreading the cost of “Building and Grounds” among the other categories like Worship or Christian Education, estimating the percentages of the use of facilities required by the ministries in those categories.

3 Tell the story as many ways as possible

Some people love photos. Others like bullet-point lists. Still others prefer pie charts and graphs. Use this opportunity to describe each category using a range of appeals. You're limited only by your imagination!



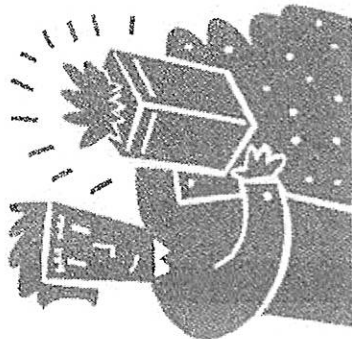
Narrative Budget 2005

INCOME - \$418,508

I. Pledges & Loose Offering

\$405,958

It is your giving that provides 97 percent of Plymouth's income. While other congregations have large, historic endowments, Plymouth relies entirely on your generosity in making possible all aspects of our ministry and mission. We each have been blessed by God in

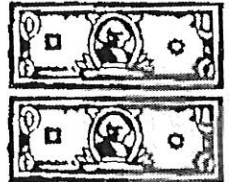


unique ways; our giving is one way we live out our gratitude and say, "Thanks!"

II. Parsonage Rent, Church-Use Donations, and Interest Income

\$12,550

Each month, we receive approximately \$900 in net income from the rental of our parsonage next door to the church. More than 30 nonprofit groups call our church home, as well, and they are asked to make a donation for the use of our space. Interest income for Plymouth is minimal (<\$200).



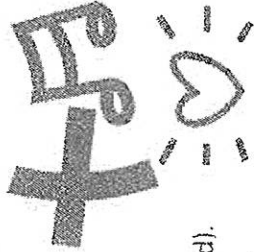
EXPENSE - \$418,508

I. Worship & Spiritual Life

\$208,776

Plymouth's mission statement is "to worship God and help make God's realm visible in the lives of people."

Funding provides salaries and benefits for two dynamic clergy (Sharon and Hal) and three terrific music staff (Carrie, Jan, and Donna Solverud). Worship supplies, sheet music, piano tunings are all contained in this largest segment. Every aspect of worship and pastoral care (including our Calling/Caring Ministry) is included here. You also support our new Congregational Life Committee, which helps connect us as a community of faith.



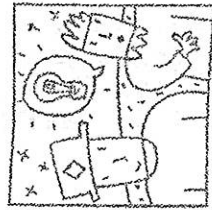
II. Christian Education

\$54,034

Our young people are a vital component of our community at Plymouth, and we demonstrate this through supporting Sunday School, fellowship groups, and confirmation. Plymouth's well-developed adult education



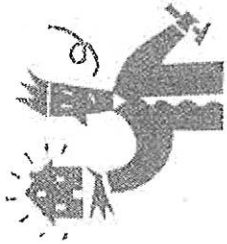
program is a treasure, thanks to your giving. Outstanding staff in these areas (Alice and Donna Greene) have made a critical difference in the vitality and spiritual depth of this congregation, and you provide their salary and benefits.



III. Facilities

\$60,176

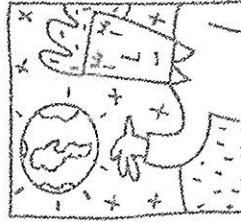
This group of expenses is large, but our trustees keep maintenance and repair costs down through a lot of "sweat equity." (Thank a trustee!) Also included is rising costs for utilities. Plymouth demonstrates its environmental stewardship commitment by purchasing 100% of its electrical power from wind-generated sources. Welcoming nonprofit groups into our church is a significant way Plymouth provides "in-reach" to groups that do teen restorative justice, homelessness prevention, stem homophobia, and over 30 other services for our community.



IV. Mission & Outreach

\$51,080

Your giving supports the United Church of Christ, allowing its mission to flourish not just in the U.S. but with missionaries around the globe. Our giving through Our Church's Wider Mission is the largest portion of this area. (It has an impact as near as United Ministries in Higher Education at CSU to funding AIDS educators in South Africa.) This area also includes our social concerns giving, the largest portion of which goes to the Mission in Fort Collins. You make a difference!



V. Administration

\$44,402

Each Sunday when you read the bulletin, each month when you read the Placard, each time you call Plymouth, every email you receive is paid for by your giving. The salary and benefits of our faithful, long-serving church secretary (Karin Marsh) are also included in this area.



Hawai'i Conference United Church of Christ: FY 2016-17 Mission Spending



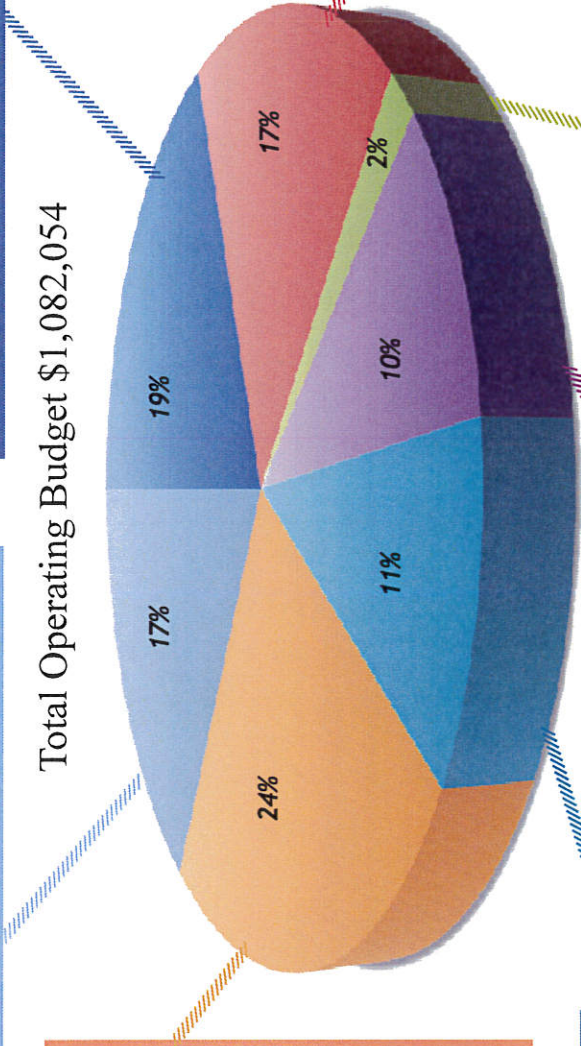
Pastors 17%
\$183,949

Continuing Education
Pastoral Support
Clergy Gatherings
Henry Opukaha'ia Scholarships
Staff Consulting and Support



Churches 19%
\$205,591

Pastor Searches
Church Support
Christian Investment Grants
Leadership Training
Staff Consulting and Support



UCC Mission 24%
\$259,693

Our Church's Wider Mission
One Great Hour of Sharing
Christmas Fund
Strengthen the Church
Neighbors in Need



Youth 11%
\$119,026

Youth Camps and Programs
Leadership Training
Christian Investment Grants
UCC Youth Events
Staff Support

Administration 10%
\$108,205

General Administration
Conference Council
Missional Team Support
Health Insurance Administration



Mission & Partnerships (other than UCC) 2%
\$21,641

Ecumenical and Interfaith
Emergency Response & Relief
Reconciliation
Seminary Relationships



Communications 17%
\$183,949

The Friend
Coconut Wireless
www.hcucc.org
Social Networking
Brochures



Sample Church
Statement of Financial Position
December 31, 2016

	<u>2016</u>
<u>Assets</u>	
Cash	\$ 8,000
Accounts Receivable	2,000
Prepaid Expenses	2,000
Property and Equipment, net	400,000
Long-term Investments	50,000
Total Assets	<u>\$ 462,000</u>
<u>Liabilities and Net Assets</u>	
Liabilities:	
Accounts Payable	\$ 5,000
Other Accrued Liabilities	4,500
Notes Payable	65,000
Total liabilities	<u>74,500</u>
Net Assets:	
Unrestricted	332,500
Restricted	55,000
Total Net Assets	<u>387,500</u>
Total Liabilities and Net Assets	<u>\$ 462,000</u>

Sample Church
Statement of Activities
January -December 2016

	Actual	Budget	Variance
Income			
Contributions			
Pledges	\$ 70,000	\$ 80,000	\$ (10,000)
Offering Plate	2,500	4,000	(1,500)
Special Offerings	4,000	3,200	800
Earned Income			
Building Rental	11,000	12,000	(1,000)
Church Bazaar	1,000	1,800	(800)
Investment Income			
Interest	150	100	50
Endowment	4,500	3,000	1,500
Miscellaneous	200	800	(600)
Total Income	93,350	104,900	(11,550)
Expenses			
Personnel			
Salaries & Benefits	61,000	65,000	(4,000)
Payroll Taxes	3,500	5,100	(1,600)
Programs			
Christian Education	1,500	1,900	(400)
Children & Youth	2,100	2,000	100
Mission			
OCWM	7,000	8,000	(1,000)
Special Offerings (4)	4,000	3,200	800
Building & Grounds			
Mortgage Interest	3,000	3,400	(400)
Utilities	10,000	6,000	4,000
Janitorial	5,000	4,000	1,000
Repairs	1,300	1,200	100
Property Insurance	3,500	3,000	500
Administrative Expenses			
Office	900	1,200	(300)
Phone & Internet	800	900	(100)
Total Expenses	103,600	104,900	(1,300)
Net Income (Loss)	\$ (10,250)	\$ -	\$ (10,250)



Temptation or Fate?

A Lesson in Financial Controls for Churches



By: Carl J. Kotheimer

Fidelity – fe-‘del-et-ee – a: the quality or state of being *faithful*. Fidelity implies *strict* and *continuing* faithfulness to an *obligation*. – Webster’s

We usually associate the word “fidelity” with marriage. But the word has a broader meaning that includes faithfulness to business or social obligations. It has been adopted in the insurance world to identify a type of financial loss different than burglary or robbery. On TV it would be referred to as the “inside job”. The key element of a fidelity loss is the use of a position of trust, or power to steal.

The use of power to steal suggests a certain amount of arrogance, which is more difficult to forgive, or prevent. The use of trust to steal is more common and more easily prevented. It is often driven by personal financial problems, or just plain temptation. It’s ironic that the “red flags” are behaviors we otherwise revere from people we hold in high regard: always present and always helpful.

Churches, along with their ministry, also are businesses with objectives and financial obligations. Therefore, it is prudent to adopt business processes that are proven to protect institutional assets and individual reputations. Here, we will outline some business practices that are essential to your stewardship, not because people can’t be trusted, but rather, to be able to have trust - without reservations.

Even before the Enron meltdown, separation of duties has been a bedrock principle of accounting practices - applying to every transaction: cash, checks, purchases, sales, receivables, payables, payroll, internal accounting and banking. The re-

sult is a system of approvals, and the breakdown of routine processes, so that no one individual has total authority over, or access to, a transaction. This is especially critical in the handling of cash.

Adequate controls require discipline and consistent application. Fidelity losses do not usually occur all at once. Small sums disappear over a long time, often without any notice. Recently, your IB Program paid a claim exceeding \$75,000 which was a direct result of theft perpetrated over years. This claim has one thing in common with the other theft claims we have experienced: a lack of adequate financial controls.

Each church has different needs, staffing and parishioner skills to draw upon, so the method of controls can’t be dictated. If in doubt, discuss it with a qualified accountant.

The brief embarrassment over a fidelity claim is bad enough for a church. The immediate financial loss can be devastating. But even worse is the spoiled reputation brought by the news, which can sour membership growth and future giving for years to come. Such an outcome is easily prevented with well defined routines and discipline.



UNITED CHURCH OF CHRIST INSURANCE BOARD

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Claims Corner

Carl Kotheimer, Director Loss Control & Claims	216.736.3244
Richard Livingston, Manager Claims Administration	410.788.8297
Yvette Johnson, Claims Analyst	410.788.8298
United Church of Christ Insurance Board	800.437.8830
You May Phone In A Claim	800.437.8830
You May File A Claim On-Line	www.InsuranceBoard.org

Having a Conversation About Controls

By: Carl J. Kotheimer

As parents we have had to initiate sensitive conversations with our children as we guide them on their path. Initiating a conversation about financial controls with people we have placed in positions of trust can be equally as difficult. We worry about the backlash: “What? You don’t trust me!”

This is a topic best taken up as a group. When it is time for the next meeting of Trustees, prepare a formal agenda and include the subject: “Review of Financial Controls.”

List, in advance, what processes are to be reviewed. At the meeting review each

process; that is, the series of transactions that occur, from start to finish. Give attention to the role of each person who touches the process. Some processes may overlap, such as purchasing and review of bank statements. Seek the input of everyone in the room, and try to flowchart the process on a board so that everyone can see what actually happens.

If you find situations in which a single person has exclusive control with no oversight or approval by others, then you must recommend implementing additional controls. You might expect push-back simply on the grounds that it’s inconvenient. Seek consensus from

the group. Focus on the “financial integrity of the church.” Focus on roles rather than individuals. You may need to create new roles and should consider defining them in your By-Laws. You should find the process enlightening, maybe difficult, but in the end rewarding.



Annual Audit—An Absolute Minimum

Some congregations, particularly those with smaller congregations, may have difficulty securing enough volunteer help to provide the financial controls detailed.



Creating the appropriate separation of duties and oversights may be cumbersome, but it is essential. A critical starting point to provide a baseline, is an audit of past activity. This is something that should be done annually.

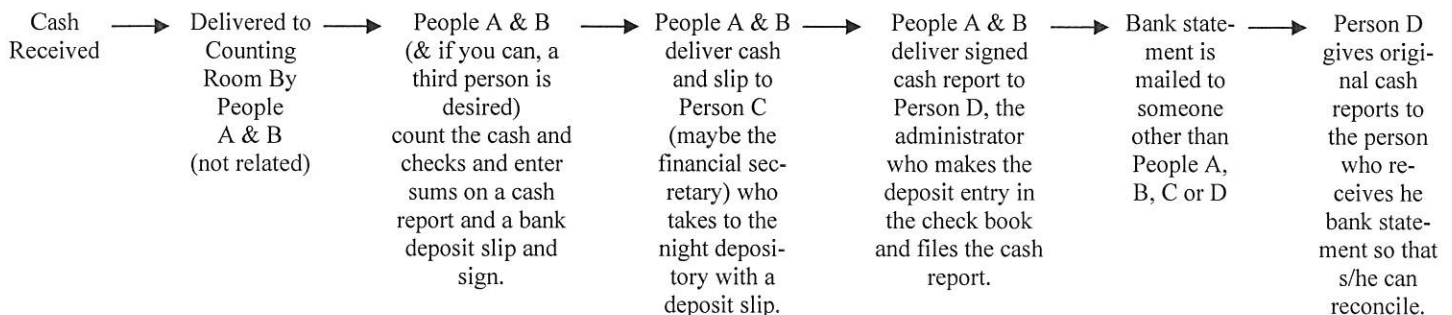
At the most basic level, an audit consists of reconciling bank statements with supporting documentation, such as invoices, cash reports, payroll documents, leases, etc. Very often, it is an audit that first reveals suspicious activity. In a best case scenario, this would simply provide the assur-

ance of a clean audit for incoming volunteers.

The audit should be conducted by someone who is not normally involved in the financial dealings of the church. For a small congregation, this requires another willing volunteer for a short term project. A detail-oriented person is a good choice for this job. For a larger congregation with more varied activities and payroll, an outside accounting firm is the best solution. If you already suspect fidelity issues, contact a professional for an audit and to assist in establishing new policies.

Financial Controls Flow Chart (example)

Cash through offerings is one way a church can find itself a victim of theft, so let’s follow the flow of cash with appropriate controls.



More detailed information about financial controls can be found here: <http://www.churchextension.org/upload/treasurers-handbook-2007.pdf>

This example of a church records schedule was borrowed from the United Methodist's General Commission on Archives & History. Thanks to the folks there for enthusiastically letting us use their template. They can be found at <http://www.gcah.org>

For Congregational Churches: Please consider this document to be a template that should be altered to suit your needs.

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Accident and Injuries Records	Workers Compensation Claims Records	Settled+6	Active	NO
Accounts Payable Records	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	7	2	NO
Accounts Receivable Records	Membership contributions, offering records	7	2	NO
Administrative Reports	Charge Conference reports, Administrative Board reports, Council on Ministries report, or administrative council reports	Permanent	2	YES
Annual Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records, State Accounts Reports	Permanent	4	YES
Architectural Drawings, Blueprints, and Maps		Permanent		YES
Audit Records		Permanent	4	YES
Bank Deposit Books		7	2	NO
Bank Deposit Slips		3	3	NO
Bank statements		7	3	NO
Benefits Policies and Procedures Records		Permanent	Active	YES
Bequest and Estate papers	wills, gift agreements, bequests	Permanent		As Necessary
Budget Records	Annual Budget	Permanent	4	YES

LOCAL CHURCH RECORDS SCHEDULE

RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Bulletins	Sunday worship bulletins, special local church occasion bulletins	Permanent	2	YES
Bylaws		Permanent	Active	YES
Cancelled Checks	Cashed Checks	7	1	NO
Certificates of Deposit, Canceled		3	3	NO
Committee Records	Local church committee records	Permanent	4	YES
Contracts	repairs, maintenance, lease agreements, loans	4 - service contracts 6 -Repairs, Lease, Loans Permanent - new construction	4	NO - expect for those going to Archives
Correspondence - subject	Correspondence on special or topic interest	permanent	Active	YES
Correspondence - transitory	Routine correspondence	1	1	NO
Deduction Authorization Records	Deductions Input List	Active + 4	Active	NO
Deeds	Deeds, Conveyances, Covenants, easements	Permanent		As Necessary
Directories		Permanent	Current	YES
Employment Eligibility Verification Forms		Active +1 (3 yrs Min.)	Active	NO
Employment Policies and Procedures Records	Employment Policies	Permanent	Active	YES
Grievance Records		Active +3	Active	NO
Insurance Policies		Permanent	Active	YES

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Insurance Election Records, Employees		employment +6	Active	NO
Inventories of Property and Equipment		Until superseded	Active	Transfer to Archives for Review
Invoices		7 (except for major construction)	3	NO (transfer major construction series to Archives)
Membership records	Membership register, baptisms, marriages, transfers	Permanent		YES
Newsletters	Church newsletters, not denominational-wide	Permanent	2	YES
Pay Authorization Records		5	2	NO
Personnel Records	Personnel Files	Active+7	Active	NO
Property Files	deeds, title papers, repair history, permits, lease agreement	Permanent		As Necessary
Purchase Orders		7	3	NO
Real Estate Surveys	surveys, plot plans and related correspondence	Permanent		As Necessary
Rejected Applications	Rejected and Incomplete Employment Applications	2	1	NO
Search Records-accepted		Active+7	Active	NO
Search Records - all others		5	1	NO
Shipping and Freight Records		3	3	NO
Staff Meeting Records		Permanent	4	YES
Tax-Exempt Certificates	Certificates and Form 990	Permanent		As Necessary

LOCAL CHURCH RECORDS SCHEDULE

RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Tax Returns		7	5	NO
Tax Withholding Authorization Records		Active + 5	Active	NO
Time Sheets		3	3	NO
Travel Records		5	1	NO



January 30, 2017

Dear Friends,

Aloha! In partnership with the Hawai'i Conference UCC and the Hawai'i Conference Foundation, United Church Funds (UCF) will be hosting three free luncheons and workshops focused on growing and managing endowment assets for local churches.

It is our sincere hope that you will take the opportunity to attend, share and learn from UCF's experience and expertise regarding planned giving strategies, endowment governance, best practices and ways to engage your congregation in building a strong culture of stewardship to support your church's mission and ministry.

Who should attend?

- Pastors
- Lay leaders involved in church Finance, Stewardship, and/or Investment Committees

What are the key topics?

- Sustainable Investment Strategies for Local Churches
- Starting or Growing Planned Giving Campaigns
- Building your Endowment for the Future

When and Where will the luncheons be held?

Wednesday, March 22	Thursday, March 23	Friday, March 24
Noon – 2:00 pm	Noon – 2:00 pm	Noon – 2:00 pm
Church of the Holy Cross 440 W. Lanikaula Street Hilo, HI	Lihue United Church 4340 Nawiliwili Road Lihue, HI	Hawai'i Conference Office 1848 Nuuanu Avenue Honolulu, HI

How do I RSVP?

Please email Matt Wagner, Senior Executive for Business Development at matt.wagner@ucfunds.org by March 1, 2017, indicating which location you will be attending and the church you represent.

Thank you for the opportunity to serve your church, and we look forward to seeing you in March!

Sincerely,

Donald G. Hart
President