

SWO TREASURER'S QUICK GUIDE

Beginning of Term

- You will take office on **February 1** after the convention when you were elected.
- Meet with the outgoing treasurer to pass on the files and information you'll need, including a copy of the SWO's constitution, list of active units and their contacts, and the SWO's EIN or TIN. Spend plenty of time talking about your SWO's particular policies, procedures, and practices.
- Go to [irs.gov](https://www.irs.gov) and download form **8822-B**, the change of address form. Use your home address on the form and send it back.
- Add your name to the SWO's existing bank account and make your home address the primary mailing address on the account. Banking regulations are different from state to state, so follow the banker's advice. Your president should also be a signer on the account. Have all bank information mailed to your home address.
- Order checks that show your mailing address, deposit slips, and a deposit stamp. Depending on the activity of your synodical organization, you may not write many checks, so ask the previous treasurer how many she wrote to get an idea of how many to order.
- Contact the churchwide women's organization to confirm that your title and contact information are accurate. Contact Eva James Yeo at 1-800-638-3522, ext. 2450 or eva.yeo@elca.org.
- It is recommended that you use a computer for your bookkeeping. Some synodical organizations purchase a laptop for the sole use of the treasurer.
- Set up your home office to include a locking file drawer for SWO records.
- Purchase a flash drive (thumb drive, jump drive) exclusively for the SWO's use.
- Some SWOs have a generic email address for the treasurer's use. A fictitious example might be: homeSWOtreasurer@gmail.com.
- Ask your SWO president and secretary for an up-to-date list of active units. You will use this to contact the unit treasurers.
- Purchase stamps, envelopes, and mailing labels. Print out mailing labels with your name, title, and mailing address on them.
- Contact the unit treasurers by mail or email. Introduce yourself and let them know where to send their Regular Offerings (to you). It is very helpful to enclose a few copies of Form A and Form B with your introductory letter, along with a reminder of where to send which types of offerings. Mailing labels might be very well received. You might also include a copy of the Guide for Unit Treasurers, which may be downloaded at [welca.org/tools-for-leaders](https://www.welca.org/tools-for-leaders) (scroll down). Encourage them to send in their Regular Offerings to you monthly, or, at a minimum, quarterly.

- Plan to attend a Treasurers' Training and Networking Day offered by the churchwide women's organization. These are held on various dates around the country. Presidents, incoming treasurers, outgoing treasurers, continuing treasurers – all are welcome.

Ongoing

- Keep in touch with unit treasurers. Send them the Guide for Unit Treasurers and more forms as needed (see welca.org/tools-for-leaders).
- Attend SWO board meetings. Arrange for a replacement if absent.
- At least 30 days before every SWO-sponsored event, download and submit a Certificate of Liability Insurance Request Form (see welca.org/tools-for-leaders).
- Count (with another person as a double-check) offerings collected at SWO, conference, or cluster events.
- Pay bills as due.
- Deposit all offerings at least monthly.
- Keep thorough records of all financial transactions.
- Make copies of all checks received and keep them together with their accompanying Form A, other documentation for that check, and a copy of the bank-stamped deposit slip.

Monthly

- Keep in touch with your SWO president and other board members.
- Collect acknowledgment letters/receipts from your president. Acknowledgment letters from churchwide are sent to the president, not to the treasurer.
- Send regular offering remittances to the churchwide organization with Form C. It is recommended that 50% or more of regular unit offerings be forwarded to the churchwide organization.
- If you received any offerings in error, make sure those offerings get to the right place, i.e., to churchwide, an outside organization, etc.
- Reconcile the bank statement.
- Prepare monthly reports for your president. You may choose to send the monthly reports to all synodical board members, or to share them with the full board at board meetings. Reports should contain:
 - A balance sheet reporting cash and other assets.
 - A profit/loss statement, also known as an income statement, which presents unit gifts, cluster/conference gifts, other income, and the expenses incurred. This report should be presented with the approved budget, by line item.
 - A congregational unit report, showing the giving to date by each congregational unit, broken down by type of offering.

Quarterly

- Review the financial reports sent from the churchwide organization and reconcile your records to them.
- Check in with unit treasurers concerning upcoming events, budgets, etc.

Annually

- Train unit treasurers and make sure they are familiar with the Guide for Unit Treasurers. Conference or cluster events are a good time to do this in person.
- Prepare a budget for discussion and approval by the board in time for inclusion in your convention's Bulletin of Reports.
- By June 15, have audit, compilation, or review completed by an independent outside accountant or committee. Send to the churchwide organization within 30 days of its completion.
- Prepare reports to include in your Synodical Convention Bulletin of Reports:
 - Fiscal year balance sheet
 - Income statement
 - Report by congregational unit (February 1 through January 31)
 - Completed audit/compilation/review
 - Year-to-date congregational unit reports
 - Board-approved proposed budget
- Present all financial reports and a proposed budget at your synodical convention.
- Send budget to the churchwide organization within 30 days of its approval by the synodical convention (or by the board in a non-convention year).

End of Term

- Assist in the transition to the new treasurer by ensuring complete and orderly records, including an updated list of unit treasurers.
- Schedule plenty of time to meet with your successor and go over procedures with her. Give her a copy of this Quick Guide as well as the full Guide for SWO Treasurers, and show her where to find the resources she needs at welca.org/tools-for-leaders.