



Congregational Leadership  
Development

**Treasurer 101 Workshop**

# Treasurer 101 Workshop

## Topics for Discussion

- What is the Role of the Treasurer?
- Segregation of Duties
- Mission Share – What is it?
- How to Submit Mission Share
- Payroll
- Portico
- Other

# Treasurer 101 Workshop

## WHAT IS THE ROLE OF THE TREASURER?

- It Varies from Church to Church
- What does Your Constitution Say?
- History
- Treasurer vs. Financial Secretary
- Disbursements

# Treasurer 101 Workshop

## WHAT IS THE ROLE OF THE TREASURER?

- Financial Statements
- Budget
- Investments
- Council/Executive Committee
- Finance Committee

# Treasurer 101 Workshop

## SEGREGATION OF DUTIES

- Offering Dual Counters
- Count Sheets
- Controls
  - ✓ Don't Take the Offering Home
- Check Signers
- Bank Reconciliations

# Treasurer 101 Workshop

## MISSION SHARE – WHAT IS IT?

- Giving to the Broader Church
- Opportunity to Share
- Not an Obligation

# Treasurer 101 Workshop

## HOW TO SUBMIT MISSION SHARE

- Flat Amount
- % Based
- Electronic Submissions

# Treasurer 101 Workshop

## PAYROLL

- Manually
- Intuit
- Accounting Service
- Quarterly Reporting
  - ✓ Federal
  - ✓ State



# Treasurer 101 Workshop

## PAYROLL

- Tax Deposits
- Annual Filings
  - ✓ W-2's
  - ✓ W-3's
- W-4's

# Treasurer 101 Workshop

## PORTICO

- Calculator
- Payments
- Elections to be Made

# Treasurer 101 Workshop

## OTHER

- 
- 
- 
-

# Questions?

[treasurer@nebraskasynod.org](mailto:treasurer@nebraskasynod.org)