

Session A1 Understanding Fund Accounting

Understanding Fund Accounting Fund Accounting permits organizing monies to keep operating funds separate from restricted funds using multiple fund structures. This class teaches the basic concepts, when separate funds are appropriate, how to number your funds.

Who should attend:

Treasurers, bookkeepers, members of governing bodies and anyone who has to be concerned with church financial management and is not familiar with Fund Accounting.

Session A2 How to write a Chart of Accounts

Some consider writing/designing a Chart of Accounts to be an artform. Whether or not this is true, the Chart of Accounts is the "heart" of the Fund Accounting module. The Chart of Accounts determines what information you will be able to show on your accounting reports, what level of detail or summary information you can produce and how it will be organized. The Chart of Accounts also determines whether you will be able to comply (without extra work and expense) with the requirement that you be able to report restricted gifts separately from operating funds. In this seminar, a Chart of Accounts will be dissected so that you will understand each element of the Chart and why it was used. It will cover the Chart divisions, using level numbers, detail vs. group (title) items, including management structures, using sub-account numbers (and when not to).

Who should attend:

Treasurers and other accounting staff who will write/design or revise a Chart of Accounts in PowerChurch Plus. Attendees should have a good understanding of accounting principles either from experience or from the Principles of Accounting Seminar.

Session A3 PowerChurch Plus Finance Modules

This session begins with an explanation of the model on which the Finance modules are based. Understanding this model will make it easier to work with PowerChurch Plus and help you avoid errors or fix the ones you can't avoid. The Accounts Payable and Payroll modules will be examined in depth and efficient use of them will be emphasized. Vendor and employee records will be set up during the session, checks will be printed and voided, employee pay items will be set up, w-2 info added, tax tables will be modified and activated, auto-repeating items will be used. How to use the reports will be explained with an emphasis on document tracking and financially "safe" work procedures.

In the Fund Accounting module we will explain when to enter transactions directly, when to review work, making adjustments, how to research transactions, diagnosing and correcting trial balance errors, how to use the reports.

Who should attend:

Treasurers and other accounting staff who process accounts payable or payroll or are responsible for overseeing these functions as well as those who are responsible for the accounting reports and functions.

Session M1 Family Mailing List and Personal Profiles

This session begins with the overview and interrelationship of the modules. How to develop and use the various codes (mailing category, special codes, personal status codes, special needs, user codes) effectively, using macros for repetitive changes, moving people from one family to another, all will be reviewed along with using the Visitations and Ministry Services. The practical use of all these modules as ministry tools will be emphasized.

Who should attend:

Administrators, secretaries, Pastors, and anyone who works with church membership information or depends on it.

Session M2 Activities/Skills and Attendance

This session explains the interdependence between the Activities/Skills module and the Attendance module. How to set up the activities logically, tracking offices served, what can be tracked with skills, and how to enter attendance information.

Who should attend:

Attendance clerks and those who work with attendance information.

Session C1 Contributions

This session examines the relationship between contributions, membership, and fund accounting. Setting up envelope numbers and "fund" numbers from a management perspective will be covered, as well how to handle returned checks, returned check fees, how to treat monies that are not eligible for a charitable deduction. Entering visitors' contributions and why will also be addressed as will entering the contributions "live" on Sunday, and letting PowerChurch prepare the deposit.

Who should attend:

Treasurers and others who are responsible for tracking and processing contributions.