



December 18, 2016

## Training for Church Treasurers and Bookkeepers

January 14, 2017 - 9:00 am to 12:00 Noon

Since taking on the position of Finance Operations Manager of the PSEC Conference Tammie Wisniewski has fielded many questions from treasurers, bookkeepers, consistory presidents, and pastors that all fall under a “financial” umbrella. Recently, many of you have replied to an online survey asking what types of financial/bookkeeping questions keep you up at night. In the spirit of the New Year and in the effort to ensure that you are doing your work accurately; we are offering you, for a minimal charge, a ½ day workshop with some of the most requested questions and church financial issues that Tammie has answered.

Topics to be covered include but are not limited to, general bookkeeping/accounting issues you should understand, what does non-profit mean, budgeting, IRS/federal/state/local tax issues, software opportunities, employee issues, Our Church’s Wider Mission, best practices, audit committee responsibilities, how long must you keep those records, and any other questions you may have.

Should my investments on the financial statements show the unearned increases/decreases each month? How long do I have to keep these payroll records? Do I have to give the pastor a 1099 or a W2? If I hold off and pay the insurance bill in January, our prior year statement won’t show such a large loss? How does housing allowance work?

Sign up if you are a church treasurer, bookkeeper, consistory president, pastor or anyone who might benefit from this type of knowledge. Although our churches are rarely in audit situations, it makes the most sense to make sure your “books” and records are kept using best practices. Then in the event you are ever questioned by a federal/state/insurance agency, you have the information that they are looking for in a format that will make the inquiry go very smoothly.

**Where:** Church of the Good Shepherd, 35 W. Phila. Ave. Boyertown

**Cost:** \$5.00 Please join Donna Daloisio, PSEC Bookkeeper, and Tammie Wisniewski, for this informative workshop. You are sure to learn something you didn’t know before! And please share this with others who might benefit from this workshop.

For additional suggestions or recommendations to add to this workshop, please contact Tammie Wisniewski at [tammie@psec.org](mailto:tammie@psec.org) or 484-949-8774 X304.

## Getting to Know :

### St. John’s UCC

257 W. Walnut St., Kutztown, PA 19530

People who worship at the United Church of Christ do not all think alike. We do not require our members to subscribe to certain creeds or dogmas. We accept the historic creeds of the church, such as the Apostles' and Nicene, as representing the faith we share in common.

We also have the following **Statement of Faith**, which is widely accepted, and which we think is one of the best modern interpretations of Christianity.



*We believe in You, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:*

*You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.*

*You seek in holy love to save all people from aimlessness and sin.*

*You judge people and nations by your righteous will declared through prophets and apostles.*

*In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.*

*You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.*

*You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.*

*You promise to all who trust your forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.*

*Blessing and honor, glory and power be unto you. Amen.*

To learn more about us, our ministries and our events, visit us at <http://www.stjohns-ucc.org/>



Prayers are requested for St. John's UCC in Kutztown and Rev. Michael Beynon.

The PSEC office can accept 2016 OCWM contributions up to Tues., Jan. 17, 2017. After that date, all receipts will be posted towards 2017 gifts.