Treasurers’ Orientation Curriculum Chart

**Introductions**
1. Orientation to the Church and structure, mission, and vision
2. Church and Conference Governance

**Relationships**
- Officer Roles, Responsibilities, and Teamwork
- The Treasurer and Other Officers

**The Treasurer’s Toolbox**
- HR/Personnel and Employment Regulations
- Investments
- Presenting Financial Statements
- Working with Local Churches and Schools
- Tithe vs. Non-Tithe Funds
- Retirement Issues and Policies
- Record Keeping
- Internal Controls
- Preparing for the Audit
- Managing the Media
- Ethical Dilemmas and Challenges
- Planning for Sustainability

**Foundations**
- Working Policy 101
- Legal Issues & Confidentiality
- Committees/Boards
- Read & Interpret Financial Statements
- Managing Risk
- Dealing with Conflict

**Treasurers’ Workshops**
- Analyze a Financial Statement
- Introduction to Budgeting
- Release of Restricted Funds
- Tax Issues
- Basic Trust Accounting
- Basics of Property Transactions
- Year-end Closing of Books
- Plant Fund
- Accounting Software Orientation

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* Intended for Treasurers
\* Intended for all Administrators
\* Required Module