

Curriculum Guide for Presentations on: Recordkeeping, Files, and Monthly Reporting

Goals:

1. To understand the necessity of preparing, keeping, and safeguarding records;
2. To recognize the responsibility of treasurers to maintain a financial records system that permits auditors to form an opinion on the validity of financial reporting;
3. To understand the expectations with respect to monthly reporting by the treasury department to appropriate governing bodies and others, such as government offices.

Points to cover:

1. An official document or record is an organization's document that is:
 - a. Needed to support a financial or legal claim or obligation
 - b. Was created or received in the conduct or transaction of official organizational business
 - c. Has administrative, operational, fiscal, legal, or evidential value
 - d. Has historical, research or informational value
 - e. Provides evidence of or verifies the formulation of policies, procedures, or decisions
 - f. Protects the organization and individual rights and interests (e.g., financial, legal, or other)

Examples of official documents include minutes of meetings of the board/governing committees, decision papers, correspondence (memoranda, letters, e-messages), employment documents, contracts, payroll records, audited financial statements and auditors' reports, data files, reports, official publications, and supporting materials sufficient to document and/or explain the decision-making processes for administrative, legal, fiscal, programmatic, cultural, or historical purposes. Specific examples of legal documents include: property records for physical property; trademarks, copyrights, or other legal documents pertaining to intellectual property; corporate papers such as articles of incorporation, constitutions and bylaws.

The content and context of the item determine whether the item is a record, not its physical form, media, or format. Electronic records should be treated as all other forms of records.

2. GC *Working Policy* BA70 emphasizes the importance of a records management program. Policy requires the establishment of a records center to keep documents safe from fire, deterioration, or unauthorized access.
3. Policy recommends that organizations consider storage issues related to documents that await later destruction vs. documents that are of permanent value and suggests that the organization keep these documents separate and clearly labeled.

4. An example of a “Records Management Manual” and “Records Retention Guidelines” are available on the GC Archives website.
5. Treasurers are specifically responsible for ((BA 70 15.3)
 - a. Deeds, mortgages, contracts, and other documents covering the acquisition and holding of real property by any SDA organization or institution within their territory.
 - b. Documents of an intellectual nature relating to church properties (e.g., trademarks and copyrights).
 - c. Policy requires that a list or index of such documents, with a brief description of relevant information such as location, name of legal body holding title, original cost, date acquired, and summary of major improvements or additions, be sent to GC Archives annually by the treasurer.
6. Email:
 - a. The official SDA policy is that email is owned by the organization and is to be used for church business. The church does not monitor electronic mail messages as a routine matter, but it reserves the right to access them to view their contents and track traffic patterns.
 - b. Email should be used for delivering messages quickly; communicating directly with the decision-maker; delivering the same message to multiple people; maintaining a written records of electronic communication; staying in touch with the office while on the road.
 - c. Email should not be used for confidential matters; disciplinary or performance issues; communicating highly complex information; when going back and forth in negotiation, or when dealing with emotional issues or personal conflicts.
7. Disaster Recovery:
 - a. Each organization should have a disaster recovery plan which should include the relocation, back-up of information, records, and systems to an off-site storage facility to keep the organization’s records safe in the event of a wide-spread disaster (e.g., tornado, earthquake, hurricane, fire, flood, etc.)
 - b. The disaster recovery plan should include the following:
 1. Decision regarding what functions of the organization are vital?
 2. In what order should these functions be restored (e.g., accounts receivable, payroll, accounts payable)?
 3. What contracts should be developed with support agencies such as the local fire department, police, civil defense, ambulance services, computer equipment and office equipment restoration companies?
 4. Blueprints and floor plans of buildings should be on hand to locate utility connections, electrical switches, alarms, and potentially dangerous materials quickly in the event of a disaster
8. Filing:

The following items are suggestive; the presenter may choose to have the audience share good filing practices in their offices as part of the presentation and discussion.

- a. File a hard copy of monthly financial statements as released to the governing body to assure the treasurer's access to the same information as received by the governing body
 - b. File copies of checks both alphabetically and numerically for ease of finding needed information regarding payments of accounts payable
 - c. File needed documentation to support journal vouchers with the JV
 - d. Keep copies of checks received to support the receipt and tie the receipts to the deposits
 - e. Maintain complete copies of all minutes for all governing committees, including in-house committees
9. Reporting: Treasurers are responsible for the following reports:
- a. The approved annual budget to the administration and the governing body (e.g., board or executive committee)
 - b. Monthly Financial Statements to the administration, the governing body, and the next higher organization
 - c. Monthly reports to the administration and the governing body on sources of income (e.g., tithe), compared to budget and prior reporting periods
 - d. Monthly reports to administration and the governing body of expenses as compared to budget and prior reporting periods
 - e. Reports on cash and investments (monthly to the finance committee)
 - f. Reports on the audited financial statements (annually to the audit committee)
 - g. Reports on tithes and offerings to the finance committee and the next higher organization (quarterly)
 - h. Reports to departmental directors on their expenses as compared to budget (monthly)
 - i. Governmental/regulatory reports (e.g., payroll reports to the government tax authorities) as required, either monthly, quarterly, or annually
 - j. Reports to constituency meetings of the organization
 - k. Reports as required in financing arrangements with banks, etc.
 - l. Reports to employees on annual remuneration, etc., in a format as prescribed by taxing authorities for income tax reporting by the employee