

Orientation for New Conference Treasurers

Day 1	Morning	<i>“Orientation to the Big Picture”</i>
	8:30 a.m.	*Worship/Welcome/Introductions
	9:00 a.m.	*Orientation to The Church and church structure, mission, and vision
	10:00 a.m.	*Break
	10:15 a.m.	*Church and Conference Governance
	11:00 a.m.	*Legal Issues & Confidentiality
	12:00 noon	*Lunch (New Presidents, New Secretaries, New Treasurers)
	Afternoon	<i>“Orientation to the Big Picture for Treasurers”</i>
	1:30 p.m.	Team Building/Relationship of Treasurer with Other Officers; Role and Function of the Treasurer
	2:15 p.m.	Working Policy 101: Purpose of Working Policy; Finding information; Focus on policies for respective levels (conference; union; division)
	3:15 p.m.	Break
	3:30 p.m.	HR/Personnel and Employment Regulations, including job descriptions
	4:15 p.m.	Investments
	5:00 p.m.	Adjournment
		*Sessions together: Presidents, Secretaries & Treasurers

Day 2	Morning	<i>“Communicating and Working Together”</i>
	8:30 a.m.	*Worship
	9:00 a.m.	*Working Together: President & Secretary
	9:45 a.m.	*Working Together: President & Treasurer
	10:30 a.m.	*Break
	10:45 a.m.	*Committees/Boards: Role, Chairing, Rules of Order
	11:30 a.m.	*How to Read & Interpret a Financial Statement
	12:15 p.m.	Lunch (with respective colleagues)
	Afternoon	<i>“The Mechanics of the Treasury Function”</i>
	1:30 p.m.	Presenting Financial Statements to Executive Committees/Boards/Constituencies
	2:30 p.m.	Working with Local Churches and Schools (e.g., church remittances; borrowing of funds; school subsidies)
	3:30 p.m.	Break
	3:45 p.m.	Tithe vs. Non-Tithe Funds (e.g., functions/accounting; use/policies; tithe exchange requests)
	5:00 p.m.	Adjournment
		*Sessions together: Presidents, Secretaries, & Treasurers

Day 3	Morning	<i>“Issues Shared by the Executive Team”</i>
	8:30 a.m.	*Worship
	9:00 a.m.	*Retirement Issues and Policies
	10:00 a.m.	*Break
	10:15 a.m.	*Managing Risk
	11:00 a.m.	*Dealing with Conflict
	12:00 noon	Lunch
	Afternoon	<i>“Office Management Issues”</i>
	1:30 p.m.	Record Keeping/Files/Monthly Reporting Requirements
	2:15 p.m.	Internal Controls, especially segregation of duties
	3:00 p.m.	Break
	3:15 p.m.	Preparation for the Audit and Working with the Auditors
	4:00 p.m.	Managing the Media, including social media
	5:00 p.m.	Adjournment
		*Sessions together: Presidents, Secretaries & Treasurers

Day 4	All Day	<i>“Orientation to Fund Accounting (vs. Corporate Accounting)”</i>
	8:30 a.m.	Worship
	9:00 - noon	Workshops on the following topics: Analyze a Financial Statement: comparing to budget/previous years Introduction to Budgeting: Appropriations from Division/Union Understanding special funds administered by the Division and their use Release of Restricted Funds and how to account for these transactions Tax Issues: Withholdings (employment), clergy tax issues
	12:00 noon	Lunch
	1:30 p.m.- 3:30 p.m.	Workshops on the following topics: Introduction to the basics of trust accounting Basics of Property Transactions: Title companies, deeds, etc. Year-end Closing of Books: cutoffs, accruals, transfers, pre-audit issues Plant Fund Orientation to tools available in the accounting software
	3:30 p.m.	Break
	3:45 p.m.	Ethical Dilemmas and Challenges in Treasury Work
	5:00 p.m.	Adjournment

Day 5	Morning	<i>“Personal Skill Development and Current Issues”</i>
	8:30 a.m.	Worship
	9:00 a.m.	The Treasurer and His/Her Devotional Life
	9:45 a.m.	Importance of Personal Finance: Modeling & counseling with employees
	10:30 a.m.	Break
	10:45 a.m.	Time Management
	11:30 a.m.	Planning for future needs: people; continuing education
	12:30 p.m.	Lunch and Adjournment

