

Treasury Newsletter

Worship Through Giving

The offering is an important part of the worship experience. In the giving of our offerings, we are proclaiming God's worth to us. We are declaring His Sovereign ownership of us and all that we have. It provides believers the opportunity to respond in gratitude to the grace, love, and mercy of God. What a blessing to be able to give!

1 Chronicles 29:14

But who am I, and who are my people, that we should be able to give as generously as this? Everything comes from you, and we have given you only what comes from your hand.

ALBERTA CONFERENCE CONSTITUENTS ELECT LEADERSHIP FOR THE NEXT QUINQUENNium



Click the link below to read the detailed press release from SDACC or scan QR code

<https://mailchi.mp/06cbdefe6e27/79a40vrq7v>



Jeff Potts
President



Melissa Cooke
Executive Secretary/
VP for Administration



Keith Richter
Treasurer

USEFUL PIECES OF INFORMATION

ChurchPal 4 Features

- Cloud-based
- Multi-user support. You can select which users have access to which module.
- Adventist Giving import.
- Email receipts
- Charts can be embedded in some reports.
- No need for the treasurer to transmit at month-end.
- No need for the treasurer to do backups, they are done automatically.

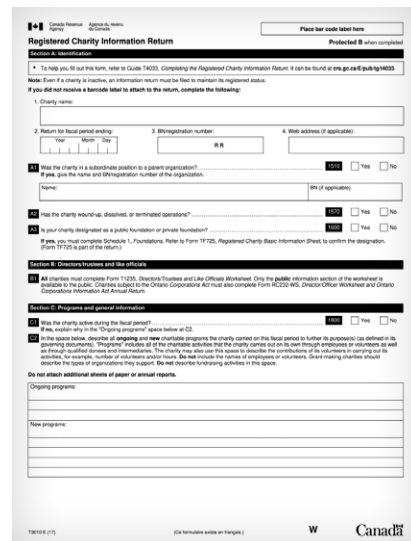


- Have another board member check and sign the statement and report.
- File the minutes in a separate folder.

What is T3010 Form? →

It is also known as Registered Charity Information Return. The **T3010** is an annual information return that registered charities in Canada must file with the Canada Revenue Agency (CRA). The return provides information about the charity's activities and finances. Unlike personal income slips, T3010 comes with a checklist to ensure taxpayers fill it out as required by the CRA. The Alberta conference does the annual filing of T3010 on behalf of the churches.

- **GST Rebate Claim** – *this claim is filed by the church treasurers. In some cases, for churches with business numbers that start with 10669, if requested, a claim can be done from the conference office.*



- **When:** At year-end
- **What to do:** File Forms GST66 and RC7066 to claim the GST rebate for the year just finished. Or click the link below to see instructions for the online application: [GST-Rebate-Claim](#)
- **Other Info:** Claims can be filed up to 4 years prior to the current date.

Documents to present at church board meetings

- Financial Summary for the month and the year to date.
- Bank statement with reconciliation report.





Loose Offering Policy

The Alberta Conference provides a loose offering calendar that designates the use of the loose offering for every Sabbath of the year. Loose offerings for weeks designated other than the church budget are to be remitted to the Alberta Conference in order to comply with North American Division (NAD) guidelines in the use of such offerings.

These offerings are to be used for the purposes indicated in the schedule of loose offerings promulgated by the NAD. These offerings allow the AB Conference to support in growth efforts in a systematic way in our worldwide church.

The Offering Calendar can be found at the Alberta Conference website: <https://www.albertaadventist.ca/administration-departments/resources/downloads>

Divine Service – All loose offerings collected in the divine service are designated for specific purposes each week. The Alberta Conference office issues an offering calendar each year that displays the designation for each week.

Sabbath School – All loose offerings collected in Sabbath School, both in children's and adults' divisions, are designated for Sabbath School Missions.

Local Sabbath School expenses must be paid for from other funds.

Other Collections – Collections may be taken for other purposes if a separate, clearly labeled plate or bag is used. Loose offerings collected during the children's story (Lamb's Offering) may go to any fund that the Board chooses, eg. church school.

NON-CASH DONATIONS OR GIFT-IN-KIND DONATIONS

Definition

- Donations to the Church of any goods, including receipts for purchasing goods.
- Donations of time are NOT considered donations by the CRA and an official donation receipt cannot be issued.

How to Issue an Official Donation Receipt

Non-cash donations require a special receipt that the Church accounting software cannot produce. DO NOT enter such donations in the Church accounting software. The software can only handle cash items.

There are two methods of issuing a receipt for non-cash donations, as detailed next.

Method 1: Expense Claim Method

1. Ask the donor to submit an expense claim with the original receipts from the purchase.
2. Pay the expense claim as usual.
3. Ask the donor to submit a cash donation in the same amount as the expense claim.
 - a. The donor must donate using their own cheque or in cash. They MAY NOT sign the Church's cheque back over to the Church.
4. Enter both the Church's cheque that paid the expense claim and the donor's donation as usual.

Method 2: Contact Alberta Conference Method

1. If the donor does not want to go through the process for Method 1, the Alberta Conference office will issue an official donation receipt for the non-cash donation.
2. Contact Penny Marcinyk at pmarcinyk@albertaadventist.ca or (403) 342-5044
3. The following information may be required:
 - a. Date of the donation
 - b. Full name and address of the donor
 - c. Brief description of the item(s) donated
 - d. Fair market value of the item(s) donated
 - e. Name and address of the appraiser, if an appraisal was done

THE FINANCE COMMITTEE RESPONSIBILITIES

The Finance Committee is charged with the responsibility of preparing the Church Operating Budget. Then, after the Church Board and the Church in Business Session vote to authorize the Budget, the Finance Committee must implement the Budget.

The best method for financing a Church program is to group all its expenses into a Church Operation Budget. This will: (1) free the worship service from repeated calls for money, (2) control spending, and (3) provide the members with a convenient method for distributing the offerings they have already given to God through planned giving.

Make-up of the Finance Committee

The success of the Church financial program is in great measure tied to the

choice of qualified personnel for the Finance Committee. The following guide may be used in their selection.

- Dedication to the work of the Church
- Good business ability
- Willingness to devote the necessary time and effort
- Of high regard and influence among the Church members

The size of the committee is determined by the size of the congregation. But it should be relatively small—three

to nine members. Too large a committee will make it unwieldy. The Pastor and the Church Treasurer are always ex officio members. The local Church stewardship director should also be a member so he or she can provide stewardship education to the congregation with a knowledge of the needs of the Church and abilities of the members.

