

1.00 INTRODUCTION

The following manual is a description of the accounting system and responsibilities for the Bookkeeper and Executive Pastor of Sample Church. Sample Church is a church incorporated as a 501(c)(3) tax-exempt organization. Sample Church is registered with the Secretary of State in Wisconsin with an August 31 year-end and will follow IRS guidelines for churches and religious organizations.

2.00 CHART OF ACCOUNTS

2.01 Assets

Checking	1000
Accounts Receivable	1200
Land & Building	1500s
Furniture & Equipment	1520s

2.02 Liabilities

Accounts Payable	2000
Payroll Liabilities	2100
Mortgages Payable	2200

2.03 Net Assets (Fund Balance)

Open Equity Balance (GF)	3000
Building Fund	3300
Benevolence Fund	3400
Capital Improvements Fund ...	3500
Memorials Fund	3600
Missions Fund	3700
Interest Reserve Fund	3800

2.04 Revenues

Offerings	4000
Interest Income	4100
Miscellaneous Income	4200
Building Fund Income	4300
Benevolence Income	4400
Capital Improvements Income	4500
Memorials Income	4600
Missions Income	4700
Interest Reserve Income	4800

2.05 Expenses

Personnel Expenses.....	{Insert number}
Office/Ministry Expenses	{Insert number}
Building Expenses	{Insert number}
Administration Expenses	{Insert number}
Outreach	{Insert number}
Mortgage	{Insert number}
Miscellaneous.....	5200
Other Fund Expenses.....	{Insert number}

2.06 Cost Centers

General Fund
Administration
Facilities
Ministries (with subclasses)
Personnel
Building Fund
Benevolence Fund
Capital Improvements Fund
Memorials Fund
Missions Fund
Interest Reserve Fund

Accounting Policies And Procedures Manual For Churches

Puja Mehta



Accounting Policies And Procedures Manual For Churches:

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