

**UNITARIAN UNIVERSALIST
CONGREGATION OF ATLANTA
Accounting Policies and Procedures Manual**

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INTRODUCTION

General

The purpose of this manual is to describe the existing accounting and business policies and procedures that have been established for the Unitarian Universalist Congregation of Atlanta (UUCA) and to serve as a valuable reference guide for the congregation. These policies and procedures have been designed to help safeguard the UUCA's assets and to promote accuracy, efficiency and consistency in accounting and business operations.

It is hoped that a written manual will both contribute to these objectives as well as to assist the staff in complying with the prescribed accounting and business operations of UUCA.

Business/Administrative Staff

The following are brief descriptions of the responsibilities of the various positions which pertain to the accounting policies and procedures. *They are not intended to be (and therefore should not be interpreted as) full and/or complete job descriptions.*

1. The Business Administrator's duties & responsibilities include (but are not limited to):
 - bookkeeping;
 - financial reporting;
 - cash management;
 - maintaining the General Ledger;
 - processing & approving all check requests/vendor invoices/staff credit card statements/payments;
 - payroll;
 - posting on-line/credit card receipts;
 - preparing checks for signature;
 - bank reconciliations;
 - supervising the Congregational Administrator & Deposit Team

2. The Congregational Administrator duties & responsibilities include (but are not limited to):
 - administering pre-employment screening;
 - coordinating employee benefits;
 - maintaining personnel records;
 - coordinating insurance benefits and terminating benefits for persons leaving the UUCA's employment;
 - maintaining stock donation records;
 - assisting the deposit team;

3. The Deposit Team's duties & responsibilities include (but are not limited to):
 - collecting offerings at Sunday and other UUCA worship service;
 - counting and posting contributions and other deposits

REVENUES AND CASH RECEIPTS

Sources of Revenues

UUCA's revenues are derived from various sources including gifts of pledges and offerings, gifts of securities, fundraising income, program income, and other miscellaneous income.

The main source of revenue for UUCA is received in the form of checks and cash during regular worship services & fundraising events, via on-line payments, the U.S. Mail, UUCA staff and the front office. In addition, gifts of securities, including mutual funds, are received and processed through the Charles Schwab Investment account.

NOTE: Any cash received in the amount of \$10,000.00 or more must be reported to the federal government using IRS Form 8300.

Worship Service & Fundraising Event Collection and Posting

1. Once checks and cash are collected/received, 2 persons (preferably at least one 1 from the Deposit Team) carry the monies to the financial office for counting;
2. The Deposit Team receives the monies, counts and documents cash received and the \$ total of checks received;
3. A copy of the count sheet is scanned and emailed to the Business Administrator;
4. The count sheet and monies collected (along with any documentation/notation of cash contributions) are placed in the office safe;
5. On Monday (or within at least 48 hours of the service/event) two members of the Deposit Team (not the same two who counted the monies when originally received) remove the count sheet and monies from the safe;
6. The monies are re-counted and verified against amounts recorded on the count sheet. Any discrepancies/variances are brought to the attention of either the Business Administrator or Congregational Administrator. The resolution of any discrepancies is documented on the count sheet;
7. All checks are photocopied;
8. Once verified, monies are posted through ACS Contributions module;
9. After all monies are posted the _____ report is run and totals are compared to the count sheet. Any discrepancies are resolved/corrected;
10. Once the count sheet and _____ report agree, the deposit is posted to Contributions and the General Ledger;
11. Following posting two copies of the posting journal are printed;
12. A deposit slip is prepared and the deposit is taken to the bank;

13. A photocopy of the count sheet and the posting journal are placed in the Business Administrator's mailbox;
14. After the deposit is made at the bank, the original count sheet, check photocopies, posting journal, and deposit slip are stapled together and filed.
15. The Business Administrator matches the photocopy of the count sheet (step 3) to the count sheet and posting journal (step 13) are reviewed for accuracy and to ensure all monies are properly posted.

On-line Payments Receipt and Posting

1. The Business Administrator receives and prints out fund accounting reports from Vanco Services;
2. As part of the monthly close process, entries on fund accounting reports are posted using the deposit date as the posting date;
3. Revenues are posted through the ACS Contributions module;
4. Fees are posted through the ACS Financial module;
5. The Vanco Fund Accounting Report, _____ Report, and GL Posting Journal are stapled together and filed.

U.S. Mail, UUCA staff and Front Office Receipt and Posting

1. All checks (and cash) received through the U.S. Mail, through a UUCA staff member or through the front office are logged into the Mailed Check Register {MCR};
2. A photocopy of the MCR is made and placed in the Business Administrator's mailbox;
3. The original MCR along with the checks (and cash) are placed in the office safe'
4. A member of the deposit team removes the MCR, checks (and cash) from the safe and verifies the amounts recorded on the MCR. Any discrepancies or variances are brought to the attention of either the Business Administrator or Congregational Administrator. The resolution of any discrepancies is documented on the MCR;
5. All checks are photocopied;
6. Once verified, monies are posted through ACS Contributions module;
7. After all monies are posted the _____ report is run and totals are compared to the count sheet. Any discrepancies are resolved/corrected;
8. Once the MCR and _____ report agree, the deposit is posted to Contributions and the General Ledger;
9. Following posting two copies of the posting journal are printed;
10. A deposit slip is prepared and the deposit is taken to the bank;
11. A photocopy of the MCR and the posting journal are placed in the Business Administrator's mailbox;
12. After the deposit is made at the bank, the original count sheet, check photocopies, posting journal, and deposit slip are stapled together and filed;
13. The Business Administrator matches the photocopy of the MCR (step 2) to the count sheet and posting journal (step 11) are reviewed for accuracy and to ensure all monies are properly posted.

CASH MANAGEMENT

In addition to an Operating Checking Account, UUCA maintains:

Money Market Account

UUCA maintains a money market account. The balance will be maintained on the General Ledger. The purpose of the money market account is to earn interest on funds not needed for immediate use. The minimum balance of the fund should be equal to the balance of all permanently and temporarily restricted funds/accounts. Fund transfers are initiated by the Business based on cash flow needs. A reconciliation of the money market account is done monthly.

Schwab Investment Account

UUCA maintains an investment account to receive pledge and other contributions received as the result of a sale of stock. The balance will be maintained on the General Ledger. A reconciliation of the money market account is done monthly.

Petty Cash Account

UUCA maintains an Administrative Petty Cash Account of \$300.00. This fund is kept in a locked cash box in the accounting office safe. Receipts may be reimbursed from petty cash for amounts up to \$50.00. Any person requesting a reimbursement from the petty cash fund should turn in a receipt to the Congregational Administrator that contains the department and expense codes as well as the reason for the purchase. The petty cash fund is reconciled & replenished at least quarterly by the Business Administrator.

Ministers' Benevolence Account

UUCA maintains a Ministers' Benevolence Account of \$5000.00. This fund is maintained in a separate checking account with the Senior Minister and Associate Minister as the authorized check-signers. Distributions from this fund are made at the discretion of either party. Distributions from the fund should be supported with the benefactors name, date of assistance, date of previous assistance (if applicable), the nature/reason for the assistance (including supporting documentation as applicable – electricity bill, rental/mortgage bill, etc.), and a photocopy of the check. The security of the check book along with monthly reconciliation is the responsibility of the authorized check-signers. The Ministers' Benevolence Account will be replenished at least quarterly by the Business Administrator.

Bank Reconciliations

Bank reconciliations will be completed each month for:

- The Operating Account
- The Money Market Account
- The Schwab Investment Account

Bank statements are received via mail (bank statements are sometimes downloaded from websites – if/when the reconciliation is completed before they arrive in the mail).

The Business Administrator processes the bank reconciliation using the bank reconciliation module in the ACS software system -

- the correct bank account is selected;
- deposits, checks, withdrawals, interest and fees that have cleared per the bank statement are checked off in the module.

After all items on the bank statement have been checked off in the module, the Business Administrator runs reports showing outstanding checks and withdrawals and outstanding deposits. Using these reports, the Business Administrator completes the bank reconciliation form in Excel, showing:

- bank balance per statement;
- deposits in transit;
- outstanding checks;
- balance per general ledger; and
- any reconciling items.

Each account's bank statement, ACS reports, and Excel reconciliation are stapled together and filed with each month's financial statements.

ACCOUNTS PAYABLE

The accounts payable balance represented on the balance sheet reflects the balance of monies due vendors, contractors or employees for items purchased by or on behalf of UUCA. Accounts payable are created through check requests, vendor invoices or credit card receipts.

Check Requests

Check requests are submitted by individuals requesting reimbursement of expenses for purchases made on behalf of, or goods and services received on by UUCA. Check requests are completed by providing the following information:

- payee name and address
- date of the request
- person filling out the check request
- designation of fund/account number
- requestor's signature
- department head/supervisor approval signature
- Business Administrator's review and approval.

Check requests should be submitted on a timely basis. Check requests are processed every two weeks for payment. Once approved, the Business Administrator enters the information into the ACS Accounts Payable module.

Vendor Invoices

Vendor invoices are received either through mail or with the delivery of goods. Vendor invoices will be processed by the Business Administrator and entered into the ACS Accounts Payable module for processing.

Credit Cards (Bank of America)

Credit card statements are received after the 20th of each month. Statements are coded and submitted for payment to the Business Administrator on or before the 5th business day of the next month. A Visa Statement log is prepared for each statement providing the account number for charge. A receipt or lost receipt voucher is completed for each charge appearing on the statement. The Business Administrator enters the information into the ACS Accounts Payable module

Check Writing

Accounts payable checks are written every two weeks. Once all invoices and check requests have been entered and posted into the accounts payable module, the Business Administrator selects the requests/ invoices to be paid.

Preprinted checks are kept in locked cabinet in the Congregational Administrator's office. The Business Administrator takes the appropriate number of checks for processing and

prints checks through ACS accounts payable module. This process automatically generates a check register for the congregations's financial records.

Once the checks and the check register is printed, the Business Administrator logs the beginning and ending check numbers in the check register log. The check register is filed. Printed checks and back up and placed in a folder and given to the Executive in charge for signature.

PAYROLL

Personnel files are maintained by the Congregational Administrator. All file are retained in a locked file cabinet in the Congregational Administrator's office. The Congregational Administrator enters new employee information into ACS Payroll module.

Payroll is processed every two weeks by the Business Administrator. Time sheets are reviewed and approved by department head/supervisor and turned into the Business Administrator for processing.

- Calculate gross hourly wages;
- Enter gross wage figures into payroll verification spreadsheet which calculates projected amounts;
- As the hourly wage data is entered into ACS Payroll module by the Business Administrator, the actual gross wage figures are entered into the payroll verification spreadsheet to ensure accuracy;
- All salaried employees' payroll information is entered into ACS Payroll module and the final gross salary/wage figures are entered into the payroll verification spreadsheet to ensure accuracy;
- Payroll is processed through the ACS Payroll module and checks are printed following established check writing procedures;
- Using the ACS Payroll module, the Business Administrator creates the ACH transmission file which is uploaded and process through the bank's website;
- The state and federal payroll liability reports are generated and ACH payroll tax payments are processed on-line;
- Tax payments are entered into the ACH Accounts Payable module and processed as ACH payments (following established check writing and documentations);
- The Business Administrator distributes signed paychecks on payday.