

Financial Secretary Checklist

Month & Year:

Weekly Contribution Tasks (Start Sunday)	1st Week	2nd Week	3rd Week	4th Week	5th Week
Count & record cash					
Record check / cash contributions					
Print bank deposit slip					
Print Unposted Contributions report					
Make bank deposit					
Send contribution report to Bookkeeper					
Put bank deposit records in folder					
Record Tithe.ly contributions					

Weekly Payment Tasks (Start Wednesday)	1st Week	2nd Week	3rd Week	4th Week	5th Week
Submit electronic payments					
Enter payments (Accounting > Accounts Payable > Maintain Manual Checks)					
Enter check requests (Accounting > Accounts Payable > Maintain Open Invoices)					
Print Open (unposted) Items report (Accounting > Accounting Reports > Accounts Payable)					
Notify approvers of payments to approve (include substantiation)					
Send unposted items report to Bookkeeper					
Verify & sign checks, confirm e-payment approval					
Notify signers of checks to sign					
Distribute budget report to ET (Accounting > Fund Accounting > Budget Report > Period and Year to Date > Select Expense)					

Monthly Tasks	Day Due	Complete
Pay 1099 employees (first Wednesday, Musicians, Bookkeeper, etc.)	2 nd Sunday	
Pay W-2 employees (Bookkeeper should provide)	2 nd Sunday	
Request the TIAA check and fill out the remittance form by the 2 nd Sunday	2 nd Sunday	
Submit IL-501 payroll tax payment at https://mytax.illinois.gov/ (PC acct 2220, confirm with payroll statements)	15th	
Submit US 941 Federal Tax Deposit at https://www.eftps.gov/ (PC 941 Tax Deposit report, confirm with payroll statements)	15th	
Disburse "Share the Plate" funds from previous month, and notify the Church Administrator (Contributions > Reports – Contributions > Posted Contributions > Select Fund 20)	EOM	
Confirm bank account reconciliation (Bookkeeper and Joe)	EOM	

January:

- Send year-end contribution statements
- Review 1099 payments (Accounting > Accounting Reports > Accounts Payable > 1099 Vendors List)

January, April, July, October:

- Submit IL 941 (<https://mytax.illinois.gov/>) (Selected Payroll Data report)
- Submit US 941 (Print from PowerChurch and mail, also 941 Calculation Report for substantiation)

May:

- Contact AT&T to pay property taxes for cell phone parcel (include tax bill and other materials required)

June:

- Submit worker's compensation audit form to Church Mutual
- Transfer income from Scrip bank account (during last week of the month)

July:

- Send fiscal year-end contribution statements