



Presbytery of Nevada

Director of Finance

POSITION DESCRIPTION & DESK MANUAL

Accounting for Operating and Administrative Funds

➤ DUTIES and RESPONSIBILITIES

- The Director of Finance (DOF) performs and supports the Operating and Administrative Functions of the Presbytery of Nevada (Presbytery)
- The DOF directly serves the Presbytery and its Council, Board of Trustees (Trustees) and each of the Committees, Commissions, Churches, and Special Entities such as New Church Developments (NCD's) or others, providing accounting assistance, management, and oversight of the Presbytery accounts for which they are responsible
- The DOF's **duties** include:
 - ✓ Attendance at Presbytery, Council and Trustees meetings
 - ✓ Attendance at Committee and Commission or Task Force meetings, as invited
 - ✓ Be accessible to all Presbytery entities via telephone, e-mail, regular mail, or otherwise as necessary
 - ✓ Maintain the Accounting System of the Presbytery
 - Provide Financial Statements including Balance Sheet, Treasurer's Report and Fund Activity Report at least annually, or more often as needed
 - ✓ Prepare and distribute payroll checks for all employees
 - Maintain employee payroll records or others, as required
 - Prepare and file required employment tax reports with the appropriate taxing authorities
 - ✓ Assist NCDs with maintaining accounting records as necessary
 - Assist NCDs with annual reporting to the General Assembly of the Presbyterian Church (USA) (PCUSA) as needed (GA)
 - ✓ Be available to assist church treasurers and other financial personnel
 - ✓ Perform other reasonable duties as assigned by the Presbytery through the Chairs of the Board of Trustees (Trustees) or Personnel Committee
 - ✓ Provide budget documents to be presented to the Trustees at their September meeting for review and forwarding to the Presbytery for approval
 - ✓ Monitor the Insurance and Workers' Comp insurance policies
 - Respond to the Workers' Comp annual audit timely
 - ✓ Maintain reports from the Synod of the Pacific (Synod) including but not limited to church loans and mission giving
 - ✓ Participate in the Synod Mission Partnership Funding Consultation (via Zoom annually) – See MISSION PLEDGES
 - ✓ Maintain reports from the (GA) agencies including but not limited to church loan reports Presbyterian Investment and Loan Program (PILP)

- ✓ Provide recaps of reports from Synod to the Trustees as needed
- ✓ Assist churches with loan applications with the Synod or GA
- ✓ Prepare letters, annually, to acknowledge contributions made by members
 - Presbytery Worship and Pastor installation services are the main sources
- ✓ Provide IRS 501(c) (3) determination letters to churches when necessary
- ✓ The DOF will ensure annual audits or reviews be conducted for Presbytery funds and accounts as required in the Book of Order by an internal committee or by an outside CPA or person(s) professionally qualified to perform such audits or reviews
 - And present audit reports or annual reviews to the Trustees and Council for acceptance or action if necessary

➤ **BANK AND INVESTMENT ACCOUNTS**

▪ **Bank Accounts**

- ✓ There are currently two bank accounts with Nevada State Bank, (College Parkway branch in Carson City), Community Checking and Business Money Market
 - These accounts contain both operating and administrative funds
 - A spreadsheet record is to be maintained to track the funds
- ✓ Authorized signatures shall be designated by the Board of Trustees and may be chosen from the following:
 - Current or former members of the Board of Trustees
 - The Stated Clerk
 - Elders from Churches
 - The DOF shall not sign checks

✓ **Investment Accounts**

- ✓ Synod of the Pacific
 - Include both restricted or designated funds, operating and administrative funds as approved by the Trustees and or Presbytery
 - Authorized signatures for these accounts are designated by the Board of Trustees
- ✓ New Covenant Mutual Funds – Presbyterian Foundation, Distributed by SEI Investments Distribution Co.
 - Are operating funds as approved by the Trustees and/or Presbytery
 - The authorized traders for these accounts are designated by the Trustees

▪ **Lists of Authorized Signers**

- ✓ DOF shall maintain lists of authorized signers with email addresses and phone numbers for all Bank, Synod and New Covenant Funds accounts

➤ **BANKING PROCEDURES**

▪ **Deposits**

- ✓ All funds received shall be deposited into the appropriate accounts, usually checking or money market, within five working days of receipt
 - Deposits to investment accounts may be made directly when warranted

- ✓ Deposits from the General Assembly for grants are made by EFT with notification to the DOF
- ✓ Documentation as to the source and purpose will be noted on the records of the Presbytery and recorded to the funds so designated
- **Disbursements**
 - ✓ Funds are generally disbursed from the checking accounts by the DOF
 - ✓ Funds may be required to be transferred from an investment account to other investment or checking accounts
 - ✓ Transfers from Synod accounts to checking or other Synod accounts requires two signatures, one of which may be the DOF's.
- **Payment Authorization**
 - ✓ All payments must be authorized by the respective committees of the Presbytery in accordance with the approved annual budget or committee action
 - ✓ Payments from Committees' budgets shall be made as directed by a committee chair or designee
 - ✓ Payment authorization may be made by email or written notice to the DOF or by a properly executed Expense Reimbursement Voucher used for travel
 - ✓ The DOF shall not disburse funds in excess of approved budget amounts without authorization from the Presbytery Trustees
 - **Payment Authorization – Travel**
 - ✓ All travel must be supported by an Expense Reimbursement Voucher before payment may be made
 - ✓ Travel Reimbursements must be approved by Committee Chairs or designee, or the Stated Clerk
 - ✓ All travel authorizations after being signed, may be hand delivered, emailed (scans) or mailed with required attachments to the DOF
 - The DOF shall pay all bills including payroll for the Presbytery in a timely manner
 - All accounts shall be reconciled for each month or quarter a statement is received
- **REPORTS PROVIDED for PRESBYTERY & COUNCIL MEETINGS**
 - The DOF through the Trustees will make available copies of the Budgets (actual and/or proposed), Balance Sheet and Treasurer's Report (income and expenses), to all members of Presbytery through the Stated Clerk of the Presbytery before the meetings (Approved by Presbytery March 2012)
 - ✓ All members of Presbytery are defined in section 1.0000 in the Manual of Administrative Operations.
- **BUDGET PROCESS**
 - The DOF will provide proposed budgets to the Trustees and Council at the June meetings for preliminary review
 - ✓ Projected Synod Mission Partnership Funding will be known and projections of most investment income to be calculated by the DOF
 - This income is the basis of the Operating Budget
 - ✓ Proposed per capita rates will be given to the Trustees for review

- Per Capita rates determine the funds available for the Administrative Budget
- ✓ The preliminary budget will be provided to all Committee chairs before the September meetings
- ✓ Trustees will review the preliminary budget in September and provide same to Committees for final review
 - The Equipping, Mission Outreach, COM/CPM and Peace & Justice committees will be provided with proposed “block grants” for expenditures so they may choose to support missions of their choice and direct the DOF to issue required checks to their desired designees
 - Chair of Trustees, or designate, and DOF will meet with each committee to explain the funds available to them
- ✓ Trustees must approve any proposed changes
- ✓ The Preliminary Budget becomes a Proposed Budget to be reported to the plenary session of the Presbytery meeting for approval
- ✓ Final Budgets are subject to revision as new information arises

➤ **MISSION PLEDGES**

- Prior to participating in the Synod Mission Partnership Funding Consultation, the DOF with the Chair of the Trustees will file an estimated budget for the ensuing year as to how the amount of Basic Mission Support the churches will provide
 - The budget document is provided by the Synod
- Mission Pledge forms to be provided to the churches by October 1 of each year to be returned to the DOF by mid-January of the following year
- The pledges include basic mission support for the Presbytery/Synod and the GA and designated mission support
- The pledge forms shall be recapped in an Excel file and scanned and forwarded to the Synod as soon as practical by the DOF

➤ **CHURCH FINANCIAL HEALTH ASSESSMENTS**

- Church Financial Assessment Forms will be provided to each church on/or before December 15 of each to be returned to the Presbytery by February 15 of the next year
- A recap of the financial health assessments is to be prepared and provided to the Trustees at the Spring meeting for review

➤ **PER CAPITA APPORTIONMENT**

- Per Capita Apportionment billings will be provided to each church on /or before November 1 of each year with payments due from churches by February 15 of the next year
- Churches paying on or before February 15 of each year are entitled to a 10% discount of the total, subject to annual approval by the Trustees and submission of the following by February 15 of each year
 - ✓ Annual Statistical Report to GA (Stated Clerk monitors this)

➤ **REPORTS RECEIVED FROM SYNOD AND GA**

- The DOF shall review all reports received from the Synod and GA and maintain files for such reports
 - ✓ The standard reports received from the Synod include Basic Mission Support (Mission Partnership Funding), church loan status reports, Synod financial statements and other reports
 - ✓ The basic reports received from the GA are from Presbyterian Investment & Loan Program (PILP), loan status reports
 - ✓ Should any church become more than a month delinquent on loan payments, the DOF will notify the Chair of the Trustees to determine what action be taken (personal contact and/or letter)
- Condensed reports on the Synod Financials should be provided to the Trustees at least one time per year at the June meeting
 - ✓ This is when the audited financials maybe available from the Synod
- Presbyterian Foundation – Endowment Funds
 - ✓ DOF shall monitor the reports received from the Foundation and report on such to the Trustees at least annually which include
 - The Vesta B. Cooley Memorial Endowment Fund (Presbytery is the beneficiary)
 - Richard and Margaret Vogeles Fund (FPC, Carson City is the beneficiary)
 - Kenco Fund (The Presbytery is the beneficiary and has been providing the funds to FPC, Bishop upon annual approval)

REMINDERS (Calendar) for Director of Finance
SEE POSITION DESCRIPTION FOR DETAILS

❖ **MONTHLY**

- Use the EFTPS (IRS) online to pay the previous month's payroll taxes
- Reconcile bank accounts, Checking and Money Market
- Record activity from Synod Accounts (The statements are online with the Synod)
- Review the monthly loan statements from the Synod

❖ **QUARTERLY**

- File Form 941 Employer's Quarterly Federal Tax Return (payroll taxes)
 - Review the quarterly loan statements from the Presbyterian Investment and Loan Program (PILP)
 - Record activity for the Presbytery's New Covenant Fund from the quarterly statements
- The Vesta P. Cooley Endowment Fund and the Kenco Endowment Fund (The Presbytery does not own these accounts)
- Record the investment income which is deposited quarterly into the Money Market Account

- The amount received from the Kenco Fund is forwarded to the FPC, Bishop, California (approved annually by the Trustees)
- Richard and Margaret Vogele Fund (FPC, Carson City is the beneficiary), the Presbytery receives the report for information purposes

❖ **YEAR END (January of following year)**

- Prepare employee forms, W-2's and Form 1099's and mail to the employees
- Prepare corresponding W-3 and 1096's and mail to appropriate government agencies
- Prepare and mail donation letters (offerings from worship services at the Presbytery meetings and Pastor Installations)

❖ **OTHER DATES NOTED**

- Per Capita Apportionment billings will be provided to each church on /or before November 1 of each year with payments due from churches by February 15 of the next year
- Mission Pledge forms will be provided to the churches by October 1 of each year to be returned to the DOF by mid-January of the following year
- Church Financial Assessment Forms will be provided to each church on/or before December 15 of each to be returned to the Presbytery by February 15 of the next year
- Participate in the annual Synod Mission Partnership Funding Consultation, usually in the Spring called by the Synod