

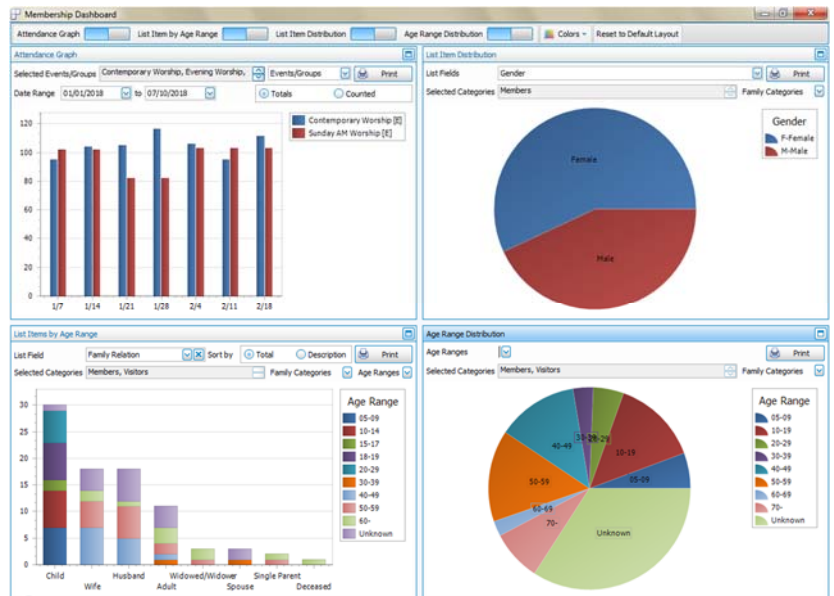
July 2018

CW Current Version 20.17.3/Payroll 2018SR3

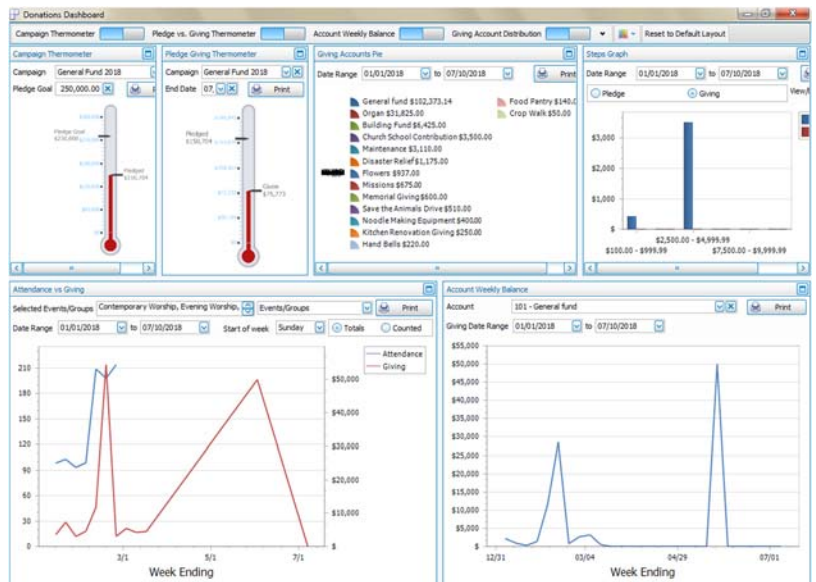
Version 21 is coming!

Final touches and testing are being done on Version 21. We hope to release the 2018 update by the end of summer. But while you are eagerly awaiting the release, here's a new feature we think you will like. Membership, Donations & Accounting will now each have a dashboard feature that allows you to create and print various charts and graphs. Here's just a quick look at each dashboard.

The Membership Dashboard contains an Attendance Graph, List Item Distribution Pie Chart, List Items by Age Range Graph and an Age Range Distribution Pie Chart.

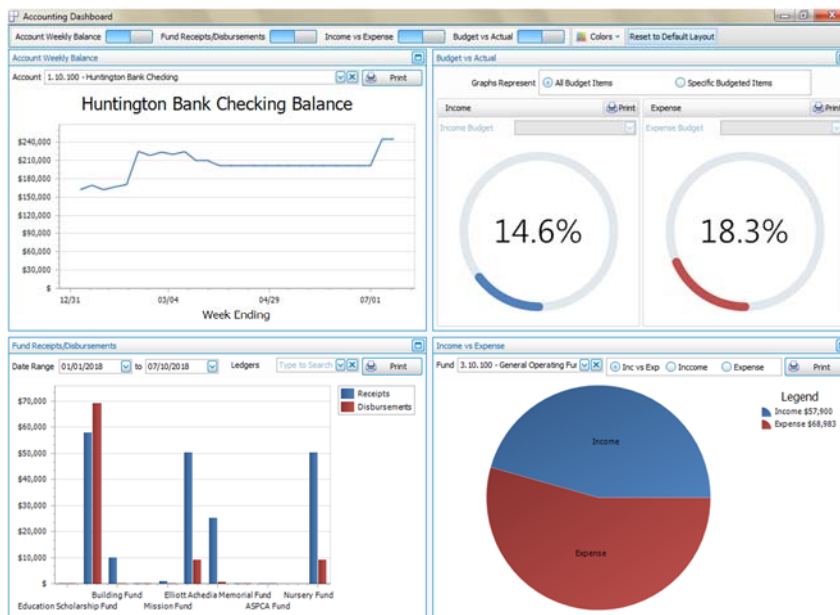


The Donations Dashboard offers a Campaign Thermometer, Pledge/Giving Thermometer, Giving Account Pie, Steps Graph, Attendance vs. Giving Graph & Account Weekly Balance Graph.





The Accounting Dashboard offers an Account Weekly Balance Graph, Budget vs. Actual Graph, Fund Receipts/Disbursements Graph & Income vs. Expense Graph.



Accounting/Suggested Audit Procedures

An audit is a detailed review of your financial records. It is a good idea to do one yearly, and you may want to review half way through the year just to make sure the money is being handled properly. The treasurer or the financial committee might want to conduct or help with the audit. The committee may want to find someone to volunteer, an outside person who does not normally work with the books. The person who does the postings may want to do a mid-year audit just to check their own work and feel confident about the accuracy of the postings and reports.

1. Compare selected batches (only a sampling) in Donations (Contributions) to deposits in the bank statement for the given week (e.g., Sunday 12/4 Donations (Contributions) were \$2,500 per the batch report, check that they equal the deposit per the bank statement on 12/5) With a small sample, if there are teller sheets or some other list of envelopes turned in, check that against the total in Donations (Contributions) for a given week(s). Reports: Log Report in Donations (Contributions). Summary of Cash Activity or Transaction Journal in Accounting.
2. Review the year's bank reconciliations and bank statements paying particular attention to debit memos and other charges from the bank. Reports: Summary of Cash Activity and Bank Reconciliation Report in Accounting
3. Select a small sample of checks that cleared the bank and go back to the supporting documentation (paid invoices, receiving reports, etc.) to make sure that the charge was approved, that the church received the item(s) and that they were charged to the proper account. Report: Transaction Journal in Accounting.



4. Make sure all the checks numbers are accounted for. Report: Check Register in Accounting.
5. If the church has a budget for expenses, compare recorded amounts to budget and investigate all the differences over a certain dollar amount or percentage. Reports: Treasurer's Report in Accounting.
6. Compare the payroll amounts to the salary/wage authorized. Make sure that the related payroll reports (941, etc.) and tax deposits were filed with the taxing authorities. Reports: General Ledger in Accounting. Pay Period Deduction in Payroll.
7. Review the transaction journals for items such as journal entries and transfers to make sure they were handled correctly. Reports: Transaction Journal in Accounting
8. If the church has any pass through collections, were the amounts forwarded to the proper parties? Reports: Accounts Payable Reports and Balance Sheet in Accounting
9. If the church has funds other than a general fund, they should probably review the disbursements to make sure they should have been charged to that fund. Reports: Fund Activity Report and General Ledger in Accounting.

Reports can be limited by particular accounts or transaction types so the amount of paper to go through is not overwhelming. This list is intended to give ideas about the areas you want to review; these are not an all-inclusive list of the procedures you need to perform. Computer Helper Publishing cannot assist in determining which specific items should be reviewed for an audit, or with the audit itself.

Changes

To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to make sure we have the current email and/or contact information for your church. This can be done by emailing info@churchwindows.com with your current contact person and email address or call 800-533-5227 and verify current contact information.

Backing up

Remember to regularly make backups of your data. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts even if your data is hosted on Church Windows Web.

[Church Windows Desktop Backup](#)
[Church Windows Web & General Backup Information](#)

