

## CONGREGATION TREASURERS AND ADMINISTRATORS HELPFUL FINANCIAL RESOURCES

There are a wide variety of downloadable resources available on the ELCA Office of the Treasurer's web page. To reach this page, go to: <http://www.elca.org/Resources/Financial>

Some of the resources available on this page:

- Congregational Treasurers Financial & Accounting Guide (*printed copy in your packet*)
- Internal Control Best Practices (*printed copy in your packet*)
- Handling Financial Matters in the Congregation
- Congregation Audit Guide
- Program Budget Presentations
- Financial Contingency Planning
- Accountable Reimbursement Policies
- Credit Card Best Practices
- Data Security & Identity Theft

The ELCA Resource Page also has a variety of information under the heading "Information Technology" (such as social media use, online giving basics, computer and internet safety.) To reach this page, go to:

<http://www.elca.org/Resources/Information-Technology>

Good Samaritan/Helping Hands Fund Guidelines - <http://www.elca.org/Resources/Legal#Financial>

Other Resources:

Pacifica Synod 2019 Compensation Guidelines for Rostered Leaders

<http://www.pacificasynod.org/for-leaders/clergy-compensation-guidelines/>

Clergy Compensation and Benefit Information and Calculators (Portico) at:

<https://employerlink.porticobenefits.org/Home/Resources/Calculators.aspx>

ELCA Records Retention Guidelines (*printed copy in your packet*)

[http://download.elca.org/ELCA%20Resource%20Repository/Congregation\\_Retention\\_Schedule.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Congregation_Retention_Schedule.pdf)

*Administration Matters* is a bimonthly e-newsletter for ELCA congregational and synodical leaders. It addresses common, practical issues including finance, governance, risk management, tax, legal concerns and topics of interest about day to day operations and management in church settings. - <http://blogs.elca.org/adminmatters/>

IRS Tax Guide for Churches & Religious Organizations - <http://www.irs.gov/pub/irs-pdf/p1828.pdf>

IRS Guide - Social Security and Other Information for Members of the Clergy and Religious Workers -

<https://www.irs.gov/pub/irs-pdf/p517.pdf>

Clergy Financial Resources Newsletter – <https://www.clergytaxnet.com/> (Sign up for free newsletter)

Augsburg Fortress Publishers, Congregational Leader Series -

<https://www.augsburgfortress.org/store/search?ss=congregational+leader+series&c=0>

California Secretary of State – Business search – This search provides access to available information for corporations, with the California Secretary of State, including **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations. - <https://businesssearch.sos.ca.gov>

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