I hope those of you that are not using the Seattle System will agree it is time to start after this presentation.

How do you get started? It is not to late to input this year’s information.

Your Conference Administrator will set up the System for you.

When you select the Treasury Pages.

 It will show Accounts. It will be blank until you enter the New Checking from October 1, 2022 in the name space along with *Bank balance* and Bank name. First entry is the bank account amount on **09/30/XXXX** as a direct deposit using 5-Other Income. **Not 10/01/XXXX**. It will appear as an increase and agree with the bank account balance as of 09/30/XXXX.

 It also shows the reports you can generate.

 Treasurer’s Report – Financial statement

 Outstanding Pledges/Vouchers.

 Categories – Pledged – Checks written

 Prepaid – Bulk purchase of store cards example

 In-Kind – Not Conference funds (see definition)

 Payment with Neighbors Details

 Remember the other side of this system is a complete log of all of the help you provided to our Neighbors in Need. This will show the detail you entered for that visit.

 Questions?

 Treasury pages FAG

 It answers the following questions. See Attached.

Now you are ready to enter the income (Increases) and Expenses (Decreases).

First you have to determine if your balance on last year’s annual report included an outstanding check. If it did, enter the Type ( Check, Direct Payment, Withdrawal), Number (check number), Date (Originally issued), Payee, Amount and if you need to highlight the item you can use the Memo space, Category (6-Aid to Neighbors, 7-Housing Aid, 8-Disater, 9-Twinning **Expense,** 10-Dues, 11-Contribution to Council, 12-Operating Expense and 13-Other Expense).

I recommend that you start by entering the deposits for October. Tap on New Deposits and you start by selecting: Type (Deposed by Conference or Direct Deposit), Date, Source (5th Sunday or maybe Member or Members), Amount, Memo (if you want to highlight it), Category (01-Members, 02-Church, 3-Fundraising, 4-Other SVDP (Twinning Receipts) and 5-Other Income. The Treasurers manual will help you with the items that belong in each category.

When you finish with the October deposits, it is time to enter the October expenses. You follow the steps outlined above for each check.

When you are satisfied that you have entered the beginning balance using **09/30/XXXX as the date**, all of your income and expense items, it is time to do your Reconciliation Report. Remember it is important that you finish the reconciliation before you move on the November. The Reconciliation will ask you to enter the opening bank balance, list the checks shown as cleared on the statement and it will show you the same ending balance that appears on the bank statement and then you can list any outstanding checks. The outstanding checks will be shown up in the right-hand side of the document.

When you are satisfied that the reconciliation is correct save it.

You are now ready to move on to November.

What reports do you generate.

1. Account Register from October 1, XXXX. Shows the beginning balance as of 09/30/XXXX, and all of the income and expense items you entered for October. Each entry will show and increase or decrease in the funds available to disburse.

2. Treasurer’s Report – It is your financial statement that can be submitted to satisfy your quarterly and annual reports. That’s right, no more manual reports. The Seattle System has all of the information you need to complete your annual report. The Treasurer’s Report shows the opening balance, Income by category, expense by category and the closing balance. It also lists any outstanding unpaid pledges leaving the amount of Available Cash. You can decide if the entire Conference can look at the financial statement to follow the Available Cash total.

3. Reconciliation Report. Please include the September 30th reconciliation report with your annual report so we know why the bank balance and Annual report balance are different.

Just remember this:

 The system gives you all of the information needed to prepare your annual report if you are careful to enter the data on a timely basis.

 The other very important feature is it **adds and subtracts correctly**.

 I have received numerous reports that do not add up correctly.

We have experts ready to get you set up so call or email Steve Krank on Monday to get started.