Accounts Receivable Processes

Tithes/Offerings - Contributions

Tithes and offerings that are received during the Sunday offering collection or mailed in. Contributions are funds submitted by a donor in which nothing is received in return. The donor completely releases the funds (whether a tithe/offering/gift) to be used by the church as needed. Contributions can be made by cash, check or online (credit/debit card).

Contributions received after the offering has been collected and counted or any other day other than Sunday ***do not*** need a "green miscellaneous deposit slip" attached to it. Additional contributions are to be placed in a separate envelope with a note stating "late/additional offerings" and we will process accordingly.

Office Manager is responsible for informing the Accounts Receivable Manager of special offerings that are going to be collected on any given Sunday. Having this information prior to a collection is important because it allows for questions if clarification is necessary.

Note: Although the Office Managers are not the ministry leaders for the counting teams, you are the primary contact for any issues relating to the offerings that are submitted on a weekly basis. We depend on you to help us get answers and to relay any issues/discrepancies to the Counting Team Ministry Leader.

Tithe/Offering Envelopes & Security Bags

Envelopes and Security Bags are ordered through www.newlifeadmin.org and selecting "Resource Orders" in the "Forms" section.

Security Bags – 250 per box (No cost)
Envelopes – Minimum orders of 1000 ($75)

Note: With 27 locations, inventory goes fast. We are asking locations to order enough items for at least 3-4 months. We will keep a limited stock available for emergencies, but please plan ahead for bigger seasons like September, January, and Easter.

Contribution Statements

Statements are sent out twice a year, July & January, to New Life contributors. Along with the statements printed out, there may be letters and other materials to be added to the mailing. There is an average of over 2000 statements printed out. In addition to the statements, Pastoral letters are sent out leading to the folding of over 4000 pieces of mail, manually stuffing, stamping, and sealing every envelope.

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Tel: 773-492-3648 • Fax: 773-362-5391 • www.newlifecommunity.church

Due to the high volume of labor for these mailings, we ask that letter request deadlines are met in a timely manner and if assistance can be giving during the mailings, it would greatly be appreciated. We are aware that letter requests and submissions are made directly to and by the Pastor but any help in assisting your campus Pastor in a timely submission of requests during the mailing times would greatly help us in meeting our mailing deadlines.

Miscellaneous Deposits

Funds submitted by individuals in which something has been received in return. These types of funds are typically payments.

- Retreats (Example: Men's, Women's, Youth, Fusion etc.)
- Resource Center
- Café
- Sales/Fundraisers (Example: GPS Books, T-Shirts, Food, Candy, Apples, Copies, etc.)
- Building (Example: Gym, Weddings, Birthdays, Funerals, Meetings, etc.) (For rentals the date(s) of the event/meetings **<u>need to be</u>** on the slip. Weddings, Funerals and Birthdays **<u>require</u>** the name of the celebrated party and a note indicating if they are a New Life Attendee or not).

Green Miscellaneous Deposit slips are to be completed, signed, and attached to ***all*** funds being submitted. For dual control/accountability purposes, deposit slips require two signatures. The only deposits that will be accepted with one signature are for funds being received and processed directly by the Office Manager.

Examples of how to complete the slip have been added to the template workbook. If you would like the template emailed to you, please let the Accounts Receivable Manager know.

Special Events

Office Manager is responsible for letting the Accounts Receivable Manager know ahead of time that an event will be taking place and that funds will be submitted. An email with full details of the event is ideal.

<u>Collecting Funds</u>

Registration Payments for special events are to be collected at the local campus hosting the event or at each participating campus if the event is an All Church Event. Cash and checks are acceptable forms of payments; credit card payments are only acceptable if on-line registration (see below) is made available for an event.

Payments submitted by check are to be made out to New Life Community Church with the event name stated on memo line. If someone is sponsoring a ***specific*** individual(s), the name(s) need to be written on the memo line as well.

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Note: If someone issues a sponsorship payment for ***general use*** of the event, those funds are considered contributions and will be processed as such.

Note: Please be sure that at least two people are collecting funds. If only one is available, it will be acceptable but there does have to be a second person available to count and verify the funds after the collection.

All funds collected must be submitted on the day of collection to the Office Manager. They are ***not*** to be taken home for any reason. Office Manager is responsible for submitting funds collected on a weekly basis.

On-Line Regsitration

On-Line Registration may be set up for larger events in which individuals can pay by credit/debit card. To request online registration for an event, go to www.newlifeadming.org and click on "Event Registration" in the "Forms" section.

The online request form is to be submitted to Accounts Receivable at least 6 weeks prior to an events registration start date. It is highly recommended to close the registration of an event at least two days prior to the actual event. This allows the event coordinator the time to do what is needed with the last of the registrants that come through. Reports with on-line registrants are sent to the event coordinator on a weekly basis.

Note: On-Line Registration is the only option to receiving payment through credit card. Manual credit card submissions are not accepted as a payment form.

Check Requests/Expenses

Events must have enough funds collected prior to check requests as they must be self-sustained. For more information on check requests or expenses, please refer to Accounts Payable.

Necessary purchases for an event are ***not*** to be made using the funds collected through registration, fundraisers, etc. If expenses need to be made, the Office Manager can provide petty cash to the event coordinator or a check is to be requested by the Office Manager to Maria Macedo, Accounts Payable Specialist. *It is extremely important that this procedure be followed as it is a better way to keep the income and expenses for events as clear and organized as possible.*

If any questions arise regarding any type of incoming funds, please do not hesitate to contact the Accounts Receivable Manager at the number or email below.

Shirley Huesca | **Accounts Receivable Manager – Central Services**
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