



ACCOUNTS RECEIVABLE PROCESSES

TITHES/OFFERINGS – CONTRIBUTIONS

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 (via credit/debit card/ACH).

Tithes and offerings are mostly received during the Sunday offering collection at your location and counted by two or more individuals (to ensure dual control) who have been background screened and approved to serve. Our team also receives contributions mailed by donors, directly to our office.

Contributions received after the offering has been collected and counted (or received on any other day other than Sunday) are to be placed in a separate security bag. On the security bag, note your location (and the congregation the offerings pertain to for those with multiple services), as well as "late/additional offerings." Then, our team will process these offerings accordingly.

Reminder: Late offerings **do not** require a "green miscellaneous deposit slip" attached to it.

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 and we depend on you to help us get answers and relay any issues/discrepancies to the Counting Team Ministry Leader. You can also serve as a counter, to ensure dual control at your location is being followed.

To view our offering collection tutorial, visit: <https://www.youtube.com/watch?v=WqWd-EF3XaY>.

Important: Manual offerings need to be delivered to our office, no later than Tuesdays at Noon.

In addition, Office Managers are responsible for informing the Finance Team of special offerings (outside of approved funds) that will be collected on any given Sunday. Communicating this information prior to a collection is important because it allows for questions and clarification on collection, if necessary.

TITHE/OFFERING ENVELOPES & SECURITY BAGS

Offering Envelopes and Security Bags are ordered through www.newlifeadmin.org by selecting "Resource Orders" form in the "Quick Links | Central Services" section.

Cost: Envelopes – Minimum orders of 500 envelopes per box (\$60.75)
Security Bags – 250 per box (No cost)

With 26 locations, inventory goes fast. We recommend that locations order enough items to at least 3-4 months. The Inventory Team will keep a limited stock available for emergencies, but please plan for the busier / bigger seasons like September, January, and Easter.

All Over The City For The Good of The City

Central Services: 4101 West 51st Street • Chicago, IL 60632
Tel: 773-492-3648 • Fax: 773-362-5391 • www.newlifecommunity.church



CONTRIBUTION STATEMENTS

Statements are sent out twice a year to New Life contributors (mid-year in July & year-end in January) and there is an average of over 2000 statements printed out. Along with the paper statements, there are all-church communication letters and other materials added to the mailing.

In addition, Pastoral letters are also included - which leads to the ***total manual processing of over 4000 pieces of mail*** by our team (manually stuffing, stamping, and sealing every envelope).

Due to the high volume of labor for these mailings, we ask that Pastoral letter request deadlines are met in a timely manner and if assistance can be provided during the mailings, it would be greatly 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 to ensure a timely submission of our requests during the mailing times would greatly help us to meet our mailing deadlines.

SUNDAY ATTENDANCE

The weekly Sunday attendance submission is comprised of an online total of peak livestream views , in-person breakdown of adults & children , baptism totals , and volunteer totals which need to be reported through the "Attendance Form" found on our New Life Admin website: <https://newlifeadmin.org>.

Important: The attendance needs to be reported, no later than Tuesdays at Noon.

MISCELLANEOUS DEPOSITS

These are funds submitted by individuals in which **something has been received in return**.

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.

These types of funds are payments / fees / sales received through:

- **Events / Retreats (payments)** – Men's, Women's, Youth, Fusion, etc.
- **Resource Center (sales)** - First Steps books, T-Shirts, Life Group materials, etc.
- **Café (sales)** – Food items, coffee, mugs, etc.
- **Fundraisers (sales)** – Food / candy sales, car washes, movie nights, etc.
- **Building Rentals (payments)** - Gym, Weddings, Birthdays, Funerals, Meetings, etc.

Note: For rentals, please indicate who is renting the building, along with the date(s) when the event/meetings are taking place. This information **needs to be** on the green slip.

Weddings, funerals, and birthdays **require** the name of the celebrated party and a note indicating if they are a New Life Attendee or not.

Reminder: Examples of how to complete the green slip will be provided separately. If you require this at any time and cannot locate the original file, please request via email.

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SPECIAL EVENTS

The Office Manager is responsible for letting the Finance Team 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 preferred.

COLLECTING FUNDS

Registration Payments for special events are to be collected at either the local campus hosting the event or at each participating campus (if the event is open to participants from other locations).

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.

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

Important: 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.

Reminder: 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. The Office Manager is responsible for submitting funds collected on a weekly basis.

ON-LINE REGISTRATION

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.newlifeadmin.org and click on "Communications Request" in the "Quick Links" section. This request form is to be submitted 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 organize what is needed, with the last of the registrants that come through.

Reports with on-line registrants can be generated by the Office Manager and sent to the event coordinator on a weekly basis. If you require assistance with this, please let us know.

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.

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CHECK REQUESTS/EXPENSES

All events must be self-sustained and must have enough funds collected, prior to any check requests. 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 the Accounts Payable department via: ap@newlifechicago.org.

Note: Our finance team tracks the income and expenses for all New Life / Nueva Vida events. It is extremely important that this procedure be followed to maintain accurate event balances and totals, as clear and organized as possible.

If any questions arise regarding any type of incoming funds, please do not hesitate to contact the Finance Team at the number or emails below.

Blessings,

Samara Sotelo

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