

DIOCESE OF EAST CAROLINA  
ADMINISTRATOR'S DAY  
DO'S AND DON'TS

**September 15, 2022**

## DO'S

- 1) Download The Manual of Business Methods which is available on our Diocesan website under Administrative Resources or you may use this link: <https://www.episcopalchurch.org/finance-office/manual-of-business-methods/> This publication has comprehensive information that provides guidance that is very important and will be very useful in understanding what needs to be implemented and followed in handling the finances of your parish.
- 2) It is also important to have Financial Guidelines and Procedures for your individual parish approved by the vestry i.e. check signing authority and limits, contracts, budget, electronic funds transfers, etc.
- 3) Additional Do's
  - a- Two people should be present to count the Sunday collections
  - b- Have a different person reconcile bank statements from the person who makes the deposits and writes the checks/disbursements. Make sure EFT transactions are reconciled to invoices and attached to statement.
  - c- Verify invoice/services received before signing checks
  - d- Prepare Monthly Financial Statements and Balance Sheets for Vestry. Review any expenditure over budget and report to Vestry
  - e- Have an Annual Budget process in place with Finance committee and Vestry
  - f- Contractors who are not incorporated must provide a W-9 and then parish prepares 1099 at year end for these contactors with amount paid
  - f- Be sure the Housing Resolution for Clergy is done annually

**g- Review Insurance Policy(s) each year for adequate coverage. Consults with vestry of required or recommended changes. Be sure you have current Certificates of Insurance on file naming your parish as an additional insured for any outside groups that use the facilities. *Additionally*, Contractors who do work on your facilities should provide your parish with their Workman's Comp and General Liability Insurance coverage.**

**h- Have a video of all property and equipment done annually. Jr Warden most times will handle this**

## **DON'TS-**

- a- Do not payroll unless you understand what to do. It is better to contract out.**
- b- Do not allow signature stamps!**