New York Annual Conference - Conference Committee on Finance and Administration

Financial Review and Update -Your Church Finances
Fine-tuning Your Documents and Responsibilities

Facilitated by Ernest Swiggett and Margaret Howe

This workshop to provide a comprehensive review with local churches and financial leaders the requirements to maintain financial accuracy and integrity.

Workshop to include:
Budgeting – income and expense
Role of Treasurer
Role of Financial Secretary
Weekly Counters
Payroll, W-2, W-4, 1099, 941 etc.
Workman's Compensation, Unemployment
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Record keeping and Financial Reporting to Administrative Council

Workshop Time: 9am – 3pm

Bring your own lunch
Please bring the following information: copy of operating budget –income and expense, sample of counter's report, sample of report to Administrative Council, sample of Financial Secretary's worksheets,

Who Should attend – finance chairs, treasurers, financial secretaries, pastors

Workshop Locations (for directions to churches – check Find A Church on Conference Web Site)

Catskill Hudson District	**Saturday, October 17,2009**	**New Paltz UMC**
Metropolitan/NYCT	**Saturday, November 14, 2009**	**TBA**
Connecticut	**Saturday, November 21, 2009**	**TBA**
Long Island East and West	**Saturday, December 12, 2009**	**TBA**

Registration

Name _____ **Address** _____ **Phone** _____
Email _____ **Church** _____ **Pastor** _____
Your Church Position_____

I will attend – please circle the location **Catskill Hudson** **or** **Metropolitan/NYCT**

Connecticut **or** **Long Island East and West**

Forward Registration to your District Office – for questions howmarg@aol.com or eswiggett@nyac.com