



churchwindows

MANAGEMENT SOFTWARE

Training Workbook

Accounting 201

Accounting 201

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Entering the Budget

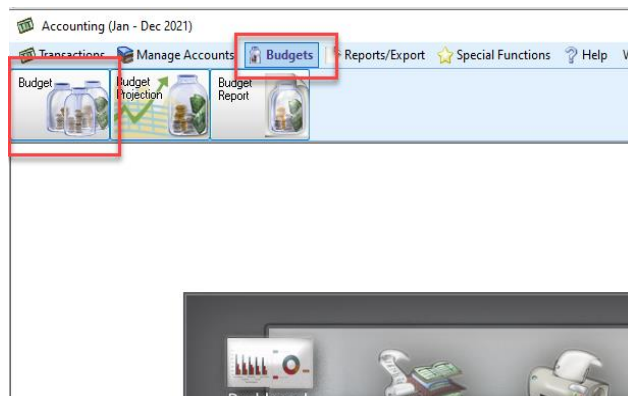
Income and **Expense** accounts can be budgeted. To enter a budget for a year, you must first have the year open in the program. For information on opening a new year, see A202 or search our Support Center at www.churchwindows.com.



Remember, a budget amount is **not** actual money. It is instead an **estimate** of how much money you think will be recorded as coming in for the purpose of a given income account or being recorded as being spent for the expense in a given expense account. Typically budgets are not changed after being approved.

To get here:

- **Portal** screen
- **Budgets** on the menu bar then
- **Budget** button, or
- **Budget** icon



The Budget screen opens:

Accounts/Subtotals		Budgeted
Total Income		N/A
Loose Offering Income (4.10.125)		
Justin Bailes Memorial Income Account (4.40.160)		
Hand Bells Income (4.40.405)		
Save The Dogs Income (4.60.100)		
Total General Fund Income		
General Tithes & Offerings (4.10.100)		✓
Special Holiday Giving (4.10.150)		
Thanksgiving Offering Income (4.10.160)		
Flower Income (4.10.175)		✓
Rental Income (4.10.200)		✓
Wedding Income (4.10.210)		
Interest - Checking & Saving (4.10.275)		
Interest on Investments (4.10.300)		
National City CD Interest Income (4.10.305)		

Total Income	
Annual	323,874
Amounts shown are the sum of the accounts in the Subtotal	
Quarterly	
1st	66,706
2nd	88,987
3rd	67,189
4th	100,992
Monthly	
Jan	19,725
Feb	21,316
Mar	25,665
Apr	37,754
May	25,616
Jun	25,617
Jul	20,786
Aug	20,786
Sep	25,617
Oct	25,616
Nov	25,616
Dec	49,760

Click the box in the 'Budgeted' column to enter/remove a budget

Refresh Close

- Find the account you wish to budget:
 - Use the scroll bar and scroll to the account.
 - Begin typing the name or number for the account in the box at the top of the screen and then click on the desired account.
- Click to place a check mark in the **Budgeted** column for that account.

The screenshot shows a window titled 'Budgets' with a search bar at the top containing '4.20.100 - Building Fund Contributions'. Below the search bar are 'Expand All' and 'Collapse All' buttons. The main area is a table with columns 'Accounts/Subtotals' and 'Budgeted'. The table lists various accounts, including 'National City CD Interest Income', 'Lynch Schwab Investment Income', 'Other Miscellaneous Income', 'Total Building Fund Income', 'Building Fund Contributions (4.20.100)', 'Technology Income', 'Total Mission Fund Income', 'Contributions to Missions', 'Soup Kitchen Income', 'Total Memorial Fund Income', and several memorial fund incomes. A red arrow points to the checkbox in the 'Budgeted' column for 'Building Fund Contributions (4.20.100)'. At the bottom, there is a 'Sort by Account Name' checkbox and a note: 'Click the box in the 'Budgeted' column to enter/remove a budget'.

- On the right side, click the radio dot beside the type of budget you are assigning:
 - Click **Annual** to distribute the money evenly over the four quarters/twelve months.
 - Click **Quarterly** to Enter a budget that may have varying amounts in the different quarters.
 - Click **Monthly** to Enter figures that vary by the month.

Note: Budget figures cannot include pennies and budgets cannot be negative amounts.

The screenshot shows a dialog box titled 'Building Fund Contributions'. It has three radio buttons for 'Annual', 'Quarterly', and 'Monthly'. The 'Annual' option is selected. There is a 'Set Amounts to 0' button. Below the radio buttons are input fields for '1st', '2nd', '3rd', and '4th' quarters, all set to 0. Below these are input fields for each month from 'Jan' to 'Dec', all set to 0. At the bottom, there is a 'CTRL + ↓ to move to next item' instruction, a 'Refresh' button, and a 'Close' button.

Even Distribution over 12 Months

Budgets can be distributed evenly over the accounting year.

- Click to place the radio dot beside **Annual** and **Enter the dollar amount** of the budget. You cannot enter decimals or cents.
- Click the **Annual** button again to see the distribution over the year. The screen automatically saves the budget.

Building Fund Contributions

☒ **Annual**

☐ Quarterly

1st	6,368	3rd	6,368
2nd	6,368	4th	6,367

☐ Monthly

Jan	2,123	Jul	2,123
Feb	2,123	Aug	2,123
Mar	2,123	Sep	2,123
Apr	2,123	Oct	2,123
May	2,123	Nov	2,123
Jun	2,123	Dec	2,118

CTRL + ↓ to move to next item

Note: Because the system does not enter pennies, the last quarter or month may not be equal to other periods depending on rounding. We see that here.

- If you wish to change the figures, click **Set Amounts to 0** and you can enter a different budget for that account or leave it at zero.

Budget for the Quarter

If you prefer to budget a line item by the quarter rather than by the month or annually,

- Click to place the radio dot beside **Quarterly**.
- Enter the amounts for each quarter and click the quarterly button again.

Total Building Fund Income

☐ Annual

☒ **Quarterly**

1st	0	3rd	0
2nd	0	4th	0

☐ Monthly

Jan	0	Jul	0
Feb	0	Aug	0
Mar	0	Sep	0
Apr	0	Oct	0
May	0	Nov	0
Jun	0	Dec	0

- The system automatically saves the entries.

It also calculates the total amount for the year and shows what the distribution over each of the 12 months would be using those quarterly figures.

Building Fund Contributions

☐ Annual 56,348 Set Amounts to 0

☒ **Quarterly** ←

1st	15,488	3rd	12,281
2nd	12,355	4th	16,224

☐ Monthly

Jan	5,163	Jul	4,094
Feb	5,163	Aug	4,094
Mar	5,162	Sep	4,093
Apr	4,118	Oct	5,408
May	4,118	Nov	5,408
Jun	4,119	Dec	5,408

CTRL + ↓ to move to next item Refresh Close

Variable Distribution by Month

If you wish to have the budget vary by month,

- Click to place a radio dot beside **Monthly** and enter the figures for the individual months.

You can also enter the amount as an annual amount, then click **Monthly**, and adjust each month's figures.

Grounds Maintenance (5.10.400)	<input checked="" type="checkbox"/>	1st	0	3rd	0
Property Insurance (5.10.405)	<input checked="" type="checkbox"/>	2nd	1,560	4th	1,560
Repairs & Maintenance (5.10.410)	<input checked="" type="checkbox"/>				
Custodian Supplies (5.10.415)	<input checked="" type="checkbox"/>				
Total Administration	<input type="checkbox"/>				
Office Expense (5.10.450)	<input checked="" type="checkbox"/>				
Copy Machine (5.10.455)	<input checked="" type="checkbox"/>				
Postage (5.10.460)	<input checked="" type="checkbox"/>				
Paper (5.10.465)	<input checked="" type="checkbox"/>				
Continuing Ed/Conferences (5.10.470)	<input checked="" type="checkbox"/>				
Computer Maintenance (5.10.475)	<input checked="" type="checkbox"/>				
Bank Fees (5.10.480)	<input checked="" type="checkbox"/>				

☒ **Monthly**

Jan	0	Jul	0
Feb	0	Aug	0
Mar	0	Sep	0
Apr	1,560	Oct	1,560
May	0	Nov	0
Jun	0	Dec	0

Note: The system will total the months' figures to give you **quarterly** and **annual** amounts.



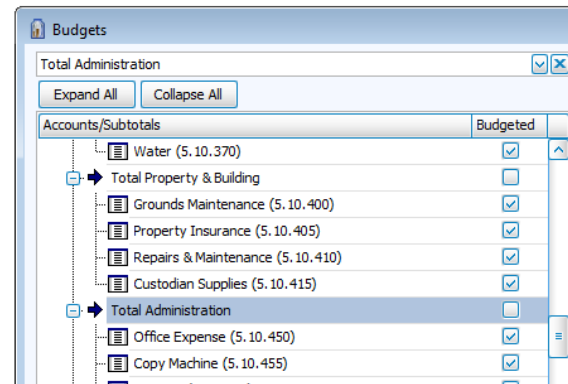
Note: After you have used the program for a year, the system can prepare a budget for you! See the topic *Budgets* in the Help system's **Accounting** manual for more information on projecting budgets.

Budget for a Subtotal

Budgets may also be set for the subtotal rather than for the individual line items within the subtotal.

Find the appropriate subtotal.

- Click to **place a check mark** in the **Budgeted** column for the subtotal.

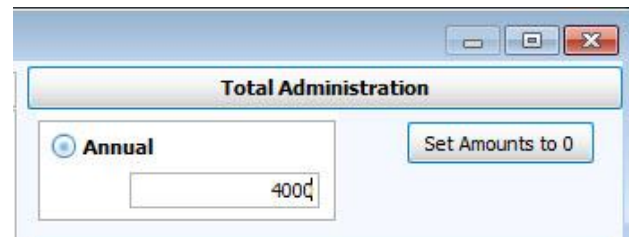


- If the line items within the subtotal currently have budgets, you will be asked to confirm the deletion of those individual budgets. To remove them, click **OK** to delete them. Click **Cancel** to cancel their deletion.

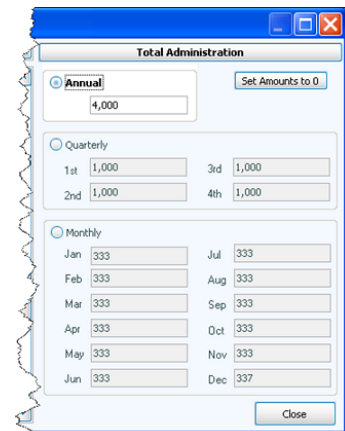
This will remove Budgets for subsidiary Accounts and/or Subtotals.

OK Cancel

- Enter the amount for the budget.



- When we click the **Annual** button again, the money is distributed and the entries saved.



Note: You can open the New Year at any time so that you can enter budgets for that year.

Custom Account Groups

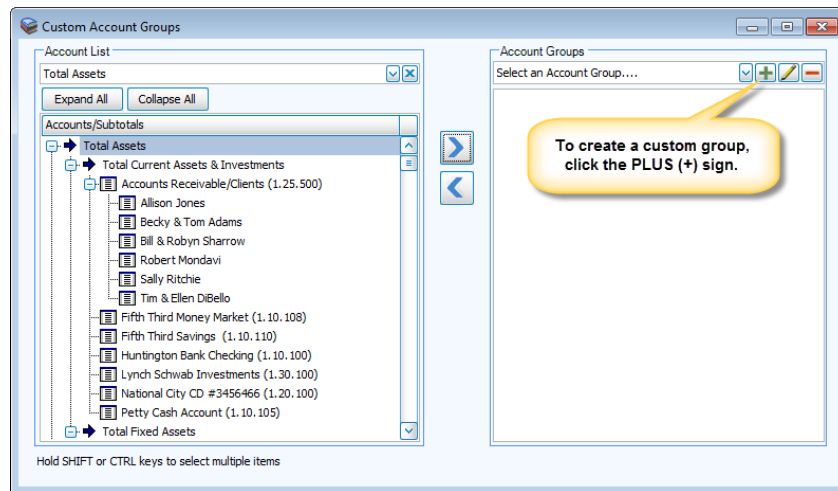
The Custom Accounts Group feature allows you to select specific accounts that you would like to see on reports and assign them to a name of your choice. When you run the report, you limit it to the name for that grouping. Custom Account Groups are set up under the **Manage Accounts** menu or from specific report screens.

To get here:

- **Portal** screen
- **Manage Accounts**
- **Custom Groups**



The **Custom Account Groups** screen opens.



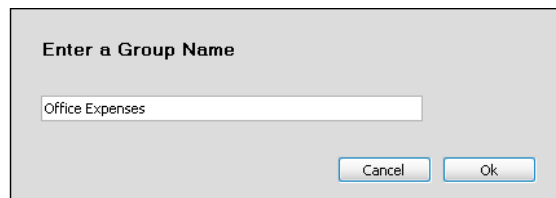
When might you want to set up and use a Custom Account Group?

- A specific group of people are meeting to discuss the progress on certain accounts. Because the group members do not need to see all the accounts in the system, they will need a report on only the accounts that they will discuss. You can create a Custom Account Group where only the accounts that the group members need to see will appear on the report. Save the Custom Account Group under the name of the group, if desired. Afterwards whenever you run your report, you choose the Custom Account Group as named so that the report will only print the accounts pertinent to the group of people and its discussion of the selected accounts.

- When viewing the **Chart of Accounts**, you might like to shorten the list to show only the accounts that are of interest to you. You select the desired accounts and give the group of accounts a Custom Account Group Name. From then on, when you view the Chart of Accounts screen, click on the down-arrow in the **Filter Accounts** box and choose the **Custom Account Group Name** and the list will only show the accounts you wish to view.
- In the **Browse Transactions** screen, view the complete list of transactions or narrow down the list of transactions. To narrow down the list to only show transactions of specific accounts, you can save a Custom Group name that contains the desired accounts. Then, from that point on, click on the Custom Account Groups tab and choose the name and it will display only transactions that pertain to the specific accounts in that grouping.

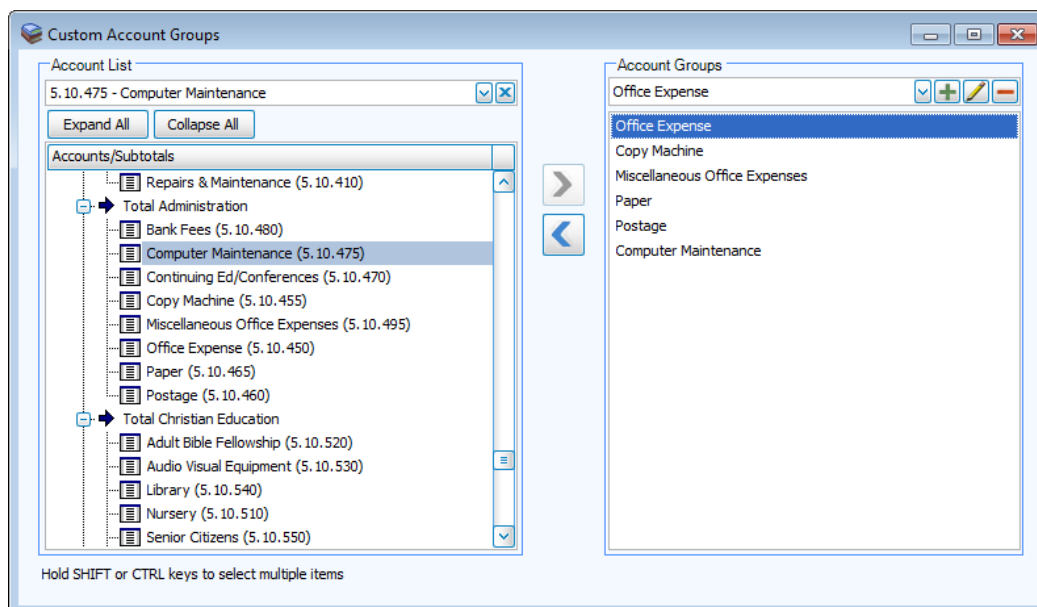
To create a custom group:

- Click the **Plus (+) sign** at the top of the screen.
- Enter a **title** for the group and click **OK**.



- To add an account to the grouping, click on the name of the account in the **Account List** box and click the right facing arrow.

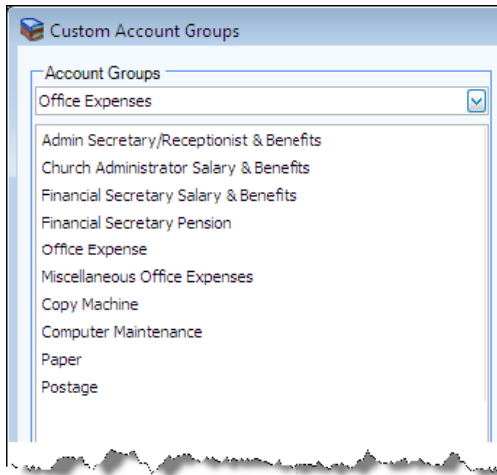
The accounts will show in the **Account Groups** box.



- You can also click to hold the **Ctrl** key down as you select multiple items. Then when you click the right facing arrow, all the selected accounts will move over.
- If several accounts in sequence are going to be added, click to highlight the first

account and then hold the **Shift** key down as you highlight the last one. When you click the right facing arrow, all the selected accounts will move over.

- Accounts that are grouped as sub funds or sub accounts cannot be split apart in the Custom Group function. If you need to have them show on separate Custom Group reports, consider using subtotals instead of sub funds or sub accounts.

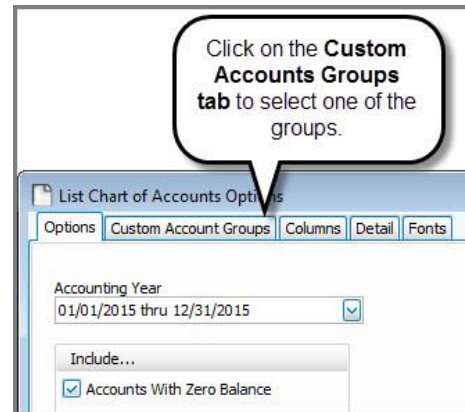


Here's a custom group for office expenses that includes some salary accounts as well as traditional office expenses.

Note: An account can belong to numerous Custom Account groups.

Let's look at the List Chart of Accounts report.

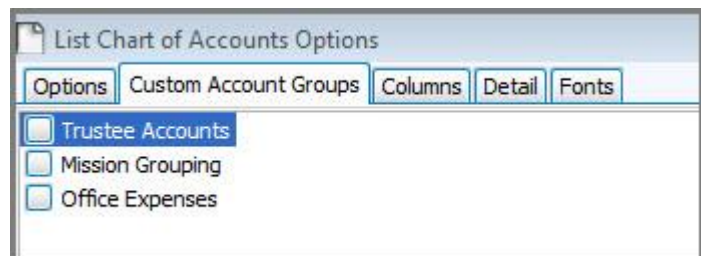
- Click **Reports, Worksheet, List Chart of Accounts**.
- Click on the **Custom Accounts Groups** tab to view the existing Custom Groups in your system.



The **Custom Account Groups** tab opens.

- Click to place a check mark in the desired grouping.
- Select more than one custom account group for a report.
- Click **Print** in the lower right corner of the screen to view the report and then print it. Our report will show just the accounts in this group!

Here's a sample of our report.



41st Church of Anytown - Columbus OH				
List Chart of Accounts as of April 2015 (Office Expenses)				
				Page 1 of 1
Account #	Account Name	Fund	Period Activity	YTD Balance
Expenses				
Salaries & Benefits				
5.10.250	Church Administrator Salary & Benefits	General Operating Fund		
5.10.255	Church Administrator Salary		3,150.00	14,175.00
5.10.260	Church Administrator Pension (TSA)		0.00	0.00
	<i>Total Church Administrator Salary & Benefits</i>		<i>\$3,150.00</i>	<i>\$14,175.00</i>
5.10.270	Financial Secretary Salary & Benefits	General Operating Fund		
5.10.275	Financial Secretary Salary		1,576.00	7,092.00
	<i>Total Financial Secretary Salary & Benefits</i>		<i>\$1,576.00</i>	<i>\$7,092.00</i>
5.10.279	Financial Secretary Pension	General Operating Fund	0.00	0.00
5.10.280	Admin Secretary/Receptionist & Benefits	General Operating Fund		
5.10.282	Admin Secretary/Receptionist Salary		0.00	0.00
	<i>Total Admin Secretary/Receptionist & Benefits</i>		<i>\$0.00</i>	<i>\$0.00</i>
	Total Salaries & Benefits		\$4,726.00	\$21,267.00
Administration				
5.10.450	Office Expense	General Operating Fund	68.14	\$18.14
5.10.455	Copy Machine	General Operating Fund	0.00	0.00
5.10.460	Postage	General Operating Fund	0.00	0.00
5.10.465	Paper	General Operating Fund	0.00	0.00

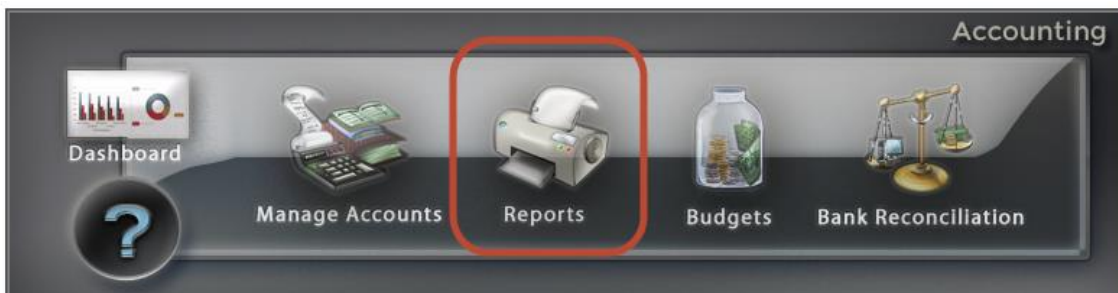
- Click the **X** in the red box to close the preview and **Cancel** to close the report.

Financial Reports

Reports are accessed by using the **Reports** icon on the Portal screen or by clicking the word **Reports/Export** at the top of the screen.

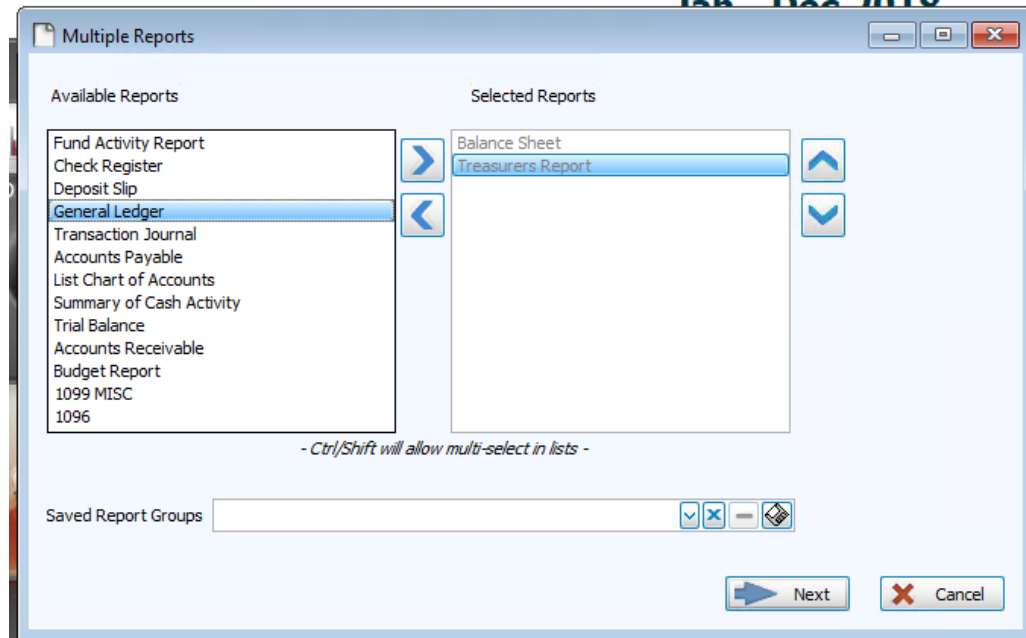
Try both:

- Click the **Reports** icon on the Portal screen.

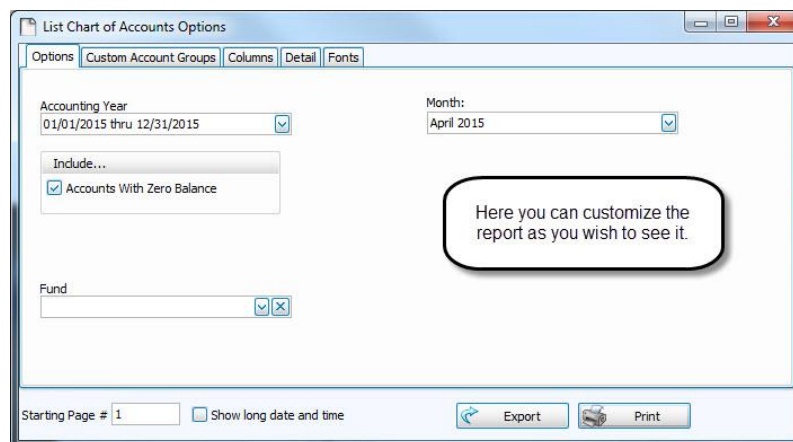


- In the **Available Reports** box, click to highlight the report or reports to view.
- Click the right facing arrow to send the report title to the **Selected Reports** box.

You may select more than one report.



- Click **OK**. If you select only one report to view, the screen will open to the XXX Report Options screen with XXX representing the name of the report you selected.
- Click the X in the upper right corner to close out of the reports back to the Portal.



To open a report using the menu and buttons

- On the Portal, we click **Reports/Export** at the top of the screen. The buttons under the menu change to those seen in this next screenshot. Different Accounting reports are found under the buttons shown.



Where Reports Are Listed

Financial Button

A **Financial** report is a financial statement of some type, typically a summary of information that may be distributed to others for analysis and/or discussion.

Balance Sheet
Fund Activity Report
Treasurer's Report

Transaction Button

Transaction reports allow you to view individual transactions for analysis.

Check Register
Deposit Slip
General Ledger
Transaction Journal
Print Invoices
Print Statements

Worksheets Button

A **Worksheet** report is typically something used by those working in the accounting module to analyze a particular situation or account.

Accounts Payable
List Chart of Accounts
Summary of Cash Activity
Trial Balance
Accounts Receivable

Budget Button

The **Budget** report allows you to print and compare budgets across several years or for just one year.

A screenshot of the 'Budget Report' dialog box. It has tabs for 'Options', 'Custom Account Groups', 'Fonts', and 'Accounts and Subtotals'. The 'Options' tab is selected. It contains fields for 'From Accounting Year' (01/01/2014 thru 12/31/2014) and 'To Accounting Year' (01/01/2015 thru 12/31/2015). Below these is a 'Filter Accounts and Subtotals by...' section with a 'Fund' dropdown. There are two radio buttons: 'Presentation' (selected) and 'Monthly'. Under 'Presentation' are checkboxes for 'Show Amount Difference' and 'Show Percent Difference'. Under 'Monthly' are checkboxes for 'Show Budgeted Amounts' and 'Show Actual Amounts'. At the bottom is a checked checkbox for 'Show Budget Lines'.

Print Checks Button

Clicking **Print Checks** opens the **Check Printing** screen for computer-printed checks. See *Print Checks* in the **Accounting I** workbook or *Printing and Designing Checks* in the Help program's **Accounting** manual.

Print	Payee	Address	Amount	Memo	Check #
<input checked="" type="checkbox"/>	City/County Taxes Payable		\$132.00		
<input checked="" type="checkbox"/>	Crop Walk		\$23.00		
<input checked="" type="checkbox"/>	Red Cross - Haiti		\$43.00		

Tax Button

Clicking the **Tax** button will allow you to print the following tax forms: **1099 Misc/NEC** or **1096**. To do so you will need to enter the tax information for independent contractors on the Vendor Tab on the Chart of Accounts.

9	1099 MISC/NEC
6	1096

Export

Clicking the Export buttons provides these three options. For more information on using the export button see *Exporting Accounting Data* in this training workbook or see the HELP program's **Accounting** manual, the book on Reports and the topic *Exporting Reports*.

Export
COA Data
Accounts Payable
Accounts Receivable

Report Format Tabs

Report options are password associated, so two users may set the formats differently and the formats will hold for each of them.

Options Tab

Different reports offer different options.

The Options tab of a given report **may** include the following items:

- **Accounting Year**

The year to which the profile has been set shows in the **Accounting Year** box. You may elect to run the report for any other year by clicking the down-arrow and selecting the year from those in the listing.

Start Date	End Date	Closed	Beg Bal Finalized
01/01/2015	12/31/2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2014	12/31/2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2013	12/31/2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2012	12/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2011	12/31/2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2010	12/31/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2009	12/31/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2008	12/31/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/01/2007	12/31/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Closed means that the accounting year has been closed so that no more changes may be made to it. You can **VIEW** a closed year and print reports for it but you cannot make changes to it.

- **Include:**

Running Balances

If you elect to show account **Running Balances** on a report, you will see how the balance of the account was affected with each transaction applied to the account. We encourage you to include this option.

Accounts with No Activity

If the box is checked, accounts with a zero balance will be included in the report; if the box is unchecked – the default setting – they will be excluded.

Reversed Transactions

If this box is checked, the report will display transactions that have been reversed. On some reports, the transaction number will have a symbol beside it to indicate that it has been reversed.

41st Church of Anytown - Columbus OH
General Ledger as of April 2015

Thursday, April 23, 2015 Page 1 of 1

Account #	Account Name	Date Occurred	Trans #	Type	Primary Bal. Acct.	Check #	Amount	Beg/Run/End
5.10.353	Telephone (Parsonage)							0.00
		04/21/2015	331^	BILL	Verizon		140.32	140.32
		04/21/2015	337^	BILL	Verizon		(140.32)	0.00
		04/23/2015	338	BILL	Ameritech		79.41	79.41
							79.41	\$79.41

^ = Reversed Transaction

Running balances

On other reports, there will be a column to include and if the transaction has been reversed, the column will give you the transaction number for the reversing transaction or the transaction number that reversed the original transaction.

41st Church of Anytown - Columbus OH Transaction Journal Report					
Trans. #	Type	Reversed	Account #	Account Name	Date Occurred
331	BILL	337	5.10.353	Telephone (Parsonage)	04/23/2015
337	BILL	331			
338	BILL	False	5.10.353	Telephone (Parsonage)	04/23/2015

We see here that:
Transaction 331 was reversed by 337.
Transaction 337 reversed 331.
Transaction 338 has not been reversed.

- **Truncate Cents**

This option allows you to have the report remove the cents from balances shown on the report. It **does not** round the balances up or down; it cuts the cents off. If you like this option, click to place a check mark in the **Truncate Cents** box; if not, leave the box blank.

☐ Truncate Cents

- **Fund**

You may elect to run some of the reports for just those accounts associated with a specific fund.

Click the down-arrow in the **Fund** box to see the list of funds and click on the desired fund.

Fund		
Account Number	Account Name	
3.10.100	General Operating Fund Balance	
3.20.100	Building Fund Balance	
3.25.100	Education Building Fund Balance	
3.30.100	Mission Fund Balance	
3.40.100	Memorial Fund Balance	
3.90.100	Net Fixed Asset Fund Balance	

- **Single Account**

You may elect to run some reports on just one account. You might run a General Ledger to review the activity to an account.

Single Account



- **Balances**

Click the down-arrow to choose the month for which you want the report or to run it for the Year to Date.

If you elect to run the report for a prior year, the month dates will reflect that year.

- **Line Item Comments**

When entering transactions, there are Transaction Comments which apply to the entire transaction and Line Item Comments which apply to the individual account used in the transaction.

Here's a bill showing comments entered in all places.

Expense/Income Accounts	Amount	CR Memo	*Line Item Comments
5.10.550 - Senior Citizens	35.42		Flowers for Senior Citizens
5.10.600 - Flowers	47.54		Flowers for altar

Here the comments were inserted into the payment.

Date Occurred	Vendor	Asset	Amount to Pay	Payment Method	Check or Ref #	*Transaction Comm...	INS
04/24/2015	City Florist	1.10.100 - Huntin...	82.96	Computer Check		Flowers for Senior C...	

Here's the General Ledger for the flower expense account showing **Account's comment only**.

41st Church of Anytown - Columbus OH									
General Ledger as of April 2015									
Tuesday, March 29, 2016							Page 1 of 1		
Account #	Account Name			Balances:					
Date Occurred	Trans #	Type	Primary Bal. Acct.	Check #	Amount	Beg/Run/End*	Comments	Line Item	Comments
5.10.600	Flowers					0.00			
04/24/2015	223	BILL	City Florist		47.54	47.54	Flowers for Senior Citizen's Day at church	Flowers for altar	
					47.54	\$47.54			

Here's the same General Ledger showing **All comments with each transaction**.

41st Church of Anytown - Columbus OH									
General Ledger as of April 2015									
Tuesday, March 29, 2016								Page 1 of 1	
Account #	Account Name			Balances:					
Date Occurred	Trans #	Type	Primary Bal. Acct.	Check #	Amount	Beg/Run/End*	Comments	Line Item	Comments
5.10.600	Flowers					0.00			
04/24/2015	223	BILL	City Florist		47.54	47.54	Flowers for Senior Citizen's Day at church	Flowers for altar	Flowers for Senior Citizens
					47.54	\$47.54			

- Transaction Types**

The General Ledger and the Transaction Journal allow you to limit the report to one or more specific types of transactions. This can make it easier to investigate transactions.

Transaction Types

☒ INCM (Income)
☒ JRNL (Journal Entry)

☒ BILL (Expense)
☒ CONT (Contribution)

☒ PYMT (Payment)
☒ PYRL (Transferred Payroll)

☒ TNFR (Transfer)
☒ ARCL (Collection)

☒ ARIN (AR Invoice)

Select All
Clear All

- Primary Balance Account Column Displays**

The General Ledger provides the option of printing the primary balance account for the other side of the transaction.

Primary Bal. Acct. Column Displays...

☒ Vendor/Payee/Client Name
☐ Account Name

This feature allows you to see the account on the other side of the transaction. In the case of multiple accounts, it prints the account name with the highest amount in the transaction, or the first account used if several accounts have the same dollar amount.

Optionally you can show the payee name instead of the account name for liabilities, vendors and Accounts Receivable clients.

41st Church of Anytown - Columbus OH General Ledger as of April 2015						
Account # Account Name						Page 1 of 1
Date Trans # Type Primary Bal. Acct. Check # Amount						Balances:
Occurred						Beg/Run/End
2.20.100	Accounts Payable					0.00
	Ameritech					0.00
01/19/2015	7	BILL	Telephone (Church)		125.00	125.00
01/19/2015	8	BILL	Internet Service		61.98	186.98
01/19/2015	11	PYMT	Huntington Bank Checking	9710	(186.98)	0.00
02/20/2015	14	BILL	Telephone (Church)		125.00	125.00
02/20/2015	15	BILL	Internet Service		61.98	186.98
02/20/2015	18	PYMT	Huntington Bank Checking	9712	(186.98)	0.00

Custom Account Group

Once you have set up **Custom Account Groups**, you may elect to run the report for only those accounts associated with a grouping.

- Click the **Custom Account Groups** tab.

- Click to select one or more groups to limit the report to the accounts in the group(s).

- Click the **+ Custom Account Group** button to create a new group.

Note: **Custom Groups** can also be set up under **Manage Accounts, Custom Groups**. For more information see the topic *Custom Groups* in this workbook.

Columns Tab

The Columns tab allows you to select the columns you want displayed on the report and the order in which those columns are displayed.

There are two boxes:

- **Visible Columns** will display on the report. The different reports have different columns set as a default.
- **Available Columns** can be added to the report.

To set the columns for the report:

- **To add a column to a report**, click the **name** of the column in the Available Columns box and click the right facing arrow to move it to the Visible Columns box.
- **To remove a column from a report**, click the **name** of the column and click the left facing arrow to move it from the Visible Columns to the Available Columns box. Some reports will remain as you set it until it is changed; others

will revert to the default upon closing the report.

- To reorder the columns, click to highlight a column's name in the Visible Columns box and use the up and down-arrows to change it to the desired position.
- To adjust the column width across the page, Use the up or down arrows to increase or decrease the size, or type the number you would like in the width column for the appropriate column.

You can increase or decrease the width. This adjustment will help you space the columns across the page.

Detail Tab

The **Detail** tab allows you to set the level of detail you want to see on a given report.

A **check mark** in the Detail box for a subtotal tells the system to list all the accounts on the report.

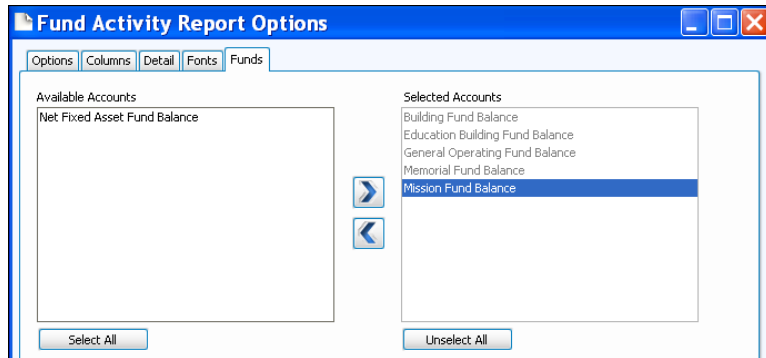
An **un-checked Detail** box tells the system to include only the total dollar figure for the subtotal and not see each individual account.

Here we have opted to see the subtotal only for salaries.

Funds Tab

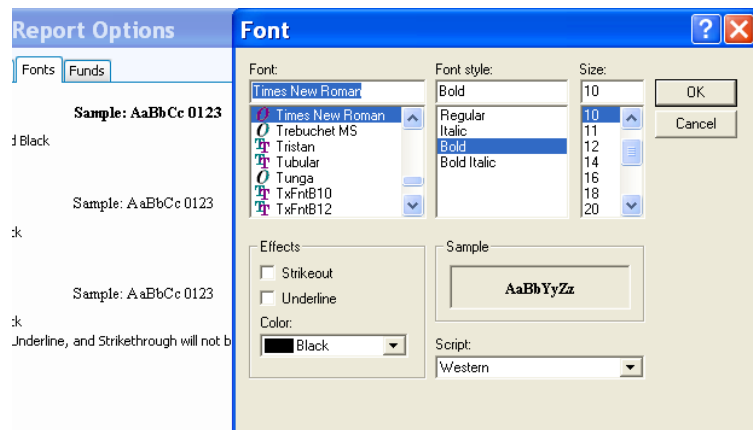
The **Fund Activity Report** includes a Fund tab. It allows you to select the funds that will print on the report.

Here we have opted to not include the Net Fixed Asset Fund in our report for this month. The report will default back to all funds when you open it the next time.



Fonts Tab

You can adjust the fonts for each report. The changes you make will hold until they are changed again.



Print Options

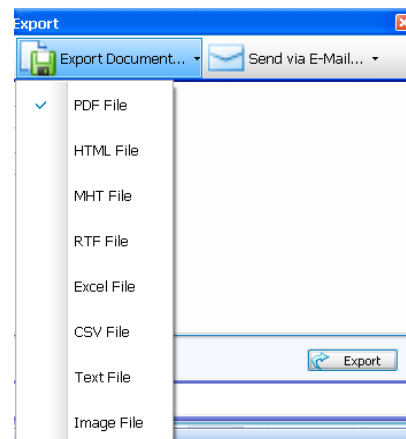
On reports, you may have these three options:

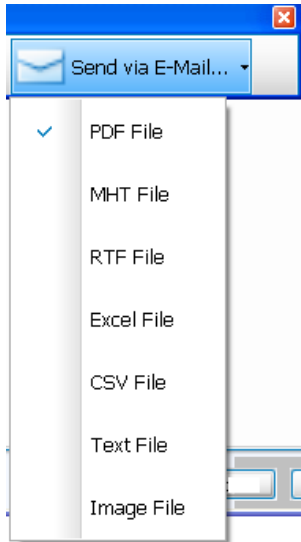


Export

This option creates a file that can be e-mailed or exported. Create the file, click to export or email the document, save the file and it is ready to use.

If you are going to export the file, click the down-arrow and select the type of file you need. The use of your export will determine the type of file you select.



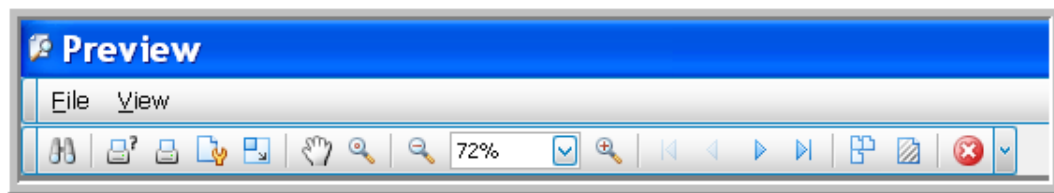


If you are going to e-mail the file, click the down-arrow on the **Send via E-mail** side to select the type of file you want.

Print

This option opens the **Preview** screen from which you can view and/or print the report.

There are some nice options on this screen.

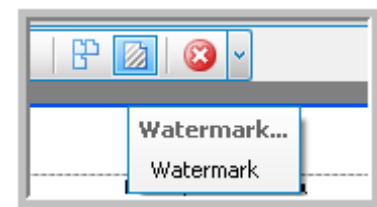


Other reports may have other options. But let's look at two.

Watermark



With this option you can add a picture or text watermark to the report.



Watermark

Text Watermark: ☐ Picture Watermark: ☒

Text:

Direction: Color:

Font: Size:

☐ Bold ☐ Italic

Transparency (0-255):

Clear All

Here we are adding a text watermark. Notice the controls you have. You can also add a picture as a watermark.

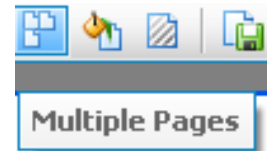
41st Church of Anytown - Columbus OH
Balance Sheet as of March 31, 2015

Friday, April 24, 2015 Page 1 of 2

Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Current Assets			
1.10.100	Huntington Bank Checking	127,627.05	108,669.37
1.10.105	Petty Cash Account	100.00	100.00
1.10.108	Fifth Third Money Market	0.00	0.00
1.10.110	Fifth Third Savings	29,380.65	29,380.65
1.25.500	Accounts Receivable/Client	0.00	0.00
Total Current Assets & Investments		\$157,107.70	\$138,150.02
Fixed Assets			
1.50.100	Land & Buildings	1,200,000.00	1,200,000.00
1.50.120	Furniture & Equipment	300,000.00	300,000.00
Total Fixed Assets		\$1,500,000.00	\$1,500,000.00
Long Term Savings & Investments			
1.20.100	National City CD #3456466	62,995.58	62,995.58
1.30.100	Lynch Schwab Investments	5,992.75	6,305.52
Total Long Term Savings & Investments		\$68,988.33	\$69,301.10
Total Assets		\$1,726,096.03	\$1,707,451.12
Liabilities			
Payroll Liabilities			
2.10.100	941 Taxes Payable	10,239.76	5,268.52
2.10.110	State Taxes Payable	242.00	371.00
2.10.120	City/County Taxes Payable	103.84	1,101.17
2.10.130	Pension Payable	2,930.10	4,336.93
2.10.140	Health/Life Insurance Payable	0.00	0.00
2.10.150	Flexible Spending	1,125.00	1,650.00
Total Payroll Liabilities		\$14,640.70	\$12,727.62
Current Liabilities			
2.20.100	Accounts Payable	0.00	3,720.03
2.30.000	Pass Through Accounts		

Multiple Pages

The Multiple Pages option allows you to see several pages of the report on the Preview screen as in this next screenshot.



41st Church of Anytown - Columbus OH
Treasury's Report as of March 2015

Friday, March 27, 2015 Page 1 of 5

Account #	Account Name	Period Activity	Monthly Budget	YTD Budget	YTD Balance
Income					
General Fund Income					
6.10.100	General Fund - Church Offering	25,760.20	25,000.00	\$65,012.00	\$7,000.00
6.10.105	Special Ministry - Offering	11,100.00	0.00	\$11,100.00	0.00
6.10.110	Thanksgiving Offering - Income	0.00	0.00	0.00	0.00
6.10.115	Flower Fund	40.00	100.00	\$100.00	100.00
6.10.120	Radio Income	0.00	100.00	\$100.00	100.00
6.10.125	Worship Income	0.00	0.00	0.00	0.00
6.10.130	Interest - Checking & Savg	0.00	0.00	0.00	0.00
6.10.135	Interest on Investment	0.00	0.00	0.00	0.00
6.10.140	National City CD Income	0.00	0.00	0.00	0.00
6.10.145	Lynch Schwab Investment Income	0.00	0.00	0.00	0.00
6.10.150	Other Miscellaneous Income	0.00	0.00	0.00	0.00
Total General Fund Income		\$36,860.20	\$25,000.00	\$76,212.00	\$7,100.00
Building Fund Income					
6.20.100	Building Fund Contributions	1,610.00	0.00	\$1,610.00	0.00
6.20.110	Technology Income	110.00	0.00	\$110.00	0.00
Total Building Fund Income		\$1,720.00	\$0.00	\$1,720.00	\$0.00
Memorial Fund Income					
6.40.100	John Joseph Memorial Fund Income	0.00	0.00	0.00	0.00
6.40.110	William Schickel Memorial Fund Income	0.00	0.00	0.00	0.00
6.40.120	Timothy Agnew Memorial Fund Income	0.00	0.00	0.00	0.00
6.40.130	Joe Long Memorial Fund Income	0.00	0.00	0.00	0.00
6.40.140	James V. Memorial Fund Income	0.00	0.00	0.00	0.00
Total Memorial Fund Income		\$0.00	\$0.00	\$0.00	\$0.00
6.10.150	Love Offering	0.00	0.00	0.00	0.00
6.10.160	Executive Building Contributions	0.00	0.00	0.00	0.00
6.10.170	Preschool Tuition	0.00	0.00	0.00	0.00
Total Income		\$38,580.20	\$25,000.00	\$77,932.00	\$7,100.00
Expenses					
Salaries & Benefits					
Pastor Salaries & Benefits					
5.10.100	Pastor Salary - Pastor	1,600.00	1,600.00	\$7,800.00	1,800.00
5.10.110	St. Vincent's Salary	1,300.00	1,300.00	\$6,100.00	1,000.00
5.10.120	St. Vincent's Housing Allowance	0.00	120.00	\$0.00	120.00
5.10.130	St. Vincent's Commuting Allowance	0.00	0.00	\$0.00	0.00
5.10.140	St. Vincent's Pension	0.00	110.00	\$0.00	110.00
5.10.150	St. Vincent's Health Insurance	0.00	0.00	\$0.00	0.00
Total Pastor Salaries & Benefits		\$2,900.00	\$2,830.00	\$13,900.00	\$2,930.00
Other Salaries & Benefits					
5.10.160	Admin Director Salary	1,100.00	1,100.00	\$5,400.00	4,000.00
5.10.170	Admin Director Housing	0.00	1,100.00	\$0.00	1,100.00
5.10.180	Admin Director Commuting Allowance	0.00	0.00	\$0.00	0.00
5.10.190	Admin Director Pension	0.00	0.00	\$0.00	0.00
5.10.200	Admin Director Health Insurance	0.00	0.00	\$0.00	0.00
5.10.210	Admin Director Life Insurance	0.00	0.00	\$0.00	0.00
5.10.220	Admin Director Retirement	0.00	0.00	\$0.00	0.00
5.10.230	Admin Director Salary & Benefits	1,100.00	1,100.00	\$5,400.00	4,000.00
5.10.240	Church Administration Salary & Benefits	0.00	0.00	\$0.00	0.00
5.10.250	Church Administration Pension	0.00	0.00	\$0.00	0.00
5.10.260	Church Administration Health Insurance	0.00	0.00	\$0.00	0.00
5.10.270	Church Administration Life Insurance	0.00	0.00	\$0.00	0.00
5.10.280	Church Administration Retirement	0.00	0.00	\$0.00	0.00
5.10.290	Church Administration Salary & Benefits	0.00	0.00	\$0.00	0.00
5.10.300	Financial Secretary Salary & Benefits	1,700.00	1,700.00	\$8,100.00	4,700.00
5.10.310	Financial Secretary Pension	0.00	0.00	\$0.00	0.00
5.10.320	Financial Secretary Health Insurance	0.00	0.00	\$0.00	0.00
5.10.330	Financial Secretary Life Insurance	0.00	0.00	\$0.00	0.00
5.10.340	Financial Secretary Retirement	0.00	0.00	\$0.00	0.00
5.10.350	Financial Secretary Salary & Benefits	1,700.00	1,700.00	\$8,100.00	4,700.00
5.10.360	Admin Secretary Salary & Benefits	0.00	0.00	\$0.00	0.00
5.10.370	Admin Secretary Pension	0.00	0.00	\$0.00	0.00
5.10.380	Admin Secretary Health Insurance	0.00	0.00	\$0.00	0.00
5.10.390	Admin Secretary Life Insurance	0.00	0.00	\$0.00	0.00
5.10.400	Admin Secretary Retirement	0.00	0.00	\$0.00	0.00
5.10.410	Admin Secretary Salary & Benefits	0.00	0.00	\$0.00	0.00

Cancel

This option cancels the request to view the report selected.



Getting Ready for Meetings

Choose the reports you wish to provide your committees. If you aren't certain which ones to use, we recommend the following:

- Balance Sheet
- Treasurer's Report
- Fund Activity Report
- Summary of Cash Activity and/or Check Register

Balance Sheet

From the Portal screen:

- **Reports/Export**
- **Financial**
- **Balance Sheet**

The Balance Sheet report is a report that lists the total of your assets compared with the total of your liabilities and fund balances. Of the four basic financial statements, the Balance Sheet is the only statement which applies to a single point in time, instead of a period of time.

The formula for being in balance is:

$$\text{Total Assets} = \text{Total Liabilities} + \text{Total Fund Balances}$$

We see the tabs and can set our options.

These are the same options discussed under the *Report Format* section of this workbook.

For the report today, we will:

- Select a single month Include Accounts with Zero Balance
- Include these columns:
 - Account #
 - Account Name
 - Beginning Balance
 - Year to Date Balance

Balance Sheet Options

Options Custom Account Groups Columns Detail Fonts

Accounting Year
01/01/2015 thru 12/31/2015

Include...
☒ Accounts With Zero Balance

Balances...
☒ for Month March 2015
☐ As of 04/24/2015

Format (See Columns tab for additional selections)
☐ Monthly Comparative*
☐ Annual Comparative*

☐ Truncate Cents

* Changes on the Columns tab are not saved if the comparative format is selected

- Click **Print**.

See the **Balance Sheet** report at the end of this workbook.

Treasurer's Report

In Church Windows Accounting, the **Treasurer's Report** is a report primarily intended to compare actual cumulative income and expense amounts to budgeted amounts. Depending on the options checked, this report may list income and expense account balances, budget comparison information, information from a previous year and will subtotal these amounts. If you do not use budgets, this report would be a helpful tool to compare income to expenses.

From the Portal screen:

- **Reports/Export**
- **Financial**
- **Treasurer's Report**

Options

- Click to select the **month** for which you want the report.
- Click to indicate whether the report should include **Accounts with Zero Balance**.
- If you have set up Custom Account Groups and would like to run this report for one of the groups, click the down-arrow in the **Custom Account Groups** box and click on the name of the group you want.
- If you would like to limit this report to a single fund, click the down-arrow in the **Fund** box and choose the fund. If you leave the fund box blank, it will report on all income and all expense accounts.
- Choose the **Month** for the report. If a specific quarter is selected, it will report totals for that time period.

Treasurer's Report Options

Options Custom Account Groups Columns Detail Fonts

Accounting Year
01/01/2015 thru 12/31/2015

Report period...
☒ for Month March 2015
☐ for Quarter 04/01/2015 thru 06/30/2015

Include...
☒ Accounts With Zero Balance

Fund
3. 10. 100 - General Operating Fund Ba

☐ Display asterisk for over-budget items
☐ Truncate Cents

Starting Page # 1 ☐ Show long date and time

Export Print

Columns

Select the columns to be displayed on the report and the order in which you want them.

Treasurer's Report Options

Options Custom Account Groups Columns Detail Fonts

Available Columns

- Previous Year
- Monthly Budget
- % of Budget Month
- % of Budget YTD
- Over/Under YTD +(-)
- % of Total Annual Budget

Visible Columns (will appear) - Ctrl/Shift will allow multi-select in either list -

Name	Width*
Account #	14
Account Name	20
Period Activity	11
YTD Balance	11
Budget YTD	11
Annual Budget	11
Annual Budget Remaining	11

Detail

- Click to set the level of detail (individual accounts versus subtotal) on this tab.
- Click **Print**.

At the end of the report you will get the difference between the income and the expenses.

This is an important report. Play with the settings until you customize it to fit your

Detail

Detail

- Total Income
 - Total General Fund Income
 - Interest on Investments (4.10.300)
 - Total Memorial Fund Income
 - Total Building Fund Income
 - Total Mission Fund Income
- Total Expenses
 - Total Salaries & Benefits
 - Total Pastor Salaries & Benefits
 - Sr Pastor Salary & Benefits (5.10.100)
 - Assoc Pastor Salary & Benefits (5.10.150)
 - Music Director Salary & Benefits (5.10.200)

needs. As long as you use passwords to enter into the program, it will remain that way until you change it.

See the *Treasurer's Report* at the end of this workbook.

Fund Activity Report

This report is perhaps the most useful one for distributing to a committee or board.

- It shows how each separate fund stands – monthly beginning balance, income, expenses, transfers, and monthly ending balance.
- It can be printed in **Detail** or in a **Consolidated** format.
- It can also include year-to-date activity.

Consolidated Format - This format would be good to provide the Finance Committee as they see all the activity to all the funds.

Detailed Format - This version of the report is best for the chair of a committee in charge of a given fund. It will run a detailed report for each fund. You also can limit the list of funds on the **Fund** tab to just one fund.

See the two *Fund Activity Reports* at the end of this workbook.

The screenshot shows the 'Fund Activity Report Options' dialog box with the 'Options' tab selected. The 'Accounting Year' is set to '01/01/2019 thru 12/31/2019'. Under the 'Format' section, 'Detailed' is selected with a date of '08/26/2019'. 'Consolidated - Selected Month (Horizontal)' is set to 'August 2019', and 'Consolidated - Year to Date (Horizontal)' is set to '08/26/2019'. In the 'Include...' section, 'Accounts With Zero Balance' is checked, and 'Truncate Cents' is unchecked. At the bottom, 'Starting Page #' is set to '1' and 'Show long date and time' is unchecked.

Summary of Cash Activity

To get here:

- **Reports/Export**
- **Worksheets**
- **Summary of Cash Activity**

The **Summary of Cash Activity** will print the beginning balance for an asset account, list each category of transaction that added money to the account (debits), list each category of transaction that subtracted money from that account (credits), and a balance as of the end of the day or designated time period.

The report is especially helpful because you can get a balance for an asset account for any day of the month or any range of dates, not just the current balance or the balance at the end of the month.

Summary of Cash Activity Options

Options Fonts

Accounting Year: 01/01/2013 thru 12/31/2013

Date Range: 03/01/2013 to 03/31/2013

Asset Account: 1.10.100 - Huntington Bank Checking

We suggest that you run this report with dates that match the dates on your bank statement prior to starting the bank reconciliation process on an asset account.

See the *Summary of Cash Activity* report at the end of this workbook.

Check Register

To get here:
 → **Reports/Export**
 → **Transaction**
 → **Check Register**

The Check Register is a listing of the checks that have been entered using the software. It can be run for any time period, including just one day. So the register can be run for a day when bills are paid and checks printed. It provides a total for the checks listed.

See the *Check Register* report at the end of this workbook.

Other Accounting Reports

Other Accounting reports provided in the system are listed here. We encourage you to look at them. If you would like to talk with a technician about them, call 1.800.533.5227.

- Deposit Slip
- General Ledger
- Transaction Journal
- Accounts Payable
 - Accounts Payable List
 - Aging Report
 - Show Payments Due by ____
 - Accounts Payable Journal
- Trial Balance
- Budget Report
- Tax Reports
 - 1099 MISC & INT
 - 1096

Exporting Financial Data

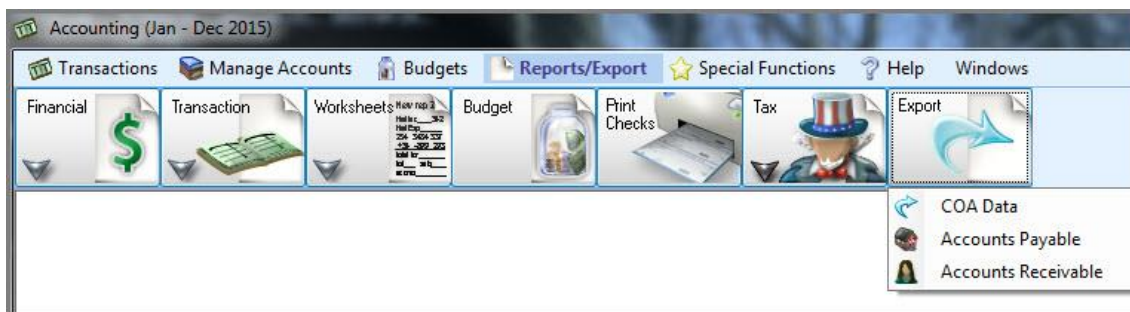
Many of you are experienced users of spreadsheets and like to export data elsewhere for analysis. It is easy to export Church Windows data to a spreadsheet or word processing program. Once Church Windows creates the export file, you can use the other program to retrieve and manipulate the data.

For this demonstration we will use Microsoft Excel.

To get here:

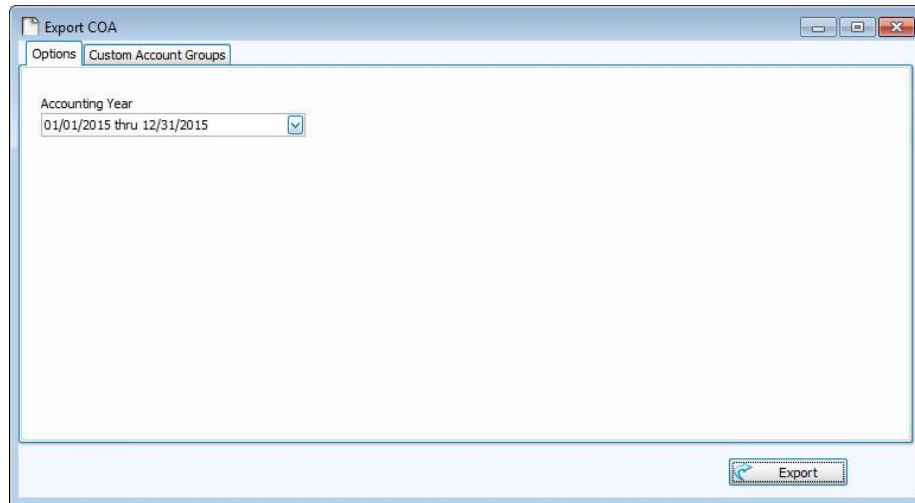
- **Portal** screen
- **Reports/Export**
- **Export**

You can export the Chart of Accounts, Accounts Payable information and Accounts Receivable information.

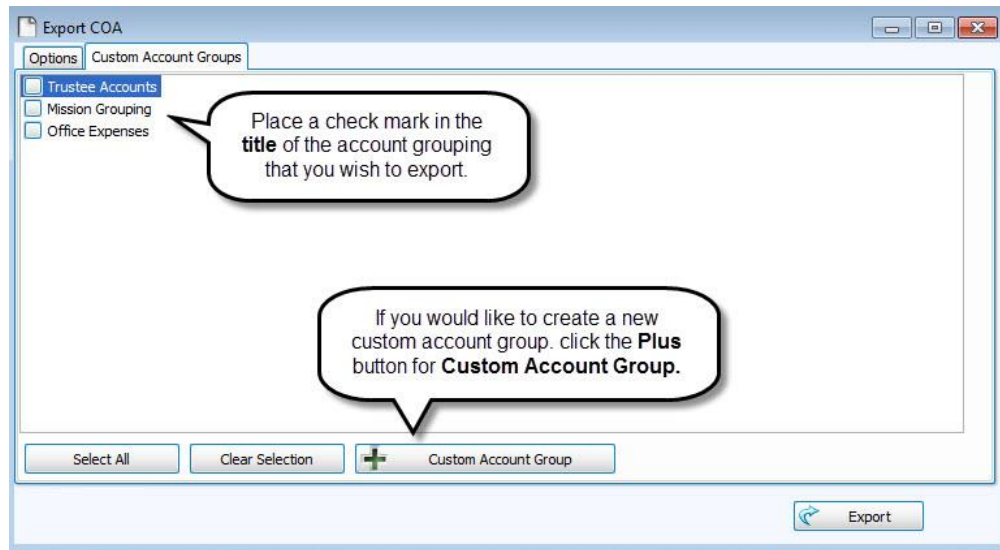


Export COA Data

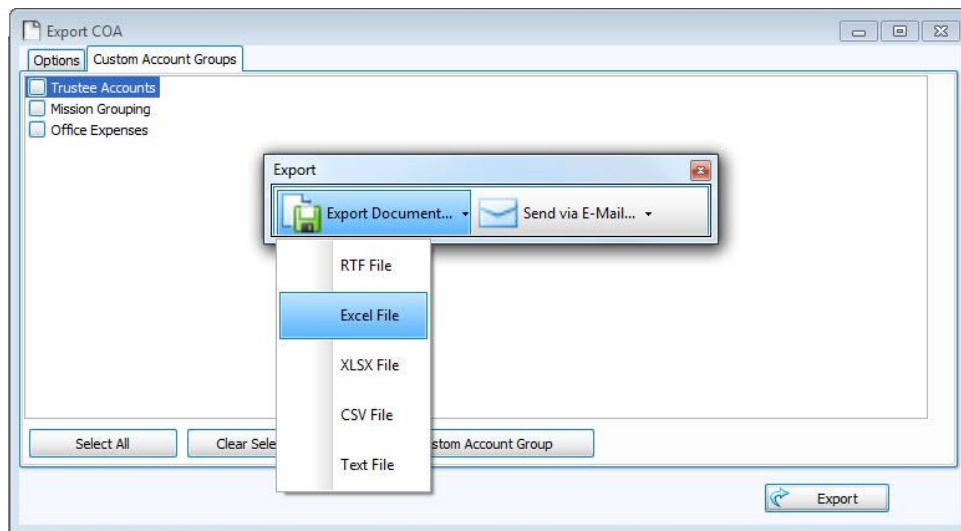
- Click to export the **COA Data**.
- Select the year for the chart of accounts. You can export the COA for any year, including prior ones.



- If you have set up **Custom Account Groups** and would like to export only the accounts in one of those groupings, click the Custom Accounts Groups tab.



- Click **Export**.
- Click the little drop-down arrow by **Export Document** and select the type of file you wish to create. We have chosen to export it as an Excel file.



- The **XLS Export Option** screen opens. We can enter information as needed.

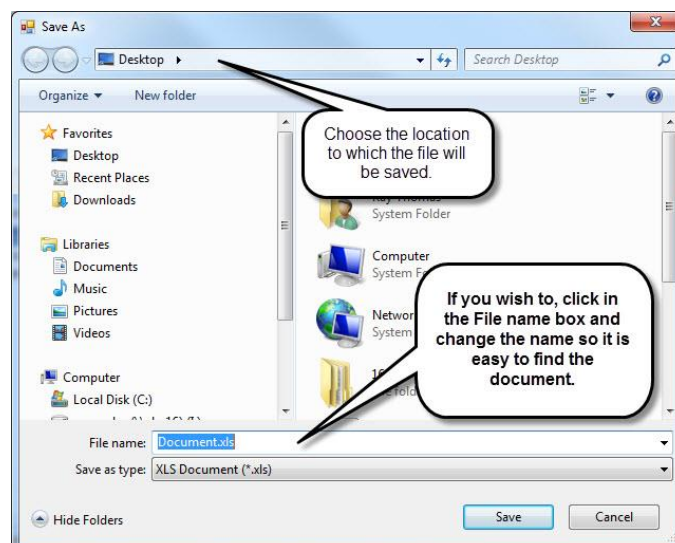
Note that the screen that opens at this point will be different depending upon the type of file you export.

- Click **OK**.



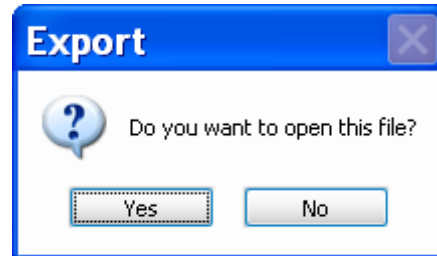
- Click to save the file in a desired location – perhaps in a folder named Exports.

You can also rename the file to make it easy to find.



The system then asks if you want to open the file.

- Click **Yes** to view the file. If you click No, then you can go into the other program and import the file for use.



Here's the file. The file can be saved and all fields can be edited.

The image is a screenshot of a Microsoft Excel spreadsheet titled 'coa.xls [Compatibility Mode]'. The spreadsheet displays a chart of accounts with columns for Account Type, Fund Name, Account Name, Account Number, Account Comments, Beginning Balance, and monthly activities from January to May. The accounts are categorized into Assets and Liabilities.

Account Type	Fund Name	Account Name	Account Number	Account Comments	Beginning Balance	Jan Activity	Feb Activity	Mar Activity	Apr Activity	May Activity
Asset		Huntington Bank Checking	1.10.100		127,627.05	-18,305.09	-10,025.15	6,362.56	-22,627.78	-16,954.1
Asset		Petty Cash Account	1.10.105		100.00	0.00	0.00	0.00	0.00	0.00
Asset		Fifth Third Money Market	1.10.108		0.00	0.00	0.00	0.00	0.00	0.00
Asset		Fifth Third Savings	1.10.110		29,380.65	0.00	0.00	10.00	5.01	0.00
Asset		National City CD #3456466	1.20.100		62,995.58	0.00	0.00	0.00	0.00	0.00
Asset		Lynch Schwab Investments	1.30.100	Managed by the Endowment Committee	5,992.75	312.77	0.00	0.00	379.01	0.00
Asset		Land & Buildings	1.50.100		1,200,000.00	0.00	0.00	0.00	0.00	0.00
Asset		Furniture & Equipment	1.50.120		300,000.00	0.00	0.00	0.00	0.00	0.00
Liability		941 Taxes Payable	2.10.100		10,239.76	-7,952.52	911.68	2,069.60	-1,693.68	2,123.1
Liability		State Taxes Payable	2.10.110		242.00	-10.00	-1.00	140.00	-130.00	223.1
Liability		City/County Taxes Payable	2.10.120		103.84	208.48	312.52	476.33	326.52	294.1
Liability		Pension Payable	2.10.130		2,930.10	390.68	390.68	625.47	390.68	390.1
Liability		Health/Life Insurance Payable	2.10.140		0.00	0.00	0.00	0.00	0.00	0.00
Liability		Flexible Spending	2.10.150		1,125.00	150.00	150.00	225.00	150.00	150.1
Liability		Crop Walk	2.30.020		70.00	110.00	0.00	75.00	-255.00	0.00
Liability		Housing for Habitat	2.30.030		0.00	0.00	0.00	0.00	0.00	0.00
Liability		Hurricane Relief	2.30.040		0.00	0.00	0.00	0.00	0.00	0.00
Liability		Disaster Relief Recovery	2.30.050		15.00	35.00	0.00	0.00	0.00	0.00
Liability		Soup Kitchen	2.30.120		0.00	0.00	0.00	0.00	0.00	0.00
Liability		Wedding Deposits	2.70.100		0.00	0.00	0.00	0.00	600.00	0.00

Export Account Payable

This option allows you to export information on the vendors from the Accounts Payable/Vendor list or other liabilities in the Chart of Accounts. It exports information on the vendor, not the transactions associated with that vendor.

Payee	Address 1	Address 2	City	State	Zip
City/County Taxes Payable					
The Weber Family Singers					
Sam's Club	P O Box 12345		Chicago	IL	52645
Yvonne Tubbs					
Paper Plus					
BsureURcovered Insurance					
Christian Bible Supplies	965 University Dr		Cleveland	OH	43666
Huntington Bank					
Sue Worth					
Our Phone Company	PO Box 2709	12256 Binginham Ave	Winfred	IL	842709
Joe Blow's Snow Removal	12 Frosty Lane		Westerville	OH	43081

Export Accounts Receivable

If you own the Accounts Receivable module, this allows you to export information on the Accounts Receivable clients you have set up.

Payee	Address 1	Address 2	City	State	Zip	Phone	Phone 2	Comments
Bill & Robyn Sharro								
Allison Jones								
Sally Ritchie								
Becky & Tom Adams	45 South Oak St		Columbus	OH	43230			
Robert Mondavi								
Tim & Ellen DiBello								

Export Transactions

Transactions are exported from the **Browse Transactions** screen.

- Open **Accounting**. If *Transactions* is not already highlighted on the menu bar, click on **Transactions** and then click the **Browse** button.
- Click **Change Year, Filter & Sort** if you wish to filter the transactions to be exported. After setting the filters, click **OK**.

The screenshot shows the 'Browse Transactions' interface. At the top, there are buttons for 'Correct', 'Reverse', 'Export', and 'Print Transaction Journal'. A red arrow points from the 'Export' button to the right. Below these buttons is a 'Change Year, Filter & Sort' button. Underneath is a text instruction: 'Drag a column here to group by that column (up to 3). Click a column header to sort; to sort by multiple columns, hold SHIFT and click another column.' Below this is a table with columns: View, Trans. #, Ty..., Account #, Account Name, Date Occurred, Debit Amt., Credit Amt., Pymt. Method, Check or Ref. #, and Reconciled. The table contains several rows of transaction data. The 'Export' button is highlighted with a red arrow.

- On the **Browse Transactions** screen click the **Export** Button.

Sample Reports

Beginning on the next page are samples of the following reports: Balance Sheet, Treasurer's Report, Fund Activity Report, Summary of Cash Activity, and the Check Register.

41st Church of Anytown - Columbus OH
Balance Sheet as of March 31, 2016

Tuesday, March 29, 2016

Page 1 of 2

Account #	Account Name	Beginning Balance	YTD Balance
Assets			
Current Assets			
1.10.100	Huntington Bank Checking	39,718.86	15,021.33
1.10.105	Petty Cash Account	100.00	350.00
1.10.108	Fifth Third Money Market	0.00	0.00
1.10.110	Fifth Third Savings	29,680.65	32,456.27
1.20.100	National City CD #3456466	62,995.58	62,995.58
1.25.500	Accounts Receivable/Clients	0.00	0.00
1.30.100	Lynch Schwab Investments	7,093.46	7,093.46
	Total Current Assets & Investments	\$139,588.55	\$117,916.64
Fixed Assets			
1.50.100	Land & Buildings	1,200,000.00	1,200,000.00
1.50.120	Furniture & Equipment	300,000.00	300,000.00
	Total Fixed Assets	\$1,500,000.00	\$1,500,000.00
	Total Assets	\$1,639,588.55	\$1,617,916.64
Liabilities			
Payroll Liabilities			
2.10.100	941 Taxes Payable	24,541.42	31,415.04
2.10.110	State Taxes Payable	3,063.00	3,742.00
2.10.120	City/County Taxes Payable	4,315.87	5,253.63
2.10.130	Pension Payable	5,422.27	6,594.31
2.10.140	Health/Life Insurance Payable	0.00	0.00
2.10.150	Flexible Spending	2,100.00	2,550.00
	Total Payroll Liabilities	\$39,442.56	\$49,554.98
Current Liabilities			
2.20.100	Accounts Payable	0.00	5,154.80
2.30.000	Pass Through Accounts		
2.30.020	Crop Walk	205.00	205.00
2.30.030	Housing for Habitat	0.00	0.00
2.30.040	Hurricane Relief	0.00	0.00
2.30.050	Disaster Relief Recovery	50.00	50.00
2.30.120	Soup Kitchen	0.00	0.00
	Total Pass Through Accounts	\$255.00	\$255.00
2.50.100	Michelle's Crafts	0.00	0.00
2.70.100	Wedding Deposits	0.00	0.00
2.80.100	Prepaid Pledges	350.00	0.00
	Total Current Liabilities	\$605.00	\$5,409.80
Long Term Liabilities			
2.85.100	Huntington Line of Credit	0.00	0.00
2.90.100	Mortgage Payable	225,500.00	225,500.00
	Total Long Term Liabilities	\$225,500.00	\$225,500.00
	Total Liabilities	\$265,547.56	\$280,464.78
Fund Balances			
3.10.100	General Operating Fund Balance	(137,909.41)	(175,158.54)
3.20.100	Building Fund Balance	151,621.01	151,621.01

41st Church of Anytown - Columbus OH
Balance Sheet as of March 31, 2016

Tuesday, March 29, 2016

Page 2 of 2

Account #	Account Name	Beginning Balance	YTD Balance
<i>3.40.100</i>	<i>Memorial Fund Balance</i>		
3.40.110	John Joseph Memorial Fund Balance	1,895.00	1,895.00
3.40.130	Timothy Anglino Memorial Fund Balance	0.00	0.00
3.40.140	Joy Long Fund Balance	0.00	0.00
3.40.150	James West Fund Balance	6,155.00	6,155.00
3.40.160	Justin Baites Memorial Fund Balance	0.00	0.00
3.40.199	Undesignated Memorial Fund Balance	0.00	0.00
	<i>Total Memorial Fund Balance</i>	<i>\$8,050.00</i>	<i>\$8,050.00</i>
3.40.120	Elliott Achedia Memorial Fund Balance	8,060.00	8,060.00
3.50.100	Tiny Tots Preschool Fund Balance	12,292.00	12,602.00
3.60.100	ASPCA Fund Balance	0.00	350.00
3.90.100	Net Fixed Asset Fund Balance	1,274,500.00	1,276,000.00
	Total Fund Balances	\$1,374,040.99	\$1,337,451.86
	Total Liabilities and Fund Balances	<u>\$1,639,588.55</u>	<u>\$1,617,916.64</u>

41st Church of Anytown - Columbus OH
Treasurer's Report as of March 2016 for General Operating Fund

Tuesday, March 29, 2016

Page 1 of 2

Account #	Account Name	Period Activity	YTD Balance
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Income

General Fund Income

4.10.100	General Tithes & Offerings	7,471.99	22,857.74
4.10.150	Special Holiday Giving	0.00	600.00
4.10.200	Rental Income	100.00	2,450.00
4.10.210	Wedding Income	0.00	600.00
4.10.275	Interest - Checking & Saving	0.00	140.62
4.10.400	Other Miscellaneous Income	0.00	250.00
	Total General Fund Income	\$7,571.99	\$26,898.36
	Total Income	\$7,571.99	\$26,898.36

Expenses

Salaries & Benefits

Pastor Salaries & Benefits

5.10.100	Sr Minister Salary & Benefits		
5.10.105	Sr Minister Salary	2,630.00	7,890.00
5.10.110	Sr Minister Housing Allowance	1,340.00	4,020.00
5.10.115	Sr Minister Continuing Ed	620.00	620.00
5.10.120	Sr Minister Auto Allowance	210.00	410.00
	Total Sr Minister Salary & Benefits	\$4,800.00	\$12,940.00

5.10.150	Assoc Minister Salary & Benefits		
5.10.155	Assoc Minister Salary	2,240.00	6,540.00
5.10.160	Assoc Minister Housing	1,161.00	3,483.00
5.10.165	Assoc Minister Continuing Education	50.00	150.00
	Total Assoc Minister Salary & Benefits	\$3,451.00	\$10,173.00

	Total Pastor Salaries & Benefits	\$8,251.00	\$23,113.00
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5.10.200	Music Director Salary & Benefits		
5.10.205	Music Director Salary	2,100.00	6,300.00
	Total Music Director Salary & Benefits	\$2,100.00	\$6,300.00

5.10.230	Christian Ed Director & Benefits	1,317.80	3,953.40
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5.10.250	Church Administrator Salary & Benefits		
5.10.255	Church Administrator Salary	3,150.00	9,450.00
	Total Church Administrator Salary & Benefits	\$3,150.00	\$9,450.00

5.10.270	Financial Secretary Salary & Benefits		
5.10.275	Financial Secretary Salary	1,576.00	4,728.00
	Total Financial Secretary Salary & Benefits	\$1,576.00	\$4,728.00

5.10.300	Custodian Salary & Benefits		
5.10.302	Custodian Salary	1,880.00	5,672.00

41st Church of Anytown - Columbus OH
Treasurer's Report as of March 2016 for General Operating Fund

Tuesday, March 29, 2016

Page 2 of 2

Account #	Account Name	Period Activity	YTD Balance
<i>5.10.310</i>	<i>Youth Department Salaries & Benefits</i>		
5.10.315	Youth Director Salary	1,576.00	4,728.00
	<i>Total Youth Department Salaries & Benefits</i>	<i>\$1,576.00</i>	<i>\$4,728.00</i>
5.10.345	Church Portion of FICA/Medicare	849.62	2,551.31
5.10.347	Med Insurance Emp/Church Share	(748.00)	(2,244.00)
	Total Salaries & Benefits	\$19,952.42	\$58,251.71
<i>Utilities</i>			
5.10.350	Telephone	0.00	260.00
5.10.355	Internet Service	0.00	61.98
5.10.360	Gas	0.00	1,232.00
5.10.365	Electric	0.00	307.00
5.10.370	Water	0.00	145.00
	Total Utilites	\$0.00	\$2,005.98
<i>Property & Building</i>			
5.10.405	Property Insurance	0.00	3,614.80
	Total Property & Building	\$0.00	\$3,614.80
<i>Rental Property Expenses</i>			
5.10.900	Rental Electric	0.00	30.00
5.10.910	Rental Gas	0.00	245.00
	Total Rental Property Expenses	\$0.00	\$275.00
	Total Expenses	\$19,952.42	\$64,147.49
Difference		<u>(\$12,380.43)</u>	<u>(\$37,249.13)</u>

41st Church of Anytown - Columbus OH
Consolidated Fund Activity Report for March 2016

Tuesday, March 29, 2016

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.10.100	General Operating Fund Balance	(162,778.11)	7,571.99	19,952.42	0.00	(175,158.54)
3.20.100	Building Fund Balance	151,621.01	0.00	0.00	0.00	151,621.01
3.25.100	Education Building Fund Balance	24,436.55	0.00	0.00	0.00	24,436.55
3.30.100	Mission Fund Balance	31,490.84	0.00	0.00	0.00	31,490.84
3.40.100	<i>Memorial Fund Balance</i>					
3.40.110	John Joseph Memorial Fund Balance	1,895.00	0.00	0.00	0.00	1,895.00
3.40.130	Timothy Anglino Memorial Fund Balance	0.00	0.00	0.00	0.00	0.00
3.40.140	Joy Long Fund Balance	0.00	0.00	0.00	0.00	0.00
3.40.150	James West Fund Balance	6,155.00	0.00	0.00	0.00	6,155.00
3.40.160	Justin Baites Memorial Fund Balance	0.00	0.00	0.00	0.00	0.00
3.40.199	Undesignated Memorial Fund Balance	0.00	0.00	0.00	0.00	0.00
3.40.120	Elliott Achedia Memorial Fund Balance	8,060.00	0.00	0.00	0.00	8,060.00
3.50.100	Tiny Tots Preschool Fund Balance	12,602.00	0.00	0.00	0.00	12,602.00
3.60.100	ASPCA Fund Balance	350.00	0.00	0.00	0.00	350.00
3.90.100	Net Fixed Asset Fund Balance	1,276,000.00	0.00	0.00	0.00	1,276,000.00
Total		<u>\$1,349,832.29</u>	<u>\$7,571.99</u>	<u>\$19,952.42</u>	<u>\$0.00</u>	<u>\$1,337,451.86</u>

41st Church of Anytown - Columbus OH
Summary of Cash Activity for 03/01/2016 thru 03/31/2016

Tuesday, March 29, 2016

Asset Account: 1.10.100 - Huntington Bank Checking

Cash Balance as of 03/01/2016(at the beginning of the day)		\$24,017.50
Add Transactions From:		
Income	\$100.00	
Donations	\$7,471.99	
Transfers (debit)	\$0.00	
Journal Entries (debit)	\$0.00	
AR Collections (debit)	\$155.00	
Total Additions	\$7,726.99	
Subtract Transactions From:		
Payments	\$956.98	
Payroll	\$15,766.18	
Transfers (credit)	\$0.00	
Journal Entries (credit)	\$0.00	
Total Subtractions	\$16,723.16	
Cash Balance as of 03/31/2016(at the end of the day)		\$15,021.33

41st Church of Anytown - Columbus OH
Check Register for 03/01/2016 thru 03/31/2016 for Huntington Bank Checking

Tuesday, March 29, 2016

Date	Check#	Amount	Payee (Account)	Comments
1.10.100		Huntington Bank Checking		
03/15/2016		\$1,881.69		Higgins, Larry
03/15/2016		\$1,229.20		Williams, Jerry
03/29/2016		\$90.00	Ameritech (Ameritech)	
03/29/2016		\$125.00	Ameritech (Ameritech)	
03/29/2016		\$61.98	Ameritech (Ameritech)	
03/29/2016		\$620.00	Ameritech (Ameritech)	
03/29/2016		\$60.00	Ameritech (Ameritech)	
03/31/2016		\$1,881.69		Higgins, Larry
03/31/2016		\$1,229.20		Williams, Jerry
03/15/2016	7753	\$546.60		Hilliard, Jimmy I
03/15/2016	7754	\$1,438.62		Jones, Steve
03/15/2016	7755	\$197.77		Killing, George
03/15/2016	7756	\$625.48		Thomas, John
03/15/2016	7757	\$852.50		Trane, Roger
03/15/2016	7758	\$602.23		Worth, Sue
03/15/2016	7759	\$509.00		Young, Lisa
03/31/2016	7760	\$546.60		Hilliard, Jimmy I
03/31/2016	7761	\$1,438.62		Jones, Steve
03/31/2016	7762	\$197.77		Killing, George
03/31/2016	7763	\$625.48		Thomas, John
03/31/2016	7764	\$852.50		Trane, Roger
03/31/2016	7765	\$602.23		Worth, Sue
03/31/2016	7766	\$509.00		Young, Lisa
		<u>\$16,723.16</u>		

