



FILE MANAGEMENT FOR TREASURERS

This system is simple, inexpensive, flexible, practical and compact.

SHOPPING LIST

Banker boxes with lids
15-20 hanging files

35-40 manila folders
Shoe box (cardboard or plastic)

FILE BOX SET-UP

- Front Hanging File: 2 Folders
 - Next Board Meeting (financial reports, reminders, reimbursement checks, etc.)
 - To do (bills to pay, reimbursement requests)

AUDIT REQUIRED ITEMS

- 12 Hanging Files – 2 folders in each
 - **January – December Expenses** (file in check number order or reverse order). Include payments to employees. Attach the corresponding time card to the payment. Include credit card payments
- Hanging File - 3 folders
 - **Bank Statements** – attach bank reconciliation to each statement before filing. Include NSF's and other bank notifications.
 - **Board Minutes** – file board minutes in date order or reverse order. Attach financial reports presented to the church board.
 - **Permanent Records** (insurance paperwork, 1099's and 1096's, W9's, Exempt Certificate, EIN Number letter, Music License, Vehicle Information, etc.
- Shoe Box –
 - **Tithe Envelopes** - wrap each week's tithe envelope flaps in the count sheet, labeled with date and amount. Store in shoe box, in date or reverse date order. Bundle each month in a rubber band.

NON-AUDIT ITEMS

- **Hanging File** – 2 manila folders
 - **Monthly Reports** – printed from Jewel when closing each month. Transfer to permanent binder at the end of each year.
 - **January – December Deposits** (file in date order or reverse date order). Include Adventist Giving Reports
- **Hanging Files** – 2-4 manila folders
 - **Blank Forms** (check request forms, payroll time sheets, etc.)
 - **Stamps and Envelopes** – for mailing bills and remittance checks
- **Optional Hanging Files** - Checkbook or checks
 - Zippered bank bag with supplies
 - Extra manila folders

