

Central California Conference of Seventh-day Adventists

Checklist for New Church Treasurers

(Please fax completed Checklist and Data Sheet to (559) 347-3071)

Church: _____

Pastor: _____

New Treasurer: _____ **Starting Date:** _____

Former Treasurer: _____

Checklist Completed on (date): _____

	INTERNAL PROCEDURES	Y/N
1.	Treasurer's contact information updated on EAdventist.net by Church Clerk	
2.	Authorized Signatures changed at the bank	
3.	CD with Jewel software received from Former Treasurer (version 5)	
4.	Full Backup of the Jewel database received from Former Treasurer	
5.	Bookkeeping/Data Entry will be done: ____ at church ____ at Treasurer's home ____ other (please explain)	
6.	Offering Count Teams appointed by the church	
7.	Church Data Sheet completed (see attached)	
8.	IRS EIN (Employer Identification Number) Verification Letter (LTR 147C)	
	TRAINING INFORMATION	
9.	Church Treasurer's Handbook received from Former Treasurer	
10.	2011 Yellow Folder with Updates to the Church Treasurer's Handbook received from Former Treasurer (Including USB Drive)	
11.	2014 Training Material on the Jewel Software and the Church Treasurer's Duties received from Former Treasurer	
12.	Registered at CCC Treasurer's website at http://ccctreasurer.adventistfaith.org/	
13.	Upcoming Treasurers' trainings: March 29, 2015; June 28, 2015; September 27, 2015; December 6, 2015 at CCC from 10:00 am to 3:00 pm, lunch will be served, RSVP required due to limited seating) (July 19 th , 2015 at Campmeeting)	

Comments: _____
