

# AUUA CERTIFICATION PROGRAM

## FINANCE MODULE

In this module, the candidate must complete sections 1, 2 and 3, and should pick two sections from the remaining Sections 4-7.

### **Section 1**

#### **Goal/Area of Focus:**

Accounting: bookkeeping and financial statements, donor contribution records

Level 1: Describe how financial records and reports are generated, distributed, used and retained.

Level 2: Select one financial report and prepare a short newsletter article explaining the meaning of the report and highlighting key implications to the congregation/organization. Include said report with your submission.

### **Section 2**

#### **Goal/Area of Focus:**

Donor Contributions: pledges & gifts, stock gifts, unrestricted/restricted, value received/auctions

Level 1: Describe types of gifts that your organization receives or could receive and any policies governing receipt of gifts.

Level 2: Explore rules and regulations and best practices regarding charitable contributions and donor acknowledgement and make recommendations where improvement is mandated or desired under best practices.

### **Section 3**

#### **Goal/Area of Focus:**

Financial Policies: accountable plans, cash handling, check requests, signature authority, internal controls

Level 1: Describe current policies and procedures regarding financial practices including cash handling, check writing, signing authority, internal controls, etc.

Level 2: Investigate best practices and write a policy addressing one area in which the organization's practices could be improved.

[\*\*\*CHOOSE TWO OF THE REMAINING SECTIONS.\*\*\*]

### **Section 4**

#### **Goal/Area of Focus:**

## Budget Development Process within our congregations/organization & Implementation

Level 1: Describe the organization's budgeting process and cycle, including who has input and the approval process.

Level 2: Research additional budget models (eg. Mission-based budgets) and compare/contrast with the organization's current practices.

### **Section 5**

#### **Goal/Area of Focus:**

Software

Level 1: Describe the software package(s) currently in use in your congregation for tracking organizational finances including donor contributions.

Level 2: Investigate possible software packages and options. Describe your findings.

### **Section 6**

#### **Goal/Area of Focus:**

Stewardship Support: annual pledge drive, special events

Level 1: Describe the financial stewardship processes currently in place in the organization including the involvement of the administrator.

Level 2: Investigate how this process happens in other organizations.

### **Section 7**

#### **Goal/Area of Focus:**

Independent Audit or Review & Internal Audit

Level 1: Research and describe the current policies and practices regarding financial audit or review within the organization. (Note: these may be at variance.)

Level 2: Investigate possible processes and what may be involved to implement them within the organization.

## **Suggested Reference Materials**

*This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.*

### **Retention of Records**

Church Treasurer Alert. *Church Records – How Long to Keep Them*. Matthews, NC: Christian Ministry Resources, Vol 2. No 2. Feb 1994, p3.

Jacobs, Jerald A. and Kelly P. Hackett, continued. American Society of Association Executives, 1998. E-doc at [www.amazon.com](http://www.amazon.com)

Jacobs, Jerald A. and Kelly P. Hackett. *Record Retentions Policies (Information Storage and Retrieval Policies of Associations.)*

UUA. *The Congregational Handbook*. Maintaining Records and Archives. Boston, MA: UUA, [www.uua.org](http://www.uua.org)

[www.ELCA.org/secretary/recordsmanagement/business.html](http://www.ELCA.org/secretary/recordsmanagement/business.html) *Records Retention Schedule for Business Records*. Evangelical Lutheran Church of America, Downloadable file.

### **Internal Financial Controls**

AUUA. *AUUA Guide Book*. AUUA, 2000.

CMR. *The Church Guide to Internal Controls*. Matthews, NC: Christian Ministry Resources, 1995.

Office of Church Staff Finance. *Internal Audits for UU Congregations*. [www.uua.org](http://www.uua.org)

Vargo, Richard J. *Effective Church Accounting*. New York: Harper + Row, 1989.

### **Basic Bookkeeping**

Durall, Michael. *Creating Congregations of Generous People*. Bethesda, MD: The Alban Institute, 1999.

Durall, Michael. *Creating the Collection Plate. Overcoming Obstacles of Faithful Giving*. Nashville, TN: Abingdon Press, 2003.

King, Jerald L. *Asking Makes a Difference*. Jerald King, 2000.

Landreth, Edward B. *Fundraising with Vision*. Boston, MA: UUA, 1998.

Ronsville, John and Sylvia. *Behind the Stained Glass Window. Money Dynamics in the Church*. Grand Rapids, MI: Baker Books, 1996.

### **Budgets**

Callahan, Kennon L. *Effective Church Finances*. Jossey-Bass, 1997.

CMR. *The Church Guide to Financial Reporting*. Matthews, NC: Christian Ministry Resource,

CMR. *The Church Guide to Planning and Budgeting*. Matthews, NC: Christian Ministry Resource.

Henderson, K. Peter. *Financial Management in the Church*. Hendrickson, 2000.

Henry, Jack A. *Basic Accounting for Churches*. Broadman & Holman, 1995

Vargo, Richard J. *Effective Church Accounting*. New York: Harper + Row, 1989.