

In This Issue

Newsletter re-launched
Triple-entry bookkeeping
Upcoming Webinars
QuickBooks Tip of the Month

Featured Article

Our concept of "triple-entry bookkeeping" is at the heart of straightforward recordkeeping for congregations. Read more on our website:

www.congregationalfinance.com

Upcoming Workshops

QuickBooks for Congregations
QB Payroll for Congregations
Thursday, September 25, 10am
In South Dartmouth, MA

Upcoming Webinars

Bookkeeping 1:1 (1st of 3 parts)
Tuesday September 2, 10am EDT

Bookkeeping 1:1-3
Tuesday September 2, 1pm EDT

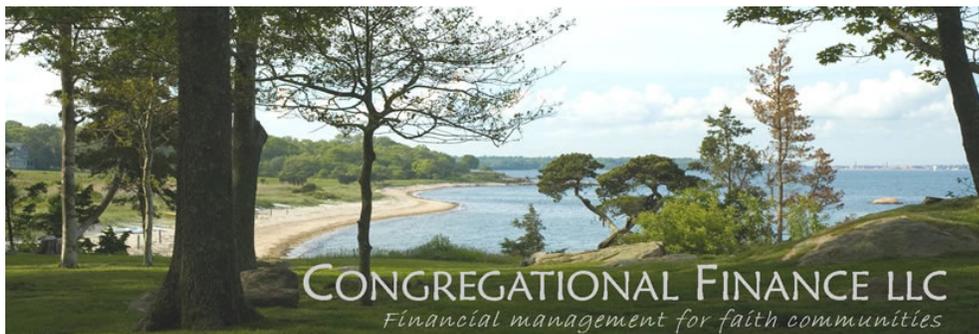
QuickBooks for Congregations 2:1
(1st of 2 parts) Thursday
September 4, 1pm EDT

Full September listing

\$25 per session

Webinar Registration

Join Our Mailing List



Hello!

We are re-launching our newsletter this month -- seven years after the initial two issues! We hope that it will be helpful to you and your congregation. Each issue, we'll include updates, QuickBooks tips, and our schedule of webinars and workshops.

Many things have changed in these seven years. Additional reporting requirements have challenged our leaders, while new technology has simplified some of our day-to-day work. Our goal is to share what we have learned, so that we might help each congregation to operate efficiently and effectively. We hope that this newsletter makes your leadership role a bit more manageable.

Triple-entry bookkeeping

The financial management of a congregation is simultaneously simple and complex. The day-to-day activity is usually straightforward -- however there are always exceptions. Restricted funds, "pass-throughs", pre-paid pledges, special missions offerings add complexity to the bookkeeping and reporting.

Over the past twenty years, we have worked to develop a bookkeeping and reporting system that is efficient and effective, while also remaining consistent with what accountants call "Generally Accepted Accounting Principles." We've referred to our system as "triple-entry bookkeeping". It's a variation on the traditional double-entry system that works really well.

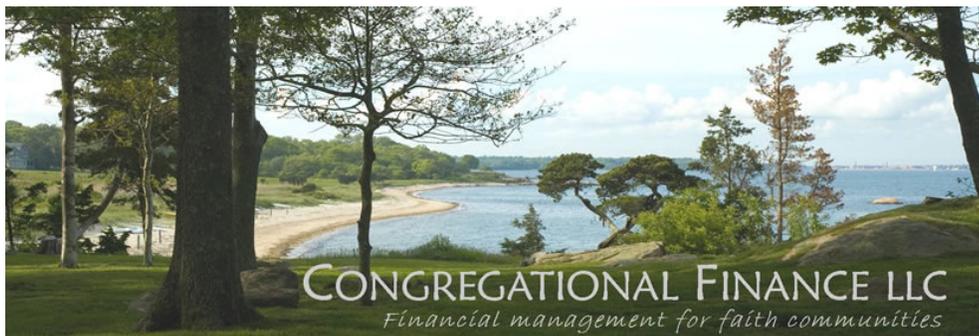
This means that your bookkeeper can easily track each transaction, monitor restricted fund balances, and produce reports that are clear, complete, and concise. Your Treasurer can interpret those reports and your congregation can understand them.

Learn about this "triple-entry bookkeeping" in our webinars. Bookkeeping 1:1-3 (either in 3 hours or 1 hour) explains the theory. QB 2:1-2 explains how to set up QuickBooks using this triple-entry system. Advanced topics are covered in the third-level webinars.

For further information, www.congregationalfinance.com/Webinars.html

Upcoming Webinars

Tuesdays & Thursdays
10am & 1pm
\$25 per session



WEBINARS are offered Tuesdays and Thursdays, at 10am or 1pm, , Eastern Time

BOOKKEEPING -- Everything you need to know to keep the books for your congregation, including tracking restricted funds.

This topic is offered either in three sessions, or in one hour, for those already familiar with general bookkeeping.



**Bookkeeping 1:1, 1:2, and 1:3
or Bookkeeping 1:1-3 (all in one hour)**

Once you have the basic understanding of the unique bookkeeping needs for churches, and the "triple-entry" system, then choose the QuickBooks webinars that will be helpful to you.

QUICKBOOKS -- How to set up and use QuickBooks for your congregation, based on the Bookkeeping 1:1-3 session.

QuickBooks 2:1 and 2:2

QUICKBOOKS TOPICS

- QuickBooks Topics 3:1 -- Tracking Earned Income**
- QuickBooks Topics 3:2 -- QB Payroll for Congregations**

QuickBooks
Tip of the Month

Entering Dates

QuickBooks is all about efficiency — entering each transaction as quickly and easily as possible. My favorite shortcut is the entry of dates.

If the cursor is in a date field, you can type a letter to change the date:

T enters Today

+ goes forward a day

- goes backwards a day

M gives you the first day of the Month; **H** gives you the last day

Y gives you the first day of the Year; **R** gives you the last day

Try it out and save yourself some time whenever you're entering a date.

Do you know of colleagues in ministry who would find these topics interesting or helpful? If so, please forward the newsletter link to them, and like us on facebook.

Cordially,

Karen

Rev. Karen McArthur
Congregational Finance LLC

Please spread the word!