

SSDCA Financial Process

Posting Income and Expense Transactions

Beginning of year:

The first operation is to adjust the “DOR Beginning Balance.” That is accomplished via the “Data Maintenance Control Panel” operation “Annual Beginning Balance with DOR.” Click that operation and the table entitled “Summary Data” is presented with an amount for six years. Year one is the current year.

The process is to copy year five to year six, year four to year five, year three to year four, year two to year three, year one to year two and place a zero in year one. Then in year one place post from the last “Financial Summary” for the year just ended line “Total Current Funds Available” as year one.

Finally go the reports and generate a new “Financial Summary” for the year just beginning, all accounts should be zero and the amount posted in year one will now appear on the line “Reserves with DOR beg of Year.”

Posting of Income and submitting Checks to DOR:

As checks are received post them by individual using the “Data Maintenance Control Panel” operation “Income Journal Entries.” You will be presented with the input screen “Add Income Transaction.” Select the Income Account from a drop down list, post the current date and check amount, and their check number. From the drop down list select the name of the SSDCA member submitting the check.

To submit checks to the DOR (Director of Deacon Personnel) generate a listing of checks via the “Reports Control Panel” operation “Income Journal.” Enter the beginning date and ending date of the checks posted to be sent to the diocese. Also post each check to the DOR “Record of Deposit” this should total the same as the “Income Journal” just created.

Copy each check. Copy the DOR “Record of Deposit”. Combine these copies with the “Income Journal” and file in the SSDCA Treasurer’s Record Book. Send the original checks and DOR “Record of Deposit” to the Director of Deacon Personnel at the Diocese.

Posting of Expense and submitting vouchers to DOR:

As receipts are received post them by expense account using the “Data Maintenance Control Panel” operation “Expense Journal Entries.” You will be presented with the input screen “Add Expense Transaction.” Select the Expense Account from a drop down list, post the current date and expense amount, DO NOT add an id, this is generated automatically. Enter “What For” and “Who Paid,” the sequence number is the current year plus a sequential number of the expense vouchers for the year. From the drop down list answer the questions: “Board Action” and “Receipt” submitted.

To submit expenses to the DOR (Director of Deacon Personnel) generate a “Request for Payment” voucher for each expense posting who the check is to be issued to, what for, amount and then sign, and date the request. At the top of the form post the processing sequence number.

Copy each receipt. Copy the DOR “Request for Payment”. Combine these copies and file in the SSDCA Treasurer’s Record Book. Send the original receipts attached to the “Request for Payment” form to the Director of Deacon Personnel at the Diocese.

SSDCA Financial Process Treasurer's Record Book

The SSDCA Treasurer is to keep a copy of all checks received and expense receipts received. Copies of these original documents are to be attached to a copy of the respective DOR financial form. These transaction records substantiate the entries to the "Income Journal" and "Expense Journal" and are filed in chronological order in a three ring binder. The original DOR forms, with originals checks or receipts attached are mailed to the Director of Deacon personnel for recording in an SSDCA account in the DOR financial system.

In this binder also is retained a monthly copy of the "Financial Summary" as presented to the SSDCA board.

The reconciliation of the SSDCA records with the DOR records is accomplished semi-annually and also filed in this binder.

At year end a comprehensive "Income Journal" and "Expense Journal" for the year are generated and filed in this binder.

Any other year end summary report can be also filed in the binder (Ex: listing of dues participation by class).

By January 31, of the new year, the treasurer's binder is bound and turned over to the SSDCA president to be presented to the Deacon Personnel Board for audit and historical retention.

It is suggested that the Treasurer copy all year end summary reports to be retained in the binder in a historical summary section.

SSDCA Financial Process SSDCA & DOR Reconciliation

Request from the Director of Deacon Personnel a copy of the DOR financial journals for SSDCA. These consist of:

- Detail list of all DOR income entries for SSDCA
- Detail list of all DOR expense entries for SSDCA
- The balance in the DOR account for SSDCA

Using these documents the DOR records and SSDCA records are reconciled. At times DOR directly receives transactions and processes them but fails to notify the SSDCA treasurer. Remember that the DOR is on a fiscal calendar and SSDCA is on an annual calendar.