Church of God Treasurer Report

PLEASE NOTE: This class applies **ONLY** to Church of God (Cleveland, TN) churches. It is a special report required by this denomination and is only available in the custom version of CDM+ used by Churches of God (Cleveland, TN).

Introduction

Before using the Treasurer Report for the first time, go to ▶ Program ▶ Statistics ▶ Treasurer Report Records and click Add. Enter the last report that was sent to the State Office, choosing the tabs and entering all data as appropriate. Click Save.

There are two methods to produce the monthly COG Treasurer Report:

- 1. Manually Produced
- 2. Automatically Produced

Manually Produced

To produce the report manually:

▶ Program ▶ Statistics ▶ Treasurer Report Records

		Treasurer F	Report Records		
SHOW	Church City	Church Address	Report Month	Report Year	Total Tithes
AII	Anywhere	56 Main St.	1	2018	15000.00
All	Anywhere		2	2018	4500.00
None	Anywhere		3	2018	3906.10
/ None	Anywhere		4	2018	15000.00
Find	Anywhere	56 Main St.	5	2018	20000.00
Searches	+ _m -1/2018				5 Resi
Grid	Statistical Dat	a : Financial Data : Chu	rch Detail : Treas	urer/Remarks :	0 1103
_					
Print Print					
DO					
Add	Report Info	Average Weekly Attendance		Membership	
		Υ		Total Last Month	
Multi-Add	Month: 1 January	Discipleship/Evan On Can	ipus: 300	Male: 0 Female:	0 Total:
Change	Year: 2018			Members Received	-
		Discipleship/Evan Off Carr	ipus: 140	New: 1 Transfer:	0 Total:
Delete	Submitted:			Members Removed	0 lotali
Submit Form		Sunday Morning Wor	ship: 358		-
				Excluded: 0 Deceased:	0 Total:
				Transferred: 2	
				Total M	Members: -
				Membership This Month	
		Ethnic Outreach N/A	×)	Male: 200 Female: 25	99 Total: 49
		Ethnic Outreach Attendance	: 0	Membership D	ifference: 500
Configure					
Collapse					

Click on the Add button. Tab between fields to enter the data. Click on each tab to open a new pane. You will be given a state code to enter on the Church tab. When you are finished, click Save.

Click the Print button, if you wish to mail a printed copy of the report, or click the Submit Form button to send the report over the Internet to State and International offices.

Automatically Produced

To create the report automatically, you have to set up the various functions that supply the information.

► File ► Master Coding System

Choose Events, click Add under description, and enter all services that convene at the church facility, as well as off-site, such as jail services, nursing home meetings, and satellite worship services.

Click on "Church School Class" and click Add to enter all your Sunday School Classes and any outreach classes—even if they meet away from the church campus.



► Program ► Contributions ► Giving Funds

Enter all the giving funds that would appear as a part of the Treasurer Report—make sure that "Tithes" is listed.

Description Not Tax-D	eductible	Inactive	Default			Income Account
Tithes			0		4000	Sunday Worship Offering - 3000.4
General Fund			0		4010	Loose Offering - 3000.4010.F
Missions			0		4110	Missions Fund Offering - 3110.411
Building			0		4100	Building Fund Income - 3100.410(
Capital			0		4100	Building Fund Income - 3100.410(
FTH			0	2	4200	Special Fund Income - 3200.420(
Memorial			0		4100	Building Fund Income - 3100.410(
A/C Fund			0	2	4200	Special Fund Income - 3200.420(
Recreation Teams			0		4200	Special Fund Income - 3200.420(
Camps			0		4200	Special Fund Income - 3200.420(
Missionaries			0	2	4110	Missions Fund Offering - 3110.411
Organ Fund			\cap		4200	Special Fund Income - 3200.420(

► CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Treasurer Report ► Attendance

Choose each category from the drop down menu and select the appropriate item on the right.

•			System Pre	ferences			
Contributions	Accounting	Payroll	Event Registration	Roommate	Treasurer Report		< ►
Attendance	Giving Funds	5					
	Select Et	vent/Class co	odes that apply to sele	cted treasurer r Events/Classe			
	Category: Disc	ipleship/Eva	n On Cam 🔽	Church E Sunday E Sunday M Wedneso High Sch	Board Meeting Evening Worship Serv Morning Worship Serv Jay Evening Service Jaol (grades 9-12)		
Revert Displa	yed Settings]				Cancel	Save

►CDM+(Mac)/File(Windows) ► Preferences ►CDM+ System ► Treasurer Report ► Giving Funds

Choose each category from the drop down menu and select the appropriate giving fund on the right.

• •			System Pre	eferences			
Contributions	Accounting	Payroll	Event Registration	Roommate	Treasurer Report		< <u>></u>
	Selec Category: Tithe		nd(s) that apply to selec	Cted treasurer n Giving Funds Geneal Missions Building Capital OGHS Memoria	Fund		
Revert Displa	ayed Settings					Cancel	Save

►CDM+(Mac)/File(Windows) ► Preferences ►CDM+ System ►Contributions ► Stats Funds

Click on the Event Statistics radio button and choose "Detail 1" from the drop down menu. Click on "Tithes" giving fund on the left. Continue with each detail.

•		System	Preferences				
General	Membership and Attendan	ce Contributions	Accounting	Payroll	Event Registration	Roommate	< >
Entry	Stats. Fields Bat	ches Stats. Fund	is Notice				
	Event Statistics List Statistics Detail: Detail 1 Detail Description: Tithes			Funds Tithes General Fund Missions Building Capital OGHS Memorial	All None		
Revert Di	splayed Settings				Cancel	Save	

Enter the Contributions and Attendance on a weekly basis as described in the Contributions and Attendance sections of this manual. This will create the raw data to be used in creating the Treasurer Report.

To setup the automatic feature of the Treasurer Report and to create a statistical record, go to:

SHOW	Date	Event			
AII	Feb 2 2014	Sunday Morning	Worship Service		
All	Feb 9 2014		Worship Service		
None	Feb 16 2014		Worship Service		
_	Feb 23 2014		Worship Service		
Find	Mar 2 2014 Feb 27 2014		Worship Service		
	Jan 7 2018		Worship Service		
Searches	Jan 6 2019	Sunday Morning			
Grid	Feb 1 2019	Sunday Morning			
	III Sunday Morning 11:00 Worsh	nip - Feb 1 2019			16 Result
Print		•			
DO	Event Statistics :				
		Event: Sunday Morning 11:00 Wo	rahin		
Add		Event: Sunday Morning 11.00 Wo	rship 🗸		
Multi-Add	General	Detail			
Change	Date: Feb 1	2019 🐟	Tithes:	7649.30	
Change	Attendance: 280		Missions:	400.00	
Delete	Loose Offering: 256.4	0	Buildina:	258.60	
Delete	Loose Offering: 256.4		Building: Capital:	258.60 10000.00	
Delete		0 20450.90	Capital:	10000.00	
Delete			Capital: OGHS:	10000.00 378.00	
Delete			Capital: OGHS: Memorial:	10000.00 378.00 200.00	
Delete			Capital: OGHS:	10000.00 378.00	

▶ Program ▶ Statistics ▶ Event Statistic Records

Click Add, select the Event Code, and enter the date.

If there are Attendance records entered for that date, click the Load button to automatically enter the attendance number.

If attendance was not entered in the Attendance program, then type in the attendance number.

Repeat for the Wednesday night service. If your church has classes on Wednesday instead of a service, enter the total number in attendance.

Enter the attendance for Sunday School classes weekly.

▶ Program ▶ Statistics ▶ List Statistic Records

SHOW	Date		^	Event			
	Dec 21 2008			Seekers (adults)			
All	Dec 28 2008			Seekers (adults)			
None	Jan 4 2009			Seekers (adults)			
	Jan 11 2009			Seekers (adults)			
Find	Feb 1 2019 Jul 28 2019			Seekers (adults) High School (grades 9-12)			
	Jul 28 2019			High School (grades 9-12)			
Searches							
Grid							
	L Seekers (adults) - Feb	1 2019				6 Results	
Print	E List Statistics :						
DO	•						
	Code Typ	e		Code			
Add	Sunday S	chool Class	~	Seekers (adults)	~		
Multi-Add	General			Detail			
	Date:	Feb 1 2019	-	Members:	100.00		
Change			- ~~				
Delete	Attendance:		_	Bible brought:	80.00		
	Offering:	278		Bible read:	1300.00		
				Contacts made:	300.00		
				Visitors:	200.00		
				Lesson studied:	16.00		
				Visits made:	109.00		
				Worship att.:			
				worship att.:	200.00		

Click on the Add button, choose the code type, select the code, enter the date and attendance, and click the Save button.

Enter the data for each Sunday School class as appropriate.

Since the attendance numbers are averaged on the Treasurer's Report, please enter a record for each service/ class during the month.

Create Report

To create the report, go to the Treasurer Report and click the Add button. If the data has been entered faithfully each week, hit the Load Figures button and the report will fill itself out automatically.

Click the Print button if you wish to mail a printed copy of the report or click the Submit Form button to send the report over the Internet to State and International offices.