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
★ All Ø None Find	Anywhere Anywhere Anywhere Anywhere Anywhere	56 Main St. 56 Main St. 56 Main St. 56 Main St. 56 Main St.	1 2 3 4 5		2018 2018 2018 2018 2018 2018	15000.00 4500.00 3906.10 15000.00 20000.00
📕 Searches	tax -1/2018			l		5 Results
Grid Print DO	Statistical Data	a : Financial Data : Chu	Irch Detail : Treasu	urer/Remarks :		
🕂 Add	Report Info	Average Weekly Attendance		Members	hip	
 Multi-Add Change Delete Submit Form 	Month: 1 January Year: 2018 Submitted:	Discipleship/Evan On Can Discipleship/Evan Off Can Sunday Morning Wor Ethnic Outreach N/A Ethnic Outreach Attendance	npus: 300 npus: 140 ship: 358 stip: 358	Total Last Male Members I New Membersh Excluder Transferred Membersh Male	Month Content of the second o	0 Total: 0 0 Total: 1 0 Total: 2 al Members: -1 299 Total: 499 Difference: 500
Configure	_					

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-Deductible	Inactive	Default			Income Account
Tithes			0	Z	4000	Sunday Worship Offering - 3000.4
General Fund			\bigcirc	Z	4010	Loose Offering - 3000.4010.F
Missions			\bigcirc	Z	4110	Missions Fund Offering - 3110.411
Building			\bigcirc	Z	4100	Building Fund Income - 3100.410(
Capital			\bigcirc	Z	4100	Building Fund Income - 3100.410(
FTH			0	Z	4200	Special Fund Income - 3200.420(
Memorial			0	Z	4100	Building Fund Income - 3100.410(
A/C Fund			\bigcirc	Z	4200	Special Fund Income - 3200.4200
Recreation Teams			\bigcirc	Z	4200	Special Fund Income - 3200.420(
Camps			0	Z	4200	Special Fund Income - 3200.420(
Missionaries			0	Z	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	eport category:		
	Category: Disc	ipleship/Eva	n On Cam 🔽	Church E Church E Sunday I Sunday I Wednesc High Sch Men's Bii Middle S	Sard Meeting Evening Worship Sen Aorning Worship Sen tay Evening Service lool (grades 9-12) ble Class All None		
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	t Giving Fur	nd(s) that apply to selec	Cted treasurer n Giving Funds Geneal Missions Building Capital OGHS Memoria	eport category: 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 Attendand	ce Contributions	Accounting	Payroll	Event Registration	Roommate	۹ ۲
Entry	Stats. Fields Bat	ches Stats. Fund	s Notice				
	Event Statistics List Statistics Detail: Detail 1 Detail Description: Tithes		Giving	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:

•••			E	event Statistic	Records		
SHOV	W	Date		Even	t		
\star All		Feb 2 2014 Feb 9 2014		Sund Sund	ay Morning Worship Service ay Morning Worship Service		
🖉 None	e	Feb 16 2014		Sund	ay Morning Worship Service		
🔎 Find		Mar 2 2014 Feb 27 2014		Sund	ay Morning Worship Service ay Morning Worship Service ay Morning Worship Service		
📙 Searc	ches	Jan 7 2018 Jan 6 2019		Sund	ay Morning Worship Service		
Grid		Feb 1 2019		Sund	ay Morning 11:00 Worship		
		🔝 Sunday Morning 11:00	Worship - Feb	1 2019			16 Results
Print		Event Statistics					
DO							
🕂 Add			Event:	Sunday Mornin	g 11:00 Worship 🗸 🗸		
🕀 Multi	i-Add	General			Detail		
🧪 Chan	nge	Date:	Feb 1 2019		Tithes:	7649.30	
		Attendance:	280		Missions:	400.00	
Delet	te	Loose Offering:	256.40		Building:	258.60	
		Total Detail:	20450.90		Capital:	10000.00	
					OGHS:	378.00	
					Memorial:	200.00	
					Other:	509.00	
					Detail 8:	1056.00	
Confi	igure						
and Contra	igure						
Colle							

▶ 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

	1		List Statistic	Records		
SHOW	Date		^	Event		
A11	Dec 21 2008			Seekers (adults)		
	Dec 28 2008			Seekers (adults)		
None	Jan 4 2009			Seekers (adults)		
	Feb 1 2019			Seekers (adults)		
Find	Jul 28 2019			High School (grades 9-12)		
Searches						
Grid	h O l (l - lh -) - E - l	4 0.040				
Print	LI Seekers (adults) - Feb	1 2019				6 Result
5.0	1 Eist Statistics					
DO	Code Tvo)e		Code		
- Add	Sunday	School Class	\sim	Seekers (adults)		
	General			Dotail		
Multi-Add	General			Detail		
Change	Date:	Feb 1 2019	4	Members:	100.00	
	Attendance:	120		Bible brought:	80.00	
Delete	Offering:	278		Bible read:	1300.00	
	_			Contacts made:	300.00	
				Visitors:	200.00	
				Lesson studied:	16.00	
				Visits made:	100.00	
				Warehin ett :	109.00	
				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.