

# 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.

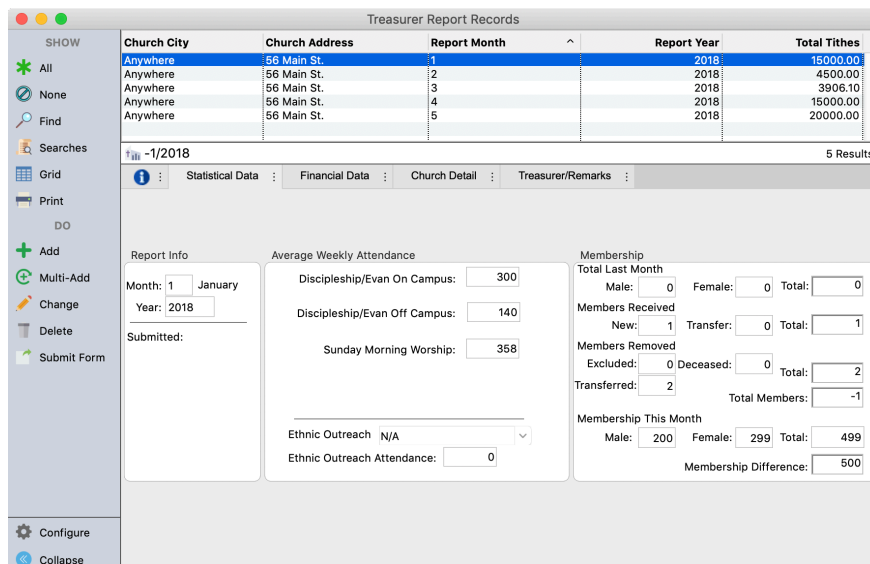
There are two methods to produce the monthly COG Treasurer Report:

1. Manually Produced
2. Automatically Produced

## Manually Produced

To produce the report manually:

► **Program** ► **Statistics** ► **Treasurer Report Records**



The screenshot shows the 'Treasurer Report Records' window. At the top, there is a table with the following data:

Church City	Church Address	Report Month	Report Year	Total Tithes
Anywhere	56 Main St.	1	2018	15000.00
Anywhere	56 Main St.	2	2018	4500.00
Anywhere	56 Main St.	3	2018	3906.10
Anywhere	56 Main St.	4	2018	15000.00
Anywhere	56 Main St.	5	2018	20000.00

Below the table is a search filter set to '-1/2018' with 5 Results. The main area contains a form with several tabs: 'Statistical Data', 'Financial Data', 'Church Detail', and 'Treasurer/Remarks'. The 'Statistical Data' tab is active, showing the following fields:

- Report Info:** Month: 1 January, Year: 2018, Submitted: [ ]
- Average Weekly Attendance:**
  - Discipleship/Evan On Campus: 300
  - Discipleship/Evan Off Campus: 140
  - Sunday Morning Worship: 358
- Membership:**
  - Total Last Month: Male: 0, Female: 0, Total: 0
  - Members Received: New: 1, Transfer: 0, Total: 1
  - Members Removed: Excluded: 0, Deceased: 0, Total: 2
  - Transferred: 2, Total Members: -1
  - Membership This Month: Male: 200, Female: 299, Total: 499
  - Membership Difference: 500
- Ethnic Outreach:** N/A, Ethnic Outreach Attendance: 0

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.

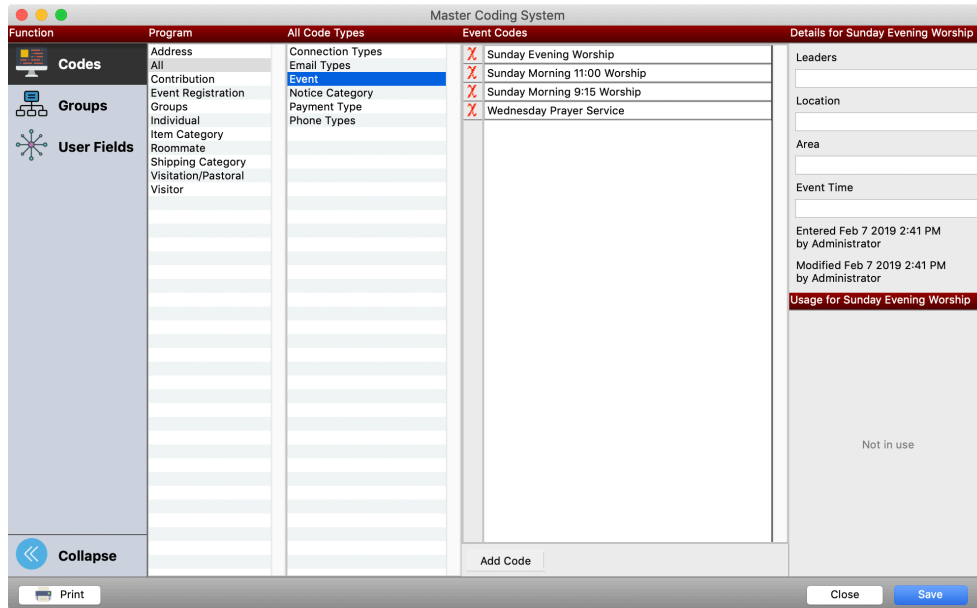
## Automatically Produced

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

### ►File ►Master Coding System

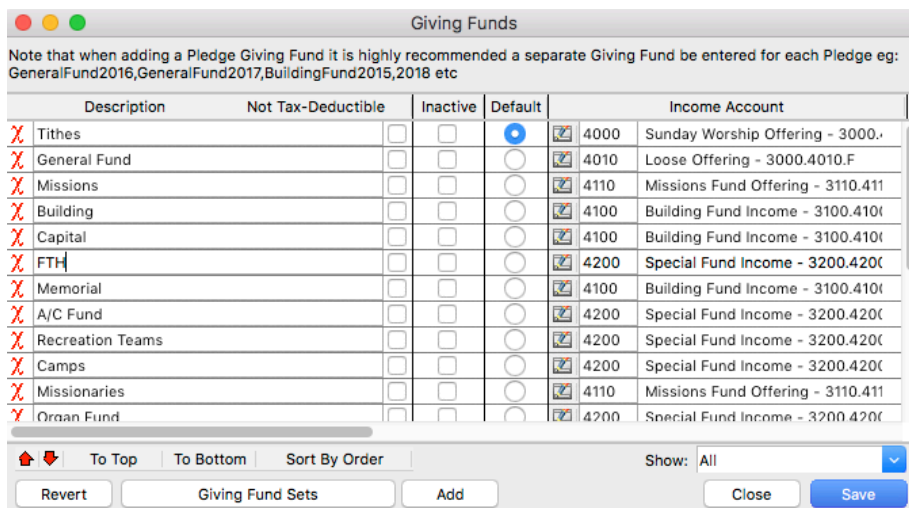
Choose Events, click Add under description, and enter all services that convene at the church facility, as well as off-site, such as jail services, nursing home meetings, and satellite worship services.

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.



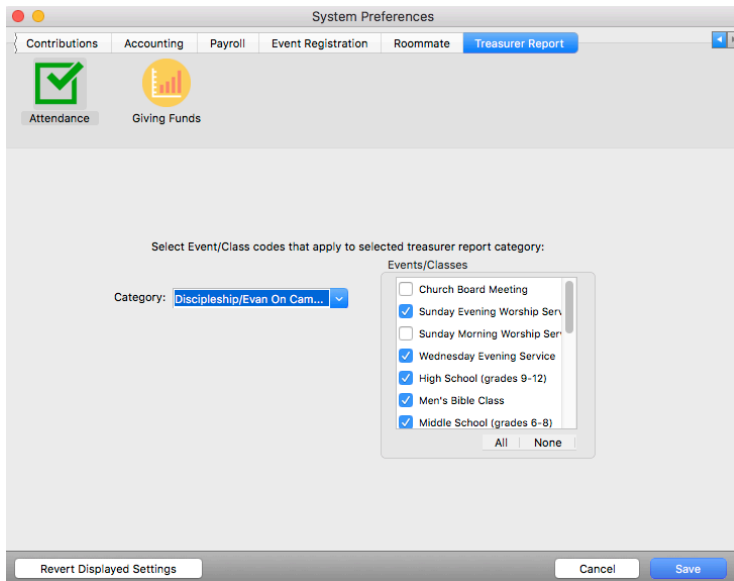
### ►Program ►Contributions ►Giving Funds

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



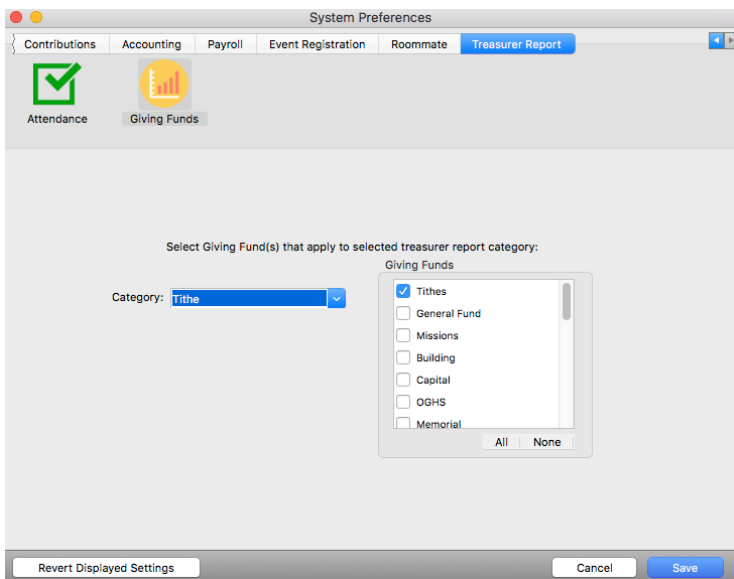
► CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Treasurer Report ► Attendance

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



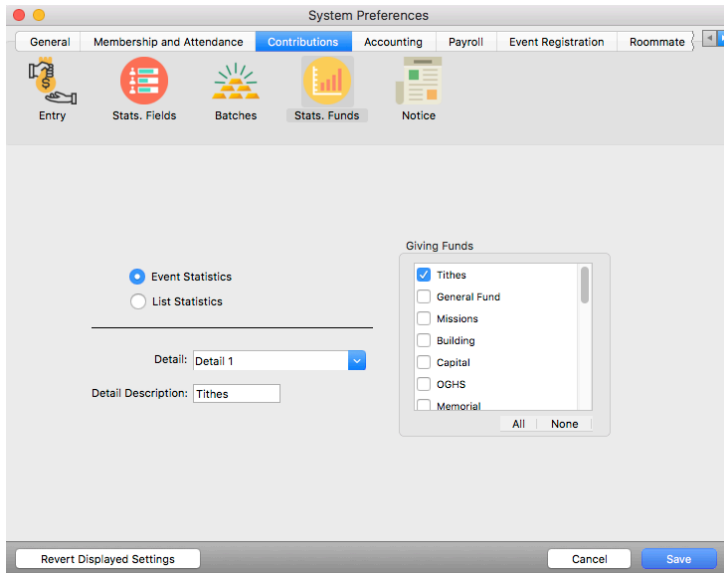
► CDM+(Mac)/File(Windows) ► Preferences ► CDM+ System ► Treasurer Report ► Giving

Click on the Giving Funds icon and connect each category item on the Treasurer Report to the corresponding fund.



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

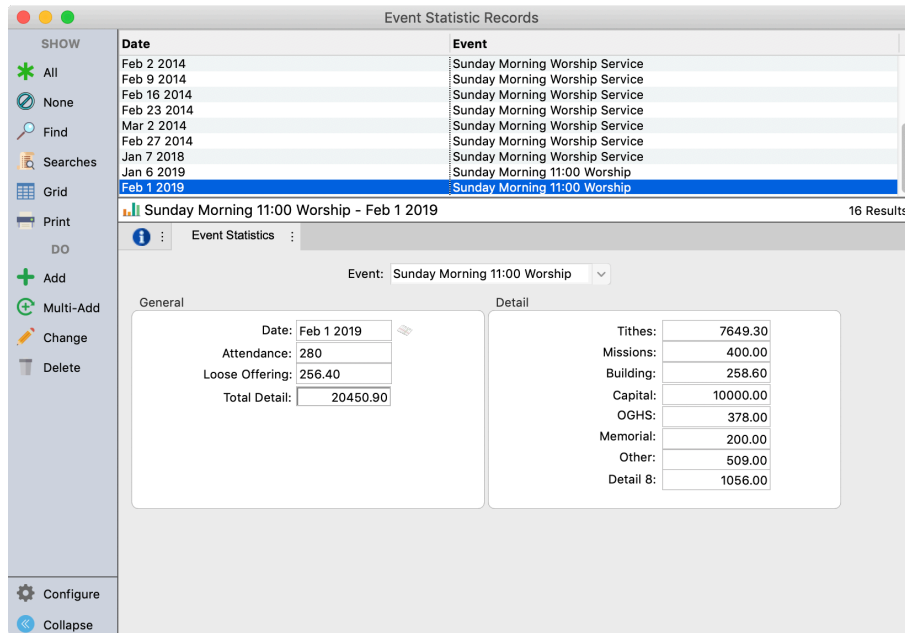
Click on the Event Statistics radio button and choose "Detail 1" from the drop down menu. Click on "Tithes" giving fund on the left. Continue with each detail.



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:

►Program ► Statistics ► Event Statistic Records



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

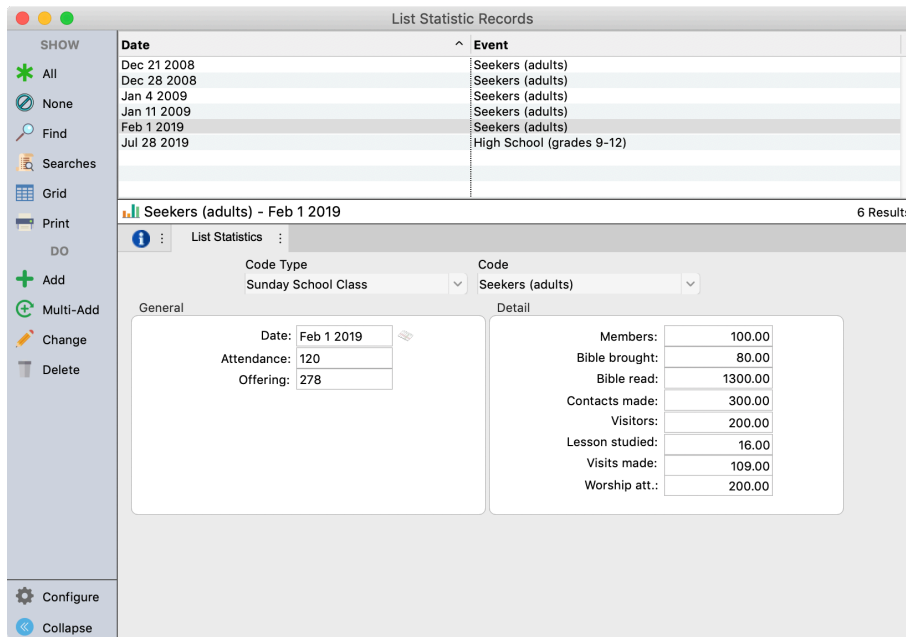
If there are Attendance records entered for that date, click the Load button to automatically enter the attendance number.

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**



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.

