

## 1.00 INTRODUCTION

The following manual is a description of the accounting system and responsibilities for the Bookkeeper and Executive Pastor of Sample Church. Sample Church is a church incorporated as a 501(c)(3) tax-exempt organization. Sample Church is registered with the Secretary of State in Wisconsin with an August 31 year-end and will follow IRS guidelines for churches and religious organizations.

## 2.00 CHART OF ACCOUNTS

### 2.01 Assets

|                             |       |
|-----------------------------|-------|
| Checking .....              | 1000  |
| Accounts Receivable .....   | 1200  |
| Land & Building .....       | 1500s |
| Furniture & Equipment ..... | 1520s |

### 2.02 Liabilities

|                           |      |
|---------------------------|------|
| Accounts Payable .....    | 2000 |
| Payroll Liabilities ..... | 2100 |
| Mortgages Payable .....   | 2200 |

### 2.03 Net Assets (Fund Balance)

|                               |      |
|-------------------------------|------|
| Open Equity Balance (GF) .... | 3000 |
| Building Fund .....           | 3300 |
| Benevolence Fund .....        | 3400 |
| Capital Improvements Fund ... | 3500 |
| Memorials Fund .....          | 3600 |
| Missions Fund .....           | 3700 |
| Interest Reserve Fund .....   | 3800 |

### 2.04 Revenues

|                               |      |
|-------------------------------|------|
| Offerings .....               | 4000 |
| Interest Income .....         | 4100 |
| Miscellaneous Income .....    | 4200 |
| Building Fund Income .....    | 4300 |
| Benevolence Income .....      | 4400 |
| Capital Improvements Income   | 4500 |
| Memorials Income .....        | 4600 |
| Missions Income .....         | 4700 |
| Interest Reserve Income ..... | 4800 |

### 2.05 Expenses

|                                |                 |
|--------------------------------|-----------------|
| Personnel Expenses .....       | {Insert number} |
| Office/Ministry Expenses ..... | {Insert number} |
| Building Expenses .....        | {Insert number} |
| Administration Expenses .....  | {Insert number} |
| Outreach .....                 | {Insert number} |
| Mortgage .....                 | {Insert number} |
| Miscellaneous .....            | 5200            |
| Other Fund Expenses .....      | {Insert number} |

### 2.06 Cost Centers

General Fund  
Administration  
Facilities  
Ministries (with subclasses)  
Personnel  
Building Fund  
Benevolence Fund  
Capital Improvements Fund  
Memorials Fund  
Missions Fund  
Interest Reserve Fund

# Sample Church Accounting Manual

**AW Rasmussen**



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