

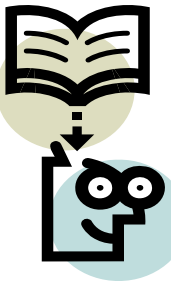
Tips For Treasurers



THE DIOCESE OF COLORADO

Oct. 12, 2006

Make-Up Session of Empowered Vestry Workshops, Nov. 4, Colorado Springs



Because this year's workshop is entitled "Empowered Vestry Ministries: Faithful in Business and Leadership", several treasurers have told me that they didn't come, thinking it was intended only for vestry members. It is true that the

workshop has been revised a bit to appeal to an expanded audience, but it is still very much oriented to the church treasurer and others involved in finance and accounting activities. So much so, that I wish there was a way for us to make attendance mandatory for new treasurers. So put the make-up date of November 4 at St. Michael's in Colorado Springs on your calendar now and encourage your clergy and other lay leaders to do so as well.

The presenters will include The Rev. Canon Lou Blanchard, Bob Leaman and Pam Greenfield from the Bishop's office, and Anita Sanborn and Scott Asper

from the Colorado Episcopal Foundation. To ensure that the time is stimulating, useful and relevant, we will have a morning and afternoon general session for all plus breakout sessions targeting leadership and congregational issues for the vestry/bishop's committee members and financial and business issues for the treasurers and others involved in parish accounting and finance. Your church can bring a team of participants to take advantage of both tracks.

Please go onto the [Diocesan Website](#) right away and download the workshop pamphlet and registration form. We need you to send in the registration to give us a good count for the meals and snacks that will be provided. We will gather about 8:30 for a continental breakfast and fellowship, the workshop will begin at 9:00 and we will be out by 4:00. I look forward to seeing many of you there!



Empowered Vestry Workshop Dates

- Nov. 4— St. Michael the Archangel, Colorado Springs.

It's October—Do You Know Where Your Audit Is?

Audits were due to the Bishop's Office by September 1. As of early October, we have received only 26! The annual audit is required by both National and Colorado Canon Law and it is one of the primary steps to good internal control. Most churches will use an audit committee. Remember, it is recommended that it be a committee of three with rotating terms. The committee should use the Internal Control Questionnaire and the Audit Program found in the Manual of Business Methods in Church Affairs. None of the committee members should be related or have any involvement with any of the accounting processes. If it's tough to put to-

gether an independent committee, consider trading committees with a neighboring parish. One of the most common mistakes is for the audit committee to issue its report without the accompanying financial statements. Please don't forget to include the financial statements, balance sheet and income statement, when you submit your report. And please, do it soon. I know that a lot of the audits are now in process and I am hopeful that we can at least double, perhaps triple, the number of reports turned in by year end.

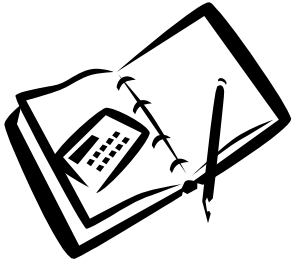


proclamation
discipleship
servanthood

Tips For Treasurers

New 2007 Information on the Web Site!

Health Insurance Coverage and Rates



As November's Open Enrollment nears, Church Treasurers and Parish Administrators will want to download this schedule immediately. Some churches do not make available all the diocesan offerings so you will need to review this schedule carefully so you can properly advise your employees. We have a new offering through Cigna which you will want to check out. It is cost competitive, has no deductibles (when in network) offers out of network services and out of area dependent coverage. We have not eliminated any of the plans, but we suggest you look at them carefully, as similar names among plans may be confusing. For instance, you will find both the Blue Advantage Colorado HMO (Anthem) and the Blue Cross EPO (Empire). Both use the same listings of Blue Cross providers but Blue Advantage is limited to those in Colorado while the EPO is a nationwide plan. In the last couple of years the Blue Advantage HMO has increased premiums at a faster rate and this year it now costs more than the Empire

EPO. If this trend continues, more will switch and the HMO could be phased out. Rate increases for the plans run from 0 percent to 15.4 percent. You will need this information for your 2007 budgeting!

Clergy Compensation Guidelines

The new Clergy Compensation Guidelines were approved by the Commission on Ministry at its August meeting and are now posted on the Ministry Support section of the diocesan web site. The look is new, replacing the existing categories with those commonly used by the Episcopal Church in order to make analysis and comparability with national statistics more easily accomplished. Recognizing that Colorado is in the top third of the nation in terms of cost of living, but in the bottom third of the nation in terms of our clergy compensation, the new guidelines provide for a 6 percent overall increase, including a 3.5 percent increase for cost of living and a 2.5 percent adjustment designed to raise overall compensation to at least the national median over four years. Treasurers should provide this new guideline to their Vestry Compensation Re-

Episcopal ACS – Beta tested and ready for release this month

We are not recommending you change, but if you are considering a change in your accounting/data base software package, then ACS Technologies should be worth a look. The new Episcopal ACS has been in beta testing by Episcopal parishes since last October and it is now ready for full release. This is an improvement over the highly touted basic ACS and has been customized for Episcopal churches to include automatic calculation of the Parochial Report, recommended templates pre-populated with descriptions unique to Episcopalians, a recommended chart of accounts for Episcopal churches, and data base/membership statuses appropriate for Episcopal churches. Pricing is not cheap and will vary depending upon the size of your congregation and the number of modules you



take. To learn more visit www.acstechnologies.com/episcopalacs or call 1-800-736-7425. Bonnie McCune and Pattie White are specialists in this new version of ACS.

McCune will be in Denver to offer free training in the new ACS Episcopal Parochial Report module that will be shipped to Episcopal churches with the 2006 ACS update this month. The training will take place at the Diocesan Center, on Wednesday, November 8, from 10–12 am. Please contact Judy Maguire at 303-748-3100 or jam-maco@gmail.com, if you would like to participate, or if you have questions.

Episcopal Payroll Services (EPS) at a bargain price!

New rates for Payroll Services will be effective January 1, 2007 (see below). HOWEVER, Paychex has agreed to continue the 2005-2006 rates through 2007 for new enrollees whose first payroll processing date is not later than November 30 and whose enrollment packet is in their hands by November 1. In addition, the set-up fee is still a low \$100 (subsidized heavily by CPG).



To accomplish this, EPS should receive at the CPG offices COMPLETE enrollment packet data no later than Wednesday, October 25th. That date will allow sufficient time to process the enrollment and have it in Paychex's hands by November 1, 2006. Enrollment packets arriving after that date, or with missing or incomplete documents, will be subject to the new rates. The time is short, but it is doable!

If you can enroll in payroll services now, you can take advantage of the phenomenal price break through 2007. All year to date payroll information will be entered into the Paychex system and all of the year-end tax reporting, including W-2s, W-3s and all state and local reporting's will be processed by Paychex (at no additional charge), thereby lifting that burden during one of the busiest times of the church year!

To request an enrollment packet and additional information, please email Ms. Terri Denicke, tdenicke@cpq.org, or call 800.223.6602, x6236.

Episcopal Payroll Services – New Rates for 2007 & 2008

The new rates below are guaranteed through all of 2007 and 2008. Although higher (isn't everything), there has been no rate increase for two years. These rates are still far below retail rates for a payroll service and the service remains highly recommended by your diocese. We use it and so should you!

Base fee per payroll:	Current rate - \$4.50; new rate - \$7.00
Per employee paid:	Current rate - \$1.50; new rate - \$1.90
W-2s/ MISC 1099s	Currently no charge; 2007 – no charge, 2008 – base fee of \$20 plus \$4.30 per form issued