

Presbytery of the Northern Plains
Leadership Pod



Handbook 2018

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Financial Procedures

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Outline for conducting PNP Financial Review

Approved on 11/16/17

Each of the following areas will be reviewed by a two-person team.

INCOME:

1. Chose 20 PNP congregations to receive a letter asking them to review their year-end statement. Each congregation would receive an additional copy of the year-end statement and would be asked to indicate in writing their concurrence or if there is a discrepancy. This written statement would be directed to someone outside of the Presbytery office/staff.
2. Individuals or non PNP congregations who donate over \$1000 during the year in question, will receive a letter asking them to review their year-end statement. They would receive an additional copy of the year-end statement and would be asked to indicate in writing their concurrence or if there is a discrepancy. This written statement would be directed to someone outside of the Presbytery office/staff.
3. At the end of each quarter, each contributor will receive a contribution statement to be mailed out by the Presbytery office. All PNP congregations will receive a contribution statement quarterly mailed to the attention of the congregations Treasurer.
4. Secure a copy of the report of mission giving from Presbyterian Church (USA), General Assembly, and compare the report to the PNP records.
5. Review the year end statements from the various investment accounts, to insure the year end statement balance matches the amount reported on the December 31 statements for the year. Report any discrepancies.

EXPENDITURES:

1. All reimbursements to staff will be reviewed for proper documentation.
2. All individuals receiving reimbursement in excess of \$500 a quarter will be reviewed for proper documentation and allocation of expense to the proper committee/ministry team.
3. Monthly reports will be viewed to determine a list of categories/line items to review. The categories with the 1st, 2nd, 3rd and 6th largest expenditures will be reviewed. For those categories in that month all transactions will be reviewed to determine accuracy and proper documentation. Any discrepancies will be reported.
4. A copy of a payroll summary report will be requested by the PNP treasurer from the Synod of Lakes and Prairies and tied back to ensure proper payment incurred.