

Congregational Treasurer's Manual

Many chapters are included in the LCMS Treasurer's Manual. Below is a partial listing of topics included in the Manual:

Employment Issues

Ministers of the Gospel
Housing (Parsonage) Allowance
Lay Employees
Concordia Plans
Tax-favored Savings Plans
Business Expenses
Payroll
Tax Exempt Status
Lutheran Schools/Early Childhood Ctrs
Contributions by Donors
Unrelated Business Income
Tax and Compliance Issues

Administering the Organization

Organizing and Incorporating
Responsibilities of Financial Officers
Synod Purchasing Agreements
Risk Management and Insurance

Accounting and Finance

Bookkeeping
Budgeting
Guide for Financial Review Committee
Automated Systems

Note: the 2011-2012 manual has 2 volumes
(only volume 1 will be distributed this year)

www.lcms.org/ctm

Taxes and Ministers 2011-2012 Edition

The Congregational Treasurer's Manual will be provided (one complimentary book & CD per church). Copies of the revised document "Taxes and Ministers" will be shared. This handout, which highlights portions of the treasurer's manual, includes the following information:

- The IRS's definition of minister
- Employment status: W-2 or 1099
- Housing/parsonage allowance
- Reporting income and expenses
- Paying federal and state taxes
- Social Security taxes
- Tax-favored savings plan

Concordia Plan Services

New...Benefit Consultant Brad Peterson, with CPS will give a presentation from 1 to 3 pm. There is no charge for this session and it is open to anyone interested in learning more. Plan now to attend the entire day!

CONCORDIA 
PLAN SERVICES
Your LCMS Benefits Partner

Iowa District West, LCMS
409 Kenyon Road, Suite B
Fort Dodge, IA 50501
515.576.7666
www.idwlcms.org
roger.curtis@idwlcms.org



Saturday
January 14, 2012 and
January 21, 2012

9:00 a.m. – 12:30 p.m.
plus Concordia Plan
Services after lunch

Iowa District West Church & Clergy Finance/Treasurer Workshop



2012 Workshop locations:

January 14
St. Paul, Sac City

January 21
Faith, Adel

What are the Topics?

IRS Reporting Requirements
Congregational Treasurer's Manual:
Housing Allowance
Payroll
Employee vs. Outside Contractor Status
Contributions by Donors
Business Expenses
Bookkeeping
Guide for Financial Review Committee
Clergy Tax Issues
Treasurer Job Description Discussion
Other concerns by those in attendance

Why attend?

Practical help. This workshop provides simple, straightforward help relating to clergy tax and church treasurer issues.
Bottom line: You get the tools you need to put an end to costly mistakes! The guest speaker will be Robert Joy, Financial and Planned Giving Officer of the Episcopal Diocese of Iowa and a practicing CPA specializing in clergy taxes, non-profit audits, and consulting.

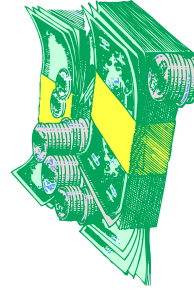
Who should attend the Church & Clergy Finance/Treasurer Workshop?

Bookkeepers
Financial Secretaries
Office Managers
Pastors
Stewardship Leaders
Treasurers
Individuals within the church having financial responsibilities

What is the Cost?

The cost is \$25 per congregation (no matter how many interested persons attend).
A light lunch will be provided by Lutheran Church Extension Fund (www.ialcef.org) and Carole White.
It is ideal if both the pastor and financial team (treasurer/financial officer) to attend. It's easy to register. Complete registration or go online at <https://www.surveymonkey.com/s/DPMK7SY>.
Please register by January 5.

Please register me/us for the Church & Clergy Finance/Treasurer Workshop
___ January 14 - Sac City or ___ January 21 - Adel ___ both workshops



Name(s): _____

Church/City: _____

Email Address: _____

Cell phone: _____ Home phone: _____

Financial software _____

Does your church follow the District Compensation Recommendations? Yes ___ No ___

Topics or questions you would like addressed _____

Please mail with a check
for \$25 payable to
Iowa District West
409 Kenyon Rd, Suite B
Fort Dodge, IA 50501