



Northern Illinois Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Best Practices for Church Treasurers and Bookkeepers

October 27, 2018

8:30 am – 2:00 pm

Faith Lutheran Church
14206 Flagg Road
Rochelle, IL 61068

Guest Speakers:

Thomas Hammar
CPA

Molly Hammar-Shattuck
Staff Accountant

Richard Hammar, Attorney
CPA & Author

Topics for discussion are:

Taxes

- Moving Expenses – Personal or Business?
- Tax Forms – Employee & Employer
- Fringe Benefits Taxation
- Tax Law Changes for 2018
- Churches and Sales Tax
- Unrelated Business Income

Donations

- What Gifts are NOT tax deductible?
- Substantiating Donations

Accounting

- Accountable Reimbursement Policy
- Recordkeeping and Retention Rules
- Budgeting Best Practices
- Onboarding Employees
- Using Technology Wisely
- Risk Management
- Financial Reporting

Church Property

- Selling Church Property – How is it taxed?
- Church Rentals – Building, Parsonage, etc. – the Dos and Don'ts

Internal Controls

- Best Practices Every Church Needs to Consider

Legal Developments

- Update by Richard Hammar

If you have specific topics that are not listed above; please email June Cain, Synod Bookkeeper at jcain@nisynod.org

Fees

Registration and lunch with payment on or before October 5 is \$30 per person. Registration after October 5 is \$35 per person.

Schedule

- 8:30 am Registration
- 9:00 am Opening Prayer
Rev. Kurt Nordby
- 9:10 am Presentation
Molly Hammar-Shattuck, Staff Accountant
Thomas Hammar, CPA
Richard Hammar, Attorney, CPA and Author (via webcam)
- 12:00 pm Noon Meal
(Sorry, no provision can be made for special dietary needs)
- 12:45 pm Questions & Answers
- 2:00 pm Adjournment

Registration

Mail registration form and check to:

Nancy Corey, Registrar
Northern Illinois Synod
% Augustana College
639 – 38th Street
Rock Island, IL 61201

Checks payable to: *Northern Illinois Synod*

You can also register and pay online at nisynod.org/book.

Contact for Registration:

Nancy Corey, Registrar
ncorey@nisynod.org
309-794-4004

Registration Form

Complete this form and mail with payment to the Rock Island Synod office.

Congregation
City/Town
Total Number of Participants

Participant's Name	E-mail Address

Registration is not complete until payment is received.