



**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](mailto: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 – 38<sup>th</sup> Street  
Rock Island, IL 61201

Checks payable to: *Northern Illinois Synod*

You can also register and pay online at [nisynod.org/book](http://nisynod.org/book).

### Contact for Registration:

Nancy Corey, Registrar  
[ncorey@nisynod.org](mailto:ncorey@nisynod.org)  
309-794-4004

## Registration Form

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

<b>Congregation</b>
<b>City/Town</b>
<b>Total Number of Participants</b>

Participant's Name	E-mail Address

Registration is not complete until payment is received.