



*Coming to a  
location near you!*

**2019**

# **Congregational Treasurer Regional Workshops**

## ***ATTENTION!***

**Congregational treasurers, financial secretaries, finance committee members, church council members, pastors and others:**

Taking on responsibilities for congregational financial matters isn't easy! This job is even tougher if you haven't received any recent training or if you aren't aware of a variety of resources that are available to assist you.

Help is on the way! Through funding provided by The Lay Ministry Education Fund, the Eastern Synod is offering a series of regional workshops covering a wide variety of financial matters.

## ***LOCATIONS & DATES:***

**Ottawa:** Saturday, September 28<sup>th</sup>  
St Peter's Evangelical Lutheran Church  
400 Sparks St

**Toronto:** Saturday, October 26<sup>th</sup>  
Agricola Finnish Lutheran Church  
25 Old York Mills Rd

**Hamilton:** Saturday, November 2<sup>nd</sup>  
Faith Evangelical Lutheran Church  
1907 King St E

**Stratford:** Saturday, November 23<sup>rd</sup>  
Zion Evangelical Lutheran Church  
202 Erie St

*Workshops for congregations in the Northern and Atlantic Ministry areas  
are to be determined.*

### **OTHER INFORMATION:**

- Workshops will be conducted by Keith Myra, Eastern Synod Treasurer
- Each workshop will start at 10:00 a.m. (registration begins at 9:30 a.m.)
- Coffee and light refreshments will be available in the morning and a light lunch will be provided at noon
- Each workshop will conclude by 3:00 p.m.
- Registration, including lunch, is free!

**TO REGISTER:** Click on the link for your preferred location/date, complete and submit your request:

[Ottawa: Saturday, September 28<sup>th</sup>](#)  
[Toronto: Saturday, October 26<sup>th</sup>](#)  
[Hamilton: Saturday, November 2<sup>nd</sup>](#)  
[Stratford: Saturday, November 23<sup>rd</sup>](#)

**Registrations must be submitted at least two weeks prior  
to the workshop date.**

### **WORKSHOP TOPICS INCLUDE:**

- The regulatory environment that governs congregations and other Canadian registered charities

- Key responsibilities of the treasurer, financial secretary, church council and others as they pertain to financial matters
- Key financial controls
- Ensuring that congregational employees are paid correctly
- Ensuring adherence to ELCIC Group Services' pension and benefit plans
- Administering special purpose funds and their restrictions
- Regulations and other considerations governing congregational investments
- Property, liability and other congregational insurance coverage
- HST/GST rebates
- Year-end tax reporting (e.g. T4 and T4A slips)
- Completing CRA's annual Charity Information Return (T3010)
- Issuing charitable donation receipts
- Developing the congregational budget
- Reporting financial information to the church council and congregation
- Year-end financial audit/review requirements
- Building rentals
- Cemeteries

Time permitting, there will also be an opportunity for questions about other financial topics.

### ***HAVE ANY QUESTIONS ABOUT THESE WORKSHOPS?***

Contact Keith Myra ([kmyra@elcic.ca](mailto:kmyra@elcic.ca))

Hope to see you at one of these sessions!