NJ Treasury Tips Email Series Part 1: Closing the month

Email #1:

Good afternoon local church Treasurers,

Welcome to the treasurer tips newsletter! My name is Rachel, and I am the auditor and Jewel support for the NJ Conference. I am the one you will call when you have a problem with your Jewel program or a general question about the local church treasury (609-802-0864).

This newsletter will come to you a few times a month and offer Jewel tips, important announcements, and tutorials for treasurers who are both new to the job and the more experienced ones. If you would like to be removed from this email list, or if you know of someone who would like to be added, all you have to do is reply to let me know!

*Email #1: Preparing to close the month*

Part 1 of our newsletter series is on basics of closing the month. As you probably already know, closing the month is all about preparing to send your remittance to the conference.

1) All of the deposits. This includes

• Sabbath offerings

• Adventist Giving deposits

• rental income payments if someone is renting from your church

• any other random deposits that were made to your bank account for that month

2) All of the checks. This includes

• bills that have been paid using an actual, physical check

• payments that were made using a service such as bill-pay

• auto-payment bills such as utilities or credit card payments

• transfers from checking to fund a debit card account

Now that you know everything is entered, you are ready to proceed with closing the month.

**From here on, it is very important that you let your Next Step button lead the way.** The "Next Step" button is found in the lower middle of your Jewel home page (circled in red, below). The task that shows up to the right of the "Next Step" (here, it is Start New Offering) changes as you move through each "closing the month" task. It guides you in what your "Next Step" should be.

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All through the month, your "Next Step" should say "Start New Offering." Once you have entered all deposits and all checks and are ready to close the month, there are two ways to start the process.

You may be finishing the last offering and Jewel asks, “Have you entered all offerings?”...and gives you a list of all your offerings to help you decide.

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If you have entered everything, click on "Yes, continue to month-end-closing" and the Next Step button will immediately change to "Remit to Conference."

Or if you are not sure, you may click on "No - Enter more offerings." Then once you have entered everything and are ready to move on, you may need to tell Jewel that you are ready. You will do this by clicking on "Start New Offering" and then clicking on "No More Offerings in January." (see below circled in red)

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Jewel will again ask if you have entered all the offerings and you can say "Yes."

If you are new to being a treasurer, check out the monthly closing checklist which will walk you through the monthly closing process.

If you have questions for me or would like Jewel support, please reply to this email, or call me 609-802-0864. I am in the office Monday – Thursday.

That’s all for now, stay tuned for my next email, when we will talk more about the next steps in your monthly closing, remittances, budget allocations, and bank reconciliation.

*Email # 2: Next steps- Remitting, Allocations, and Reconciling*

Hello local church Treasurers!

Welcome to Part 2 of how to close the month.

Part 2 of closing the month takes us through the Remittance, the Allocations, and the Bank Reconciliation. These are brief overviews. We will cover all of this in greater detail in subsequent months so even if you don't understand everything, just follow these instructions and contact me if you need assistance.

**Remitting to Conference is the first step in closing the month**. Jewel adds up all the tithes, conference and world offerings that have been donated that month in your offerings and writes a check for that amount so it can be sent to the conference office. You will never have to create the totals for that check yourself. Jewel will always produce it for you.

Once Jewel creates the remittance check, if you are mailing it in, you will copy the total on a physical check from your checkbook, for mailing to the conference. Jewel will send the breakdown of tithes and various offerings, so you only need to write the check for the total.

The remittance check needs to be sent to the conference by the 10th of each month, though it is fine to do it earlier. Many of our churches pay the remittance  electronically, which makes it easy, **and I attached instructions for that to this email**. But if your church is still writing their check to the conference on paper, make sure it is in the mail by the 10th of each month.

Once done, say Ok. Then say "Yes" to sending the **Remittance Report** to the conference. This report tells the conference how much is tithe and how much is the various offerings.

Your church may or may not have **Budget Allocations** set up. You do not need to do anything about it now. Just say ok to move past them, or no, you don't want to set them up now, as the case may be. There will be another tutorial on this in the future!

The next "Next Step" will be **Reconcile**. We will cover reconciling with the bank statement in detail in the next newsletter series, but for now, you can watch [this video](https://vimeo.com/493891430) from our friends at the Georgia- Cumberland conference to see how to do a simple bank rec. If all goes well, you will finish the bank rec with a zero difference and be ready to move on to part 3 of Closing the Month. If it doesn't go well, call me. I will help you until you learn how to fix it yourself.

That is all for part 2! See you next time for the final steps of closing the month. If you have questions for me or would like Jewel support, please reply to this email, or call me 609-802-0864. I am in the office Monday – Thursday.

*Email #3: Final closing steps*

Hello local church Treasurers!

There are just three final steps to closing the month in Jewel and they can be done fairly quickly.

If, after reconciling, Jewel is still showing "Reconcile Bank Statements" as the Next Step, it may be because you have a second account to reconcile (such as CURF or savings). If you have no more accounts to reconcile, you can move it forward by clicking on "Reconcile Bank Statements" and then find and click on "Continue to Next Step."

Table

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Jewel will ask if you are ready to print reports and close the month.

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If you have followed all the steps in order this far, you can say "Yes."

Your monthly reports will then print. Your settings will determine how many pages are printed, but the average is 5 or 6. Once the pages print and Jewel asks if they printed correctly, say yes.

The Next Step is "Back Up Data." Insert a usb drive and click on the "Back Up Data" button. The backup takes just a few seconds.

The last Next Step is "Send Backup to Conference." This one is so easy - you just say "Yes!" And in 5 minutes or less, you have finished these last three tasks.

Your Next Step now says "Start New Offerings" all over again, which tells you that you have closed one month and opened the next.

This process of closing the month - Remitting, Allocating, Reconciling, Printing and Backing up can be done much faster than it has taken to tell you all about it. Forming a habit of doing these steps in order will make it an easy process for you.

In our next newsletters, we will be learning more about what to do when your bank reconciliations are not coming out right.

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