

Filing Basics Overview

This system is:

Simple: can be set up in an hour or less

Inexpensive: once set up, only needs to be refilled with new manila folders annually

Flexible: can expand or contract to fit most churches

Practical: treasurer or auditor can find any receipt or deposit slip quickly and easily

Compact: takes up less space than some methods

SHOPPING LIST:

Plastic file box with lid

15-20 hanging files

35-40 manila folders

Shoe box (cardboard or plastic)

Zippered bank bag to hold supplies – for example:

Scotch tape, scissors, staple puller, stapler and staples, post it notes, pens of several colors, paper clips, rubber bands

FILE BOX SET-UP

Front Hanging File: 2 folders

Next Board Meeting (financial reports, reminders, reimbursement checks, etc)

To Do (bills to pay, reimbursement requests)

12 hanging Files: 2 folders in each

January – December Expenses (file in check number order or reverse order)

January – December Deposits (file in date order or reverse date order)

Hanging File: 3 folders

Bank Statements: attach bank reconciliation report to each statement before filing

Board Minutes: file monthly board minutes in date order or reverse order

Monthly Reports: printed from Jewel when closing each month

Hanging File: 3 folders

Blank Forms (check request forms, payroll time sheets, etc)

Misc Papers (insurance paperwork, NSF checks, etc)

Stamps and Envelopes for mailing bills and remittance checks

Optional Hanging Files: **Checkbook or Checks**

Zippered bank bag with supplies

Extra manila folders

Shoe Box: wrap each week's tithe envelope flaps in the count sheet, labeled with date and amount.

Store in shoe box, in date or reverse date order. Bundle each month in a rubber band.

Corresponding videos: 8.1 through 8.6 – File Management. Find at <https://www.gccsda.com/auditing/10963>
2.5 – Structure in Filing and Organization

For more tutorials on FILE MANAGEMENT & RECORDKEEPING, see section 5000 on the gccsda.org auditor webpage.