Bible Study Fellowship®

Treasurer and CA Financial Procedures Manual

Bible Study Fellowship®

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2026 Manual Updates Summary

Treasurer and CA Financial Procedures Manual

Status	Manual Section	Changes Made
New	All Sections – Keyword Search References	The Resource Library Assistant provides an improved alternative to traditional keyword search features. To support quick and efficient access to resources, all manuals have been updated to reflect this enhanced tool, removing references to keywords.
New	Treasurer's and Assistant Treasurer's Duties	New Add Receipt function to enter receipts in MyBSF starts August 2026 and is referenced in the manual. This feature replaces the F104 Paper Receipts which is now obsolete. HQ will send monthly receipts. *Weekly Financial Records* (F101) and *Monthly Finance Record* (F127) forms are now obsolete. F127 data was added to the manual. All financial entries now occur in MyBSF on the Transactions page.
New	Finance Frequently Asked Questions (FAQs)	New functionality for Receipt and Distribution processes in conjunction with additional MyBSF finance procedures have been consolidated to assist adapt to new features.
Updated	Opening a Bank Account	Request for opening a bank account updated to state the financial institution should request corporate documents to authorize the opening of or changes to a BSF class bank account.
Updated	Internal Control Questionnaire	ICQ Financial Exam due date changed from one week to two weeks after Share Day/Night.
Updated	Australia Financial Supplement	Definition and updated instructions included for the Australia Office Manager.
Updated	SDG Remuneration	Clarity added to remuneration process related to Base Class SDG and DOLM SDG.

Treasurer and CA Financial Procedures Manual Table of Contents

1: PHILOSOPHY 4
2: THE OVERSIGHT OF THE CA 5
3: THE RESPONSIBILITIES OF THE TREASURER AND ASSISTANT TREASURER 6
Treasurer's and Assistant Treasurer's Duties 6
Weekly Transactions 6
In-Person Giving 6
Receipts 7
Collecting Donations 8
Contributions 8
Monthly Reporting 12
Managing Monthly Finance Report in MyBSF 12
Monthly Finance Report Types and Definitions 13
Fiscal Months 14
Reconciliation 15
4: FINANCIAL PROCEDURES 17
Opening a Bank Account 17
Changing Bank Account Signers 19
Updating Bank Information in MyBSF 19
Host Church Remuneration and Online Giving 20
All Classes 20
US Classes 20
Classes Outside the United States 21
Satellite Host Church Remunerations 22
Damages to Host Church 23
All Classes 24
Classes Outside the United States 24
Treasurer's Report 24
Treasurer Binder 24
Ways to Give 25
In-Class Contributions 25
Online Giving through BSF Secure Website 25
Matching Gifts Programs 25
Internal Control Questionnaire – Financial Examination 26
Checklist of Treasurer's Responsibilities 26
At Class 26
End of Each Class or Satellite Meeting 27
Last Class of Month 27
Every Four To Six Weeks 27

End Of Year 27
Retention of Records 28
5: APPENDIX 29
Sample MyBSF Contribution Screens and Instructions 29
Monthly Retained Balance Increase to $100 for Classes in the US 33
Examples 33
Common Questions 35
All Classes 35
Classes Outside the United States 39
Financial Supplements 40
Australia Financial Supplement 40
Canada Financial Supplement 42
New Zealand Financial Supplement 43
United Kingdom Financial Supplement 44
Philippines Financial Supplement 48
Taiwan 50
Additional Financial Supplements 52
Frequently Asked Questions (FAQs) 53
Process Change for the Weekly Record of Donations 53
SDG Locations & the Weekly Record of Donations 53
Electronic Fund Transfers (EFTs)- International Classes Only 55
Give to My Class 55

1: PHILOSOPHY

As a faith organization, BSF relies on God for all financial resources. The BSF Board of Directors is responsible to God and the government for the corporation and its financial transactions and reviews the finances annually. BSF is a member of the Evangelical Council for Financial Accountability (ECFA), requiring the highest standards of financial accountability and disclosure to government, donors, and the world.

BSF International is an incorporated, not-for-profit organization in the United States. All gifts to BSF are tax-deductible in the United States. Charitable status for classes varies according to local regulations. All records and receipts must be kept by BSF to make exact and full reports to the Internal Revenue Service of all assets, yearly income, and expenditures as a tax-exempt, not-for-profit, religious organization. No portion of the monies may be used to benefit any individual.

BSF provides class members and leaders the opportunity to contribute to the local class expenses and to the worldwide ministry of BSF. The financial policies provide transparency and accountability in handling class assets and safeguarding BSF leaders. Integrity is of the utmost importance when it comes to accounting for the financial assets of the class.

Classes are responsible for their local expenses.

- *US classes:* Funds remaining in excess of the month's operating expenses are drafted by electronic funds transfer by Headquarters after the *Monthly Finance Report* is submitted. This enables classes to contribute toward the cost of the ministry.
- *Classes in countries other than the United States:* CA consults with Area Personnel (AP) or Country Account Manager regarding country-specific procedures for sending funds in the class account to Headquarters.

The Teaching Leader (TL), Class Administrator (CA), and Treasurer make no appeals for funds from the class. Appeals for contributions toward gifts of appreciation for the TL, class leaders, or host church are not appropriate. The TL may inform the class of how donations are used, including estimated costs for classes and lessons. The CA oversees the financial procedures for the class.

2: THE OVERSIGHT OF THE CA

The CA:

- Selects and oversees the Treasurer and Assistant Treasurers in collaboration with the TL. Choose dependable Class Members who can work with numbers and reconcile bank statements. ALs with financial skills may serve as Treasurer or Assistant Treasurer however they are not permitted to serve concurrently as Database Manager.
- Opens and maintains the class bank account.
- Remunerates the host church and satellite host churches (if any).
- Verifies financial records are completed accurately and timely.
- Submits a Monthly Finance Report to HQ.
- Becomes familiar with authorized expenses listed in the *Class Staff Resource*.
- Sets up donation baskets and ensures there are always two people with the money.
- Posts information about how to give to BSF at strategic locations.
- Coordinates the end-of-year financial examination with an auditor.
- Retains financial records according to the records retention policy in the *Class Staff Resource*.

3: THE RESPONSIBILITIES OF THE TREASURER AND ASSISTANT TREASURER

The Treasurer and Assistant Treasurer serve together by accounting for class contributions and disbursements weekly and by completing the weekly and Monthly Finance Reporting.

The Treasurer and Assistant Treasurer:

- Follow the procedure for opening and maintaining a class bank account.
- Adhere to guidelines for remunerating a host church.
- Perform the weekly and monthly Treasurer duties, including counting contributions (two people should be with the money at all times), depositing all funds weekly, and writing checks as authorized by the CA monthly. (The Assistant Treasurer is not a signer on the bank account and cannot sign checks.)
- Give an oral Treasurer's Report every 4 to 6 weeks.
- Maintain the Treasurer Binder and have it available during class every week.
- Are aware of ways to give to BSF.
- Understand how to reimburse damages to the host church.
- Collaborate with the CA for guidance as needed.
- Provide the CA with the necessary financial information for the annual examination.
- Give the CA the Treasurer Binder after Sharing Day or Sharing Night for record retention purposes.

Treasurer's and Assistant Treasurer's Duties

See *Checklist of Treasurer's Responsibilities* for details about duties and responsibilities.

Weekly Transactions

- Record each week's receipts and disbursements (checks) on the Transactions page on MyBSF instead of on the former *F101 Weekly Class Financial Record.*

In-Person Giving

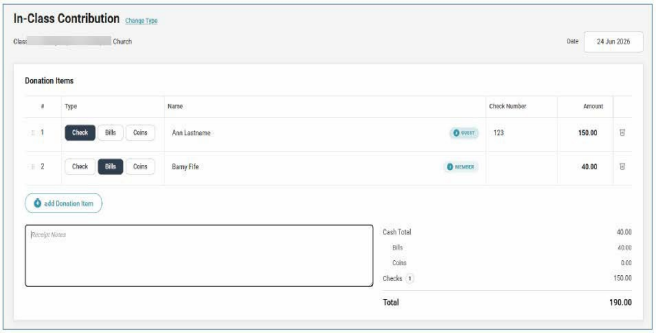
- Classes that meet in-person should always offer in-person giving. If there is a week where donations are not received, skip that week on the Transactions page.
- When transactions are added for the next week, enter a note stating donations were not received during the previous week.
- **Note:** In-person Satellites connected to a Base Class may choose to offer in-person giving. DOLM in-person satellites participate in online giving only.

Receipts

Receipts are captured on the MyBSF Transactions page instead of the former *F101 Weekly Class Financial Record*.

- After the monthly report is submitted, Headquarters will issue a donation receipt to every named contributor, replacing use of the former *Receipt Book* (F104).
- Contact Leader Support for assistance with receipt contributions for books or toys for the Children's Program, or other non-financial contributions

Add Receipt in MyBSF



1. Go to **Leading > Transactions**.
2. Select **Add Receipt.**
3. Select the Add Receipt **Contribution Type**.
4. **Note:** In-Class Contributions, Translation Fund, Leader Event, Interest, and Other Receipts open the selected Transactions page for Base Class donations. **SDG Contributions** start with a list of satellite meetings from which to select the source of the donation. Once selected, the SDG will display at the top of the Transactions page which can be changed, if needed, by clicking the drop down arrow.
5. Add **Donation Items** for each contribution type (Check/Cheque, Bills, Coins) along with **Type**, **Donor Name**, **Check Number** (if applicable), and **Amount**. See *Types and Definitions* below. *Note:* EFT contributions are recorded as contribution type "Check" with the check number denoted as EFT.
6. If the donor is a "Guest", manually type their name and click **Enter Guest Donor Details** to include additional details such as email or physical mailing address when email is unavailable. Receipts will not be generated for donations with "anonymous" identified as the donor.
7. Add a **Receipt Note** for future reference or clarity (optional).
8. Type the names of the two people counting donations in the **Entered by** and **Verified by** fields.
9. Select **Save Receipt**. See *Sample Screenshots* in the Appendix. *Click here* to watch a tutorial video.

Edit or Delete a Transaction in MyBSF

Receipts can only be deleted if the report is in Draft or Rejected status. Select the **Need Help?** button in MyBSF to contact Leader Support with questions if the report that needs changing has been submitted.

1. Go to **Leading > Transactions**.
2. Scroll to the bottom of the page to filter and/or view **Receipts and Disbursements.** Filters include **Date Range, Type, Meeting** and **Status**.
3. Select **Receipts** or **Disbursements** tab.
4. Select the down arrow next to **Amount** to **Edit, Mark as Reviewed or Not Reviewed** *(if CA)*, **Move to Next Month** or **Delete.**
5. Select **Save or Delete** to update or remove the transaction.

Modify Retained Balance in MyBSF

Retained balances may need to be modified by the CA to cover bank fees, correct reconciliation discrepancies, avoid insufficient fund fees or account for returned checks. The Retained Balance can be modified by the CA if the report is in Draft or Rejected status. To modify Retained Balances:

1. Go to **Leading > Transactions**.
2. Select the **pencil icon** next to amount under Retained Balance.
3. Edit **balance**.
4. Select **Save.**

If the Retained Balance is modified, the Remittance Balance will recalculate. The balance can be a negative amount. The Retained Balance will be visible to the Treasurer and Assistant Treasurer as view only.

Collecting Donations

- Remain present with the collection plates or baskets to make change from the available funds, if needed. Change can be made from any of the available funds from other collection plates or baskets.
- Do not give change or funds in exchange for checks.
- Ensure two people are present with the collection plates or baskets at all times.

Contributions

- Remove the collection plates or baskets to a secure, private location for counting.
  - There must be two people with the money at all times.
  - Snack fund monetary contributions for BSF Kids are collected with in-class contributions rather than separately in the Children's Program area or classrooms.
  - Count Translation Fund donations, Leader Event donations, and Satellite donations separately from other in-class donations.
  - Assistant Treasurers or a TL/CA authorized representative for Satellite locations enter the SDG Contribution weekly.
  - The Treasurer and Assistant Treasurer independently count all cash, verify their counts match and record reconciled contributions.
- Verify that all checks received are complete. Note the date, payee, and signature, as well as verifying that the amounts (the words and numbers) agree:
  - The date or payee (Bible Study Fellowship) may be added if missing.
  - If the amounts on the check do not agree or if the signature is missing, return the check to the donor for correction.
- Endorse the back of all checks using the *bank endorsement stamp*.

- Add a Receipt for each type of donation received (Satellite, Translation, Leader Event) on the Transactions page in MyBSF.
- Finalize and Save the Contribution Record(s) in MyBSF with the name of each of the two people who counted the money.

Bank Deposit

- If you have Satellite, Leader Event, or Translation Fund contribution, add them to your in-class contributions for bank deposit purposes.
- Prepare a bank deposit slip. Verify the bank deposit total equals the cumulative sum of the Total Receipts from ***all*** Contribution Records for the week.
- Record the deposit amount in the class checkbook register.
- Place deposit slip, cash, and checks in your bank deposit bag.
- Deposit the contributions at the bank:
  - On the same day of class for day classes, or on the following day for evening classes.
  - If the Treasurer or Assistant Treasurer is unable to make the weekly deposit, discuss it with the CA who determines next steps to ensure timely deposits.
- Retain a validated deposit slip or deposit receipt for this is **always** required. The validated deposit slip or receipt serves as audit proof of the amount deposited, particularly for cash contributions.
- Keep the validated deposit slip or receipt as verification of deposit in the Treasurer's Binder.
- Ensure that all contributions have been deposited at the bank prior to submission of the financial report. If a deposit has not cleared, this may cause a bank account overdraft.
- File returned checks information in the Treasurer Binder. Never initiate collection on returned checks.

Disbursements of Funds

- Treasurer writes checks for authorized expenses as requested by the CA.
- Record all checks in the checkbook register.
- *US Classes Only:* **Headquarters Remittance** - Electronic Funds Transfer (EFT)
  - The remittance is electronically taken out of your bank account and deposited into the HQ bank account through EFT *before the 15th of the subsequent month*. There is no need to send a check to HQ.
- Ensure all contributions have been deposited at the bank prior to submission of the financial report. If a deposit has not cleared, this may cause an overdraft of the account.
- Adding Disbursement of Funds in MyBSF
  - Go to **Leading > Transactions**.
  - Select **Add Disbursement**.
  - Change **Date** if needed. Only current or past dates can be entered. Future dates are not allowed.

- Select **Disbursement Type** (options include Authorized Leader Event Expense, Children's Program Expense, Church Damage Expense, Headquarter Remittance, Host Church Contribution, Other Authorized Expense, Printing or Satellite Expenses).
- Select the **Meeting** the expense applies to from the drop down list.
- Enter **Payee/Description** name.
- Select **Payment** type and enter additional information as required.
- Enter **Amount**.
- Add a **Note** for future reference or clarity (optional).
- **Mark as Reviewed** if CA (optional).
- Select **Save**.

Reissue Lost Checks

- To reissue a lost check, record the replacement check as a disbursement. Record the replacement check by entering two transactions:
  - First transaction:
    - Enter the date you reissue the check, disbursement type and meeting information.
    - Enter the previous check number and payee as the description.
    - Select Check/Cheque as the payment type and enter the new check number.
    - Enter the amount of the replacement check, add a Note for future reference and Save.
  - Second transaction:
    - Enter the date of the original check, disbursement type and meeting information.
    - Enter the payee and why you are reissuing the check as the description.
    - Select Check/Cheque as the payment type and enter the original check number.
    - Enter the amount of the original check as a negative number.
    - Add a Note for future reference or clarity and Save.

Host Church (HC) Contributions

If possible, pay the HC the total contribution amount from the class bank account to expediently remunerate funds to the church.

For classes with a designated in-class giving percentage that are unable to remit the full amount:

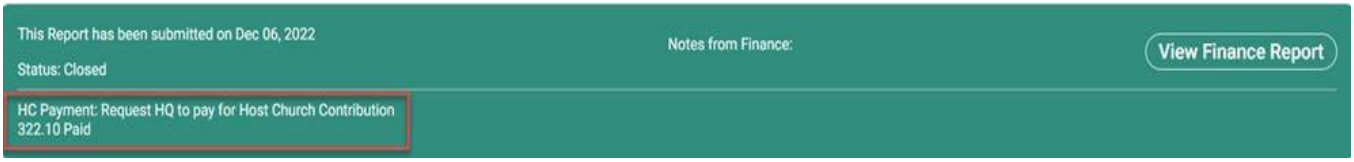
- Remit the amount that is available even if it means remittance is not made to HQ. Record the amount as a Disbursement on the Transactions page. Submit the report and select the option to Request HQ to Pay for Host Church Contribution. See tutorial video: *HC Remuneration when Online Giving Exceeds In-Class Giving*.
- If **Request HQ to Pay for Host Church Contribution** is selected, the CA will be prompted to **provide a reason** when submitting the report.
- If you are prompted with the message, "Request HQ to pay for Host Church Contribution**, while we have sufficient funds available**," you should pay your HC out of your class account.

If your class is unable to remunerate the full amount for any of the following options, refer to tutorial *HCPay CA Training* instructions regarding the HCPay process used to request payment from HQ.

Some reasons this occurs include:

- Satellite host church remunerations (which is a fixed amount based on the number of discussion groups and classrooms) cannot be covered by in-class donations.
- Leaders Meeting HC contributions if the LM is held at a different HC and the LM church requests a contribution that cannot be covered by your in-class donations.
- Fixed amount HC remunerations (not 25%) that cannot be covered by in-class donations.
- Additional HC fees (such as parking, security, space usage or AV support) that cannot be covered by in-class donations.

After HQ has sent the requested HC Contribution, a note will appear at the top of that month's Transaction Page. See example below:



Monthly Reporting

Managing Monthly Finance Report in MyBSF

- Follow instructions provided in the *Appendix*.
- Satellite host church remunerations are a fixed amount based on the number of groups or classrooms that meet in a host church facility. Enter these payments under disbursements as "Satellite Expense." Enter a separate disbursement for each satellite.
    - *US classes only:* If in-class receipts are insufficient to cover this expense, submit a request to remunerate the unpaid portion using the *HC Pay form*.
- If the Leaders Meeting is held at a different host church and they have requested a contribution, pay that church $100 per month from September through the month of your last Leaders Meeting. Enter this payment under disbursements as "Other Authorized Expense," and enter "LM Church" in the notes section of the disbursement.
    - *US classes only:* If in-class receipts are insufficient to cover this expense, submit a request to remunerate the unpaid portion to *HC Pay*.
- Treasurer lets the CA know the *Monthly Finance Report* is ready to be reviewed and submitted and gives the check to the CA for distribution to host churches on the last class day of the month.
- CA submits the *Monthly Finance Report* by the 5th of the following month.

Monthly Finance Report Types and Definitions

Formerly located in F127 - Monthly International Financial Report Quick Guide

Receipt Types	
Receipts are donations given to a class and verified by the Treasurer and CA. This includes gifts received in class or electronically transferred into the class bank account	
Type	**Definition**
In-Class Contributions	Gift from **class member** given by check/cheque, cash, bank deposits to class accounts, electronic transfers, direct deposits. In-class gifts from **non-class member/guest**; one-time "special" gift (given by check).
SDG Contributions*	Gifts from Satellite Discussion Group (SDG) members given by check/cheque, cash, bank deposits to class accounts, electronic transfers, direct deposits.
Leader Event Contributions*	Gifts for BSF Leader Events
Translation Fund Contributions*	Gifts for Headquarters (HQ) translation initiatives
Interest*	Interest earnings in BSF class bank accounts
Other Receipts*	Transfers from HQ/Office account, transfers from AP/Office account to pilot and electronic transfers)

** These categories are NOT included in the 25% Host Church Contribution. Your host church receives 25% of In-Class Contributions and Online Giving ONLY.*

Disbursement Types	
Disbursements are expenses paid from the class bank account or HQ Regional Account; see Authorized Expenses in *Class Staff Resource.*	
Type	**Definition**
Host Church Contribution	25% **or** set amount due If you have a separate Leaders Meeting host church, use the *Satellite & Leaders Meeting HC Contribution Table* (F111) in the Resource Library.
Type	**Definition**
Satellite Expense	**Any** expense paid for satellite (includes Children's Program expense, host church remuneration, and other authorized expenses).
Children's Program Expense	Items purchased for Children's Program. See the list of authorized expenses in the *Class Staff Resource.*

Disbursement Types	
Disbursements are expenses paid from the class bank account or HQ Regional Account; see Authorized Expenses in *Class Staff Resource*.	
Type	**Definition**
Other Authorized Expense	Class administration expenses like bank service charges, paper and ink cartridges. See the *Class Staff Resource* for a complete list.
Church Damage Expense	Reimburse host church for damages to premises/property caused by BSF leader/class member.
AP Remittance	**Classes Outside the United States Only** (1) Funds given to AP: F105 *Receipt for International Class Headquarters Remittance* in the Resource Library **must** be given to CA. (2) Expense paid for AP visit: CA **must** get F105 *Receipt for International Class Headquarters Remittance* in exchange for sales receipts. Give copy of the receipt to AP.
Headquarters Remittance	Funds sent to HQ office bank account in country (by check, wire, electronic transfer)
Printing	All authorized printing expenses paid by Class Staff.

Fiscal Months

The *Summary Class Financial Data Report* and other monthly financial references are listed in fiscal months as follows:

1 – September	7 – March
2 – October	8 – April
3 – November	9 – May
4 – December	10 – June
5 – January	11 – July
6 – February	12 – August

Reconciliation

- Use the monthly bank account statements to do the following every month:
  - When the bank statement is received, the CA reconciles the bank statement with the checkbook register and with the receipts and disbursements entered on the MyBSF Transactions page.
  - Give the bank statement to the Treasurer, who also reconciles the statement and files it in the Treasurer Binder (this is the second check and balance). **Note:** Do not wait to receive the monthly bank statement to submit your Finance Report. Missing items or corrections can be reported in the next month's Financial Report.
  - Attach canceled checks, reimbursed expense receipts, and returned insufficient funds checks to the back of bank statements and insert into the Treasurer Binder.

Submitting *Monthly Finance Report* in MyBSF

Refer to the *Common Questions* section below for answers about the Monthly Finance Report.

1. Go to **Leading > Transactions**.
2. Review **Receipts** and **Disbursements**. If needed, add or edit any receipt(s) or disbursement(s) for the current fiscal month (see *Add Disbursement of Funds* or *Add Receipt of Contributions* instructions).
3. If the bank statement is received before the 5th of the month, reconcile it to Monthly Finance Report before submission.
4. Edit the **Retained Balance**. This must be adjusted **before** adding a Disbursement for HQ remittance (or AP remittance for classes outside the US). If possible, keep a retained balance of $100
5. Add a **Disbursement** for HQ remittance (or AP remittance).
   - Select **Add Disbursement**.
   - Change the **Date** if needed.
   - For **Disbursement Type** select Headquarter Remittance.
   - For **Meeting**, select the applicable Meeting.
   - For **Payee Description** enter "HQ Monthly Finance Report".
   - For Payment select **Transfer**.
   - Enter the dollar amount that should go to HQ.
   - Select **Save**.
6. The Remittance Balance Calculation in the Monthly Summary should equal $0.
7. Select **Submit to HQ.**
   Note: The Submit to HQ button does not display on a report until the prior month has been submitted and online giving is posted. The remittance is electronically taken out of your bank account and deposited into the HQ bank account through EFT *before the 15th of the subsequent month.* There is no need to send a check to HQ.
8. Confirm the summary is correct on confirmation screen.

9. Select **No HC Payment** (if meeting online or for other reason) OR **Request HQ to pay for Host Church Contribution**, if applicable.
10. Select **Confirm and Submit.** Optionally, review the Financial Report or select Done.

Submitting *Zero Monthly Report* in MyBSF

If the selected month has no transactions and online giving for the month equals zero, you can submit a zero report.

1. Go to **Leading > Transactions**.
2. Edit the **Retained Balance** so that the *Remittance Balance Calculation* in the *Monthly Summary* section equals $0.
3. Select **Submit to HQ**.
4. Toggle on **Skip this Month**.
5. Select **Confirm and Submit**.

4: FINANCIAL PROCEDURES

Opening a Bank Account

IMPORTANT NOTES

- Open a class checking account at a convenient, reliable financial institution—credit unions are preferred. A "courtesy" account requiring a minimal balance with minimal or no service charge is preferred. If not available, request an account that will best serve the needs of the class. Maintain a minimum balance in the account based on writing a few checks each month.(See *Monthly Retained Balance* below for US classes.)
- **Pilot class** TL and CA work together to select a bank and establish a bank account prior to the first Class Meeting. Once the bank account is established, the CA submits a *Report of New Bank Account* (F106) according to the instructions on the form.
- **Classes outside the United States** work with your AP or Country Account Manager (if applicable) regarding banking procedures in your country (the following steps may not apply)
- **US classes** do not consent to use online banking.
- Do not close an existing bank account before an active new bank account is open to avoid compromise of the integrity of BSF finances.

TO OPEN AN ACCOUNT

- Use the legal corporate name "Bible Study Fellowship" when opening the account. You should also use an additional descriptive name on the account as follows: "BSF International Class #xxxx" (Use your base class number assigned by BSF Headquarters). Use the CA's mailing address as the account address.

  For example:

  Bible Study Fellowship
  BSF International Class #xxxx (Use base class number assigned by BSF Headquarters.) 1111 Main Street, Anytown, PA 55555 (Use the CA's mailing address.)

- Request that **both** the CA and Treasurer be signers on the account, with only one signature required on a check.
- Request that the bank provide images of cancelled checks with the monthly statement. These are necessary for the annual financial examination of the account. If check images are not offered by the financial institution, order "duplicate style" checks. Keep the duplicate check copy in your records for the annual audit examination.
- The financial institution should request corporate documents to authorize the opening of or changes to a BSF class bank account.
- **Prior to** going to the institution, request documents from HQ.
  a. For new accounts, notify HQ by selecting the box "Documentation must be sent to the bank"

in Meetings Management on MyBSF and add a comment that includes the new bank information (see the *MyBSF Reference Guide*). Once HQ receives this bank documentation request, a form is sent to the CA to complete and submit additional details. The bank documentation request will be completed by HQ and emailed to the CA.

b. For existing bank accounts, notify HQ by selecting the box Documentation must be sent to the bank in Meetings Management on MyBSF (see the *MyBSF Reference Guide*). Once HQ receives this bank documentation request, a form is sent to the CA to complete and submit additional details. The bank documentation request will be completed by HQ and emailed to the CA.

- **US Classes Only:**

a. Complete the IRS Form W-9 (Request for Taxpayer Identification Number and Certification) provided by the bank as follows:

- **Name:** Bible Study Fellowship
- **Business name:** BSF International Class #xxxx (Use Class number assigned by BSF Headquarters.)
- **Address:** PO Box 675241, Dallas, TX 75267-5241 (BSF Headquarters mailing address)
- **Employer Identification Number:** 94-1514010 (This number identifies BSF as a not-for-profit organization as described in section 501(c)(3) of the Internal Revenue Code. However, this number is not a "tax-exempt number" issued by many state governments in the United States.)

b. Secure the following bank supplies:

- Bank deposit bag
- **Bank endorsement stamp** that reads:

  FOR DEPOSIT ONLY TO THE ACCOUNT OF:

  Bible Study Fellowship

  BSF International Class #xxxx (your class number)

- Bank deposit slips
- Checks—order printed checks that have only the following information on them: Bible Study Fellowship

  BSF International Class #xxxx (your class number)

  Note: Do not include your class "name" or the name and address of the Treasurer or CA on the checks. Include only the information shown above. This minimizes the need to reorder checks for a change of information. You do not need business checks. If canceled checks or images are not included with the monthly bank statement, order "duplicate style" checks.

Changing Bank Account Signers

If a change in signatories is the result of a Class Staff change, AP will submit a *Change Request* (G110) on MyBSF

- **Classes in the United States**—check with your bank to determine appropriate action. If bank documentation is needed, edit your base class meeting details in MyBSF and select the "Documentation must be sent to the bank" box. Once this box is selected and saved a form will be emailed to the CA to collect the needed information. Once the CA submits the needed information through the form, the bank documentation request will be completed by HQ and emailed to the CA.
- **Classes Outside the US**—work with your AP or Country Account Manager (if applicable) and see your country's supplement in the Appendix.

Updating Bank Information in MyBSF

- Go to **Class > Management > Meetings**.
- Select **Edit > Edit** next to Base Class Meeting.
- Scroll down to Bank Information.
- If the bank requests documentation for a change in signatory, or for opening a new account when switching banks, check the box **Documentation must be sent to the bank.**
- This action will notify HQ of the request.
- HQ will email a signed bank letter to the CA along with bank documents to present to the bank representative.
- Enter **Bank Information i**ncluding the Bank Name, Contact Person, phone and fax number and email address. Add comments for clarity and future reference.
- Select **Update Class**.
- Complete the *Bank Document Request Form* to provide the BSF Finance Team with names and account information.
- Once the new bank account is established, go to the *BSF Financial Document Uploads* page and select **Request Type** *F106 – Report of New Bank Account.*
- Enter class information and upload the completed F106 form.

Host Church Remuneration and Online Giving

All Classes

Host church remunerations are calculated at the standard remuneration percentage for in-class plus online giving for any use of the host church during each class month (unless there are other arrangements in place). Remunerate your host church for any in-person meeting regardless of how many times you meet in-person within a given month.

- CA verifies the host church financial arrangement with the TL at the beginning of the year and communicates this with the Treasurer and Assistant Treasurer.
    a. Host church remunerations are set at the standard remuneration percentage noted on the *Monthly Finance Report* on MyBSF.
    b. If there is a different host church financial arrangement than the standard remuneration percentage noted on the *Monthly Finance Report*, ask the CA to update the rate on MyBSF in Class Management for the base class.
- If temporarily changing host churches for a month or longer, give the temporary church the contribution usually given to the host church. CA contacts purchasing@bsfinternational.org to ensure remuneration is disbursed to the interim host church for the temporary period. If a class changes churches for less than a month, the class does not give a contribution to the temporary host church.
- The *Online Giving* for the month is on the Transactions page on MyBSF and is available to the CA, Treasurer, and Assistant Treasurer to use for completing the *Monthly Finance Report*.
- If the class bank account has sufficient funds to pay the host church for the in-class contributions plus the online giving, pay what is available in the class bank account, while maintaining the monthly retained balance. This may result in no monies being remitted to HQ.

US Classes

Online giving includes debit, credit card, and Pay Pal donations made online by class members.

- When in-class contributions are insufficient to remunerate the base class for a fixed amount, leaders meeting, SDG, or additional facility fees (such as security, parking, or AV support), go to *HCPay.mybsf.org* to request assistance from HQ with your remuneration. This tracking tool will expedite payment to the host church.
- Do not use this form for assistance with authorized expenses, such as printing, host church damages, or Children's Program. For a complete list of authorized expenses, see the *Class Staff Resource*. Pay other expenses first from your in-class funds. If HQ assistance is needed for authorized expenses, contact Leader Support.
- This does NOT apply to base classes that give a percentage of class contributions to the host church. Continue to request assistance when you submit the finance report each month in MyBSF.

Monthly Retained Balance

- Maintain a monthly retained balance of $100 to provide sufficient funds to expedite remuneration to the host church from the local bank account and to fund any large bank fees.
- Write a check to the host church for the total contribution amount (including use of a portion of the retained balance), when needed. The retained balance can be less than the normal amount that has been set to expedite remuneration to your host church if needed. Be sure to record the actual retained balance in MyBSF, so that the retained balance in MyBSF matches the bank account.
- Some classes may not be able to maintain a $100 balance in their accounts due to lower in-class donations. However, this is a goal that can be gradually achieved over time, allowing for funds to build up at a pace that aligns with each class's unique financial situation.
- Examples of how to grow and use the $100 retained monthly balance is in the *Appendix*.

Updating Host Church Remuneration

- Go to Class > Management > Meetings
- Select **Edit > Edit** next to the applicable class meeting.
- Scroll down to the **Church Remuneration** section and select **Percentage** and enter a value or **Other** for nonstandard, base class host church exceptions or arrangements.
- Select **Update Class**.

Classes Outside the United States

- **Online giving** is any gift given through *www.bsfinternational.org/support* that is included in the monthly online giving in a *Monthly Finance Report*.
- **Electronic giving** is any gift transferred electronically to a BSF class account or a BSF office or Area Personnel account in the local currency. Electronic giving is a gift given to BSF outside the BSF website and is not included in the *Monthly Finance Report* Online giving total.
- Examples of electronic giving include:
  - Africa: Mobile Giving
  - Australia: Square Transactions
  - Canada: e-Transfer
  - New Zealand: Direct Credit
  - United Kingdom: Electronic Giving by Standing Order Gifts, Gift Aid
  - Singapore: Class QR Code
- CA consults with AP for instructions about host church contribution amounts and determines if the contribution is monthly or yearly. Treasurer consults CA to determine the amount and timing of host church contributions. See the *HC Contribution Calculation* on the MyBSF Transactions page.

- CA consults with AP regarding procedures for Headquarters/Office Remittance.
    a. If your class makes remittance directly to AP, report all funds remitted to AP as an AP Remittance on the *Monthly Finance Report*. AP provide you a Receipt for International Class Headquarters Remittance (F105) for funds remitted to them. Retain the receipt with your *Monthly Finance Report*.
    b. If your class makes remittance directly to a Regional Account Manager or regional account, report all funds remitted as HQ remittance on the *Monthly Finance Report* on MyBSF.
- Report all disbursements from class funds on the MyBSF Transactions page.
    - For classes that do not have a bank account and that pay expenses in cash, report each cash payment as a separate disbursement on the Transactions page. Select the Disbursement Type, Meeting, Payee, Payment (select Cash), Amount, and any Notes for each disbursement.

Satellite Host Church Remunerations

Satellite host church (HC) remunerations are a fixed amount based on the number of groups or classrooms that meet in a facility.

US Base Class Satellites

- If the class does not have sufficient in-class receipts to cover this expense, submit a request to remunerate the unpaid portion to *HCPay*.
- Satellite host churches receive monthly remuneration based on the number of groups (discussion groups and children's classrooms if there is a CP):
    - $40 for satellite locations with 1-3 discussion groups and classrooms
    - $80 for satellite locations with 4-6 discussion groups and classrooms
    - $120 for satellite locations with 7-9 discussion groups and classrooms
    - Add $15.00 for each discussion group or CP classroom when there are more than nine groups.

Base Class Satellites Outside the United States

- Use the *Satellite and Leaders Meeting Host Church Monthly Contribution Currency Table* (F111) form.

Distance Satellites HC Remuneration

- Giving is online only.
- Distance satellite host churches are remunerated annually according to the number of groups meeting at the host facility during the study year. For instance, 1-3 groups meeting 9 months at a host facility would equate to a remuneration rate of $360 (9 months x $40) that is paid to the church at the end of the study year.
- See the *DOT/DAOT Manual* for instructions on how to remunerate distance satellite host churches annually using *HCPay*. Submit Distance Satellite remuneration requests by the end of April.

Damages to Host Church

Damages to the host church premises or property clearly caused by a BSF leader or class member require prompt communication between the CA and the host church.

- Complete an *Incident Report* (G105). Follow instructions on the form for submission and distribution.
- If the host church would like reimbursement from BSF, ask the host church to provide a receipt for repair or replacement. CA retains a copy of the receipt with the *Incident Report*.
- Reimburse the expense from the class bank account using the disbursement type "Church Damage Expense" on the MyBSF Transactions page.
    - If funds are not available, contact Leader Support to request HQ reimbursement assistance.
    - Include name, address, amount, and attach a copy of the receipt.

First *Monthly Finance Report* in August

All Classes

- In August, complete your first financial report in MyBSF to account for all financial activity (bank fees, interest, checks issued, deposits, errors, or corrections) since the last report submitted to HQ.
- Each subsequent month, the CA uses the Transactions page to submit *Monthly Finance Reports* on MyBSF to Headquarters by the 5th of the month. Financial Reports may be submitted after your last class day of the MONTH keeping in mind all reports are due by the 5th day of the following month. For example: the February report is due by March 5th.
- The CA reconciles their financial report with the monthly bank statement. If the bank statement is received after the 5th of the month, reconcile after submitting the *Monthly Finance Report*.
- If an error is found after submitting the *Monthly Finance Report*, corrections can be made on the next month's report. If the CA needs assistance to correct the report, contact *Leader Support* on MyBSF with details about the error.

Classes Outside the United States

Refer to their country's financial supplement to assist with Monthly Finance Reporting and Common Questions for Classes Outside the United States section below.

Treasurer's Report

The Treasurer's Report is presented to class members every 4 to 6 weeks. Keep the report simple and provide the following information from the *Monthly Finance Report*:

- The beginning balance
- The total in-class contributions for base class and satellite locations
- Total online giving
- The total expenditures (class and Children's Program expenses)
- The amount given to host church (refrain from identifying specific fees that may be part of the remuneration to protect the HC relationship)
- The amount sent to BSF HQ (Classes outside the United States talk with Area Personnel or Regional Account Manager for the correct procedure.)
- The retained balance

Treasurer Binder

The binder should contain the following:

- Reconciled bank statements with canceled checks and deposit slips corresponding to the weekly deposits
- Various blank financial forms
- *Treasurer and CA Financial Procedures Manual* (if desired)
- Bank deposit supplies

Ways to Give

In-Class Contributions

- Satellite Meetings: Contributions collected at each satellite meeting are recorded on the In-Class Contribution page in MyBSF as a separate receipt. They are reported on the *Monthly Finance Report* of the base class. Satellite contributions are excluded for the calculation of the host church contribution.
- Translation Fund and Leader Event Contributions received in class are recorded on Add Receipt on the Transactions page and then processed with the other weekly contributions. Translation Fund gifts and Leader Event Contributions are reported on your reports but excluded from calculation of the host church contribution.

Online Giving through BSF Secure Website

- Online gifts for a specific class during the class year are included in the calculation of the host church contribution.
- Online gifts for specific satellite locations are not included in the Online Giving Report for the base class, as they are excluded from the calculation of the host church contribution.
- Online gifts are accepted by worldwide credit cards or by debit card or direct debit from only US banks.
- An email address is required to process an online gift to ensure a receipt is provided to the donor.
- There are online giving opportunities for members to contribute financial gifts for special purposes, including those listed above. Click the word Give in MyBSF or *bsfinternational.org* for these additional opportunities.
- Members may mail gifts directly to HQ.

Matching Gifts Programs

When a class member desires to contribute to BSF with a matching gift from their place of employment, provide them with your specific class number and the address of BSF HQ. Ask the member to instruct the program administrator to indicate the class number on their remittance. Matching gifts should be directed to HQ, not handled through in-class contributions.

Internal Control Questionnaire – Financial Examination

The CA is responsible for coordinating the annual financial audit using the *Instructions for Class Year-End Financial Examination* (YE105) form:

- Identify the auditor who will conduct the financial examination.
  a. The auditor can be a class member (or spouse of a class member) who understands accounting. Anyone who has been involved with counting the money during the year (including ALs or their spouse) is not eligible.
  b. Must create an account in MyBSF.
- If the auditor is a current member of another class, the auditor will remain a member of their class.
- Assign the auditor the Auditor role (AUD) in MyBSF.
- Schedule completion to occur within two weeks after Sharing Day/Night.
- Obtain class financial records from the Treasurer to share with the auditor. See the *YE105 – Instruction for Class Year End Financial Audit* found both in the Resource Library and on the Internal Control page in MyBSF.
- Answer questions the auditor has regarding the class financial records. Auditor accesses monthly financial data through MyBSF and conducts audit.
- Auditor submits the report on MyBSF. (CA has view-only access to ensure submission.)
- AP have view-only access to ICQs for each class in their area.

To minimize the work to be done after Sharing Day/Night, the CA may assign the designated auditor the Auditor role in MyBSF and give the financial records to the designated auditor after the last class to get started on the Year-End Financial Examination. The auditor should bring back the records on Sharing Day/Night to allow the Treasurer and CA to finalize the year, process and record the final deposit, write the final checks (cheques), complete the last *Monthly Finance Report*, and other end-of-year tasks. The auditor can complete the examination in MyBSF on Sharing Day/Night using the final *Monthly Finance Report*.

Checklist of Treasurer's Responsibilities

At Class

- Bring the Treasurer Binder, including bank deposit supplies, to class each week. It is the Treasurer's responsibility to see that the CA has the Treasurer's material if unable to attend class.
- Receive snack fund from Children's Program and combine with in-class contributions.
- Give change and enter receipts in MyBSF.
- Verbally inform the class of contributions, expenditures, and online giving as requested by the TL or CA.

End of Each Class or Satellite Meeting

- Take in-class contributions to a secure, private place to count contributions with Assistant Treasurer. Ensure there are always two people with the contributions.
- Review checks for completeness.
- Endorse checks with bank endorsement stamp.
- Select **Add Receipt** in MyBSF to enter each contribution type received.
- Prepare deposit slip and combine all contribution types received into one deposit.
- Record deposit amount in checkbook register.
- Place deposit slip, cash, and checks in deposit bag.
- Take deposit to the bank (same day for day classes or next day for evening classes).
- Store bank deposit receipt in the Treasurer Binder.
- Write checks for authorized expenses and record in checkbook register.
- Record weekly receipts and disbursements on the MyBSF Transactions page. Refer to the Treasurer Job Aid.
- Maintain all financial records in the Treasurer Binder.

Last Class of Month

- View the *Online Giving* amount on the MyBSF Transactions page.
- Finalize the *Monthly Finance Report* on the Transactions page.
- Write host church and satellite contribution checks, if required.
- Notify CA if you are unable to pay the total host church contribution due to the online giving.
- Verify your checkbook register balance matches the ending retained balance on the *Monthly Finance Report*.
- Notify CA that the *Monthly Finance Report* is ready for submission.

Every Four To Six Weeks

- Give an oral *Treasurer's Report* to the class.

End Of Year

- Retain a minimum balance in bank account. Increase the normal monthly retained balance for any bank fees that might be incurred over the summer.
- Ensure all records in the *Treasurer Binder* are complete and ready for financial audit.
- Give all financial records and Treasurer Binder to CA.

Retention of Records

On Sharing Day/Night, the CA receives from the Treasurer all financial records, including Bank statements, deposit slips, canceled checks, and receipts for reimbursed expenses to retain in a Class File.

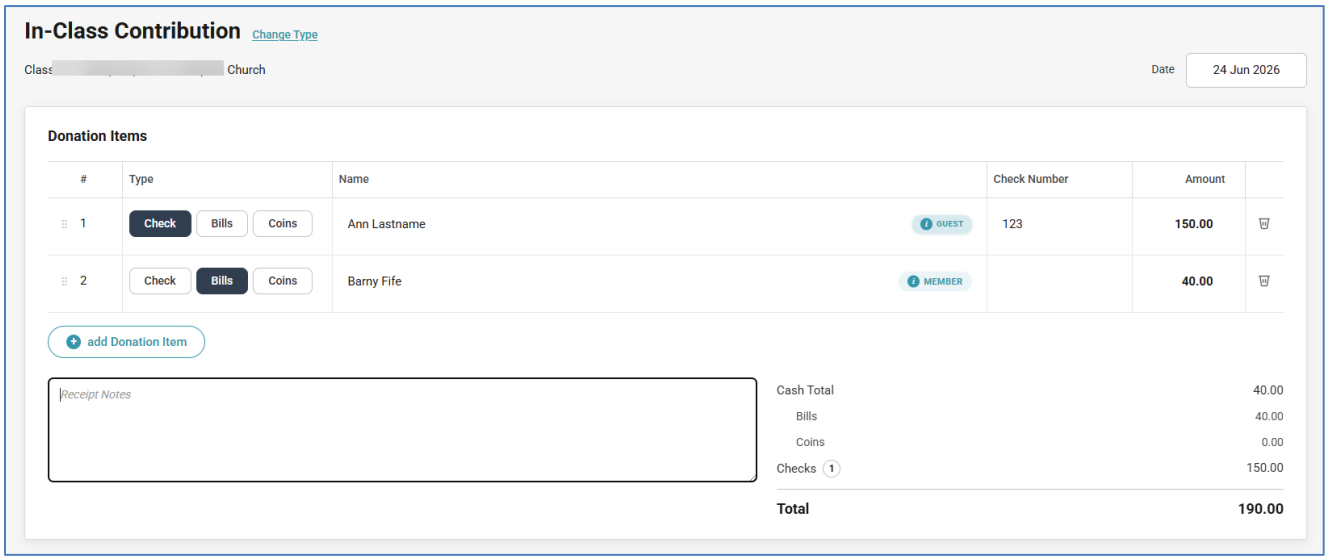
See the *Class Staff Resource* for record retention requirements.

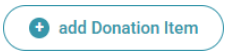
5: APPENDIX

Sample MyBSF Contribution Screens and Instructions

Examples of online *Weekly Financial Contribution* entries:

1. In-Class Contribution

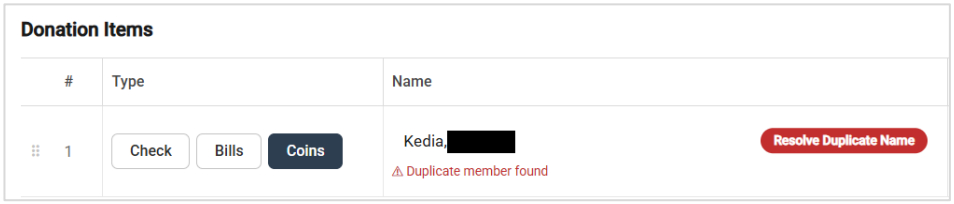


a. Itemize all in-class monetary donations with +add Donation Item button. 

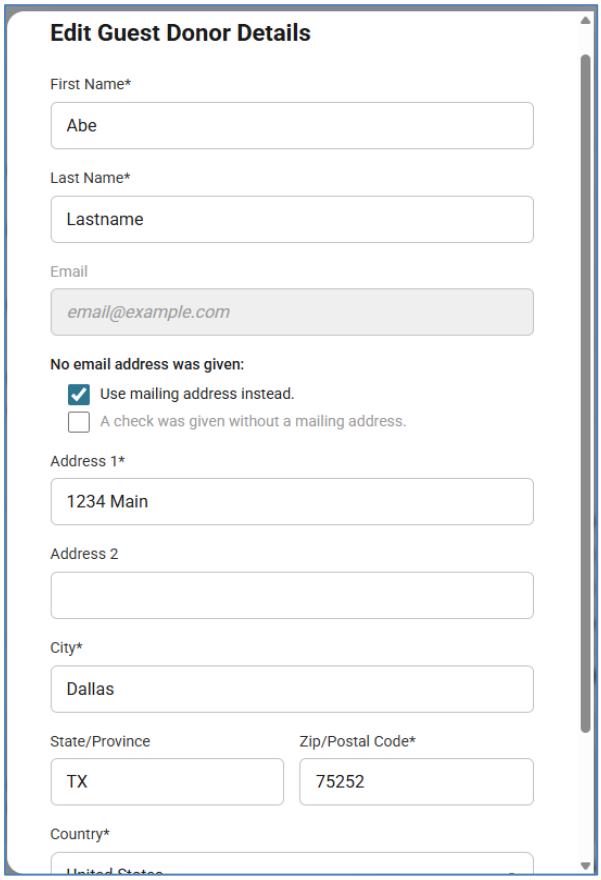
b. Select Type of monetary donation from Check/Cheque, Bills/Notes, or Coins.

c. Type the Donor name if known.

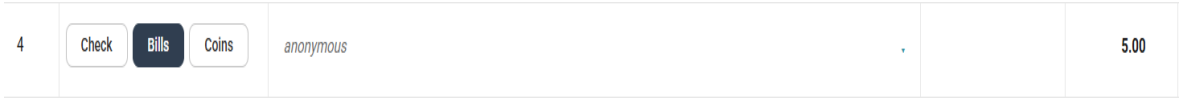
   i. Partial name searches may return multiple matches. Use the Resolve Duplicate Name button to verify and select the correct individual to assure receipts are accurately generated and properly delivered to the correct donor.



   ii. Non-member donors will show as a Guest and require additional details of email address or check address where available. Enter details by choosing the Enter Guest Donor Details button.



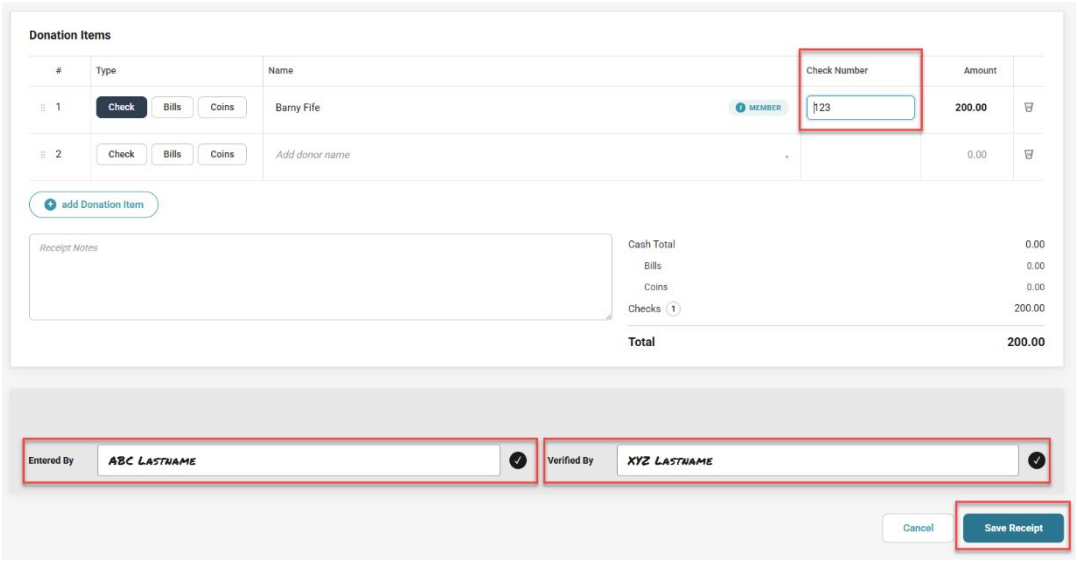
d. If "Anonymous" is selected as the donor Name, HQ will not generate a receipt for the donor.



e. Add Check Number (if applicable) and Amount for the line item donation.

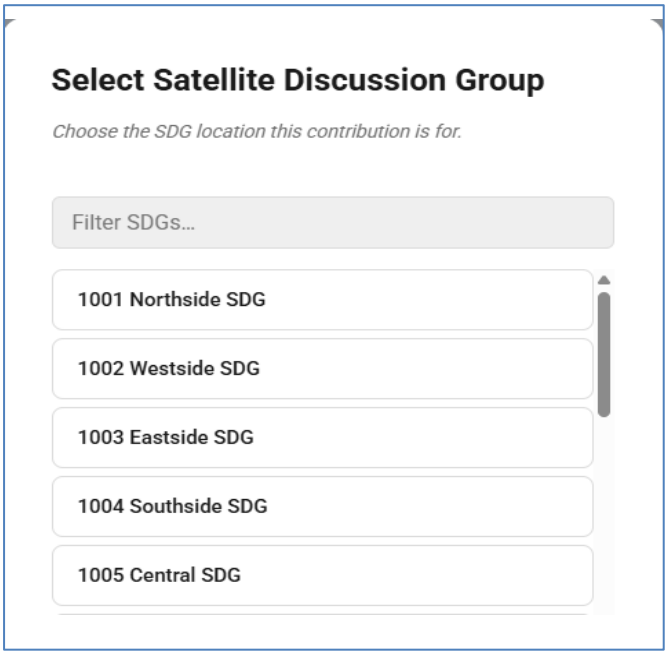
f. Review itemized list and enter names of two leaders present for donation count in the Entered By and Verified by lines at the bottom of the Weekly Contributions page.

g. Click Save Receipt.

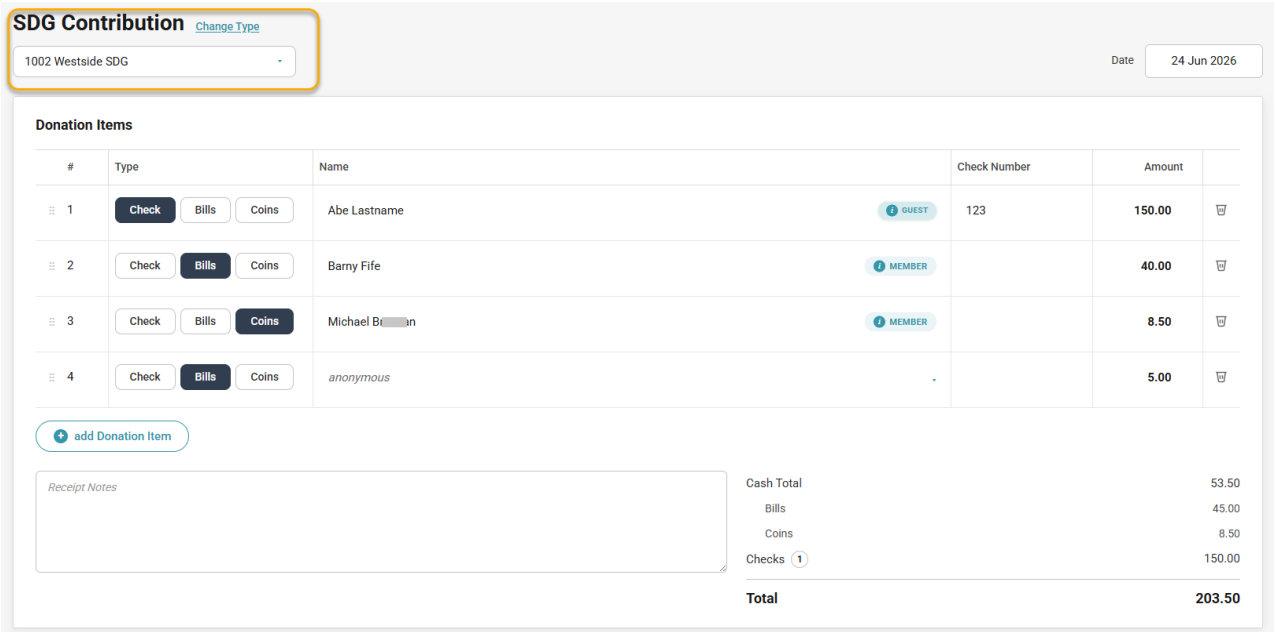


2. SDG Contribution

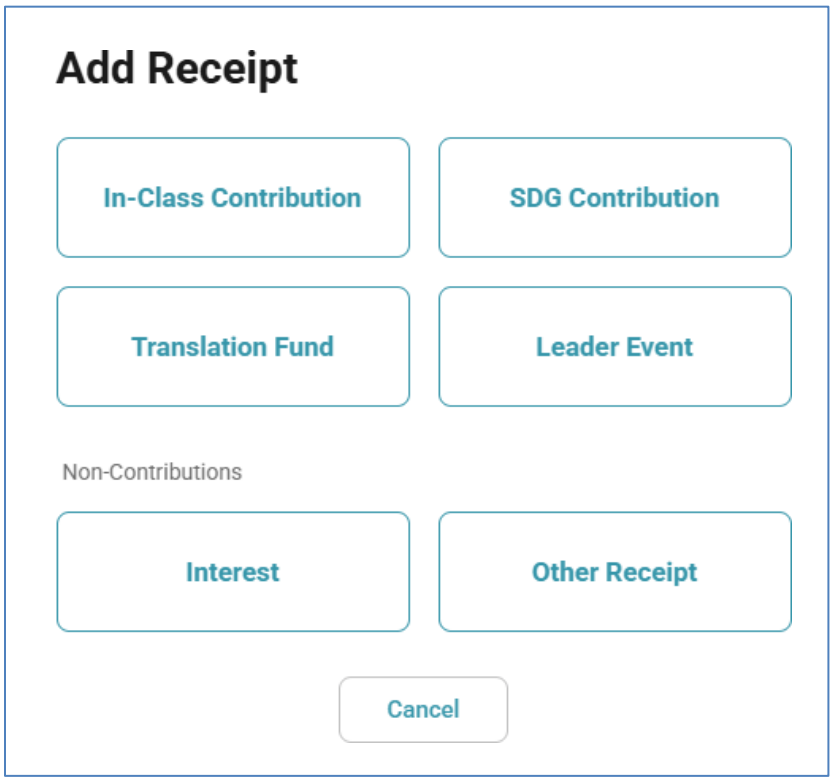
   a. In submitting donations for a satellite discussion group, you will be prompted to choose from a list of satellite meetings in the class.



   b. Follow optional monetary donation types and donor details as shown above for In-Class Contribution.



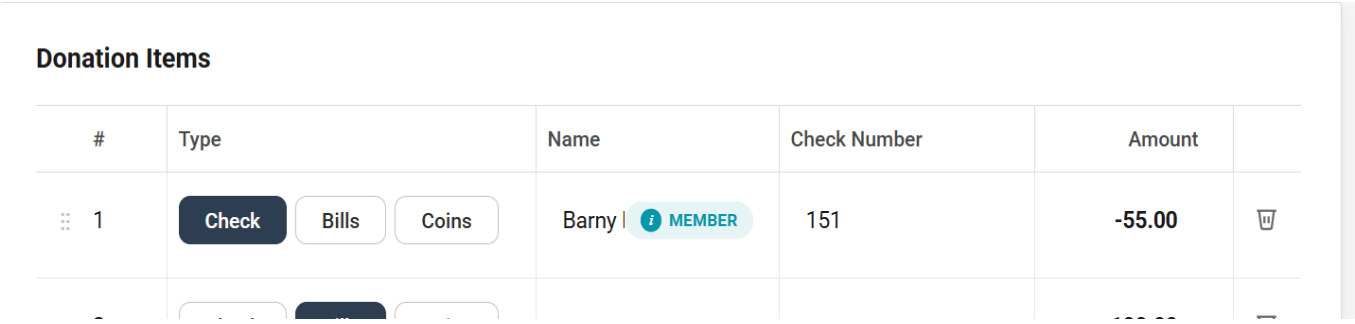
3. Translation Fund and Leader Event are entered separately from In-Class Contribution. Follow additional contribution steps as outlined above.



4. To correct an error in a contribution entry, return to and update the original weekly contribution record, correcting the value, name, or other details.

   If the record can no longer be edited after month-end processing, add a current-week adjustment to reflect the correction. The adjustment entry Type should match the original entry Type.

   a. For example: The bank reports a returned check. Locate the original entry to find entry Type details. Add to the current entry the matching details of the original contribution entry with a negative value to reflect the returned check.



   b. Contact Leader Support with questions about adjustments.

Monthly Retained Balance Increase to $100 for Classes in the US

- Managing finances can be challenging. Keep a higher retained balance as a proactive measure to offer your class more financial stability, greater efficiency in remunerating the host church (HC), and to reduce the need for smaller, frequent requests for financial assistance from HQ. By maintaining a larger retained balance, you can have funds available when giving fluctuates, ensuring that HC remuneration and other expenses are covered. A higher retained balance may also prevent the occurrence of NSF fees due to clerical or other errors.
- Please ensure that monthly banking details are accurately reflected on the Transactions page in MyBSF. This includes the amount of your retained balance each month.
- The examples below illustrate how to keep and use $100 in your retained monthly balance.

Examples

In the examples below, the bank requires a monthly balance of $15 to maintain the account and the amount given to the host church is 25% of donations.

Month 1

Beginning balance: $100

Total in class contributions: $200
Total online giving: $700
25% of giving: $225
} Total Contributions: $900
Total to HC: $225 ($900 x 25%)

Total expenditures: $0

Do this: ☑	**Instead of this: ☒**
Amount given to host church: $125	Amount given to host church: $200
Amount sent to BSF HQ: $0	Amount sent to BSF HQ: $0
Retained balance: $100; request HQ pay HC $100	Retained balance: $25, request HQ pay HC $25

In this first example, the full amount could not be paid to the HC. Choose one of the following:

1. Pay the HC some of the remuneration, keep the retained balance to $100, and request HQ pay the remainder to the HC.

   OR

2. Pay as much as possible to the HC and request HQ to pay the small remainder. Giving the HC a smaller amount this month enables you to:
   - Increase or maintain the bank account's retained balance to $100
   - Not request a smaller amount to be paid by HQ to the HC

While this example does not pay more to the HC initially, it allows the account to build up so that the class can cover more of the HC remuneration amount in the future.

Month 2

Beginning balance: $100

Total in class contributions: $75

Total online giving: $300

25% of giving: $93.75

Total Contributions: $375

Total to HC: $93.75 ($375 x 25%)

Total expenditures: $0

Do this: ☑	**Instead of this: ☒**
Amount given to host church: $93.75	Amount given to host church: $75
Amount sent to BSF HQ: $0	Amount sent to BSF HQ: $0
Retained balance: $81.25	Retained balance: $100, request HQ to pay HC $18.75

In this month you could pay the HC the full amount. Doing so reduces the retained balance to under $100. However, the purpose of having a retained balance of $100 is to maintain an adequate reserve for future HC payments and prevent having HQ issue a small supplemental payment.

The hope is that the account reaches a $100 retained balance the following month.

Common Questions

Formerly located in F127 - Monthly International Financial Report Quick Guide

All Classes

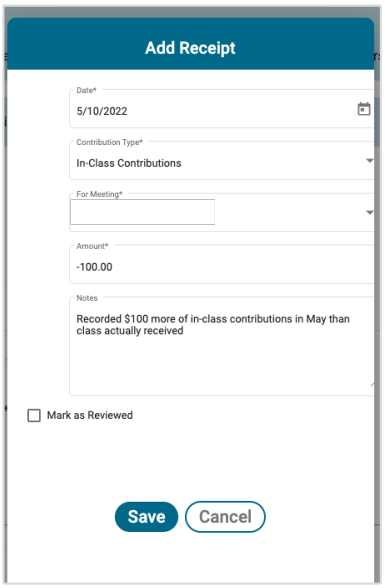
Satellite expense or host church contribution?	• Satellite host church contributions must **not be** coded as a host church contribution. A satellite expense includes the monthly contribution made to your satellite host church. **Note:** The host church contribution category is only for your base class cost church contribution.
When should I use the Satellite contributions receipt type?	• All funds collected from a satellite location must be included in the satellite contributions receipt type. It is important to identify satellite donations this way so that the funds can benefit satellite meetings globally. Funds collected at satellite locations are not included in the 25% host church contribution to your base class host church.
Do I need to use my bank statement to submit my report?	• It is important to use your bank statement to balance, or tie-out, your monthly finances each month. Using your bank statement ensures accuracy and good stewardship of financial resources throughout the ministry. • If you are unable to see your bank statements until after the 5th of the following month, please submit your *Monthly Finance Report* before receiving your statement. When your bank statement is issued, ensure that it matches the report submitted to Headquarters.
What if my bank statement looks different than my *Monthly Finance Report*?	• If your *Monthly Finance Report* was submitted to HQ before looking at your statement, **please take time to make sure your bank statement matches your submitted report**. If it does not match, corrections will need to be made on the next *Monthly Finance Report*.
What do I do if I (the CA) am unable to complete my *Monthly Finance Report*?	• If you are unable to complete your *Monthly Finance Report* due to illness, limited resources, or other circumstances out of your control, please have your Treasurer enter all receipts and disbursements in the online *Monthly Finance Report* and contact your Area Personnel, who can submit the report on your behalf.
What do I do if my bank charges monthly fees?	• It is important to look at your bank statement each month because you will see fees your bank might have charged to your account. If your bank has charged a fee, record the fee as an 'Other Authorized Exp' on your *Monthly Finance Report*. You might need to adjust your retained balance or HQ remittance to balance your account.

Why would my bank charge a fee?	• Your bank might charge fees for one or more of the reasons below, depending on your country and bank: 1. The account balance has fallen below the minimum amount required 2. Checks were ordered and charged to the account 3. A deposit was made 4. A wire transfer was made 5. An administration or security fee is required by the bank
The beginning balance on my current *Monthly Finance Report* is wrong. Can HQ change this before I submit my current Finance Report?	• HQ cannot correct the beginning balance on your **current** *Monthly Finance Report*. If the beginning balance on your *Monthly Finance Report* does not match your bank statement, you must find the discrepancy and then correct it on the current report. Once corrected, the beginning balance will match your bank account balance on your **next** Finance Report. • Please follow the steps below: 1. Starting with the most recent *Monthly Finance Report* submission, compare the receipts and disbursements on your bank statement to the receipts and disbursements on your Finance Report. Are there any receipts or disbursements on your statement that are not on your *Monthly Finance Report*? Are the receipt and disbursement amounts the same between your statement and Finance Report? 2. If you do not find a discrepancy in the most recent month, you will need to compare each prior month's statement to the corresponding Finance Report until a discrepancy is found. 3. When you identify the discrepancy, correct it on the current *Monthly Finance Report*. When making corrections, always do the opposite of the original error. See the following examples for clarification. * For the purposes of this document, examples will use the US Dollar ($). When submitting your *Monthly Finance Report*, use your country's local currency.

The beginning balance on my current *Monthly Finance Report* is wrong. Can HQ change this before I submit my current Finance Report?

Example 1:

If you reported $100 more of in-class contributions, you would add a receipt for -$100 of in-class contributions to correct the error. Use the original date of the contribution.



Important Note #1

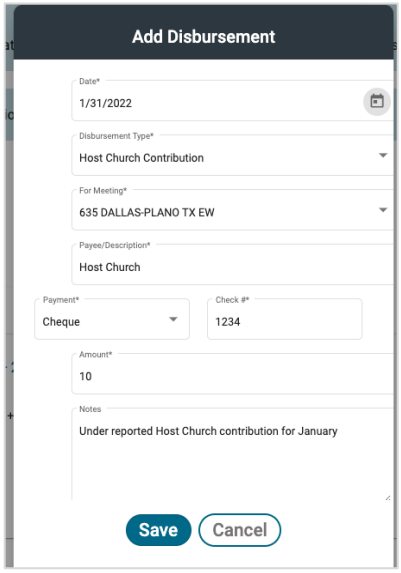
If you reported $100 less of satellite discussion group contributions, you would write in $100 to correct the error.

Important Note #2

Use the original date of the contribution.

Example 2:

If you had an expense of $150 but accidentally wrote $140 on your Finance Report, add a $10 disbursement using the original check number and explain the error in the 'Notes' box.



The beginning balance on my current *Monthly Finance Report* is wrong. Can HQ change this before I submit my current Finance Report?

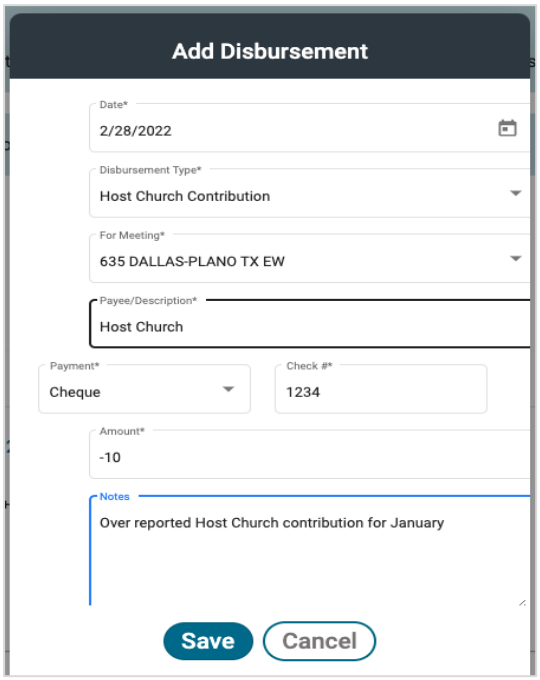
Example 3:

If you had an expense of $150 but accidentally wrote $160 on your Finance Report, write –$10 in the expense section using the original check number and explain the error in the 'description' box.

- **Always make a correction in the same receipt and disbursement type as the error.** For example, if an error was made in In-Class Contributions, make the correction in In-Class Contributions. If an error was made in Children's Program Expense, make the correction in Children's Program Expense.

- Please do not make corrections to your report using the Other Receipts or Other Authorized Exp. sections if the error was made in a different category.

- When making corrections, you might need to adjust the HQ Remittance or Retained Balance on your Finance Report to balance the report.



How do I calculate my host church contribution?	• If your host church receives a 25% contribution, ONLY use In-Class Contributions, including electronic giving, and Online Giving to make this calculation. Do not include Satellite Discussion Group, Summit Fund or Translation Fund Contributions to calculate your host church remuneration.
Not all receipt types are included in host church contribution.	• Entering all receipts in the online *Monthly Finance Report* will help make this calculation. After you enter a month's contributions and online giving has been uploaded by HQ, the report will automatically calculate the 25% host church remuneration. • If your host church receives a fixed contribution, no calculation is necessary because they will receive the same amount each month, regardless of in-class contributions.
How much should I pay my satellite host churches?	• Satellite host churches are remunerated based on the number of groups at each location and actual facility use. Do not prorate remuneration if your satellite did not meet for one or more weeks during the month. • Classes Outside the US: Refer to form F 111, *Satellite & Leaders Meeting Host Church Monthly Contribution Currency Table,* located in the Resource Library, to determine the remuneration amount for your satellite
One or more of my SDGs has a Children's Program. Do I increase remuneration to the host church for the Children's Program?	• Yes. Satellite host church remuneration depends on the number of groups that meet at the host church. The Children's Program classrooms each count as a group. If the satellite's Children's Program uses two classrooms, this would count as two additional groups

Classes Outside the United States

HQ remittance or AA remittance?	• Classes should not make remittance to HQ **and** AP on the same report. • Use AA Remittance only if your AP is responsible for transferring funds to HQ. • Use HQ Remittance if your class funds are transferred to an in-country Office Account **OR** if HQ makes an electronic funds transfer (EFT) directly from your class bank account.
What is an Office Account?	• When all BSF classes in your country have one main account specific to your country, this is called an Office Account. This account is registered as a BSF entity in your country and managed by a Country Account Manager (CAM). • When country-specific regulations make it difficult to register an account as a BSF entity, your AP will maintain an account instead. When this is the case, you should choose AA Remittance. • **If you do not know how funds are transferred from your class account to HQ, ask your Area Personnel for clarification *before submitting your Monthly Finance Report.***

Financial Supplements

Australia Financial Supplement

Request for Letter of Authorization for Bank Signatory Changes

- Submit a *Change Request* for new signers.
    - One *Change Request* is required for a CA change and, **if necessary**, a separate *Change Request* is required for a Treasurer change.
    - Include the full legal name of the signer, matching their legal identification (for example, driver's license or passport).
- Within two weeks of receipt, HQ will update our records and the CA will receive an *Authority for Business Accounts* application from the Australia Office Manager.
- Submit the completed application and a *Change of Signatory* (F108b) form to the Australia Office Manager. Form F108b can be found in the Resource Library on MyBSF.

Note: Authority for Business Accounts contains account information. Please refrain from making multiple copies of documents that contain account information. Store documents in a secure place after printing.

Request for Letter of Authorization for New Account

Class Administrator and Treasurer must coordinate new bank accounts with the Australia Office Manager.

1. To request bank documentation, check the box requesting bank documentation in Meetings Management in MyBSF. Within two weeks of receipt, the CA will receive an *Authority for Business Accounts* application from the Australia Office Manager.
2. Complete the *Authority for Business Accounts* application and *New Bank Account* (F108a) form and submit it to the Australia Office Manager. Form F108a can be found in the Resource Library on MyBSF.
3. Class CA will receive an email from the Australia Office Manager with CommBiz log-in information to access transactions and bank statements online.
4. Go to commbiz.com.au and complete the registration process.
5. Email a completed *Report of New Bank Account* (F106) form to BSF Headquarters at finance@bsfinternational.org. Form F106 can be found in the Resource Library on MyBSF.

Instructions for Square Card Reader

A Square card reader is a small, portable device that allows class members to give electronically to their class bank account via card or contactless payment. BSF Australia's Square account is maintained and managed by Australia's Office Manager.

CAs can request a Square device by emailing bsf@shineonsoutions.com.au. The Square device will be linked to the requesting class's bank account and sent via post at no cost to the class. Square donations will appear on the class's CommBiz bank statement and should be recorded on the *Monthly Finance Report* in MyBSF.

SQUARE READER BATTERY

1. Check the battery by pressing the button on the side of the reader:
    - Four green lights mean Square reader is fully charged.
    - Three orange lights mean Square reader is partially charged.
    - One red light means charge the Square reader immediately.
2. If necessary, charge it with the supplied USB cable.

DOWNLOAD THE APP

1. In the App store, type "Square Point of Sale" in search.
2. Download to your device.

APP LOG IN

1. Open the Square Point of Sale app.
2. Log in using the email address and previously created password.
3. Enable the device settings.

CONNECT YOUR DEVICE TO THE SQUARE READER

1. Go to **Settings** on your device.
2. Turn on Bluetooth.
3. In the Square app, tap the menu icon in the upper left corner.
4. Tap Settings > Card Readers > Connect a Reader
5. Press and hold the button on the side of your reader until the indicator lights flash orange. Then release the button and place the reader next to your device to pair. This can take a few minutes. When the reader is connected, you will see four solid green lights (you might need to select device).
6. The app might take you through prompts that show you how to use the app features.
7. After this is finished, you are ready to take payments.

TO PROCESS A PAYMENT

1. Tap **Library** in the bottom right corner.
2. Select type of payment:
    - Class Contribution
    - Translation Fund
3. Type in the amount (including cents).
4. Tap Add > Charge.
5. Customer can then tap, insert, or swipe their card,
6. You will then be asked if the customer requires a receipt. Add phone or email address, and then tap **Send** or **No Thanks**.
7. Payment is complete.

TIPS

- If you need to initiate an immediate cancellation of a donation, tap **Current Sale** at the top of the page. Then tap the drop-down arrow on the top right side and tap **Clear Items**.
- If you need to refund a processed donation, go to **Menu** > **Transactions**, and then select the transaction that you want to refund.
- You might want to print a copy of the "To Process a Payment" section earlier in this document to keep with your Square device for easy reference.

USE THE APP TO CHECK SQUARE TRANSACTIONS

1. Tap the menu icon in the upper left corner.
2. Select **Transactions**. A list of current transactions will be displayed, including the date, amount, and type of transaction.

DEPOSITS IN MENU

1. Tap the menu icon in the upper left corner.
2. Tap Deposits.
3. Select Deposit Reports.
4. Under **History**, there will be a list of dates and deposits.
5. You can tap each deposit, and this report will give you details about fees deducted.

REPORTS IN MENU

1. Tap the menu icon in the upper left corner.
2. Tap Reports.
3. Tap **Sales**.
4. Select the report you want to view along the top:
    - **1D** = 1 day, **1W** = 1 week, **1M** = 1 month

Click here to watch a tutorial video.

Canada Financial Supplement

Request for Letter of Authorization for Bank Signatory Changes

1. Submit a *Change Request* for new signer(s).
    - One *Change Request* is required for a CA change and if the Treasurer has changed, update the role in MyBSF.
    - Include the full legal name of the signer, matching their legal identification (for example, driver's license or passport).
2. Within two weeks of receipt, HQ will update our records and return to the CA a *Bank Letter of Authorization*.

3. CA and Treasurer then update the authorized signatures and account profile by meeting with a banking advisor. Please bring individual identification and a printed copy of the *Bank Letter of Authorization*.

Note: The *Bank Letter of Authorization* contains account information. Please refrain from making multiple copies and store in a secure place after printed.

Request for Letter of Authorization for New Account

1. Email BSF Headquarters at finance@bsfinternational.org to request a *Letter of Authorization*. This will authorize the CA and Treasurer to act as signatories for the BSF class account to be opened.
    - Provide the full legal names of the signers, matching their legal identification (for example, driver's license or passport).
    - A *Letter of Authorization* will be emailed to the CA. This letter contains specific information needed for the bank representative to open the account for your BSF class.
2. CA and Treasurer go to the nearest Royal Bank of Canada to open the class account.
3. Both the CA and Treasurer will be asked to sign E-form 80402, which the bank representative will provide.
4. Complete *Report of New Bank Account* (F106) and email to finance@bsfinternational.org.

Audit Request

At the end of each fiscal year (August 31), an audit is conducted by an independent, in-country accounting firm. The audit firm will have online access to the weekly contributions and monthly reporting.

DONATED RECEIPT TOTALS

- The audit firm will ask for the total amount of donation receipts from all Canadian classes. HQ will request this information from CAs.
- Throughout the year, maintain a spreadsheet that has a running tally of donation receipts. After you receive the request from BSF HQ (intlfinance@bsfinternational.org), respond as soon as you are able.
- Additional documentation might be requested by the audit firm as the audit progresses.

SOURCE DOCUMENTATION

Source documentation refers to several key documents that are completed and kept at the class level. The audit firm will not ask for all source documentation from every class but will sample four to five classes. After the audit firm identifies the sample classes, BSF HQ will communicate and coordinate with the CAs of those classes.

Typical Source Documentation:

- Bank statements for the entire year (including canceled cheques)
- Bank deposit slips for the entire year

Note: There is a quick turnaround time on this information request. To mitigate time pressure, it is recommended that CAs create a Dropbox and scan all the documents listed above throughout the class year.

Recommended File Naming:

- **Bank Statements:** Class number, account number with hidden digits, statement period, "Bank Stmt" Example:

- **Bank deposit slips:** Class number, "Deposit Slips," time period for file

Note: Keep file sizes below 6 MB for faster upload. Combining all documents of one type (for example, all weekly reports) in a single file might create a large file size and slow the upload time.

New Zealand Financial Supplement

Instructions for Changing Signatories

BSF INTERNATIONAL (NEW ZEALAND) TRUST

1. The CA advises the BSF New Zealand Office Administrator by email of the change of signatory. Include the following:
   - Names of the old signatories
   - Names of the new signatories
   - The Access Number of the old signatory
2. The new signatory will need a Kiwibank Access Number. If they are an existing customer, the CA emails their Access Number to the Office Administrator. If not, the new signatory should visit a Kiwibank branch with the following:
   - Two forms of ID (for example, passport, NZ driver's license, credit card, or ATM/EFTPOS card from another bank)
   - One proof of address (for example, power, phone, or other utility bill, bank statement, letter from government or council)
   - The class number and the bank account suffix (for example, 04, 09) from the most recent bank statement
   - The account name is BSF International (New Zealand) Trust.
3. The bank has the new signatory complete a *AEOI Self-Certification Form* and provides them with an Access Number. Email the new Access Number to the Office Administrator.
4. The Office Administrator then organizes two trustees to authorize the changes for Kiwibank to remove the old signatory and add the new one.
5. Kiwibank emails the CA an *Account Operating Authority* to be signed by the CA and new signatory. The completed form should be returned to the Office Administrator.
6. The new signatory registers for internet banking by phoning Kiwibank on 0800 11 33 55.
7. For Pilot Class or any questions, contact the BSF NZ Office Administrator.

United Kingdom Financial Supplement

Note: Additional UK financial instructions are available on MyBSF.

Weekly Deposits into UK Office Account

When depositing funds, including all physical in-class contributions, into the RBS UK Office account, the following procedures apply:

- When cash or cheques are received in-class, tear out and complete one paying-in slip from your assigned class Paying-in Book. This slip is to include the total deposit that will be carried to RBS bank and deposited into the BSF UK Office Account.
- On the MyBSF Transactions page, verify the weekly contribution and monthly reports match the exact amount that was verified by the Treasurer. Your report amount(s) must tie back to the amount deposited, per the paying-in slip and deposit receipt.

  Store a copy of the deposit receipt provided by RBS Bank in your class file.

  - This enables BSF Headquarters (HQ) International Finance to match your weekly class deposits with the RBS bank statement credit transactions AND with your monthly report.
  - Report only actual contributions that are physically counted and verified by the CA and Treasurer in the weekly contributions and the monthly report.
- Maintain your assigned Paying-in Book with the Treasurer File for weekly use when preparing the RBS bank deposit to UK Office Account.
  - When you have 10 or less paying-in slips on hand, email the UK Office Manager to request a new paying-in book at uk-bsf@bsfinternational.org.
  - In the body of the email include class name, class number, and postal address to which the paying-in book should be sent.
  - After the paying-in book has been received, send the UK Office Manager an email to confirm receipt at uk-bsf@bsfinternational.org. Maintain used paying-in books in your CA File for auditing purposes.

Note: Distance Online Leaders Meeting classes do not receive paying-in books or complete weekly and monthly reports because funds are not received in class. Encourage your members to set up a standing order (SO) or affect a bank transfer.

Standing Order Gifts

The Class Administrator and Administrative Leaders should follow these procedures when notified by a class member of a *standing order* (SO) set up at a member's bank. SO gifts are considered electronic gifts.

- Notify the UK Office Manager of a class member's SO by emailing uk-bsf@bsfinternational.org. Include the following information in your email to tie out the gift on a monthly basis and calculate the host church contribution correctly:
  - Class member name as listed on their bank statement
  - Class number or Class name
  - Amount of donation
  - Frequency of donation (for example, monthly or yearly)

- Date donation will start

- Notify the Office Manager when a standing order has been established, changed, or cancelled.
- If a CA/AL receives an email from the UK Office Manager (email address: uk-bsf@bsfinternational.org) requesting information, please respond promptly.

Note: Personal information outside of the information above will never be requested!

ELECTRONIC GIVING

Electronic giving is defined as:

- Bank credits received electronically directly into the BSF UK RBS Office Account by standing order (SO).
- One-off bank transfers through online banking or mobile device.

Electronic gifts cannot be verified by the CA and Treasurer because they are not received in class and are not recorded or submitted on weekly or Monthly Finance Reporting to the BSF UK RBS Office account.

STANDING ORDER SETUP INFORMATION FOR CLASS MEMBER

- Bank Details:

  Bank Name: Royal Bank of Scotland Sort Code: 83-15-31

  Account number: 00746070

  Account name: BSF International (UK) Ltd

- Reference/Memo: ***Please add class number and donor surname in the reference box.**
- After the SO is set up, the donor must email Class Administrator or Administrative Leader the following:
  - Amount of the standing order
  - Start date and the frequency, which enable payments to be identified on the bank statement
  - End date of standing order
  - All future changes made to the standing order (for example, amount, name change, or date change)

UK Gift Aid Management

All UK class member (regular, satellite, distance, online) Gift Aid contributions made into the RBS BSF UK Office Account should be tracked. This will ensure accurate financial reporting and an accurate annual Gift Aid claim by BSF.

Process Owner: BSF UK Office Manager

Process User: Class Administrators (CA) and Administrative Leaders (AL) who are notified by a class member of their desire to give a Gift Aid contribution.

STEPS FOR UK CLASS ADMINISTRATORS AND ADMINISTRATIVE LEADERS

1. Provide class member with the *Charity Gift Aid Declaration* form (see CA Downloads) and *UK Donor Gift Aid Instructions* (F114-UK), found in the Resource Library on MyBSF.
2. Assign each completed form a BSF Gift Aid Number. This number is for tracking purposes in your class and the UK Country Office only. **Never** repeat a number assignment, even if the member leaves and returns in another BSF class year.
3. Maintain a list of all assigned BSF Gift Aid Numbers.
4. Email a copy (PDF or a clear picture) of the completed *Charity Gift Aid Declaration* form to the UK Office Manager at uk-bsf@bsfinternational.org.
5. Maintain all completed *Charity Gift Aid Declaration* forms in the BSF class File.
6. When Gift Aid contributions are received in class by cash or cheque, use the *Gift Aid Weekly Record* (F112-UK), found in the Resource Library, to record the total amount per assigned number. You can print as many sheets as needed to ensure you record accurately. Transfer amounts to the *Gift Aid Summary Record* (F113-UK) each month, also found in the Resource Library.
7. After 5 April, email the completed *Gift Aid Summary Record* (F113-UK) to uk-bsf@bsfinternational.org by **15 May** and begin a new record for the new tax year. This will enable BSF to timely file their annual claim. **Reminder**: the HMRC Tax Year runs 6 April – 5 April yearly.
8. All class members giving by using standing order will be provided a *Charity Gift Aid Declaration* form and informed of the benefit to BSF. This form is optional for class members to complete, but **it is the only way they can claim Gift Aid benefits**.

Additional Information

- The electronic Financial Report submitted to BSF Headquarters report should include only verifiable funds that come into the class offering plate through cash or cheque. **Electronic giving (which includes bank credits into the BSF UK RBS Office Account) should not be included on the Financial Report.**
- BSF does not maintain individual records for class members. It is the class member's responsibility to maintain their personal finances, including gifts made to BSF.
- B.S.F. INTERNATIONAL (UK) LIMITED IS A REGISTERED CHARITY NO. SC

To learn more about Gift Aid, class members can visit Gov.UK Gift Aid.

Charity Gift Aid Declaration – multiple donation

Increase the value of your donation by 25p for every £1 you donate without any additional cost to you

Gift Aid is reclaimed by BSF from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

In order to Gift Aid your donation you must tick the box below:

☐ I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to:

Name of Charity **Bible Study Fellowship International U.K. Limited**

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to inform Her Majesty's Revenue and Customs (HMRC) and pay the any difference.

My Details

Title _____ First name or initial(s) _____

Surname _____

Full Home address _____

_____

_____

Postcode _____ Date _____

Please notify your BSF Class Administrator or Administrative Leader if you:

- want to cancel this declaration
- change your name or home address

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must independently keep a record of gifts given to BSF and include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

BSF Gift Aid Number =

EXAMPLE

Philippines Financial Supplement

Bank Account Information

Bank: Bank of the Philippine Islands (BPI)

Account Name: BSF International Philippines Inc. (BSFIPI)

Account Number: 003943-0775-08

General Operation of Class Accounts

- The primary mode of communication between BSFIPI and your class regarding Financial Reporting is through the Viber app. A Viber chat has been created for each class, which includes the BSFIPI President, BSFIPI Treasurer, Bookkeeper, and the TL and CA of each class.
- All class contributions should be deposited to the BPI account detailed above within two (2) working days after class meeting. Send a photo of the deposit slip to the BSFIPI Viber chat for your class and file the deposit slips in the Treasurer's Binder.
- Only the BPI bank account has a check writing facility. All checks will be written and issued from this account.
- All checks must be authorized by two (2) signatories.

Weekly and Monthly Financial Procedures

DISBURSEMENT INSTRUCTIONS

All class disbursements must be paid and indented from the BSFIPI account:

- Monthly gifts to the host church (HC):
  - BSFIPI check(s) addressed to the HC and SATELLITE host(s) will be made available to the CA on the last week of each month, dated on the last day of the class month.
  - The HC should issue an Official Receipt (OR) in the name of BSFIPI. The CA then sends a photo of the HC OR to their BSFIPI Viber class chat. File the HC OR in the Treasurer's binder.
- Other Authorized Expenses:
  - As approved by the BSFIPI officers, a PHP 5,000 check will be issued as an advance to each class through the Class Administrator and held by the Class Treasurer.
  - This cash is to be used as Petty Cash for authorized expenses, such as children's snacks for a DW class. The expenses will be reported on the monthly report as an authorized expense.
  - Expenses are reimbursable after the cash has been depleted to one half and the expense receipts submitted to the BSFIPI Treasurer. When total expenses from the Petty Cash funds amount to Php 2,500, the CA will send a liquidation report to the BSFIPI Treasurer with a request for replenishment of the total disbursed amount.
- A BSFIPI Official Receipt (OR) will be issued to each class and to contributors requesting an OR.

REPORTING INSTRUCTIONS

- Use a separate bank deposit slip for each week's collection if banking contributions from 2 consecutive class days or nights on the same day.
- Each monthly report should end with a retained balance of zero. The balance of class receipts less the HC contribution will be reported as HQ Remittance.
- Export a copy of the submitted monthly report as a PDF file and send to BSFIPI Treasurer by email.
- If your class contributions/collections for a particular month are less than the HC gift for the month, follow the below instructions to avoid a negative end balance on the monthly report:
    - Record the HC contribution in the **Other Receipts** category.
    - Record the expense as you would normally report it in the **Disbursements** category.
    - The above debit and credit entries cancel each other out and your monthly report numbers are as if the two transactions did not exist. This will notify HQ and BSFIPI Accountants of what transpired:
        - You gave your HC a gift greater than in-class contributions/collections for the month.
        - You received this money from the BSFIPI account.

Example:

Your class gift to the HC is Php 5,000 and in-class contributions/collections for the month are only Php 2,300.

- Indent a PHP 5,000 check from BSFIPI made out to your HC.
- Record PHP 5,000 in the **Other Receipts** category.
- Record PHP 5,000 in the **Disbursements** category.
- See visual on the next page.

Taiwan

BSF Taiwan NGO Guidelines

Paragraph 1, Article 23 on "Handling of the Financial Matters of Social Associations" issued by Ministry of the Interior, specifies the following: "The financial incomes of a social association, except the working capital, shall be deposited into a bank or the post office affiliated to Chunghwa Post Co., Ltd , and may not be deposited in other public or private enterprises or with individuals. As a general principle, any incomes shall be deposited immediately upon receipt."

Please follow the NGO instructions below to comply with government regulations. Thank you for your cooperation.

Offerings and Expenses

SPECIFIC INSTRUCTIONS

- Offerings must be deposited into your class bank account before the end of each week.
- To ensure accurate accounting, offerings must be deposited in a single transaction for each location: one deposit for offerings taken at the base class and one deposit for each satellite location.
- When in-class or satellite offerings are deposited into a personal account and transferred to the class account, ensure that deposits are made into and transferred out of the same designated personal account each time. This will facilitate verification by the NGO financial officer.
- If there are changes to the remitter or designated remitter's account, inform the NGO financial officer through the Line app to avoid confusion. A direct deposit or bank transfer made by an undesignated individual is usually considered a personal offering instead of a class offering.
- Inform class members that consenting to electronic submission of their offering, by the NGO to the Internal Revenue Service of the Ministry of Finance, is secure.
- To receive reimbursement for transfer or bank remittance fees, retain transaction receipts and apply for reimbursement in May and December.
- After CAs submit HQ Remittance through SCSB's internet banking, it will be approved and released by the NGO Financial Officer within 3 days. In urgent cases, please inform the Financial Officer 1-2 days in advance so that they are available to complete the process in a timely manner.

CLOUD DOCUMENTATION

Throughout the year, document all transactions using the cloud-based form.

- The "Base Class" column is used for data analysis; base classes that have a satellite will be identified in the "Class" column.
- The "Deposit Date" column is used for the financial volunteer to verify the deposit against bank records.
- Except for offerings that request tax-deductible receipts, offerings should be filed weekly as "Anonymous."
- The financial volunteer will be able to see the total known and anonymous offerings that are deposited.

- The "Receipt Type" and "Email Address" columns are used for emailing e-receipts.
- The "Total Offering Amount" column is used for summarizing the amount of the receipted offerings.
- Please see example for completing the form. Thank you for your cooperation.

END OF FISCAL YEAR PROCEDURES

- The fiscal year for the BSF Taiwan NGO ends on December 31st.
- Within three days after your last class meeting, provide the NGO Financial Officer with the following:
  - Revenue and expenditure settlement for your class
  - Related documents such as receipts and payments
- Postal address of the NGO Financial Officer: Ms. Agnes Wang 王若蘭

  4F, No. 7, Ln. 61, Wanshou Rd., Wenshan District, Taipei City 116026, Taiwan

  王若蘭 116026 台北市文山區萬壽路61巷7號4樓
- The NGO Financial Officer will consolidate accounting records of all classes in Taiwan and send to the accountant for financial and government reporting. Any offerings received after your book is closed should be counted as the offering for January next year.

	A	B	C	D	E	F	G	H	I
1	奉獻編號	總班別(Base Class)	班別	奉獻日期	存入銀行日期	姓名	收據姓名	性別	身分證字號
2	(NGO同工填)	Taipei CEW	Taipei CEW	109/09/12	109/09/13	胡XX		女	K221XXXXXX
3	(NGO同工填)	Taipei CEW	Taipei CEW-高雄SDG	109/09/12	109/09/13	無名氏			
22									
23									
24									
25									
26	NGO奉獻資料表輸入注意事項：								
27	1. 新增「奉獻總班別」欄位，以便Excel資料的分析，若有SDG則在「班別」的欄位註明。								
28	2. 新增每筆奉獻「存入銀行日期」欄位，以便財務同工核對銀行帳務明細。								
29	3. 每週或每次存入銀行的款項，扣除記名要收據的金額資料，其餘金額請以「無名氏」資料建檔。								
30	4. 根據以上第3項，財務同工可得知當日存入銀行的該筆款項，實際包含哪些記名或不記名的奉獻金額。								
31	5. 新增「收據種類」和「Email Address」欄位，以利電子檔收據寄送。								
32	6. 新增「奉獻總金額」欄位，以利奉獻收據開立的金額彙總。								
33	7. 表格輸入方式請見範本，謝謝配合。								
34									

	J	K	L	M	N	O	P	Q
1	統一編號	上傳國稅局	收據種類	Email address	一般奉獻金額	翻譯奉獻金額	奉獻總金額	奉獻方式
2		是	紙本	fengxxxx@gmail.com	$100	$300	$400	
3					$300	$800	$1,100	
4							$0	
5							$0	
6							$0	

	R	S	T	U	V	W	X	
1	聯絡電話	行動電話	通訊地址	收據開立方式	收據開立日期	收據號碼	收據郵寄日期	備註（例如匯款奉
2	02-8952-xxxx	0933-xxx-xxx	新北市板橋區大華街xx號xx樓	年度彙總				帳號後五碼01234
3								
4								
5								
6								

Additional Financial Supplements

Hong Kong

BSF is registered as a charitable institution under Inland Revenue Department (IRD). Donations of HK$100 or above are tax-deductible. Issue a receipt upon donor's request.

Singapore

Please contact the BSF Singapore Office with questions.

Frequently Asked Questions (FAQs)
Weekly Record of Class Contributions

(formerly F101 Weekly Class Financial Record)

Process Change for the Weekly Record of Donations

> Why were changes made to record weekly contributions from a paper F101 form to electronic itemized reporting?

An electronic record of donations improves donor stewardship by helping us better identify and care for our donors. This greater donor-level visibility and more complete donor history supports more accurate receipting, acknowledgements, and reporting. It helps meet various international compliance and ministry requirements while providing better data to inform future banking and donation-processing strategy decisions. Over time, there will be a reduction in the manual processing and reconciliation efforts that will help to support a consistent and sustainable giving process globally.

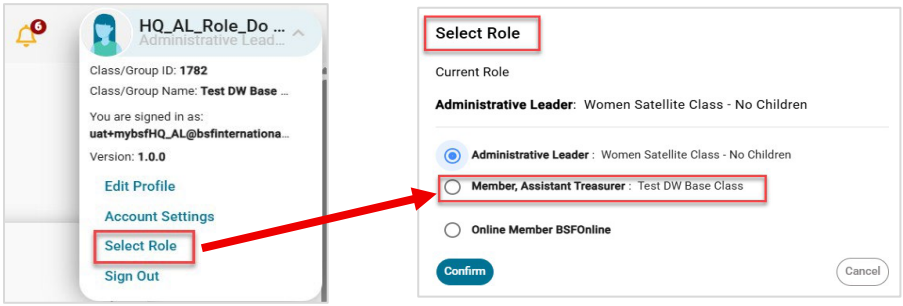
SDG Locations & the Weekly Record of Donations

> Why are SDG members not seeing the online Add Receipt page to enter donations?

The "Add Receipt" record of donations is only applicable to Satellite Discussion Groups that are a part of a Base Class. It does not apply to DSDGs (Distant Satellite Discussion Groups) connected to a DOLM class which does not have class bank accounts.

SDGs connected to a Base Class should identify two people to serve as Assistant Treasurers for collecting in-person contributions. An AL, GL, or member attending the SDG location may serve in this role.

The CA or designated Class Staff member assigns this role to each person who will enter donations. Once assigned, the Assistant Treasurers will have access to the MyBSF Transactions page and are responsible for counting and verifying donations received. If the role is not automatically seen after being assigned, the Assistant Treasurer will need to "Select Role" from their profile icon.

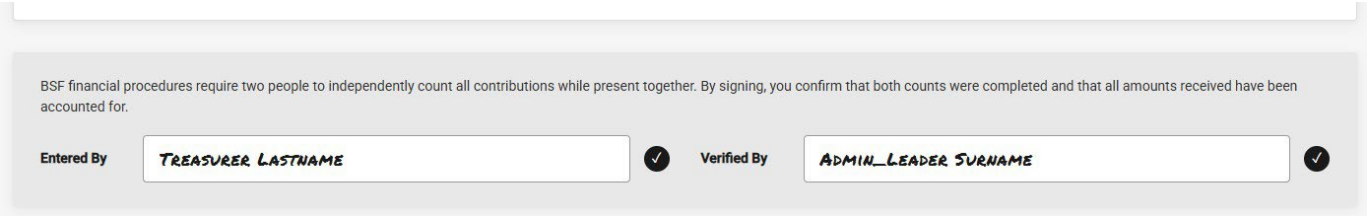


> What if the CA, Treasurer, and/or Assistant Treasurer are absent during the class meeting?

Generally, the Class Staff determines a backup for any leader who is absent for the class meeting whose responsibilities need to be managed by another leader. If the CA, Treasurer and Assistant Treasurer are unavailable during the class meeting time, Class Staff may need to be give the Assistant Treasurer role to another leader. The dual counting and verification and timely deposits are key.

It may be that if the CA and Assistant Treasurer are absent, the Treasurer enters the itemized donations and another leader present (AL, GL, STL etc) stands in as the dual verification person.

Example:



Note in the example: The leader role is displayed simply as an example of who can be listed in Weekly Contributions. The **Entered by** and **Verified by** are to be entered as the actual names of the leaders assisting in the entry and verification process.

For SDGs, if one Assistant Treasurer is absent, the other assigned Assistant Treasurer would enter the details and dual verify with another leader present that day.

> What is the expected time frame between capturing donation details and making the deposit?

The date recorded in the weekly Contributions should reflect the day that the donations are received, for example, the class meeting date.

The ultimate goal is to steward God's resources well—for both our leaders and the donors. Therefore, be sure the recorded contributions are:

1) counted and verified by 2 individuals at the Base Class and SDG level
2) deposited in a timely manner, no later than 1 day after the Class Meeting.

The CA and Treasurer/Assistant Treasurer may arrange to receive SDG cash and check contributions at the in-person Leaders Meeting or Class Meeting within a week of either meeting.

If it is not feasible for the SDG leaders to have 2 individuals verify or bring donations for weekly deposits, the satellite should encourage donors to send donations using the **Give** link in MyBSF or mail a check directly to Bible Study Fellowship:

Bible Study Fellowship
P.O. Box 675241
Dallas, TX 75267-5241

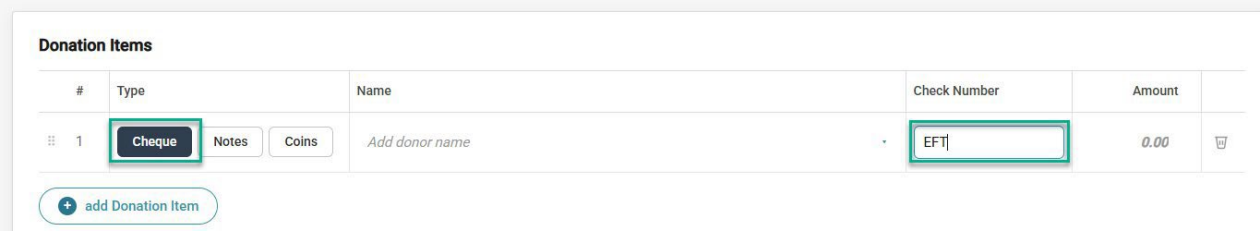
The Class Staff may need to use the Decision Grid to determine if the SDG should accept physical donations and the feasibility of the SDG Assistant Treasurer being able to consistently provide the donation to the CA for weekly deposits.

Electronic Fund Transfers (EFTs)- International Classes Only

> Should all EFT contributions be recorded in the weekly Contributions?

Only EFT contributions submitted **to the class bank account** should be recorded in the weekly transactions.

Currently the **Type** field in Donation Items does not reflect an EFT option. Select Cheque, provide the donor name, and indicate "EFT" as the Check Number.



> Can EFT donations be entered as one transaction instead of individually by donor?

Please continue entering each transaction individually for each donor. If a donor is unknown, select Anonymous when entering in that EFT contribution.

Give to My Class

> Why don't I see the donations given through *Give to My Class* contributions?

Contributions through *Give to My Class* in MyBSF are part of online giving and will not show in your class bank account. No additional action is required to record any online giving transactions. Online giving is reported by Headquarters in the Host Church contribution section of the MyBSF Monthly Financial Report.

> Do I pay the host church for online giving?

Yes, Base Classes remunerate their host church for online giving totals. Pay the host church from the class bank account when funds are available. In cases where funds are not available, select Request HQ to pay when you submit your report for the month.

Non-Person, Entity Checks

> What if a member provides a check from a foundation or fund and not a personal check?

For checks that are not from an individual donor but an entity, fund, foundation, IRA, or DAF, please request the member or their financial institution mail the check directly to BSF HQ. Include the class number with the check so the donation can be accurately designated and credited to the applicable class.

Bible Study Fellowship / BSF International LLC
PO Box 675241
Dallas, TX 75267-5241

Questions? Need Help?

- Please reach out to Leader Support in MyBSF through the "Need Help?" button.

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Please contact Member Support for Bible Study Fellowship Headquarters at bsfmembersupport@bsfinternational.org with any questions.

Sincerely,

Alan White
Chief Financial Officer May 15, 2025