



BBM Treasurer Training Contents

1. Keys to being a successful treasurer

- Communication with leadership team
- Attend all meetings
- Be proactive

2. Basic financial information/How to set up your finances

- Go through your church
 - Find the appropriate person, pastor, or accounting dept
 - Policies
 - Restrictions
 - Deadlines
 - Forms - Expense Reports & Budget Sheets
 - Comply with all rules and know who is responsible for each role. (Also keep your own records, copies of checks, etc.)
- Open your own bank account
 - Checks & Balances: Have two people on any bank account as a protection for you and your volunteers
 - Record keeping is very important
 - Sample budgeting forms and expense reports attached
 - Set rules with your leadership team (i.e. receipt deadlines, who can spend money, etc.)

3. Dues Collection

- Have this done prior to your first meeting if possible
- Consider the Process
 - Who will send out notices
 - Will those be sent to the church or to your home
- Find an efficient process
- Discuss scholarships (if a member cannot afford to pay)
 - Guidelines
 - How many you can afford, if any

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4. Actual Budget

- Budget Categories
- Activities to pursue and how much \$ for each (determine with Leadership Team)
- Assumptions
 - 48 members at \$30 per member
 - No childcare costs, or if so, separate budget
 - Seed money
- Sample Budget
 - 50% Hospitality
 - Set up costs
 - Bins to organize materials
 - Table cloths and centerpieces
 - Nametags - very important for bonding
 - Paper plates, cups, napkins
 - 20% First meeting gift (i.e. t-shirts).
 - 10% Missions (Blessing Boxes will supplement budget)
 - 20% Discretionary (holiday party, leadership retreat, etc.)

5. Blessing Boxes

- Table members share Joys & Concerns as a physical box (Blessing Box) is passed around the table to collect loose change
- An important activity for connecting the women at each table
- 100% of the money collected goes toward missions project/s
- Share the ongoing total with your group. Tell them where this money is going and how they have made a difference
- Counting the money
 - Have two people count the money and then fill out the deposit slip
 - Deposit the money as appropriate through the church or through your BBM bank account

6. Attendance

- Methods
 - Sign in at each individual table
 - Sign in at front entry table during arrival
 - Nametag Counting
 - Walk from table to table
- Sample attendance spreadsheet
- Create a system to share this information with co-leaders and table leaders

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