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Did You Know?

WOMEN IN THE LABOUR FORCE – Women now make up nearly half of the labour force in Canada, compared with just over one-third in 1976.

(source: Caroline Tapp-McDougall, "Supporting Women in the Workplace", Benefits and Pensions Monitor, February 2012, Vol.22, No.1).

Editorial

I finally did it! After talking about it for months, I took the plunge and made my office paperless. How did I do this? I became ruthless about eliminating paper from my life. Any document we need to keep is scanned and filed electronically. Of course, I still receive paper in my mail, but what isn't scanned and shredded is signed and returned to its source. I never print a document unless it's absolutely necessary. 99% of the time I can take my laptop to a meeting, so I don't need to print the agenda or other meeting materials.

So, what have I learned? First, that it's easier than you think; I've been surprised at how quickly this old dog has learned a new trick. Second, it makes you more efficient. No more searching through stacks of paper or filing cabinets for documents. When I'm in a meeting, I never need to worry about a document I left behind in my office; with my laptop, I have access to all of my files wherever I am. Third, I am saving money by not printing so much paper. Fourth, I am helping to save the environment. The down side? So far, I haven't found one.

Accounting

ACCOUNTING LOCALLY FOR OVERSEAS MISSION TRIP FUNDS

Most ministry units understand that mission trip funds are to be forwarded to the Finance department at THQ. However, some of you are less certain about how to record these funds in your books. Here is how to handle funds you receive for overseas mission trips.

1. Forward all funds to THQ Finance.
2. Send cheques directly to THQ Finance. If you do this, you do not record the funds in your books. Make sure that you provide the correct project number when you send the funds; this will save you work later.
3. If you deposit the funds locally, record them in the liability account "Due to THQ - Mission Trips" (account # 212180). Forward the funds to THQ Finance (also coded to account 212180) on a monthly or quarterly basis with a list of names and addresses for receipting.
4. If funds are recorded in the contribution module as part of weekly contributions from congregation members, make sure that the purpose code links to account 212180. Do not set it up as tax deductible to ensure it is not included in year-end receipts issued locally. You can generate a contribution list (including addresses) for this purpose code to support payment and receipting of funds sent to THQ Finance.
5. You will be returned funds for local expenses according to your agreement with World Missions at THQ.
6. Treat returned funds as an advance and record them in the liability account "Mission Trip Payable" (account # 219080). Use this account for all local mission trip expenses.
7. THQ World Missions will periodically ask you to account for these funds. To do this, use a detail ledger report for account

Operating As A Charity

RECEIPTING FOR FUNDING OF WORK OUTSIDE OF CANADA

Did you know that ministry units cannot issue official tax receipts for donations to fund work outside of Canada? THQ issues receipts for such gifts, which include donations for child sponsorship, gifts of hope, natural disasters, and mission trips. The one exception is Partners in Mission (PIM), which can be receipted locally.

Why is THQ responsible for issuing these receipts? It is because the Canada Revenue Agency (CRA) has severely restricted how Canadian charitable funds can be spent abroad. Processing receipts through THQ helps ensure that the Army complies with CRA's strict requirements.

There are times when we may be tempted to bend the rules. This is **not** one of them. If we do not follow CRA's rules for funding work outside Canada, we will jeopardize our charitable registration.

For more information, see Operating Policy 4018 or contact the finance department.

Financial Management

POINT OF SALE TERMINALS AND FRAUD

There have been several instances of fraudsters trying to tamper with terminals used to process debit and credit cards at Army locations. Terminal tampering occurs when fraudsters attach a card reader to the terminal so that they can steal credit card information. We thought it timely to provide the following reminders about keeping your terminal secure.

- **DO NOT ALLOW UNSOLICITED SERVICE TO YOUR TERMINAL:** Unless you have requested a service call, **refuse** service if a technician claiming to be from Moneris (the Army's supplier) wants to "update" or "inspect" your terminal. It is very likely to be a fraudster trying to install a card reader on your terminal. Gather as much information about the individual as possible (name, I.D., telephone number etc.) and inform thq_treasury@can.salvationarmy.org immediately.
- **NEVER LEAVE YOUR TERMINAL UNATTENDED:** Fraudsters may try to distract your staff so that they can attach a card reading device to your terminal. It is important to regularly check serial numbers and inspect the devices for any signs of tampering (cracks, additional card readers, loose or missing screws). If you feel that your device has been tampered with, please call Moneris's Call Centre immediately at 1-866-319-7450.
- **CHANGE THE PASSWORD ON YOUR TERMINAL:** Change passwords (also known as authorization codes) on your terminal frequently. The default password which is pre-set on the terminal is known to thieves and should **not** be used. Moneris's Call Centre at 1-866-319-7450 can walk you through the process for changing passwords.
- **DO NOT RESPOND TO TELEMARETERS:** Do not buy if you receive a call from someone claiming to be a Moneris representative, trying to sell stationery (paper rolls etc.) at a discounted rate. Moneris will never try to sell you anything over the phone. Also, do not send your statement or other merchant profile information to anyone if they try to offer you better rates.
- **KEEP YOUR TERMINAL SECURE:** Remember to shut down your terminal at night and start each day using a secure password. We also recommend that you store your terminals in a secure location at night.

Follow the link below for additional information on safeguarding terminals:

http://www.moneris.com/en/MerchantServices/ComplianceAndSecurity/~/_media/Files/MerchantServices/PyP_Recommended_Checklist_for_Standalone_POS_Terminals.ashx

If you have any questions or require more information, please contact thq_treasury@can.salvationarmy.org



Giving Hope Today

Money & Mission

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Comments, Suggestions?

Do you have comments on any of the topics raised in this issue, or suggestions for a future issue? Write to us at:

Money&Mission@can.salvationarmy.org.

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