

# The Diocese of Virginia



## Treasurers and Administrators Conference September 2014

8:30 am	Registration <i>Refreshments are available.</i>	
9 am	Welcome and Introductions Report from the Treasurer	Ted Smith
9:30 am	Session I – New Church Pension Fund Requirements <i>Institutional Roster / Employee Roster</i> <i>Lay Pension Requirement</i> <i>Denominational Health Plan 2015</i>	Laura Hicks
11 am	Session II – Records Management & Retention	Ted Smith
11:30 am	Session III – Payroll & Benefits (Part 1)	Joy Buzzard
12 pm	Lunch <i>A box lunch will have been ordered for you. Soft drinks and water are provided.</i>	
12:45 pm	Session IV – Payroll & Benefits (Part 2)	Joy Buzzard
2 pm	Session V – Investing and Financing in the Diocese <i>Trustees of the Funds/Diocesan Missionary Society/ Standing Committee</i>	Laura Hicks Joy Buzzard
2:45 pm	Break	
3 pm	Session VI – Church Audit Processes in the Diocese <i>AUP vs. Committee vs. Outside CPA</i>	Ted Smith
4 pm	Evaluation and on the way home	