

CHURCH TREASURER'S YEAR-END CHECKLIST

Central California Conference of Seventh-day Adventists

Auditing Department

<https://ccctreasurer.adventistfaith.org/>

auditassist@cccsda.org

Bulletin Important Notice: To ensure the deductibility of your church contributions, please do not file your 2020 income tax return until you have received a written acknowledgment of your contributions from the church. Some of your contributions may not be tax-deductible if you file your tax return before receiving a written acknowledgment of your contributions from the church.

Order watermark paper for receipts: <https://ccctreasurer.adventistfaith.org/>

Make sure all donations post dated December 31 are in the system

Clear negative ending balances

Stale Checks – Reversal

Budget – Copy Budget Allocation – Copy to Next Year /Set up Budget

Return fill out 1099 Verification Form to CCC Auditing Department (auditassist@cccsda.org or via fax 559-347-3071)

Send Remittance check to Conference by January 10

Send a full back up of your church's database to CCC via JEWEL (File – File Transfer – Send to Auditor

Return filled out Form 571-L Business Property to Property and Risk Management (Contact Dolores Jones if you need help filling out this form propandriskmgmt@cccsda.org)

Send form "Property information for tax exemption filing" to Property and Risk Management (Contact Dolores Jones if you need help filling out this form propandriskmgmt@cccsda.org)

Software updated to Jewel 8.0.6

Get financial records ready for the audit

Mail financial records to CCC Attention Auditing, 2820 Willow Avenue, Clovis, CA 93612 – Please send us an e-mail (auditassist@cccsda.org) to let us know when should we expect the records in our office

Church Name: _____

Treasurer: _____

Phone Number and E-mail Address _____