

**CHURCH TREASURER'S YEAR-END CHECKLIST**

Central California Conference of Seventh-day Adventists

Auditing Department

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

[auditassist@cccsda.org](mailto:auditassist@cccsda.org)

Please share the following paragraph with your church bulletin secretaries to be placed in your church bulletin the month of December 2021 to ensure the deductibility of donors' church contributions.

- Bulletin Important Notice:** To ensure the deductibility of your church contributions, please do not file your 2021 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 by clicking [this link](#).

**JEWEL PROGRAM**

- Make sure all donations dated December 31 are in Jewel. Please follow the guidelines on [this schedule](#).
- Send Remittance check to Conference **by January 10, 2022**.
- Enter your church budget for 2022 (Copy budget allocation)
- Record all Liabilities as of 12/31/2021. (ABC, School, Union, CCC, HR, etc.)
- Record Payroll Vacation and Sick Leave banks.
- Clear negative ending balances.
- Reverse Stale Checks. Contact Auditing if Remittance checks are part of the "Uncleared Checks."
- Reconcile Bank Account using December 2021 bank statement before closing.
- Send a full backup of your church's database to CCC.
- Update Jewel software to 8.2.1. by pressing "Help" then "Check for Update."

- EVANGELISM:** Run [Camp Meeting Evangelism/Conference Evangelism detailed contribution report](#) for the entire year and email it to [evangelism@cccsda.org](mailto:evangelism@cccsda.org). ([click here for instructions on how to run report](#))

**PROPERTY AND RISK MANAGEMENT:** Contact Dolores Jones ([djones@cccsda.org](mailto:djones@cccsda.org)) if you have not received the following forms or need help filling them out.

- Property information for tax exemption filing \_\_\_\_\_ 571-L Business Property Statement.

- AUDITING:** Return completed 1099 Verification Form via email [auditassist@cccsda.org](mailto:auditassist@cccsda.org), or fax 559-347-3071.
- Mail financial records to CCC Attention Auditing, 2820 Willow Avenue, Clovis, CA 93612 – Please send us an email ([auditassist@cccsda.org](mailto:auditassist@cccsda.org)) to let us know when we should expect the records in our office.

Church Name: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Phone Number and Email Address \_\_\_\_\_