

**ANNUAL CHURCH
TREASURER'S BONUS**
for 2022



#1

Submit 10 of 12 Remittance reports by the 10th of the month.

DECEMBER MUST be one of the 10 received on time.



#2

Send a copy of Form 1096

We do not need copies of the 1099's

If no 1099's are issued, then check this option on the Form.



#3

Have board chair (or other designated person) sign acknowledgment on the Form that financial reports were regularly presented throughout the year.



#4

Attach a copy of the church December
2022 bank reconciliation REPORT.



#5

Indicate if the account with Florida Conference has zero balance OR if on a payment plan. Attach available support documents.



And Finally

Deadline to submit the Form and documentation is FEBRUARY 15, 2023

Submit the documents to silvie.borges@floridaconference.com or mail to the Conference office to the attention of Silvie Borges.



And Finally

Bonus will be paid on February payroll or the last week of February payables run.

