

Reminders for All Church Treasurers

- If your church does a group order for devotional books, be sure you record the payments from members for the books in a non-tax deductible account.
- If you need to issue 1099 forms, be sure those are in the mail to the recipient by 1.31.2016. Also, keep in mind that the summary sheet, Form 1096 needs to be filed with the IRS no later than 2.28.2016. If you need forms, please call, I will send them to you.
- IRS requires that all tax deductible receipts have the following wording – “No goods or services have been provided for charitable receipts listed as tax deductible other an intangible religious benefits.” - If you are using the LUCIS software program this wording will automatically print on the tax deductible receipts. If you are not using the LUCIS program, be sure this wording is included on the tax deductible receipt that you issue.
- If your church is utilizing Online Giving, be sure to include the December 2015 donations in your December 2015 receipts and remittance to the conference.
- It is recommended that you turn ON the Auto Assist feature of the LUCIS software to run the annual closings for the year. You will find the Auto Assist option in the Tools Menu – click on Auto Assist Mode to activate (you will see a black check mark to the left of the words Auto Assist Mode and your church name will appear in the top blue bar of your main menu.)

Printing 2015 Donor Statements from LUCIS

After you have entered all deposits for 2015 – including online giving for December, 2015, (and any donations received in the mail that are postmarked on or before 12.31.2015) and have closed the Donations month for December 2015 you are ready to print the donor statements. If you would like to use the scanned signature feature be sure you have installed your scanned signature before you print the donor statements for the year.

In the Donations Menu

- Click on Statements
- Select the scanned signature
- Click on Create - All information you see on the screen is correct for suggested donor receipts.

The 1st page has space for a treasurer signature and lists each date a donation was made. The 2nd page summarizes the total offerings given. Sign the 1st page and give both pages to the donor.