



JEWEL FREQUENTLY ASKED QUESTIONS

FLORIDA CONFERENCE OF SDA

Instructions: To go to a specific content, hold down your control key over the desired content and click on it.

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Active Members Contribution Report

Many Pastors are requesting an active member's contribution report from their treasurers. The question sometimes takes the form of "How many giving units contribute to tithe and/or local offerings?" To get the report:

1. Go to Reports & Graphs / Contribution Statistics,
2. Select the month you want the statistics for. From the sample below we get the following:
 - a. The number of donors who contributed tithe were 41,
 - b. The number of donors who contributed local offerings were 47, and
 - c. The total number of donors who contributed for the month were 57.

The report has two sections, one for Conference contributions and the second one for local contributions. Please notice the percentages given next to the number of donors that contributed. You would only need the information from the first two columns to satisfy the question your Pastor is asking.

Account	Donors	Donor %	Amount	Amount %	Per Capita	Average
Tithe	41	71.9%	15,299.00	66.9%	373.15	268.40
World Budget Offering	1	1.8%	10.00	0.0%	10.00	0.18
Sabbath School Missions	5	8.8%	200.50	0.9%	40.10	3.52
13th Sabbath	1	1.8%	20.00	0.1%	20.00	0.35
Ingathering - Donated	1	1.8%	40.00	0.2%	40.00	0.70
Adventist World Radio	1	1.8%	40.00	0.2%	40.00	0.70
Florida Conference	2	3.5%	50.00	0.2%	25.00	0.88
Evangelism						
Florida Advance	5	8.8%	52.00	0.2%	10.40	0.91
Conference Funds	47	82.5%	15,711.50	68.7%	334.29	275.64
Women Group Ministry	4	7.0%	40.00	0.2%	10.00	0.70
Dresses for Africa	8	14.0%	235.00	1.0%	29.38	4.12
Sabbath School Expense	5	8.8%	228.00	1.0%	45.60	4.00
Donations						
Worthy Student Donation	1	1.8%	316.86	1.4%	316.86	5.56
Donations - Church	40	70.2%	5,343.84	23.4%	133.60	93.75
Expense						
BUILDING FUND	1	1.8%	25.00	0.1%	25.00	0.44
Bldg Fund Donations	12	21.1%	955.00	4.2%	79.58	16.75
Local Funds	47	82.5%	7,143.70	31.3%	151.99	125.33
Total Contributions	57	100.0%	22,855.20	100.0%	400.97	400.97



Adventist Giving allows donors to return their tithes and offerings online. Adventist Giving deposits and reports are produced twice a month. Downloads should be done in chronological order for Jewel to allow additional entries during the month. Specifically, download the 15th of the month before you download the last day of the month. The new Jewel 7.1.5 allows direct download into the Jewel program.

Mapping Adventist Giving

AdventistGiving report can be downloaded into Jewel without having to key in each donor's offering.

1. Download AdventistGiving report as usual. Save file to Documents\Jewel, (It is a pdf file.)
 - a. Open Jewel. Click on Start New Offering,
 - b. Change Date (usually the 15th or last offering of the month),
 - c. Click on Import from AdventistGiving,
 - d. Highlight AdventistGiving PDF file -- Be sure it is the latest file,
 - e. Click Open -- Check date and amount to be sure you have correct file, and
 - f. If no accounts or names are in red, Click OK and skip to #5

Or

Import using Jewel. Go to Start New Offering / Import from Adventist Giving.

2. Map Accounts:
 - a. Highlight account in red,
 - b. Click Map Account button,
 - c. Choose an account from your database that matches the AdventistGiving account, and
 - d. Click OK -- Once mapped will not have to do it again on next month's report

When all accounts are mapped go to Map Donors

3. Map Donors:
 - a. Highlight a name in red,
 - b. Click Map Donor,
 - c. Choose a name from your database that matches the AdventistGiving donor,
 - d. OR choose New Jewel Donor and add the information. And
 - e. Click OK -- Once mapped, will not have to do it again on next month's report

4. When all red accounts and donors are mapped – CLICK OK:
 - a. Make Deposit screen will appear, and
 - b. Click OK

THAT'S ALL!!! AdventistGiving has been entered into Jewel. Finish closing the month.

5. Create a folder for PDF AdventistGiving files:
 - a. Move AdventistGiving file just used from Documents\Jewel or the Downloads folder to AdventistGiving PDF folder.
 - b. New file downloaded each month will be only file in Documents\Jewel.

Bank Reconciliations

Bank accounts must be reconciled every month to ensure the accuracy of your reports. If you haven't been doing reconciliations, start from your last reconciliation and do one month at a time.

Follow these steps to do the bank reconciliation:

1. Go to Reconcile. Verify the last month you reconciled. It shows up on the upper left corner next to the checking account name.
2. Key in the ending date and ending balance for the next bank statement to reconcile.
3. Put a check mark in front of any item on the computer that is on the bank statement.
4. Record interest or bank charges listed on the bank statement but not on the computer by using the Add Entry section on the bottom right of the reconciliation screen.
5. You know your reconciliation is completed when the "Difference" in the middle right of the screen is zero (0). At that point you are in balance, and
6. Click OK and say "Yes" to print the report. The cleared items (checked) will disappear and the ending balance you keyed in will now be the Beginning Balance for your next month.

Note: Outstanding items greater than 90 days are to be researched and corrected.

Inactivate a Checking Account

If you have a checking account that was closed but Jewel continues to ask you to reconcile it, do the following:

1. Go to Maintenance / Edit Accounts,
2. Highlight the bank account you want to inactivate,
3. Click on the Edit box on the top middle, and
4. Then go to the bottom "Statement Frequency" and select "Never."

To make sure that the inactive checking account is not your default account any longer:

1. Go to Maintenance / Properties,
2. Select the Accounts Tab,
3. Under Banking Information, Default Deposit Account and Default Checking Account, make sure you have the correct active bank account selected, and
4. Click OK.

Purpose of Bank reconciliation - comparing

1. What the bank say you have What you think you have
2. Bank statement balance What is on your books (NL)
3. Verifying the bank balance per your books is correct (for audit purposes)

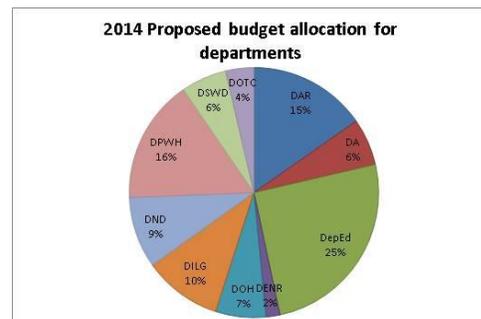


Budget Allocations

Budget Allocations are performed at the end of the fiscal year (or calendar if the same time).

Setting Up the Budget Allocations for the First Time

1. From the Jewel main screen, go to Reports & Graphs / Income/Expense Report. Select your church fiscal year dates,
2. Either print your report, or Copy the report to the clipboard and Paste to Excel,
3. Using your Income/Expense report, determine which accounts you want to assign a budget for next year and the amounts, and
4. Determine which amounts will be fixed and which will be percentages. For example, the church insurance will be a fixed dollar amount since the amount to pay doesn't depend on the donations/income received but on the invoice. Other accounts like departments could use a percentage.
5. A budget allocation worksheet is attached at the end of this document for your use.



Setting Up the Budget Allocations after the First Time

At each fiscal year end, Jewel will ask if you would like to set up next year's budget. If so, click Yes when prompted and enter in next year's budget. If it has not yet been prepared, click No. You can still enter the budget later by going to Maintenance → Edit Budget Allocations. There is also a copy button that reads "Copy From This Year to Next Year" in Maintenance, Edit Budget Allocations. This will duplicate this year's budget into next year. The budget can then be edited instead of entering all the accounts again for the New Year.

Checks

Correcting a Check that cleared or was entered with a different amount.

1. When the month is still open:
 - a. Click on Reports & Graphs / Checks,
 - b. Click on the check you want to correct. It will open the check,
 - c. Click on Edit check. Make the necessary changes, and
 - d. Click ok.
- e. When the month is closed:
 - a. Make a bank adjustment journal entry when reconciling to either add or subtract from the total of the check. Example. If you entered \$10.00 for the check, but the bank statement showed it cleared for \$10.95, you need to add an expense of .95 cents during reconciliation; or

Voiding a Check

1. Click on Accounting / Void a Check.
2. The last 3 months of checks that have not cleared the bank will display. If you need an older check, select "Show all Checks."
3. You can sort by date, check number, payee, amount, or memo
4. Find the check you want to void and select it.
5. Click ok.
 - a. If the check is in the current month it will –zero- the check out.
 - b. If the check is in a closed month, it will make a reverse entry in Jewel. When reconciling, select both the original check and the new entry produced when you voided it. This entry should display as negative. Selecting both entries will bring the balance between the two entries to -0-.

NSF Check

In order to reverse a check that was NSF (non-sufficient funds), do the following:

1. Go to Offerings / NSF Check reversal,
2. Time Period: Select which time period of checks you would like to view, either the last 3 months or all checks. The checks shown in the box below will change according to the time frame you choose,
3. Sort Order: This option helps you find the check you are looking for. You may select whether to sort by date, donor, check number, or check amount,
4. Choose the check you want to mark as NSF by clicking over it with your mouse. The line you have selected will change to a blue background. Make sure you select the correct check,
5. Enter the bank charge. If your bank does not charge a fee, simply leave this box blank. If your bank charged a fee for the NSF, enter that amount only here. Select which account to take the bank charge from and enter the amount of the fee. The date shown is the date you are making this record. The Memo that appears is sufficient to describe this transaction, and
6. Click OK to complete the NSF check reversal.

A negative deposit will be recorded taking the money out of the bank, the person's receipt, and the accounts credited. If Conference Funds were involved and the month's remittance was already paid, the funds will be subtracted from the next month's remittance.

Contributions / Deposits

Contribution Receipts must be printed and distributed at the end of each calendar year, regardless of the ending date of the fiscal year. Jewel automatically prints these receipts during the year-end process in December. Before printing, you have the option to have your signature scanned and entered in Maintenance / Properties / Church Info Tab. The receipts are to be distributed promptly for the donors' records, preferably before January 31st. If folded into thirds, the receipts fit double window envelopes so can either be mailed or have the donors pick up. Note: If you have a donor who is also a vendor, ONLY their contributions will show on this receipt. The receipt will not have information about checks written TO the donor/vendor.

Signature for Jewel Receipts

1. Put your signature in a piece of paper, scan as a jpg or bmp files and save it to Documents\Jewel folder,
2. Then in Jewel go to Maintenance\Properties\Church Info Tab,
3. Click on the button with the three dots at the end of Receipts for Signature File,
4. Highlight signature.bmp or signature.jpg and click on Open, and
5. Click on OK to leave.

Now the receipts should print with your signature.

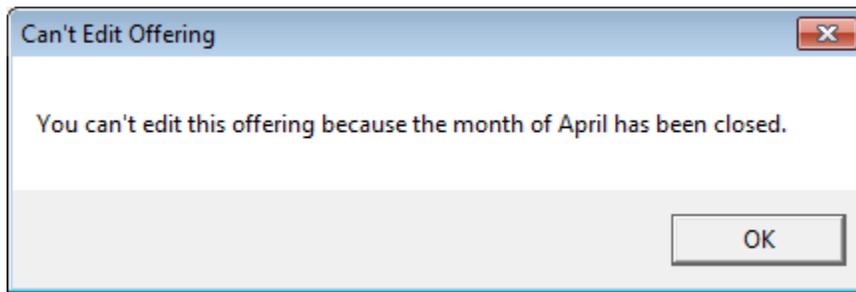
Contribution receipt in exchange for donated item to the church.

1. You're handed a board approved **receipt** from a recent purchase and told, "I don't want to be reimbursed, just give me credit on my year-end contribution report." How do I record the contribution?
 - a. Write an electronic payment check to that person (no check number, no actual check),
 - b. Fill out an offering envelope from that person as if they gave you the electronic payment check and record it as a separate offering on a date other than a Sabbath, and
 - c. On your next bank reconciliation, clear the electronic payment check and the deposit as neither will ever appear on a bank statement.
2. Other donated goods. You are given an article donation, but there is no purchase receipt.
 - a. A donation of goods, etc., needs a letter signed by the treasurer thanking the person for the donation of (description of item or items) to the church,
 - b. The church does not assign a monetary value on the letter. It is up to the individual and the IRS to determine the value.

Correcting a Deposit

1. If the month is still open:
 - a. Go to Reports & Graphs / Deposit,
 - b. Select the deposit you want to correct and click on it,
 - c. On the Edit Deposit Screen, check "Edit this Deposit",
 - d. Then click on "Make Corrections", and
 - e. Make changes as necessary on the Deposit slip and/or the individual donors; or
2. Correcting a Contribution:
 - a. Go to Reports & Graphs / Contribution Report,
 - b. Find the person's name and double click on the date of the envelope to edit,
 - c. Click on Edit Envelope and make the necessary changes. Click close, and
 - d. If you changed the envelope total amount, then the deposit total must be edited also (Current offering Edit in upper left-hand corner OR Edit Deposit slip if you use the deposit slip each week.)

3. If the month is closed, contact your auditor.



Duplicated Deposit:

Talk to your auditor.

Credit and Debit Cards Usage Policy

Florida Conference treasury leadership is still working on a written policy for churches in regards to credit card use. The current guidelines include:

The use of church owned debit and/or credit cards by pastors is strongly discouraged. However, for credit cards only and based on dire necessity, a church board can approve the use of a church owned credit card that has an approved monthly limit to avoid having pastors as signers on church bank accounts and/or having full access to church bank accounts. Pastors are required to submit receipts for each credit card transaction. Other church board approved credit card holders should follow the same guidelines for the use of a credit card.

Donors

To inactivate a donor

(Deceased, moved to another church, etc.)

1. Go to Maintenance / Edit Names,
2. Select the name you want to inactivate,
3. Select "Edit Active Status" from the far right, above the picture,
4. Click ok to the screen prompt. The active ID No. will appear to the left of the name,
5. Deselect the name you want to inactivate, and
6. Click OK.

Duplicate Donors

Duplicate donors can be merged together. To merge donors:

1. Go to Maintenance / Edit Names,
2. Select the name you want to merge with another one. This first one you select will be removed and all the activity will be moved to the second donor.,
3. Click on Combine Names, and
4. Enter the second name, which will be the one to be kept.

All activity (contributions from Donors, checks written to Vendors, etc.) under the first name will be moved to the second name, then the first name will be deleted. Reports and year-end receipts will no longer list the deleted name. Caution. This change is permanent, and affects all time periods, including previous years!



Form 1099-NEC for Non-employee Compensation

A form 1099 is a type of “information return” to be filed when non-incorporated independent contractors receive income for \$600 or more during the year. The specific form required for churches to file out is the 1099-NEC. Others reasons to issue the form include prizes and awards, as well as honorariums and gratuities, and payments for personal needs other than on a benevolent basis. These categories include gifts to pastors. Jewel allows you to select the payments that apply for the 1099 filing requirement and generates a report. The treasurer can then use the report to fill out the 1099-NEC form.

[Jewel Instructions for Form 1099-NEC](#)

For the Jewel Report to fill out the 1099 forms:

- 1. Go to Reports & Graphs / Form 1099 Payments,**
- 2. Select the time period you want,**
- 3. Click on the Choose Form 1099 Payments button,**
- 4. Highlight a vendor. This screen will allow you to choose the payments that apply to Form 1099 for the vendor, and when finished adding all the vendors that need a Form 1099,**
- 5. Click on Print to create a hard copy of the report, which you will then use to Fill the 1099's.**

How to Obtain the Form 1099-NEC

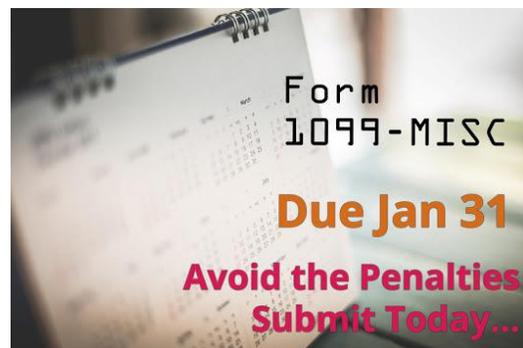
To order official IRS information returns (free of charge), which includes a scannable Copy A for filing with the IRS and all other applicable copies of the form, visit www.IRS.gov/orderforms. Click on Employer and Information Returns, and they will mail you the forms you request and their instructions, as well as any publications you may order. In addition, forms may also be purchased from most office supply stores.

Deadlines to file Form 1099 Miscellaneous Income

The deadline to submit the form to the IRS is February 1st.

Penalties for non-filing and/or late filing.

If the institution fails to provide a form 1099, the penalty against the entity varies from \$30 to \$100 per form (\$500,000 maximum per year), depending on how long past the deadline the company issues the form. If a company intentionally disregards the requirement to provide a correct payee statement, it is subject to a minimum penalty of \$250 per statement, with no maximum. If a business submits Form 1099 within 30 days from the due date, the penalty is \$30 per form. If you file the form more than 30 days late but before Aug. 1, the penalty is \$60 per form. The penalty increases to \$100 for any form filed after Aug. 1 or not filed at all.



Jewel 7 – New Features

- Account Code Numbers: Properties can force the number of digits used for Account ID code numbers for both Conference and non-Conference accounts by adding zeros at the beginning of the number. (Maintenance / Properties / Account Tab.)
- Account Code Numbers: All accounts can have account numbers up to 9 digits, where previously it was only 4. (Maintenance/Edit Accounts.)
- NSF Checks: Makes two journal entries, one for NSF check, negative deposit as usual. The bank charges will be listed in Check Report. (Offerings / NSF Check Reversal.)
- Adventist Giving Import: The PDF report downloaded from Adventist Giving will be imported as a deposit into Jewel. (Start New Offering / Import from AdventistGiving.)
- Income/Expense Report: There is a new Income/Expense Report. (Reports and Graphs / Income/Expense.)
- Balance Sheet Report: There is a new Balance Sheet Report. (Reports and Graphs / Balance Sheet.)
- Liabilities Account Type: A new account “type” has been added. (Maintenance / Edit Accounts.)
- Void Checks: Voiding a check in a closed month is now done in a new window. (Account / Void a check.)

Corrections to Previous Version 6:

- Current month checks can now be edited to “electronic payment.”
- Number of “copies to print” set in Maintenance/Properties/Reports Tab/Select Automatic Reports now works correctly for all reports.
- Accounts List sort order options are “ID” and “Account Name.”
- Printed Previous Bank Reconciliations have report period in header.

Jewel not accepting any more Contributions

Talk to your auditor.

Liabilities – How to Enter in Jewel

Tracking liabilities is a new feature in Jewel 7 and has changed for the new update 7.03. The most common liability (and usually the only one) to track is the church Mortgage.

Tracking Loan Balances

On Maintenance/Edit Accounts/Add New Account key in the following accounts and choose the "Type" as Liability:

- 9601 – Mortgage Loan Balance
- 9603 – Mortgage Payment

On Maintenance / Edit Accounts / Add New Account key in the following accounts and choose the “Type” as local:

- 9602 – Mortgage Contra Account
- 9602.1 – Mortgage Interest Paid (Sub Account of 9602 Mortgage Contra Account)

To set up Mortgage Balance:

- On Accounting/Make General Journal Entry: Memo: Set up Mortgage
- Choose to record in Checks Written and Bank Fees
- Leave Bank Account amount blank
- 9601 Mortgage Loan Balance in Income box key in mortgage total
- 9602 Mortgage Contra Account in Expense box key in mortgage total

To record monthly payment and interest added:

- On Accounting/Make General Journal Entry: Memo: Mortgage activity for July, 2016
- Choose to record in Checks Written and Bank Fees
- Leave Bank Account amount blank
 - 9601 Mortgage Loan Balance in Income Box key in interest added on statement
 - 9602 Mortgage Contra Account in Income Box key in payment
 - 9602.1 Mortgage Interest Paid in Expense Box key in interest added on statement
 - 9601 Mortgage Loan Balance in Expense Box key in payment

The actual check for the mortgage and any donations for the mortgage should be processed through a Building Fund account (any account name as long as it is a local "Type")

Loose Offering

The Florida Conference provides a loose offering calendar that designates the use of the loose offering for every Sabbath of the year. Many of those designations are for the local church budget while some are also for World Budget, Conference Advance, Religious Liberty, and Adventist World Radio. . These offerings are to be used for the purposes indicated in the schedule of loose offerings promulgated by the NAD. These offerings allow the sisterhood of churches within the Florida Conference to support growth efforts in a systematic way in our worldwide church.

How to properly record the Loose Offering

1. Create a donor named “Loose Offering” or “Church Loose Offering,” and
2. Enter each Sabbath loose offering under that donor’s name and select the different account offerings as designated on the loose offering calendar.

Contribution Entry

Contribution Entry

Trial Deposit... Close

Current Offering Edit

Offering Date: 06/24/17 Offering Total (from deposit slip): 125.00 # Envs Entered: 2 Edit Deposit Slip...

Envelope

Donor ID or Name: 149 A LOOSE OFFERING Cancel Edit

Cash: 125.00 Check: = Env. Total: 125.00 Check #: New Envelope (F8)

Running Total: Delete Envelope

Account	Amount
82.75 CHAPLAINCY & MULTILINGUAL MINIST	125.00

Next Previous

Manual Remittance

My monthly remittance did not make it to the Conference (lost in the mail), or otherwise need to write a new remittance. How do I reverse the first check and write a new one?

1. Reverse the remittance that was automatically created:
 - a. Go to Accounting / Make Manual Remittance,
 - b. Edit the check that comes up so it reflects the accounts and amounts of the check you wish to reverse,
 - c. All amounts should be negative (minus in from of the amount) in order to reverse the previous check, and
 - d. Change the memo: “To void Check #____.” Click on Electronic Payment and Click OK.

2. Create a new corrected check:

- a. Go to Accounting / Make Manual Remittance,
- b. Click on Edit Check and recreate a new check with all the accounts and amounts of the new remittance check,
- c. Edit memo: “To replace check # ___ and Conference Remittance for the month of ____.”

Records Retention Policy

The Florida Conference Retention Policy requires records to be kept as follows:

Document	Retention Time	Suggested System
Receipts	6 years	Monthly File Folder
Checks	6 years	Monthly File folders
Receipts / Invoices (Backup Documentation for Checks)	6 years	Monthly File Folders
Time Sheets (Locally Funded)	6 years	File with invoices/receipts
Tithe Envelopes	3 Years	Box
Receipts and Disbursement Journal Reports	Permanently	Binder Book
Clerk’s Record Book	Permanently	
Legal Documents	Permanently	Permanent Records Binder or Folder
Minutes of Meetings	Permanently	Permanent Records Binder or Folder
Personnel Records	Permanently	Permanent Records Binder or Folder
Insurance Policies	If independently insured, permanently.	Permanent Records Binder or Folder
I-9s	For active employees retain throughout employment. For inactive employees retain three (3) years from hire or one (1) year after termination, whichever is longer.	
W-4’s & Applications	One (1) year	
Any records that have not been reviewed by the Conference Auditors, should not be disposed/destroyed.		

Screen Share

ScreenShare is available for your auditor to look at your screen. To request ScreenShare with your auditor:

- 1. Call your auditor and say you need help,
- 2. Click on Help/Request ScreenShare,
- 3. Your auditor will be able to connect and see your computer.

Transfer Money between Bank Accounts

Many times churches keep a separate savings bank account. The offering money is deposited directly to the checking account. In order to transfer money to the savings account.

1. Write a check to the church for the amount you want to transfer. If your church name is not listed as a vendor, Jewel will ask if you want to create the vendor. Answer yes, and then click ok,
2. In the local account section, enter your savings account name,
3. Jewel will ask if you are transferring money from one bank account to another. Answer yes,
4. Mail the check.



Write Checks



15 Cadence Bank Balance 27,888.26

Inverness SDA Church
638 S. Eden Gardens Ave.
Inverness, FL 34450

Cadence
301 US Hwy 41 South
Inverness, FL 34450

Check # 3733

Date 08/01/17

Pay to the Order of 1432 Inverness SDA Church

\$ 300.00

Exactly *Three hundred and 00/100* Dollars

Memo Transfer money to savings

Carole A Bear
Treasurer

Cancel Edit

New Check (F8)

Next

Previous

Check Report...

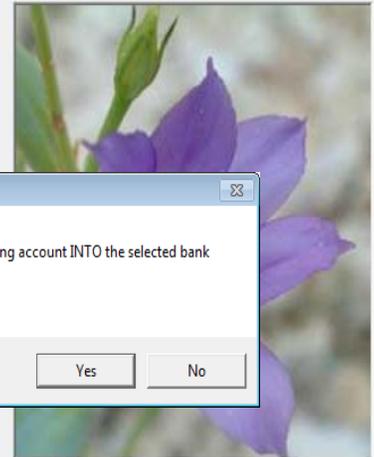
Print Checks

Print this Check

Running Total 300.00

Account	
4 Florida Conference Association	300.00

Electronic Payment



JewelAuditor

You are about to transfer from this checking account INTO the selected bank accounts.
Are you sure this is what you want to do?

Yes No

Vehicles

What kind of vehicles we are allowed to have?

All vehicles are allowed except 15-passenger vans. The North American Division and the Florida Conference prohibit 15-passenger vans from being rented, used, or borrowed. When purchasing a 12 passenger van, be careful that you are not choosing a vehicle that is identical to a 15-passenger van, except for the seating configuration.



15-Passenger Vans NOT ALLOWED

Vehicle Insurance

Church/School owned vehicles must be insured under the Conference's business auto policy which provides the required \$3,000,000 limit of liability insurance. This policy renews every July and the church/ schools are billed for their vehicle insurance annually.

Website – Florida Conference



The Florida Conference website has a section specifically for Treasurers. To visit the website, go to www.floridaconference.com. Go to Ministries / Treasury. Go to Links. The following articles and more are available for your use:

- Ministry of the Treasurer
- Characteristics of the Church Treasurer
- Church Funds Management
- Duties of the Church Treasurer
- Reporting Requirements
- Retention Policy
- Jewel Teaching Videos. The following teaching Jewel videos are available:
 - Jewel Month Closing
 - Jewel Entering Offering
 - Jewel Backup
 - Jewel Restore Backup
 - Jewel NSF Check
 - Jewel Budget Allocations
 - Jewel Write Checks
 - Jewel Remittance

Winsock Error

A Winsock error is a Windows error. It means the computer is not letting Jewel connect to the Internet. Usually the problem is caused by the Fire Wall or antivirus program on their computer. Follow these steps:

1. Turn the Antivirus and firewall programs off and then try to send your remittance and/or database.
2. If you recently changed Internet providers, please check with the new provider.
3. Reboot your computer and try sending the remittance/database again.

Year End Procedures

There are two year ends you will encounter - the Fiscal and the Calendar. Most likely these will coincide at the end of December of each year. However, some churches may have a fiscal year ending some other time during the year - usually in June or July. For the fiscal year end, you will be required to make a budget allocation (if your church has made a budget), print year- and month-end reports, and back up data. For the calendar year end, you will follow the same steps for month end with the addition of printing a 1099 Report and printing and distributing contribution receipts. Whether you are performing a fiscal year end, calendar year end, or both - Jewel has made the process quite simple. Below is a discussion of how Jewel guides you through the process.

Bring accounts to a zero (0) balance.

If there are parent accounts that you want to start with a zero balance for the New Year (such as any excess Church Expense to a Reserve Account) the transfer must be made BEFORE the Month End Closing.

1. Go to Reports & Graphs / Financial Summary,
2. Print a report manually to be used for your monthly board meeting, and
3. Make transfers you wish for year-end before printing reports to close the month from the Next Step button.

Be aware that there CANNOT be any entries made between the Month End closing and the Annual Closing. The computer will close the sub-accounts if that choice is checked in properties, and the treasurer cannot make any manual changes. All changes have to be made BEFORE the Month End closing.

Settings to zero out accounts

The settings in Maintenance / Properties / General Tab will determine which sub accounts to zero out. Check appropriate boxes that apply. The choices are listed below:

- All Sub Accounts. Every sub account will be closed into its parent account. If there is a sub account that should not be set to zero, go to Maintenance / Edit Accounts and remove the check in the sub account box before printing the annual reports. After the Annual closing, the account may once again be marked as a sub account.
- Budget Sub Accounts. Only sub accounts listed in the budget will be closed into their parent accounts. Budget accounts are listed in Maintenance / Edit Budget Allocations.
- No Sub Accounts. Every sub account will carry its balance over to the new fiscal year. You will need to close out desired sub accounts manually with a Transfer before doing the Annual Closing.

Once you have completed the last offering of the fiscal/calendar year end, Jewel will begin guiding you through the year end process with the Next Step button.

Additional Questions

Do you have any additional questions about entries or procedures in Jewel?

1. Check on the Jewel Helps (F1 on any page or Help Context and Index or Help/Treasurers/Handbook) and/or,
2. Contact your auditor
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