

FLORIDA CONFERENCE ANNUAL TREASURER BONUS
STATEMENT FOR **2021**

Dear Treasurers:

As you begin your new year processes please keep in mind the \$500 bonus you may be eligible to receive.

Please take a moment to review the criteria for receiving the bonus:

- a) Submit remittances by the 10th of each month for 10 months of the year (with December 2021 being one of those on-time months).
- b) 1099/1096 Reporting: attach a copy of the 2021 Form 1096 reported to the IRS); if there are no 1099-eligible payments made during the year, you need to place a check mark where it says “No independent contractors were hired...” which will be corroborated by audit reports.
- c) Monthly Financial Reports to the church board: have the board chair sign the statement on this form confirming the board received the reports throughout the year.
- d) Bank Reconciliations: attach a copy of the **December 2021** bank reconciliation report along with this form.
- e) Accounts Receivable: the church’s A/R balance with the Conference should be current or on a payment plan showing concrete documentable efforts.

Please complete the form below and include **all** required attachments. Submit to Silvie at Silvie.borges@floridaconference.com on or before February 15, 2022

FLORIDA CONFERENCE ANNUAL TREASURER BONUS
STATEMENT FOR **2021**

Treasurer's Name: _____
Church: _____
Treasurer's address: _____ Phone #: _____
Treasurer's email: _____

All of the following items are due by February 15, 2022 at the Conference office in order to qualify for the treasurer's bonus. All of the requirements must be met in order to receive the bonus. Please fill out this form and mail or e-mail it and the requested documents to silvie.borges@floridaconference.com.

Remittances

I, _____, certify that I have submitted at least 10 months of remittances on time, including the December 2021 remittance, to the Conference office for the year. (Note: This information will be verified by the Conference office.)

1099/1096 Reporting (please check one)

- ____ No independent contractors were hired / paid during the calendar year of 2021.
____ Copy of the IRS Form 1096 (summary report of 1099s) for 2021 is attached.

Monthly Financial Reports to the Church Board

I, _____ (church board chairperson) certify that a financial report was presented at every church board meeting held during the year.

Signature of Board Chairperson

Bank Reconciliations

____ The December 31, 2021 bank reconciliation is attached.

Florida Conference Balance Due (please check one)

- ____ Our church made a one-time payment for the insurance and no other balance is due.
Copy of our last received Florida Conference statement showing a -0- balance is attached.
- ____ Our church has a payment plan for the insurance and any other balance due.
Copy of the payment plan is attached.
Copy of the December 31, 2021 Florida Conference statement is attached.

Treasurer's Signature

Date