

ATTENTION TREASURERS

Year End Checklist

It is not too early to start planning for the end of the calendar year. As we approach the end of 2007, congregational treasurers need to be aware of the following items.

Kansas District Fiscal Year to Close

The District will close its 2007 fiscal year on **Tuesday, January 15, 2008**. Any receipt received after that date will be credited to the fiscal year 2008. In order to meet the standards for a not-for-profit corporation audit, we cannot credit any 2007 mission gift received after the close of our fiscal year so please work to meet this deadline. If you are sending any 2008 gift prior to January 15th, please clearly indicate that the gift is for 2008 so that we may credit it correctly for your congregation.

Housing Allowance

Housing allowance for Pastors and Commissioned Ministers should be approved by December 31st in order to obtain the full annual benefit of housing allowance exclusion for 2008. The designation should be adopted during a regular or special meeting of the church board and should be contained in the minutes of the meeting. A worksheet for calculating the housing allowance is included in the *Congregational Treasurer's Manual*.

W-4

Have all full-time and part-time employees complete a new W-4 for 2008. This will insure that your withholding records for the year will be accurate. If the employee does not provide a completed W-4, the employer must withhold federal income tax as if the worker were single with no withholding allowance.

Charitable Contributions

Charitable contributions for 2007 must be received before the first worship service in 2008 in order to claim the deduction. A contribution received after that date is counted as a contribution for 2008 for income tax purposes even if the check was written in 2007. However, checks that are written, mailed and postmarked in 2007 will still be deductible. A reminder in your weekly bulletin would be appropriate.

Gifts to Church Workers

Christmas gifts to Church Workers from the congregation in most cases represent taxable income and not a tax-free gift. Be sure to report correctly on the recipients W-2 or 1099 the amount of these gifts. Also important to note - donations made by members for these gifts are not included as tax deductible contributions recorded by the church office.

2007 Updated Resources Available Now

The updated 2007 Congregational Treasurer's Manual and Taxes for Ministers guide are both now available on the Lutheran Church – Missouri Synod website. Go to www.lcms.org and click under the link "Resources" for Congregations. You are able to view or print the manuals from this site. Links to both resources are also on the District website at www.kslcms.org under the Publications tab. Congregations will not automatically receive a copy of the updated Treasurer's Manual. If you are not able to access it on the website and would like us to send you a copy, call the business office at 800-357-4421 ext. 200 or email tami@kslcms.org. Cost of a CD of the 2007 Treasurer's Manual is \$6.00.

PLEASE CHECK THE YEAR TO DATE STATEMENT OF RECEIPTS TO MAKE SURE EVERYTHING IS CORRECT. Contact Tami at 800-357-4421 ext. 200 or tami@kslcms.org if any changes need to be made.