



September/October 2020

CW Current Version 22.19.4/Payroll 2020SR5

Accounting - Opening 2021 and Working on Budgets

Did you know that you do not have to wait until the new year to open your new year in Accounting and begin entering or editing your 2021 budget? That's right!

- You can open a new year at any time, but once you open a new year, you must be careful to make sure you are in the correct year when entering transactions.
- Did you know that you can find printable documents and recorded movies on the [New Year Prep & Help](#) website page that guides you through all the steps to open a new year in the different CW modules? While the documents still reference 2019, they are still applicable to opening any New Year.
- Later, if you are working between years and enter transactions in the 2020 year, you must update beginning balances in the 2021 year.
- If you add a new account to the 2020 year, it will automatically appear in the 2021 year.

So, rather than waiting until January, when most churches are busy, busy, busy, you can open your new year now and start entering or editing your 2021 budgets and work between 2020 and 2021.

Payroll Helper Service

The new Church Windows Payroll Helper Service is available and ready to help you navigate changing taxes, deductions, and new Federal requirements, which has added a new layer of complexity and increased the confusion. Church Windows is here to help!

How We'll Help

- Your church receives a dedicated, experienced Support Tech as a point-of-contact
- We'll initially review your church Payroll file with you, and then ongoing quarterly
- If you receive any notices from taxing authorities, we will also review those and offer suggestions for an appropriate response
- You'll get guidance for our Ministers' unique payroll requirements

You'll Also Get



- Email reminders for Tax Deposits
- Help with correction and unusual tax circumstances (i.e., COVID-related spreadsheets)
- Quarterly electronic filing and electronic W-2 filing via our filing partner, TaxBandits, at no additional charge
- Help with Direct Deposit setup in Church Windows Payroll

What We Don't Do

- Submit direct deposit files to your bank
- File tax returns for your church
- Act as a tax representative of the church

This Service Offers: VALUE!

We've done our homework. We found one tax filing service that will offer direct deposit, filing tax returns, printing W2s, and printing 1099s. Their cost is \$36/month plus \$4 per employee. This service could easily reach \$500/year.

A major payroll processor charges \$10/month per employee just for their basic service. So at 10-15 employees, fees could reach \$2,000/year.

Church Windows Payroll Helper Pricing Tiers

At Church Windows, we like to keep things simple. This service is an annual, flat rate based on the number of employees:

1-5 Employees	\$97/yr
6 - 15 Employees	\$197/yr
15 - 50 Employees	\$297/yr
50+ Employees	\$397/yr



Payroll

Every year it is a good idea to get a head start on reconciling payroll. This year, if COVID-19 and/or Payroll Protection Wages are a part of this year's payments, it is essential to get a jump on this work.

IRS reporting for W-2s requires that employers report each category of Qualified Sick and Family Leave Wages to employees. The information either needs to go in Box 14; or a separate statement to the employee with the W-2. The messaging the IRS wants employers to use is: "sick leave wages subject to the \$511 per day limit," "sick leave wages subject to the \$200 per day limit," and "emergency family leave wages." If employers were to report this in Box 14 of the W-2, it would give the word "fine-print" a new meaning. Have they looked at that form? The wages and withholdings need to reconcile between the W-2s and the 941 reports for the year. Any deferrals of taxes and the Qualified Sick and Family Leave Wages, along with related health care costs, will likely add hours to the task this year. At least getting that reconciliation done through September 30th before heading into the busy Christmas season will alleviate many January headaches.

Last Quarter

We are in the final quarter of 2020. Here are a few things you might need to review in each module. Since the program is very flexible, you might have other fields or reports you check in addition to these.

- Membership – Advancing school grades, advancing groups/classes, and printing an all-information report for members to check for corrections or changes.
- Donations – review Giving Statements and Pledge Reports.
- Accounting – review the Balance Sheet and Treasurer's Report.
- Payroll – review an informative copy of W2s.

Optional Social Security Tax Withholding 9/1-12/31/2020

On Friday, August 28th, the Treasury Department and IRS issued guidance on the presidential directive to allow employers to defer employees' portion of Social Security withholding tax beginning September 1st, 2020. (This guidance is [Notice 2020-65](#).) While we discourage participation, we have a document that explains how to process this in Church Windows Payroll. More information and a document are here - [Optional Social Security Tax Withholding 9/1-12/31/2020](#).

Project Helper

Do you have a large project in Church Windows, but you never seem to have the time to get it completed? Let Church Windows knowledgeable, and professional technicians assist you. You can find



more information regarding our new Project Helper service and receive a quote on guidance and assistance with your needs on our [Project Helper](#) page.

News from our Preferred Partner, Vanco Faith eGiving

As the integrated eGiving partner with Church Windows, Vanco is dedicated to ensuring churches have the resources they need to succeed during COVID-19. Check out [Vanco's Online Resource Center](#) for an extensive library of downloadable eGiving resources.

Here are the top three assets Vanco clients are finding most helpful right now:

- [Returning to Church During COVID-19 Playbook](#): This comprehensive playbook provides actionable guidance for churches reopening during COVID-19.
- [How to Set Up Your Virtual Church Ministry](#): Find easy-to-implement and low-cost tips for setting up a virtual ministry.
- [Use Vanco Mobile to Increase Giving & Improve Communications](#): A short recording highlights how churches use the Vanco Mobile app for eGiving, communication, and seating capacity management.

Changes

To ensure that you receive updates, news, tech tips, and other relevant information from Church Windows, please take a moment to make sure we have the current email and contact information. You can update your contact information by emailing info@churchwindows.com with your present contact person and email address or call 800-533-5227 to verify current contact information.

Backing Up

Remember to make backups of your data regularly. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. A secondary backup never hurts even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)

