



March 2021 Tech Tips

Current Church Windows version 22.19.6 / Payroll 2021 SR1

First Quarter Review Time

Now that we are nearing the end of the first quarter, it is good to review the data in your program. It's also an excellent time to review payroll for accuracy. Ask employees to look at pay stubs and review their deductions, allowances, and taxes withheld. Run a Taxable Earnings Report for anyone who has allowances or non-tax deductions to ensure they're being reported appropriately to each taxing authority.

In Accounting, check your bank reconciliation, review your Balance Sheet, the Treasurer's Report, and the accounts in your Chart of Accounts for accuracy.

In Donations, print and have donors review their Donation statements to make sure their address is correct, and all family members are connected if giving together. Make sure any pledges are appearing correctly on the statement.

In Membership, print a report of All Info and have members review for accuracy.

Payroll – Employee vs. Independent Contractor

While the church is not required to file annual income tax, the church must follow payroll laws. A common question is if an employee should be classified as an employee or an independent contractor. Here is information from the IRS website to help with your decision.

"In determining whether the person providing service is an employee or an independent contractor, all information that provides evidence of the degree of control and independence must be considered.

Common Law Rules

Facts that provide evidence of the degree of control and independence fall into three categories:

1. **Behavioral:** Does the company control or have the right to control what the worker does and how the worker does his or her job?
2. **Financial:** Are the business aspects of the worker's job controlled by the payer? (these include things like how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)



3. Type of Relationship: Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

Businesses must weigh all these factors when determining whether a worker is an employee or independent contractor. Some factors may indicate that the worker is an employee, while other factors indicate that the worker is an independent contractor. There is no “magic” or set number of factors that “makes” the worker an employee or an independent contractor, and no one factor stands alone in making this determination. Also, factors which are relevant in one situation may not be relevant in another.

The keys are to look at the entire relationship, consider the degree or extent of the right to direct and control, and finally, to document each of the factors used in coming up with the determination.”

Vanco Faith eGiving

Sheltering in place due to the pandemic may have decreased worship attendance, but online giving has increased faster than ever. Our partner, Vanco, researched technology trends, how giving has changed, and how donors prefer giving online. Over the coming months, they will release these findings, and they also provide free kits, guides, and documents to help your church with your online donations.

March	Virtual Churchgoer Giving Study and Easter Promo Kit
April	Virtual Churchgoer Giving Study
May	Summer Giving Guide (i.e. Registrations)
June	7 Reasons to Choose eGiving



Emails and Changes

Church Windows utilizes Constant Contact to communicate important information to our users. **DO NOT UNSUBSCRIBE TO CHURCH WINDOWS EMAILS THROUGH CONSTANT CONTACT!** If you unsubscribe, you will not receive any of our emails, **including updates and service releases**. To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to make sure we have the current email and contact information for your church. This can be done by emailing info@churchwindows.com with your current contact person and email address, or call 800-533-5227 and 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](#)

