



Bonuses & Love Offerings

Bonuses and love offerings for pastors and staff are exciting to give during this season, but can cause a headache for the church bookkeeper. **As a reminder: Per IRS rules, Bonuses & Love Offerings MUST be run through payroll.**

To make these items accurate and easy to input, follow these setup instructions:

- ✓ Add **Love Offerings** and **Bonuses** as **Pay Items** in **Maintain Item Descriptions**.
- ✓ Add the appropriate **Pay Item** to each employee in **Maintain List of Employees**.
- ✓ When the time comes to pay, include a dollar amount during payroll processing for the **Love Offerings** or **Bonus**. If these **Pay Items** are setup properly, PowerChurch will calculate the appropriate taxes to withhold and pay.

LOVE OFFERINGS SETUP

FOR PASTORS:

Maintain Item Descriptions

Add Delete Find **Locate** Next

Item No.: 2 Default item

Description: SP Love Offerings

Type: Income

Expense account: 50-7605-000 Pastor Love Offering Exp

Bank account: 50-1110-000 Operational Checking

Tax options: <More options> Housing at

This income is taxable by what types of taxes:

- Federal Withholding
- Medicare
- Social Security
- State Tax

Maintain List of Employees

Add Delete Find

Name: First: Pastor Middle:

Contact Payroll Information **Pay Items** Time Off Salary Histo

No.	Item Name	Item Type
<input checked="" type="checkbox"/>	1 SP Salary	Income
<input checked="" type="checkbox"/>	2 SP Love Offerings	Income
<input checked="" type="checkbox"/>	3 SP Housing	Income

FOR NON-CLERGY STAFF:

Maintain Item Descriptions

Add Delete Find **Locate** Next

Item No.: 198 Default item

Description: Staff Love Offerings

Type: Income

Expense account: 50-7615-000 Staff Love Offering Exp

Bank account: 50-1110-000 Operational Checking

Tax options: Taxable

Maintain List of Employees

Add Delete Find

Name: First: Secretary Middle:

Contact Payroll Information **Pay Items** Time Off Salary Histo

No.	Item Name	Item Type
<input checked="" type="checkbox"/>	150 Secretary	Income
<input checked="" type="checkbox"/>	198 Staff Love Offerings	Income
<input checked="" type="checkbox"/>	199 Bonus	Income
<input checked="" type="checkbox"/>	950 Federal EE Withholding	Tax Deduction
<input checked="" type="checkbox"/>	955 State EE Withholding	Tax Deduction
<input checked="" type="checkbox"/>	960 Social Security EE	Tax Deduction
<input checked="" type="checkbox"/>	961 Social Security ER	Employer Liability
<input checked="" type="checkbox"/>	980 Medicare EE	Tax Deduction
<input checked="" type="checkbox"/>	981 Medicare ER	Employer Liability

~~This newsletter contains information about churches and tax matters. This information is general in nature and does not consider your organization's specific circumstances. This information should not be treated as an alternative to taxation advice from an appropriately qualified professional. If you have specific questions, please consult Stewardship Resources, LLC (a division of Summit Tax & Accounting, LLC) at (217) 877-6766 for advice tailored to your need.~~

BONUSES SETUP

FOR PASTORS:

Maintain Item Descriptions

Add Delete Find Locate Next

Item No.: Default item

Description:

Type:

Expense account: Sr Pastor Salary

Bank account: Operational Checking

Tax options: Housing allc

This income is taxable by what types of taxes:

<input checked="" type="checkbox"/>	Federal Withholding
<input type="checkbox"/>	Medicare
<input type="checkbox"/>	Social Security
<input checked="" type="checkbox"/>	State Tax

Maintain List of Employees

Add Delete Find

Name: First: Middle:

Contact Payroll Information Pay Items Time Off Salary Hist

No.	Item Name	Item Type
<input checked="" type="checkbox"/>	1 SP Salary	Income
<input checked="" type="checkbox"/>	2 SP Love Offerings	Income
<input checked="" type="checkbox"/>	3 SP Housing	Income
<input checked="" type="checkbox"/>	4 SP Bonus	Income

FOR NON-CLERGY STAFF:

Maintain Item Descriptions

Add Delete Find Locate Next

Item No.: Default item

Description:

Type:

Expense account: Staff Bonus Exp

Bank account: Operational Checking

Tax options:

Maintain List of Employees

Add Delete Find

Name: First: Middle:

Contact Payroll Information Pay Items Time Off Salary Hist

No.	Item Name	Item Type
<input checked="" type="checkbox"/>	150 Secretary	Income
<input checked="" type="checkbox"/>	198 Staff Love Offerings	Income
<input checked="" type="checkbox"/>	199 Bonus	Income
<input checked="" type="checkbox"/>	950 Federal EE Withholding	Tax Deduction
<input checked="" type="checkbox"/>	955 State EE Withholding	Tax Deduction
<input checked="" type="checkbox"/>	960 Social Security EE	Tax Deduction
<input checked="" type="checkbox"/>	961 Social Security ER	Employer Liability
<input checked="" type="checkbox"/>	980 Medicare EE	Tax Deduction
<input checked="" type="checkbox"/>	981 Medicare ER	Employer Liability

Have questions? Feel overwhelmed or need assistance?

WE CAN HELP! Our trainers, knowledgeable in accounting practices as well as PowerChurch Plus, can provide the help you need. Call us at 217-877-6766. Visit our website at www.cpachurch.com.

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