

DOLLAR\$ & \$ENSE

DECEMBER 2021

CONFERENCE TREASURER

New Online Payment Website – Acumatica!

We have had many treasurers and pastors log onto the new Online Payment Website since it was released on November 15th! If you have not yet logged in, we encourage you to look back in your email to November 15th for the “Welcome to Acumatica” login information. We will keep www.vaumcpayapp.org payment website, accessible for 2021 payments through the final date for receipts on Tuesday, January 18, 2022 at noon. We encourage you to go ahead and move over to the new payment website before then if possible.

Close Out Dates for 2021 Apportionments

Jan 3 2021 Interim Apportionment Statements Mailed
Jan 18 Cutoff for 2021 Apportionment Payment Processing
Jan 21 Final 2021 Apportionment Statements Mailed

Sign up for 2022 Recurring Monthly Payments!

If your church likes to pay the same amount each month, let us do the work for you! We process recurring monthly payments on the third Monday of each month. If you would like to sign up, mark your 2022 church statement with the amount you want paid each month, sign the bottom and include your email and phone number. Email the statement to treasurer@vaumc.org by Monday, January 10th. The first recurring payment will be processed on Monday, January 24th.

United Methodist Family Services Offering

UMFS is one of the six Virginia Annual Conference Special Offerings. December has been designated as a month to support this ministry. Record contributions for UMFS at the bottom of your apportionment statement, designated as **Fund #6421**. Visit their website at www.umfs.org/annual-giving to learn more.

Important Dates: Year-End Payroll Forms

January 31st is the final date for:

- W2 issued to all employees (including clergy)
 - VA-6 and W2s issued to Va Department of Taxation
 - W2s / W3 issued to Social Security Administration
 - 1099-NE issued to all contractors (paid > \$600)
- Use the enclosed **sample W2** calculation worksheet to correctly report your pastor’s salary.

Year-End Reminders - Treasurers

December is a busy time for all Treasurers! Here are a few reminders to help you stay on track...

- **Welcome New Treasurers!** Please email your name, address, and email address to treasurer@vaumc.org by Dec 15th.
- Review your **Apportionment Statement** carefully to be sure all payments have been correctly applied to each fund. Contact treasurer@vaumc.org with any changes by Dec 15th.
- Monitor your **Accountable Reimbursement** for your pastor carefully so you only pay up to the approved amount on the charge conference form. SPR and Finance Committee can choose to allow pastors to roll over any unused Accountable Reimbursement to next year.
- Submit 2022 lay salary changes to **Wespath Benefits and Investments** to correctly calculate the Employer Contribution Plan. Submit any changes for Personal Contributions (UMPIP) for clergy and lay employees also to Wespath.
- Prepare to make 2022 adjustments in your payroll system to reflect medical and dental deductions for employees that participate in the **Conference Medical Plan**.
- **All donations** to your church received or postmarked by Dec 31st should be applied to your 2021 income. This includes any donations of stock transferred on or before Dec 31st even if you don’t sell the shares until a later time.
- Free W2/W3 forms are available through IRS at <https://www.irs.gov/businesses/online-ordering-for-information-returns-and-employer-returns>.
- **Apportionment statements for January 2022** will be issued late in December. We will be receiving 2021 funds through Jan 18th, so please keep 2021 payments separated from 2022 payments and carefully notate payments that are for the new year!

Merry Christmas and Happy New Years!

The Conference Center will close for Christmas on Thursday, Dec 23rd at 1pm and will reopen on Wednesday, Dec 29th.

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