

The background features a dark blue gradient with several circular gauges and arrows. One large gauge on the left has numerical markings from 140 to 260. Other gauges and arrows are scattered across the scene, some with dashed lines and some with solid lines. The overall aesthetic is technical and modern.


EXPENSE REPORT UPDATES

CELL PHONE, DEADLINES, ETC.

CELL PHONE & HOW TO REPORT FOR REIMBURSEMENT ON PASTORAL EXPENSE REPORT

- Maximum reimbursement of \$60.00 of cell phone bill
- Criteria For Eligibility:
 1. Cell Phone bill must be for a BC Phone Number
 2. Cell Phone bill must be in your own name (not in the name of your spouse or other family member)
- Criteria for Reimbursement:
 1. Amount of Cell Phone reimbursement must be entered on your Pastoral Expense Report for only the month in which the bill is for (discussed further in the following slide)
 1. If missed for a processed Pastoral Travel Report, the cell phone expense CANNOT be added to the following month's expense report.
 2. A copy of the Cell Phone Bill must be provided
 3. A copy of the proof of payment must be provided (such as your credit card statement showing the charge)

HOW TO ENTER ON PASTORAL TRAVEL REPORT

 SEVENTH-DAY ADVENTIST CHURCH (BRITISH COLUMBIA CONFERENCE) <small>HELPING LOCAL CHURCHES AND SCHOOLS GROW GOD'S KINGDOM IN BRITISH COLUMBIA AND THE YUKON</small>		PASTORAL EXPENSE REPORT				
NAME	Pastor Name	PHONE #	### - ### - ####	MONTH	January	2023
Date	Where and Why I Traveled <small>(required by CRA in order to be non-taxable)</small>	Reg Km	Special Km	Other		Total Amount
				Value (\$)	Purpose	
1				60.00	Cell Phone	60.00
2						
3						

DEADLINES TO SUBMIT TRAVEL EXPENSE REPORTS

- **Deadlines For Inclusion in Payroll:**
 - To have your report reimbursed in the 1st pay period of the month, the report must be sent in by the 6th of that month.
 - To have your report reimbursed on the 2nd pay period of the month, the report must be sent in by the 20th of that month.
- **Late Reports Policy:**
 - **Any expense not claimed within 60 days of their occurrence requires approval from Treasury for reimbursement and an additional 10% will be deducted for each month the report is overdue.**
 - E.g. January's report must be sent in by the end of March. If it is sent in April, 10% will be deducted; if it is sent in May, 20% will be deducted, etc

PAP & CHURCH REMITTANCES



Seventh-day Adventist Church (British Columbia Conference)
Box 1000, Abbotsford, BC V2S 4P5
Phone: (604) 853-5451 Fax: (604) 853-8681

Treasury

Transfer Funds and Bank Account Access Request Form

All of the following information is required before your request can be finalized

The following action # _____ was taken at the _____
Church Name

Church Board meeting on the _____ day of _____ 20____

_____ Please attach Church Board minutes that include the action

_____ Please attach VOIDED Cheque or Banking Customer Account Information

To give the SDA Church (BC Conference) permission to debit our church bank account

CHURCHES NOT USING PAP

- Armstrong SDA Church
- Barriere Community SDA Company
- Chetwynd SDA Church
- Golden SDA Church
- Grandview SDA Church
- Juan De Fuca SDA Church
- Maple Ridge SDA Church
- Nakusp SDA Church
- Nelson SDA Church
- Osoyoos SDA Church
- Prince George SDA Church
- Quesnel SDA Church
- Rutland SDA Church
- Trail SDA Church
- Vancouver Chinese SDA Church
- Vancouver Filipino SDA Church
- Victoria SDA Church
- Williams Lake SDA Church



T4, T4A, & T4A-NR'S

YEAR END TAX FORMS

THE BC CONFERENCE PREPARES T4'S, T4A'S, & T4A-NR'S EVERY YEAR END

- T4:
 - Payment of a taxable benefit directly to a **BC Conference employee**: the full amount of that benefit must be reported to the BC Conference so it can be added to their T4 for that tax year
 - >\$0.00 must be reported so it can be added to T4
- T4A:
 - Payment of a taxable benefit to an **individual who is NOT an employee of the BC Conference**: if the total taxable benefit is more than \$499.99, you must report the full taxable benefit to the BC Conference so a T4A can be prepared
 - >\$499.99 must be reported so the T4A can be prepared
- T4A-NR:
 - A payment to a **non-resident of Canada** should **never** be processed by your local church as it requires a 15% tax withholding that **CANNOT** be processed at the local church. If your local church has done a payment to a non-resident that was not processed through the BC Conference, this must be reported at year end so we have the information needed for their T4A-NR.
 - >\$0.00 + all reimbursed travel expenses must be reported with receipts provided so the T4A-NR can be prepared

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PAYROLL PACKET

LOCALLY HIRED EMPLOYEES

BOARD MOTION REQUIRED WORDING WHEN HIRING OR ADJUSTING AN EMPLOYEE'S PAY

The Board Minutes must include **ALL** of the following information:

- **Legal Name of the Employee (no nicknames):**
- **Position title:**
- **Start date (and end date if applicable):**
- **Salary per month (or hourly rate if to be paid on timesheets):**
- **Hours per week:**
- Specify if eligible for extended health benefits

If any of the above information is missing, amendments must be made



THANK YOU FOR YOUR TIME!

The background features a dark blue gradient with a starry space pattern. Overlaid on this are several technical diagrams, including circular gauges with numerical scales (e.g., 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260) and various circular arrows indicating rotation or flow. The text is centered in white.

WHEN ANSWERS AREN'T ENOUGH

WHEN ANSWERS AREN'T ENOUGH, THERE IS JESUS
HE IS MORE THAN JUST AN ANSWER TO YOUR PRAYER
AND YOUR HEART WILL FIND A SAFE AND PEACEFUL REFUGE
WHEN ANSWERS AREN'T ENOUGH, HE IS THERE