

## Payroll Tips for Treasurers – Dates and Memos Simplified

If your church uses your Conference's "Local Payroll" for any employees, here are some tips that will simplify your life and speed up your bank reconciliations.

**1) Print the "Billing Report"** that you receive via email for each pay period and file it in your expense folder as documentation for that payment.

**NOTE:** (If you are not receiving emails for "Local Payroll" from the Conference, your Local Payroll person at the Conference office and ask where they are being mailed or emailed, give them the correct email address for the future, and ask them to send you any that you are missing.

**2) Create and use the payee/vendor name "Payroll – Conference"** or "Payroll: (your) Conference" rather than using "Georgia-Cumberland Conference" when you enter the electronic payment.

- If you need to find a payroll check, it will be easier to locate on the Jewel check report if payroll checks, when sorted by payee, are not mixed with remittance checks.
- "Payroll" is a faster name to enter. Enter the letters "Pay" and Jewel will autofill the vendor, memo and account lines, simplifying data entry.

**A Sample Church w/Parent**      **Checking**  
123 On Your Road  
Somewhere, USA

Date: 02/18/22

Pay to the Order of: 107 Payroll - GCC      \$ 388.19

Exactly: Three hundred eighty-eight and 19/100      Dollars

Memo: Pay date range 1/28/22 to 2/10/22      Ima Treasurer      Treasurer

Running Total: 388.19      ☒ Electronic Payment

| Account                 |        |
|-------------------------|--------|
| 8400 Lawn Care          | 263.14 |
| 8280 Custodial Expenses | 125.05 |

**3) Wait until you reconcile to enter the payroll withdrawals into Jewel.** Then enter each payment that is on that bank statement into Jewel using the exact date that it is deducted from bank, found on the statement and in the "Withdrawal" column of the Local Payroll Calendar. (Tutorial #1160) This will simplify reconciliations and avoid duplicates.

**4) Print the Payroll Calendar (Tutorial #1160) and keep it handy.** Note that the "Withdrawal" dates on the calendar will match the withdrawal dates on your bank statement.

| # | PAY PERIOD DATE RANGE   | SUBMIT HOURS | WITHDRAWAL |
|---|-------------------------|--------------|------------|
|   | 12/17/2021 - 12/30/2021 | 1/3/22       | 01/07/22   |
| 1 | 12/31/2021 - 1/13/2022  | 1/17/22      | 01/21/22   |
| 2 | 1/14/2022 - 1/27/2022   | 1/31/22      | 02/04/22   |
| 3 | 1/28/2022 - 2/10/2022   | 2/14/22      | 02/18/22   |

**5) Enter the correct “pay date range” for each electronic check on its memo line when you create it, matching it to the withdrawal date on the Payroll Calendar. (Tutorial #1160)**

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You can find this date range on the Payroll Calendar, on the same line as the withdrawal date.

| # | PAY PERIOD DATE RANGE   | SUBMIT HOURS | WITHDRAWAL |
|---|-------------------------|--------------|------------|
|   | 12/17/2021 - 12/30/2021 | 1/3/22       | 01/07/22   |
| 1 | 12/31/2021 - 1/13/2022  | 1/17/22      | 01/21/22   |
| 2 | 1/14/2022 - 1/27/2022   | 1/31/22      | 02/04/22   |
| 3 | 1/28/2022 - 2/10/2022   | 2/14/22      | 02/18/22   |
| 4 | 2/11/2022 - 2/24/2022   | 2/28/22      | 03/04/22   |

**6) Each time you enter a check, edit the “pay period date range” on the memo line to match the new withdrawal date.**

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Memo Pay date range 2/11/22 to 2/24/22 Ima Treasurer

Date 03/04/22

Corresponding videos: 10.4 – Recording Payroll Hours and Payments. Find at <https://www.gccsda.com/auditing/10963>  
2.3 – Accuracy in Posting and Dating.

For more tutorials on JEWEL INFORMATION & PROCESS HELPS, see section 8000 on the gccsda.org auditor webpage

*This information has been brought to you by the Georgia-Cumberland Conference Audit Team  
Created by Linda McCabe. Edited 8/26/2025*