

Liberty Magazine Subscription Campaign part 2

Tutorial #6060, "Religious Liberty Campaign part 1" explains how to enter Liberty Magazine subscriptions in Jewel during the months of January through March. Before March is closed, it is time to complete that process. To remind you, this is our way of fulfilling IRS requirements, since donors cannot receive a donation receipt when also receiving something in return, like a magazine subscription. It is complicated, but I have broken it down into simple steps for you.

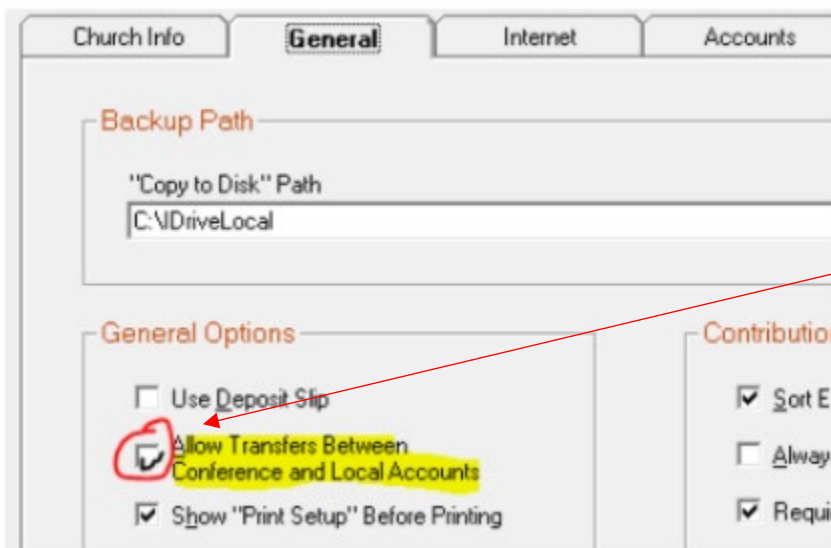
NOTE: If none of your members have requested/paid for a subscription to Liberty Magazine during the last three months, read no further. The following instructions do not apply to you.

Non-subscription donations to Religious Liberty are posted to code #50087 as usual and will be included with your regular monthly remittances.

If one of your Religious Liberty donors asked for a subscription, and if you created a separate NTD (not tax deductible) local account for subscriptions, and if that account has a balance, this is for you.

Follow these instructions BEFORE you do your March remittance. If that time has already passed, do it NOW. Whenever "Now" is. ☺

1) Follow these instructions EXACTLY as they are written, step by step, in the order that they are written. If something doesn't seem right, back up and read the instructions again.



2) Go to Jewel Home Page/Maintenance/Properties/General Tab. Under "General Options", find "Allow Transfers Between Conference and Local Accounts" and click on the little box beside it. (unless it is already checked, in which case leave it checked.) You want it to be checked. (see illustration to the left)

3) Click on OK to leave that page. (Make sure you do this!)

4) Go to Jewel Home Page/Transfer Funds and fill in all the lines/boxes one at a time, using the following instructions. (see on page 2 for example of how it might look)

- A. **Date:** 03/31/24. (or current date if you are doing this after March has already been closed.)
- B. **Memo:** "To Remit 2025 (or current year) Liberty Subscription Funds."
- C. Click on the little box to the right of the memo line that says **"Transfer To/From Conference Funds"** (You MUST do this, in order to complete the next steps successfully.)
- D. **From Account:** Liberty Magazine – NTD (or whatever you named your local subscription account. Your local account number will vary.)
- E. "From Account" - **Amount:** Whatever balance you have in that account should be entered in this box. (The little box that says "Balance", just under the From Account will tell you how much is in this account. if the "balance" says "\$0.00, then click "cancel" in the top right, then skip to steps 6 and 7 and you are done.)

F. **To Account:** 50087 – Religious Liberty.

G. “To Account” - **Amount:** the same amount that you entered in the “From Account” Amount Box.

5) Click on OK to leave the page. A warning message will appear, but just say yes. Then another popup box will say “Transfer Has Been Recorded”.

6) Go back to Jewel Home Page/Maintenance/Properties/General Tab. Under “General Options”, find “Allow Transfers Between Conference and Local Accounts” and unclick the little box beside it. You want that little box to be empty. Blank. Unchecked.

7) Click OK to leave the page. Yay! You survived the 2024 Liberty Magazine Campaign!

This will transfer the subscription funds from the local NTD account back into the Religious Liberty Conference account so that it will be sent to the conference with the March Remittance Check.

If you have any trouble, first re-read the instructions carefully and see if you missed a step. If you can’t figure it out, contact me and I would be happy to assist.

To double check, go to Financial Summary, and if the local "Liberty Magazine - NTD" ending balance is zero (see green circle in the example below) and the Conference Fund #50087 has the ending balance that used to be in your local account, you were successful!

Your financial summary will look something like this: Local moved to Conference. Local should be zero.

9950	Liberty Magazine NTD	12.00				-12.00	0.00
	*** Total Local Funds	71,900.76	512.57	3,276.59		-12.00	69,124.74
1	Tithe	0.00	1,388.43				1,388.43
501	Sabbath School Offering	0.00	6.50				6.50
502	13th Sabbath Offering	0.00	40.00				40.00
3003	Religious Liberty	0.00	25.00			12.00	37.00
	*** Total Conference Funds	0.00	1,459.93	0.00		12.00	1,471.93

And you are done - until next year.

Transfer Funds

Date: 03/31/25 Memo: To remit 2025 Liberty Subscription Funds ☒ Transfer To/From Conference Funds

☒ Transfer FROM a single account ☐ Transfer TO a single account

From Account

8861	Liberty Magazine - NTD	+	Amount	14.00
Balance			14.00	

To Account(s)

Account	Running Total	Amount
50087 Religious Liberty		14.00

For more tutorials on GCC-DENOMINATIONAL POLICIES-GUIDELINES, see section 6000 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 8/25/2025*