



### Hours of Operation: (Eastern)

Monday - Thursday 9 am - 6 pm

Friday 9 am - 5 pm

### January Extended Hours:

Monday - Thursday 9 am - 8 pm

Friday 9 am - 5 pm

Saturday 10 am - 1 pm

### Support Lines & Offices Closed:

Thanksgiving – November 22nd & 23rd

Christmas Eve & Day – December 24th & 25th

New Years Day – January 1st

## Prepaid Pledges – Year End Gifts toward Next Year’s Pledge

As 2018 ends, many churches will have contributors giving toward their 2019 pledge in order to get the additional deduction on their 2018 taxes. These gifts need to show on their 2018 giving statement from the church, but for church reporting purposes may be considered income for 2019. Tracking this money is a two-step process in the Contribution module.

Step #1 – Enter the contribution with the regular Sunday’s batch (probably to a giving account called “Prepaid Pledges” which is not a pledge account).

Step #2 – Click on Contribution>Enter/Edit Pledges, bring up the person’s record and click on the “Next Year” tab. Enter the amount of the prepaid gift into the column titled “Prepaid.”

When the Contribution End-of-Year Procedure is performed, the system will automatically roll this prepaid amount over to the current year tab. If you forget to enter these on the next year tab before doing the End-of-Year, you can still enter them on the Current Year tab in the New Year.

The 2018 and the 2019 giving statements will reflect the prepaid donation.

**Note:** This money can flow from Contribution to the Accounting/Financial module into a liability account (an account that begins with a “2”) called Prepaid Pledges. In the New Year, a journal entry will move it from the liability account into an income account.