

Procedure for recording and reporting Evangelism funds

Please note the Procedure for recording and reporting Evangelism funds received:

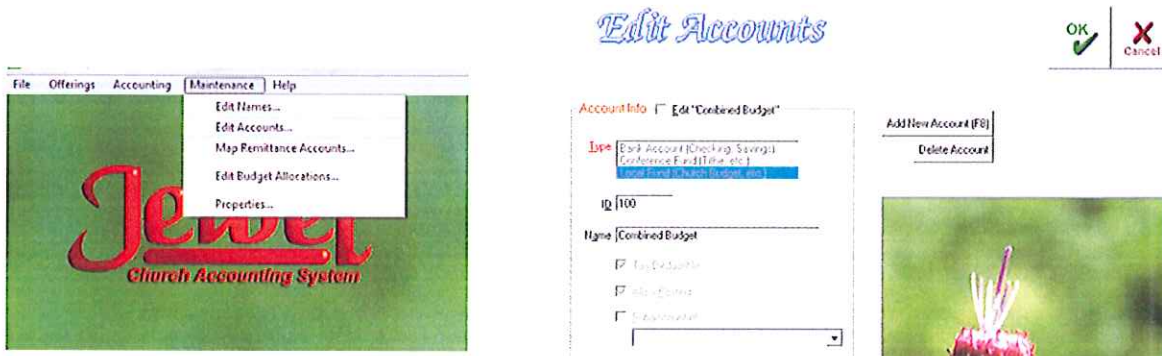
- The church treasurer will create an account in Jewel for each Evangelism Project funded by the Evangelism Committee,
- All offerings and disbursements must be posted to the new account,
- At the end of the project, an Account Journal must be printed and attached to the Evangelism Recap Report (write "See Account Journal" on the Recap Report),
- Attach copies of the receipts or invoices to the Account Journal and the Recap Report (the original invoices must remain in the church financial records).

- [Evangelism Recap Form \(pdf\)](#)
- [How to print Account Journal from Jewel](#)
- [Copy of e-mail](#)

[Log in](#)

Procedure for recording and reporting Evangelism funds (Evangelism Recap)

Maintenance => Edit Accounts



Account Info

1. Select **“Add New Account”**
2. Type: Select **“Local Fund”** by clicking on it.
3. ID: Type a number for the account. “Local Funds” should be numbered 100 through 998.
(The number assigned will determine the order of the account listing on the Financial Summary.)
4. Name: Type the name of the fund.
5. Tax Deductible: Click to place a check in Tax Deductible.
6. Allow Posting

“OK” Button

