

Book Poplar Springs Baptist Church Policy Manual

Section 4000 Financial Policies

Title Employee Christmas Bonus

Number 4400

Authority Article V Section 1 of the Church By-Laws
Article XI of the Church By-Laws
Personnel Committee Handbook
IRS Regulation

Adopted Personnel Committee Handbook adopted September 14, 2014

1. The Personnel Committee will initiate the request for all staff Christmas Gifts and submit the request to the Finance Committee for approval.
2. The Christmas bonus is taxable income and must be reported as wages on the employee's W-2 and is subject to all applicable payroll taxes.