

To: Area and Lighthouse Leaders, SPCs

Cc: State Leaders, U.S. Regional Leaders

I am running late with my 2023 Housekeeping letter and there are a couple of time sensitive things I need to remind you of.

1099s

1099's must be done every year. Up until last year the form you used was a 1099-Misc – that has changed to a 1099-NEC. If you pay any one person \$600 or more during a calendar year, you **must** send a 1099-NEC to each of them by **January 31**, of the following year. Then by **February 28th**, you must also file a 1096 with the IRS, which is a compilation of the 1099s you sent out. There are good instructions on filing the form in the Finance Digest, though the forms are pretty straight forward.

We suggest that Area teams buy a package of these forms and share with Lighthouse teams in their area, or with other area teams, or ask your CPA if he/she has any forms left over. This is also true for your venue if you give them \$600 or more per year. If your venue is incorporated, you don't need to give one to them.

YEARLY FINANCIAL REPORTS

- » **The Lighthouse yearly financial report** for each calendar year must be sent to your Area team, State Leader (if you have one) and your Regional Director by January 31st. **Lighthouses do not send reports to Aglow Headquarters.**
- » **(States with State Leaders are:** Florida, Indiana, Kentucky, Michigan and Ohio)
- » **Area Teams send a yearly financial report** for each calendar year by January 31st, after the close of each year. Please send **this report** to LindaJones@aglow.org, your Regional Director and your State Leader.
- » **Area Teams** must also send a **Cumulative Report of their Lighthouses** to LindJones@aglow.org. by February 15th. Forms are available in MyAglow, or from DruciAllen@aglow.org.
- » **SPCs – send your finance reports to whomever Nancy tells you to.**

Thank you so much to those of you who have gotten your reports in for 2022

Let me know if you have questions. Don't give up on the housekeeping letter – it's coming!

Love and hugs,

Linda