

## Help for figuring and reporting your payments to Wabash Conference

This spreadsheet contains a report for each month of the year. Enter the following information and it will update all of your sheets for the year. Be sure to update this information if there are any changes during the year.

This information is crucial in the event of a question or problem with the church payment(s). We try to email as much as possible and do respect your time, especially if you have commitments outside the home. However, we do need to know how to reach you during office hours if necessary.

Enter your church city & name here



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Enter your name (treasurer)



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Treasurer's daytime phone # w/area code:



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Treasurer's email address



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### **PLEASE REVIEW THIS IMPORTANT INFORMATION**

#### Report for the month of:

Indicate what period of time the calculation is on (i.e. month prior to the 10th).

**Reports are due on the 10th of every month (even if funds are not available)**

#### Wabash Ministries Budget Share Calculation

- > This section is to be completed with the prior month information to determine the local church's "Wabash Ministries Budget Share".
- > List ALL income that the church received for the month
- > The church does not pay Wabash Ministries Budget Share on certain income funds. The "Less Income Exclusions" section lists those funds that are backed out of the calculation. This section is for INCOME exclusions only.
- > The "Less Expense Deductions" section is for additional deductions allowed for PAYMENTS that the church made during the prior month and are also backed out of the Wabash Ministries Budget Share calculation.
- > The "Net Amount of Above" line is the sum of the total income less income exclusions, less expense deductions. This is the figure that the 8% is calculated on.
- > The "Wabash Ministries Budget Share" line is the above figure times 8% (\$25 minimum). This is the amount due for Wabash Ministries.
- > Note, copies of your financial reports are NOT needed by the conference office unless you need assistance with the calculation.

#### Remittance Calculation

- > The "Wabash Ministries Budget Share" figure is to be carried down to the "Remittance Calculation" section. Please provide an explanation if you are not paying the calculated amount due. Partial payments are expected in leau of no payment. The church is under obligation to meet the entire tithe amount unless other arrangements are made.
- > If for some reason prior months were not paid and you are catching up, list the amount that you are paying under "Funds for Wabash Special Projects" section and indicate "Wabash Ministries" and the month(s) that you are paying.

#### FMCUSA Home Ministry Obligation - aka EPP or Home Fair Share (previously UMC Home ministries)

- > This is the allocated FMCUSA administrative/overhead costs that are passed on to each local church. It helps pay for: FM Communications, Board of Bishops, Administration and World Ministries Center operation, Ministerial Scholarships and Grants, Financial Services for the Home Ministries and World Missions, FM Networks, General Conference, Human Resources, Ministerial Credentialing Services, Marston Memorial Historical Center, Board of Administration, and Chaplaincy (just to name a few).

- > The amount of obligation for each local church is based on the annual reports. The Wabash church obligations are shared at Annual Conference every year and is NOT to be confused with FM World Missions Support. **These obligations may also be found on our web site or you may contact our office.**
- > We ask that you send 1/12 of your obligation to the Conference office on a monthly basis; list payment on the "FMCUSA Home Ministry" line.
- > Please do not over pay your church's amount for the year as these funds do not benefit any area. If the church has extra funds to send, please list the amount under the "Wabash Special Projects" section or send to FM World Missions. Be sure to indicate where the funds are to be applied.

#### **Life/AD&D & volunteer premiums**

- > Include all full-time pastor's Life/AD&D premiums and voluntary life premium payments here.
- > The Conference office is billed insurance premiums in advance of coverage. Therefore, the amount due here is for the UPCOMING MONTH (due on the 10th of the current month, not prior month as with all other obligations). This amount may be adjusted every year, effective on the December reports

#### **Funds for Wabash Conference Special Projects**

- > If remitting any other dollars for conference purposes, specify what you are sending these funds for
- > Add any other notes that you believe would be helpful to processing your payment.
- > Send funds directly to FMCUSA for special FM MISSIONS projects (such as Bishop's Famine Relief, Thank Offerings, Freedom Sunday, etc.)

#### **Pastoral Pension**

- > Please send all pension funds directly to FMCUSA-HR Department, NOT to Wabash Conference
- > Any time there is a change to the pastor's salary, FMCUSA must be notified via the Change of Status form at <http://fmcusa.org/hr/forms/>

#### **Reporting your World Missionary Support**

- > Each church is asked to send their commitment for World Missions to FMCUSA-World Missions so that the missionaries know how to plan. **Note> if they do not have enough in commitments, they are not allowed to go to the field to do their work.**
- > Please send all world missionary support directly to FMCUSA-World Missions, NOT to Wabash Conference

#### **Total Due**

- > If funds are coming out of the same bank account, we prefer only one check per month. This will most likely save you time and money too.
- > If you wish to send the church payment through your bank's on-line "bill pay" option, feel free to do so and email the remittanced form to [wabashfinance@aol.com](mailto:wabashfinance@aol.com) for proper application of the church's payment

#### **Other information**

- > Please list your check number(s) and payment amounts of those enclosed, and total funds remitted on the bottom of the form.
- > If you have listed any new treasurer information at the top of the form, please mark the red box so that we are sure to update our records.

#### **Cash Crunch??**

- > We realize that this may cause extra effort to track; however, partial payments are expected in leau of none. We don't want to see any local church with a large debt to meet all of the sudden!

**Contact Jody Belton, Business Manager at 317-831-0022, 800-704-3945 or [wabashfinance@aol.com](mailto:wabashfinance@aol.com) if you have ANY questions regarding this form.**

Additional forms are available at [www.wabashconference.org](http://www.wabashconference.org) under FORMS