

**CHARGE CONFERENCE
FORMS**

**HOW THE DETAILS OF
PAPERWORK
INFORM AND ASSIST
THE MINISTRY OF THE
CHURCH**

CHARGE CONFERENCE

CHARGE CONFERENCE

- Forms, Forms, and more Forms!
- Three purposes:
 - 1) Ensure ministry and financial details are planned for, and are reported to the church
 - 2) Provide an annual contact point between congregation, district, and conference
 - 3) Provide information to assist research, oversight, communication, and the forming of a big-picture view of Methodist ministry

CHARGE CONFERENCE

- Forms, Forms, and more Forms!
- Some info is entered online (Compensation form, Leadership list)
- Other forms downloadable at your convenience, 24/7 – see www.sgaumc.org
- Each DS will explain precisely what they want
- Do your dashboard monthly and CC will be much easier.

CHARGE CONFERENCE

- Special forms – approving Lay Speakers, Certified Lay Ministers, and Candidates for Ministry – require rejoicing
- Some take advance work (Parsonage review, accessibility audit)
- Trustees report needs location of deed
- Ideally, committees should see form. It may remind them of what needs doing (updating insurance, Safe Sanctuaries training, etc.)

COMPENSATION

COMPENSATION

- What is compensation?
- Total package vs income vs taxable
- Salary + housing + insurance + pension
- NEW ** + moving expenses **
- All pastors of same status get same insurance and pension benefits.
- Compensation form done at least annually
- Done online usually at Charge Conference time

COMPENSATION FORM PART 1

- Compensation form comes in two parts
- Only Part 1 (front side) needs to be done for Charge Conference
- Only Part 1 contains items that come from church funds
- Part 1 MUST BE SIGNED by church officials

South Georgia Conference	South Ga. Conference #
Local Church/Charge Conference Report	SAC General Church #
Pastor's Compensation Form for 2019	Effective date of form
Part 1 - General Information (Please complete a form for each minister appointed to the church.)	
Charge	Pastor's Conference Status
Part 2 - Compensation Information	
1. Compensation Approved by Charge Conference	
(Total \$ amount from all churches)	
(Church A _____ Ch B _____ Ch C _____ Ch D _____)	W-2 Form Reference
2. Other taxable compensation paid by church	
a. Cash paid for travel (unreimbursed, no voucher required)	
b. Spouse/Family insurance OTHER THAN HEALTHED paid by church	
c. Continuing education, books and publications (not paid by church)	
d. Other cash allowances given to pastor	
e. Total Cash Allowances or Non-Accountable Reimbursements/ Plans (line 2c-d)	
3. Equitable Compensation or Other Annual Conference Funds	
a. Equitable Compensation funds given to church for minister's salary	
b. Other Annual Conference Funds given to church for minister's salary	
(This includes Hispanic Ministries and IMC2 funds)	
c. District Funds given to support minister's salary	
d. Total Salary Supplements (line 3a-c)	
4. Total Compensation (from local church and salary supplements)	
a. Housing, Furnishings, or Utilities ***	
b. Parsonage - Is parsonage available to the pastor? Yes ___ No ___	
c. Housing Allowance provided instead of parsonage? Yes ___ No ___	
d. Housing Allowance provided instead of parsonage (in addition to salary)	Box 14 optional
e. Housing, Furnishings, Utilities, etc. expenses withheld from salary	Box 14 optional
Part 3 - Additional Budgeted Items	
6. Additional items in Local Church Budget (do not include items in #7)	
a. SAC approved Accountable Reimbursement Plan (This includes	
substantiated and/or travel expenses paid based on vouchers and receipts)	
b. Health/Flex Insurance premiums for spouse or family paid by church	
c. Other expenses paid by local church (not based on voucher & receipts)	
d. Total Additional Items in Local Church Budget (line 6)	
7. Other Information Requested by Cabinet in Local Church Budget	
a. Expenses of Minister attending Annual Conference included in budget	
b. Funds for minister's continuing education included in church budget	
c. Total Other Information requested by the Cabinet (line 7)	
Agreement Making Salary is total of lines 4 + 6B)	

This column will help you fill out the W-2 at the end of the year

South Georgia Conference		South Ga. Conference #	
Local Church/Charge Conference Report		LSC General Church #	
Pastor's Compensation Form for 2019		Effective date of form	
Part 1 - General Information (Please complete a form for each minister appointed to the church)			
Diocese		Pastor's Conference Station	
Pastor		W-2 Form Reference*	
Part 2-Compensation Information			
1 Compensation Approved by Charge Conference (Total \$ amount from all churches)			
2 Other taxable compensation paid by church			
3 Spouse/Family insurance OTHER THAN HEALTH (paid by church)			
4 Other cash allowances given to pastor			
5 Total Cash Allowances or Non-Accountable Reimbursement Plans (Lines 2-5)			
6 Equitable Compensation or Other Annual Conference Funds			
7 Total Salary Supplements (Line 3-6)			
8 Total Compensation (from local church and salary supplements)			
9 Housing, Furnishings, or Utilities ***			
10 Parsonage: Is parsonage available to the pastor? Yes ___ No ___			
11 Housing Allowance provided instead of parsonage? Yes ___ No ___			
12 Housing Allowance provided instead of parsonage (in addition to salary) \$ _____ (Box 14 optional)			
13 Housing, Furnishings, Utilities, etc. expenses withheld from salary \$ _____ (Box 14 optional)			
Part 3 - Additional Budgeted Items			
14 Additional Items in Local Church Budget (Do not include items in # 1-13)			
15 IRS approved Accountable Reimbursement Plan (This includes tuition and/or travel expenses paid based on receipts with receipts)			
16 Health/Plan insurance premiums for spouse or family paid by church **			
17 Other expenses paid for local church paid based on receipts & receipts			
18 Total Additional Items in Local Church Budget (Line 14-17)			
Part 4 - Other Information Requested by Cabinet in Local Church Budget			
19 Expense of Minister attending Annual Conference included in budget			
20 Funds for minister's continuing education included in church budget			
21 Total Other Information requested by the Cabinet (Lines 19-20)			
*Agreement Making Salary is total of lines 4 + 8B			

6a is normal business expenses

ACCOUNTABLE REIMBURSEMENT

- Church should have an AR plan set up to reimburse pastor for ordinary business expenses
 - Mileage
 - Meals
 - Books
- Must be reimbursed by voucher/receipt, or it is taxable income
- Normally reimbursed monthly
- Anything purchased with AR funds belongs to church

MILEAGE

- Church may select IRS rate, Conference rate, or set their own reimbursement rate
- If they reimburse more than IRS rate, it is taxable
- If they reimburse less than IRS rate, pastor may have trouble claiming difference as business expense
- Pastor can't deduct mileage as before (tax reform), so reimburse
- Contemporaneous record required

South Georgia Conference		South Ga. Conference # _____	
Local Church/Charge Conference Report		LMC General Church # _____	
Pastor's Compensation Form for 2019		Effective date of form _____	

Part 1 - General Information (Please complete a form for each minister appointed to the church.)

Charge: _____ Pastor's Conference Status: _____

Part 2 - Compensation Information

1. Compensation Approved by Charge Conference (Total \$ amount from all churches)

2. Other taxable compensation paid by church

3. Equitable Compensation or Other Annual Conference Funds

4. Additional Items in Local Church Budget (Do not include items in #1)

5. Housing, Furnishings, or Utilities ***

Part 3 - Additional Budgeted Items

6a. Additional Items in Local Church Budget (Do not include items in #1)

6b. Health/Flex Insurance premiums for spouse or family paid by church ***

6c. Health/Flex Insurance premiums for spouse or family paid by church ***

6d. Other expenses paid for local church paid based on minister's bill receipts

6e. Total Additional Items in Local Church Budget (Sum)

7. Other Information Requested by Cabinet in Local Church Budget

6a, 6c, and 7 should not be under minister's pay in church budget

6b will be – but not on W-2

Signatures necessary, have legal weight

Charge: _____ Pastor: _____

Part 4 - Signatures

Signature of Pastor: _____ Date: _____

Signature of PRC/OPRC chair: _____ Date: _____

Signature of Church Treasurer: _____ Date: _____

Signature of District Superintendent: _____ Date: _____

Part 5 - Benefits

8. Minister's Personal Contributions to Pension/Investment Plan

9. Health/Flex Insurance premiums for spouse or family paid by church ***

10. Health/Flex Insurance premiums for spouse or family paid by church ***

11. Total of all contributions to Pension / Investment Plans (Sum)

12. Adjusted Cash Salary from all sources - Enter if less than SA, BE, & STS

COMPENSATION FORM PART 2

- Part 1 is all costs paid by the church, and must be approved by the Charge Conference
- Part 2 has to do with the pastor's personal election for health insurance and pension. All is paid out of the pastor's salary
- Part 2 cannot be done until Open Enrollment for insurance, usually late fall
- Church does not need to approve Part 2, since it only involves the pastor's personal funds

Charge Pastor

Part 4 - Signatures

Signature of Pastor _____ Date _____

Signature of PFRS/CPRNG chair _____ Date _____

Signature of Church Treasurer _____ Date _____

Signature of District Superintendent _____ Date _____

See W-2 Form instructions for further information concerning the Form W-2 information.

Effective Jan. 1, 2014, retroactive payments for insurance plans other than Health/Flex are taxable income and should be included in Box 1 of the W-2.

Having Advance Resolutions must be approved by charge conference in advance of payment.

SECTIONS 8 & 9 WILL BE COMPLETED NOV 14/DEC 1 (AFTER OPEN ENROLLMENT)

Checked from last year:

4 Total Compensation from local church and salary supplement: _____

Part 5 - Benefits

8 Member's Personal Contributions To Pension/Investment Plan
(This does NOT include CRSP-QB and CRSP-QC salary to church)
(This is withheld from member's paycheck; church will be billed directly)

Plan salary per IRC 4030(a) _____ Box 12 - Code A

A Balance contributions made to the U. M. Pension Investment _____ Box 12 - Code B

B Other 4030(a) plan (payments to Internal Revenue Code Section 4030(a)) _____ Box 12 - Code C

C Roth contributions to approved pension / investment plans _____ Box 12 - Code BA

D After-tax contributions to approved pension / investment plans _____

E Total of all contributions to Pension / Investment Plans (BA-C) _____

9 Salary Reduction Contributions to a CalSavers Plan (IRC Sec. 129)
(This is withheld from member's paycheck; church will be billed directly)

Conference Health/Flex for the member is NOT included here:

A Health Plan payments for spouse or family (withheld from salary) _____ Box 14 (optional)

B Additional insurance cost (Vision, dental, higher premium for dental) _____ Box 14 (optional)

C FSA - Medical Reimbursement Account (MRA) _____ Box 14 (optional)

D FSA - Dependent Care Account (DCA) _____ Box 14 (optional)

E HSA - Health Savings Account (if you have an eligible health plan) _____ Box 14 - Code IV

F Total contributions to CalSavers Plan (lines BA-E) _____

10 Adjusted Cash Salary from all sources - Line 4 less lines BA, BB, & B7C. _____ Indicate on and include on line 1.

Part 6 - Signatures

Signature of Pastor _____ Date _____

Signature of Church Treasurer _____ Date _____

(Send signed copy to District office)

Annotations:
This part is done later in the fall, after Open Enrollment
No church funds are involved, and it does not need church approval

Charge Pastor

Part 4 - Signatures

Signature of Pastor _____ Date _____

Signature of PFRS/CPRNG chair _____ Date _____

Signature of Church Treasurer _____ Date _____

Signature of District Superintendent _____ Date _____

See W-2 Form instructions for further information concerning the Form W-2 information.

Effective Jan. 1, 2014, retroactive payments for insurance plans other than Health/Flex are taxable income and should be included in Box 1 of the W-2.

Having Advance Resolutions must be approved by charge conference in advance of payment.

SECTIONS 8 & 9 WILL BE COMPLETED NOV 14/DEC 1 (AFTER OPEN ENROLLMENT)

Checked from last year:

4 Total Compensation from local church and salary supplement: _____

Part 5 - Benefits

8 Member's Personal Contributions To Pension/Investment Plan
(This does NOT include CRSP-QB and CRSP-QC salary to church)
(This is withheld from member's paycheck; church will be billed directly)

Plan salary per IRC 4030(a) _____ Box 12 - Code A

A Balance contributions made to the U. M. Pension Investment _____ Box 12 - Code B

B Other 4030(a) plan (payments to Internal Revenue Code Section 4030(a)) _____ Box 12 - Code C

C Roth contributions to approved pension / investment plans _____ Box 12 - Code BA

D After-tax contributions to approved pension / investment plans _____

E Total of all contributions to Pension / Investment Plans (BA-C) _____

9 Salary Reduction Contributions to a CalSavers Plan (IRC Sec. 129)
(This is withheld from member's paycheck; church will be billed directly)

Conference Health/Flex for the member is NOT included here:

A Health Plan payments for spouse or family (withheld from salary) _____ Box 14 (optional)

B Additional insurance cost (Vision, dental, higher premium for dental) _____ Box 14 (optional)

C FSA - Medical Reimbursement Account (MRA) _____ Box 14 (optional)

D FSA - Dependent Care Account (DCA) _____ Box 14 (optional)

E HSA - Health Savings Account (if you have an eligible health plan) _____ Box 14 - Code IV

F Total contributions to CalSavers Plan (lines BA-E) _____

10 Adjusted Cash Salary from all sources - Line 4 less lines BA, BB, & B7C. _____ Indicate on and include on line 1.

Part 6 - Signatures

Signature of Pastor _____ Date _____

Signature of Church Treasurer _____ Date _____

(Send signed copy to District office)

Annotations:
Treasurer must sign - to be sure Treasurer is informed of what to withhold from pay
Must be signed by pastor - unsigned is not acceptable

Charge Pastor

Part 4 - Signatures

Signature of Pastor _____ Date _____

Signature of PFRS/CPRNG chair _____ Date _____

Signature of Church Treasurer _____ Date _____

Signature of District Superintendent _____ Date _____

See W-2 Form instructions for further information concerning the Form W-2 information.

Effective Jan. 1, 2014, retroactive payments for insurance plans other than Health/Flex are taxable income and should be included in Box 1 of the W-2.

Having Advance Resolutions must be approved by charge conference in advance of payment.

SECTIONS 8 & 9 WILL BE COMPLETED NOV 14/DEC 1 (AFTER OPEN ENROLLMENT)

Checked from last year:

4 Total Compensation from local church and salary supplement: _____

Part 5 - Benefits

8 Member's Personal Contributions To Pension/Investment Plan
(This does NOT include CRSP-QB and CRSP-QC salary to church)
(This is withheld from member's paycheck; church will be billed directly)

Plan salary per IRC 4030(a) _____ Box 12 - Code A

A Balance contributions made to the U. M. Pension Investment _____ Box 12 - Code B

B Other 4030(a) plan (payments to Internal Revenue Code Section 4030(a)) _____ Box 12 - Code C

C Roth contributions to approved pension / investment plans _____ Box 12 - Code BA

D After-tax contributions to approved pension / investment plans _____

E Total of all contributions to Pension / Investment Plans (BA-C) _____

9 Salary Reduction Contributions to a CalSavers Plan (IRC Sec. 129)
(This is withheld from member's paycheck; church will be billed directly)

Conference Health/Flex for the member is NOT included here:

A Health Plan payments for spouse or family (withheld from salary) _____ Box 14 (optional)

B Additional insurance cost (Vision, dental, higher premium for dental) _____ Box 14 (optional)

C FSA - Medical Reimbursement Account (MRA) _____ Box 14 (optional)

D FSA - Dependent Care Account (DCA) _____ Box 14 (optional)

E HSA - Health Savings Account (if you have an eligible health plan) _____ Box 14 - Code IV

F Total contributions to CalSavers Plan (lines BA-E) _____

10 Adjusted Cash Salary from all sources - Line 4 less lines BA, BB, & B7C. _____ Indicate on and include on line 1.

Part 6 - Signatures

Signature of Pastor _____ Date _____

Signature of Church Treasurer _____ Date _____

(Send signed copy to District office)

Annotations:
NOTE: 10 is not taxable salary - see little note on side for taxable salary

CHARGE CONFERENCE

- Great time to review the church insurance coverage – so many have only property coverage
- Worker's Comp is mandated for pastor
- D&O coverage, employee crime/ dishonesty, and employment practices liability are highly recommended
- Make sure liability covers sexual misconduct for staff and volunteers

CHARGE CONFERENCE

- Accessibility Audit can be VERY helpful
 - Natural tendency is to think all is okay, because we all can attend
 - Natural tendency is to think "That's a lot of work" and immediately go, "We don't need to do that."
 - Helpful to look at the building through the eyes of those who find attendance difficult
 - Many times we are willing to adjust, we just don't know what to do – audit provides guidance
 - May wish to do things step-by-step over several years if expenses are an issue

#10000 ACCESSIBILITY ALERT FOR LIMITED RESOURCE CHURCHES (English, Second Edition)

Check	Y	N	Notes
1	2	3	4
1.1			Clearly visible work or done people in accessible entrance
1.2			1st standard 2nd parking space on on level ground near entrance
1.3			Minimally used door's having a habit of being open, closed, or
4.1			At least 1 set of stairs to be clearly marked with a sign
4.2			Accessible parking space must be 9' wide with 20' x 30' area
4.3			At least one accessible space in accessible 1st floor in clearly marked
4.4			marked adjacent to entrance door or 1st floor level
7.1			50' wide curb cut must be provided from parking
7.2			space to ramp, the end of ramp 10' wide
8.1			Entrance to building must be clearly marked
9.1			Minimum 100' of accessible route to building
10.1			Building must be 100' wide
10.2			At least one accessible route to building
10.3			50' wide curb cut must be provided from parking
10.4			space to ramp, the end of ramp 10' wide
10.5			Entrance to building must be clearly marked
10.6			Minimum 100' of accessible route to building
10.7			Building must be 100' wide
10.8			At least one accessible route to building
10.9			50' wide curb cut must be provided from parking
10.10			space to ramp, the end of ramp 10' wide
10.11			Entrance to building must be clearly marked
10.12			Minimum 100' of accessible route to building
10.13			Building must be 100' wide
10.14			At least one accessible route to building
10.15			50' wide curb cut must be provided from parking
10.16			space to ramp, the end of ramp 10' wide
10.17			Entrance to building must be clearly marked
10.18			Minimum 100' of accessible route to building
10.19			Building must be 100' wide
10.20			At least one accessible route to building
10.21			50' wide curb cut must be provided from parking
10.22			space to ramp, the end of ramp 10' wide
10.23			Entrance to building must be clearly marked
10.24			Minimum 100' of accessible route to building
10.25			Building must be 100' wide
10.26			At least one accessible route to building
10.27			50' wide curb cut must be provided from parking
10.28			space to ramp, the end of ramp 10' wide
10.29			Entrance to building must be clearly marked
10.30			Minimum 100' of accessible route to building
10.31			Building must be 100' wide
10.32			At least one accessible route to building
10.33			50' wide curb cut must be provided from parking
10.34			space to ramp, the end of ramp 10' wide
10.35			Entrance to building must be clearly marked
10.36			Minimum 100' of accessible route to building
10.37			Building must be 100' wide
10.38			At least one accessible route to building
10.39			50' wide curb cut must be provided from parking
10.40			space to ramp, the end of ramp 10' wide
10.41			Entrance to building must be clearly marked
10.42			Minimum 100' of accessible route to building
10.43			Building must be 100' wide
10.44			At least one accessible route to building
10.45			50' wide curb cut must be provided from parking
10.46			space to ramp, the end of ramp 10' wide
10.47			Entrance to building must be clearly marked
10.48			Minimum 100' of accessible route to building
10.49			Building must be 100' wide
10.50			At least one accessible route to building
10.51			50' wide curb cut must be provided from parking
10.52			space to ramp, the end of ramp 10' wide
10.53			Entrance to building must be clearly marked
10.54			Minimum 100' of accessible route to building
10.55			Building must be 100' wide
10.56			At least one accessible route to building
10.57			50' wide curb cut must be provided from parking
10.58			space to ramp, the end of ramp 10' wide
10.59			Entrance to building must be clearly marked
10.60			Minimum 100' of accessible route to building
10.61			Building must be 100' wide
10.62			At least one accessible route to building
10.63			50' wide curb cut must be provided from parking
10.64			space to ramp, the end of ramp 10' wide
10.65			Entrance to building must be clearly marked
10.66			Minimum 100' of accessible route to building
10.67			Building must be 100' wide
10.68			At least one accessible route to building
10.69			50' wide curb cut must be provided from parking
10.70			space to ramp, the end of ramp 10' wide
10.71			Entrance to building must be clearly marked
10.72			Minimum 100' of accessible route to building
10.73			Building must be 100' wide
10.74			At least one accessible route to building
10.75			50' wide curb cut must be provided from parking
10.76			space to ramp, the end of ramp 10' wide
10.77			Entrance to building must be clearly marked
10.78			Minimum 100' of accessible route to building
10.79			Building must be 100' wide
10.80			At least one accessible route to building
10.81			50' wide curb cut must be provided from parking
10.82			space to ramp, the end of ramp 10' wide
10.83			Entrance to building must be clearly marked
10.84			Minimum 100' of accessible route to building
10.85			Building must be 100' wide
10.86			At least one accessible route to building
10.87			50' wide curb cut must be provided from parking
10.88			space to ramp, the end of ramp 10' wide
10.89			Entrance to building must be clearly marked
10.90			Minimum 100' of accessible route to building
10.91			Building must be 100' wide
10.92			At least one accessible route to building
10.93			50' wide curb cut must be provided from parking
10.94			space to ramp, the end of ramp 10' wide
10.95			Entrance to building must be clearly marked
10.96			Minimum 100' of accessible route to building
10.97			Building must be 100' wide
10.98			At least one accessible route to building
10.99			50' wide curb cut must be provided from parking
11.00			space to ramp, the end of ramp 10' wide

PARSONAGE REVIEW

- A lot of problems and expensive repairs can be avoided by the simple expedience of an annual parsonage review
- Always schedule the review with the parsonage family
- Stress this is to review the parsonage (appliances, furnishings, and building), NOT the parsonage family
- Just gather folk and walk through every room, noting what needs to be repaired or updated

Details of what should be in the parsonage can be found at www.sgaumc.org/policies

THE UNITED METHODIST CHURCH IN WISCONSIN CHURCHES BY CHURCH

Annual Parsonage Review Report

1. A meeting concerning the parsonage will be conducted each year prior to charge conference. Date of Parsonage Review: _____
2. This meeting will be held in the parsonage and will include a walk-through review of the entire parsonage -- inside and out. All areas inside the parsonage and all areas outside the parsonage are to be checked. _____
If any, state circumstances: _____
3. The attendance of the following individuals is expected: the pastor, the Trustees Chair, the Parsonage Committee Chair if one exists, and Pastor Staff Relations Committee Chair. Check each of the following, paragraph 2022, Q 4 if the pastor has a spouse, he or she should also be included. Print the names of the individuals who are involved in conducting the Parsonage Review.
Pastor: _____
Pastor's Spouse (if any): _____
Trustees Chair: _____
Parsonage Committee Chair: _____
Pastor Staff Relations Committee Chair: _____
4. The specific date can be set any time during the year. It is to be set at least two weeks prior to the church's annual Charge Conference with all parties agreeing to the date set. Was the date set agreeable with all parties and at least 2 weeks before the Charge Conference? (Yes or No) _____
If no, state the circumstances: _____
5. Even though this walk-through meeting takes place to satisfy a disciplinary requirement, it is recommended that other appropriate Parsonage Committee meetings be held to consider parsonage improvements and other concerns. Did you hold additional Parsonage Committee meetings before the next Charge Conference? _____
6. Signatures of all individuals who actually conducted the Annual Parsonage Review:
Pastor: _____
Pastor's Spouse (if any): _____
Trustees Chair: _____
Parsonage Committee Chair: _____
Pastor Staff Relations Committee Chair: _____
Others in attendance: _____
7. Any concerns by either pastor or charge may be addressed at a later meeting. The District Superintendent may become involved, if deemed necessary by either party. Continued problems of parsonage abuse will be documented and shared in each pastor's file.
Submitted to the District Superintendent at Charge Conference on date: _____
District Superintendent Signature: _____
Charge Conference Secretary Signature: _____

PASTOR'S REPORT

10. Are all bank deposits promptly reconciled with statements furnished by the Bank within 30 days?
 No Yes No
 If not, why not?

11. Are receipts of all the church funds?
 No Yes
 If not, why not?

12. Have the financial records of the church and its organizations been audited for the past year?
 No Yes
 If not, why not?

13. Has this year's accountability or compliance?
 No Yes
 If not, what are outstanding or incomplete, how has the church addressed them?

Signature: _____
 Printed Name: _____
 Date: _____

Revised by: Finance Committee 10/17/2009
 Approved by: General Board of Pious and Administration and adopted by the General Conference of the SGA.

Auditing protects your treasurer, not just your church. Do it!

Expensive outside audit not required; guide for self-auditing is on website

THE UNITED METHODIST CHURCH

Fund Balance Report

The Commission on Finance recommends a system which has the advantage of the accuracy of all the financial statements regarding the financial statements of the church's financial statements and the accuracy of the church and all the financial statements and is subject to the General Conference. It is recommended that the church should be subject to the General Conference of the United Methodist Church. The United Methodist Church is a member of the United Methodist Church. The United Methodist Church is a member of the United Methodist Church.

THIS REPORT IS TO BE COMPLETED BETWEEN JAN. 1 AND FEB. 1
 THIS REPORT SHOULD NOT BE INCLUDED IN THE YEAR OTHER CHARGE (CONFERENCE) FUNDING.

Expensive outside audit not required; guide for self-auditing is on website.

Account	Balance	Change	Balance
LOCAL CHURCH FUNDS (Give these amounts to your church.)	Beginning of year	+	End of year
General Fund			
Special Fund			
Church School			
Other Organizations of Church (not included)			
Total amount of funds to all members of the church			

If you have a form normally used which provides the same information, you may use it instead.

Purpose of this report is to ensure church members know about church funds.

1. The Auditor Auditing Committee (check only has audited the accounts listed on the front side. However, procedures for auditing and reviewing must be in the church's financial statements. The financial records and documents with bank deposits and bank balances, and how long the balances displayed to be correct, procedures proper, and records properly kept, are all required to be included in the financial statements (see website).

2. Recommendations for changes in financial policies and practices (check additional pages as needed).

Expensive outside audit not required. Self-audit procedures available on website.

EVERY YEAR we have a church in South Georgia where embezzlement of funds occurs. Mostly small churches. Audits are needed!

Signatures of the Church Audit Committee, (if applicable)

Chairperson: _____ Member: _____
 Printed Name: _____ Printed Name: _____
 Date: _____ Date: _____

Fund Balance Report, 2017-2009
 Prepared by the General Board of Pious and Administration and adopted by the General Conference of the SGA.

Expensive outside audit not required. Self-audit procedures available on website.

EVERY YEAR we have a church in South Georgia where embezzlement of funds occurs. Mostly small churches. Audits are needed!

BUDGET??

- It is NOT required that a church budget be presented to the Charge Conference, though the church may choose to do so
- Salaries for appointed clergy must be approved by the Charge Conference
- Apportionments must be accepted by the Charge Conference

NOMINATIONS

NOMINATIONS

- Leadership List is entered online, printed for Charge Conference
- Select group of leaders are required (not all are)
- GET CHURCH LEADERSHIP IN YOUR DASHBOARD *with emails* – we do very little paper mailing anymore, much targeted emailing
- We do not share our email list, so the address is as safe as any are these days
- Make sure emails are current (they do change)
- Leadership has time limits – mark them. Do not delete a leader, mark their time in service as up

SAFE SANCTUARIES

Please don't just go down the line marking "yes". This is too important. Check to be sure practices are still being followed.

Safe Sanctuaries Report to the Charge Conference

Name of Church: _____ Name of Pastor: _____

CHECKS for Minimum Standards	Yes	No	If no, what are your plans to correct?
This church has clear expectations for all adults, volunteers or paid persons, whether lay or clergy, who have any direct or indirect contact with children, youth or vulnerable adults who participate in any activities or events sponsored by our church.			
All of our volunteers who have direct or indirect contact with children, youth or vulnerable adults who participate in any activities or events sponsored by our church have been screened with the church for at least 5 months prior to assignment.			
The pastor or other authority of our church and/or past members with children, youth, or vulnerable adults in how to carry out our policies to prevent abuse and to recognize indicators of abuse.			
We utilize the "two-adult rule" during all children, youth or vulnerable adult activities or events sponsored by our church. For large groups we require at least one adult caregiver to oversee the children to actively supervise the activities.			
We do not allow anyone to supervise children who is not at least five years older than the children or youth with whom he/she is working.			
Each person in direct contact with children, youth or vulnerable adults are being asked to has a window in the door or the door will remain closed at all times.			
We have a clear reporting procedure for a suspected incident of abuse that follows the requirements of our denomination and the state law.			
We have a clearly defined response plan to be implemented in case of allegation of abuse or other abusive activities in our church.			
We have our policies to prevent abuse necessary, and we are committed to their enforcement for the safety and security of all our children, youth and the adults who work with them.			

This report is submitted to the Charge Conference by:

Pastor: _____ Safe Sanctuaries Chairperson

Reviewed with congregational leaders: _____

Diocesan Superintendent: _____ Date: _____

Please file copies with: CC, Charge Conference Secretary, Pastor. The CC will send a copy to the Office of Congregational Ministry.

All it takes is a bit of slacking off for abuse to occur. Stay vigilant in protecting your children!

OTHER FORMS

Deacons, Extension Ministers, and Retirees

- Appointed Deacons have a report that should be filed
- Extension Ministers who relate to your church should submit a report
- Retired clergy are not required to submit anything; however, it is courteous to ask if they want to submit a form.

Certified Lay Ministers, Lay Speakers

- Lay Speakers have a report that should be filed
- Certified Lay Ministers who relate to your church should submit a report

Recommending For Christian Service

If you are recommending a person for Christian service:

- Who is seeking to become a pastor
- Who feels called to be a certified lay minister
- Who feels called to be a lay speaker/lay servant

CELEBRATE THESE PERSONS!

File the report, but perhaps make up a special certificate from your church to present.

Pray over them!

Agency Requests

Part of our protecting private information is that we do not provide names and address of church leaders to our United Methodist institutions across the Conference

Instead, we ask churches to find a volunteer who will be the point of contact between the agency and their local church

Agencies who wish provide a form on the website for your use

These persons really help ministry happen!

BIG TAKEAWAY

- Charge Conference has to be done
- Get a detail person in your church to help you
- Find last year's copy
- Somebody actually refers to every form
- Remember, you are either enabling ministry to happen, or promoting a culture of transparency and accountability which generates goodwill for Christian service
- DO THE DASHBOARD

CONTACT US:

WEBSITE:

WWW.SGAUMC.ORG

MATERIALS AVAILABLE 24/7

CONTACT US:

Administrative Services Office

**P O BOX 7227
MACON, GA 31209**

**800-535-4224
478-738-0048**

**3040 RIVERSIDE DR, STE A-2
MACON, GA 31210**

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