

DOLLAR\$ & \$SENSE

AUGUST 2019

CONFERENCE TREASURER

Apportionment Statements updated

Our office has updated apportionment statements with the new pastor appointments and charge changes. Welcome new treasurers and other finance leaders! If you have not already updated our office of any new changes, please do so now. This will ensure that you receive a monthly copy of your Apportionment Statement. Please give us your name, mailing address, email, and contact phone number so we can update our system. You can also view current and historical statements online. Just go to www.vaumcpayapp.org and enter your church's GCFA# and click Get Statement. You can contact us with this information at vatreasurerumc@vaumc.org or by calling our office at 804-521-1100.

Accountable Reimbursements

For clergy moving to a new church, accountable reimbursement should not exceed half of the annual amount agreed upon on the Charge Conference Form. Any unspent amount cannot be advanced to the pastor without approval of your church leadership, and it must be reported as income on their W-2.

Mission Opportunities Booklet

The 2019-2020 Mission Opportunities Booklet has been printed and posted to the Conference website. Please go to <https://www.vaumc.org/MOB> to download a copy. You can also contact Becky Tate at beckytate@vaumc.org or 804-521-1139 for a printed copy. The Mission Opportunities Booklet is a useful resource that goes into detail of our First and Second-Mile giving efforts as a United Methodist Church. We share the costs of conference and worldwide church ministries with each local church being responsible for contributing a fair share or "apportionment." This is considered First-Mile giving. Second-Mile giving refers to going above and beyond the first-mile to support other specific programs, missionaries, ministries, etc. Many of these Second-Mile efforts can be found listed on our business website. Just go to <https://vaumc.org/BusinessOffice> and hover over Apportionments and Second-Mile Giving and click on the pdf link "Fund Numbers with links to ministries they support." You can go to the website of many of these funds by clicking on the description.

2020 Apportionment Interpretation

The 2020 Apportionment Interpretation explains the apportionments approved at the 2019 Annual Conference Session and how the 2020 budget is apportioned to the local churches. It is a good tool for Finance Committees to help them understand and communicate how your apportionment dollars go to work. To view a copy of the 2020 Apportionment Interpretation, visit on the following link:

<http://www.vaumc.org/ncfilerepository/Business/2020Interpretation.pdf>

Record Retention

Churches often take advantage of summertime to organize files. Before the busy fall season comes, take time now to go through your records, keeping the important ones and shredding those no longer needed. This will also help facilitate an easier audit at the end of the year. You can find out how long records need to be kept at a local church (ie. bank statements, employee files, paid invoices, committee minutes, tax withholding paperwork, etc) by going to <https://vaumc.org/BusinessOffice> then hover your mouse over Resources until the link pops up for "Record Retention" and click on it.

Annual Conference Offering

Contributions can still be remitted to the Conference Treasurer's Office through www.vaumcpayapp.org or sent in with your apportionment payment designated as **Fund 5500 – Annual Conference Offering**. To date, we have only collected \$119,600 towards Bishop Lewis' \$150,000 goal. Feel free to let your congregation know that individuals are welcome to submit donations as well. Checks can be made payable to the VAUMC and sent to P.O. Box 5605, Glen Allen, VA 23058.

Annual Conference Kits

A big THANK YOU to all churches who provided kits or financial support toward Annual Conference kits! If you still want to support this ministry, please send your contributions to the Treasurer's Office via mail or our PayApp website noted above. Use **Fund 901440-Material Resources/Kits**.

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