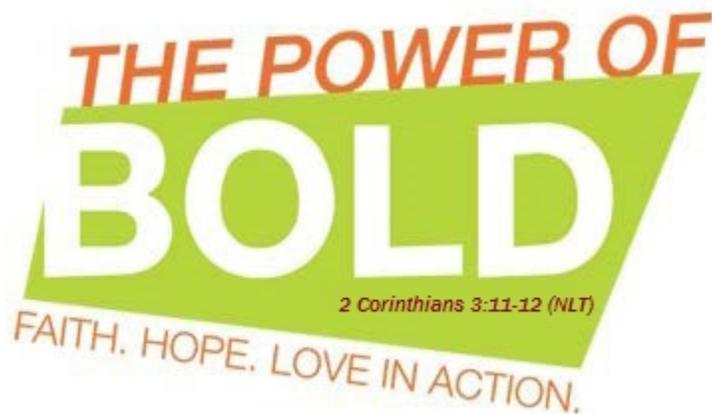


North Georgia Conference United Methodist Women

District Treasurer Manual 2018



So if the old way, which has been replaced, was glorious, how much more glorious is the new, which remains forever! Since this new way gives us such confidence, we can be very bold.

2 Corinthians 3:11-12 (NLT)



United
Methodist
Women

FAITH • HOPE • LOVE IN ACTION

North Georgia Conference
United Methodist Women

District Treasurer Manual
2018

North Georgia Conference Treasurer

L. Susan Stroup
743 E Point Road
Cedartown, GA 30125-6135

770-546-0799

treasurerngcumw@gmail.com
LSusanStroup@gmail.com



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Contents

Local Unit Treasurer	1
Unit Budget.....	2
Mission Giving.....	5
Quarterly Remittances.....	5
Award Program.....	5
5 Star Plus Award	5
5 Star Award.....	5
5 Minute Award	5
The Remittance Form	6
Channels of Giving	7
Channel One - Pledge to Mission	7
Channel 1b - Baby Certificates	7
Channel 1c - Memorial Gifts.....	7
Channel 1d - Candleburning/Minute Woman.....	8
Channel Two - Special Mission Recognition Pin.....	9
Channel Three - Gift to Mission Cards	10
Channel Four - Gifts in Memory Cards.....	10
Channel Five - World Thank Offering.....	10
Designated Gifts	11
A Call to Prayer and Self Denial Offering (Line 6).....	11
Other Supplementary Gifts (Line 7).....	11
Legacy Gifts (Line 8).....	12
Bequest (Line 9).....	12



Local Unit Treasurer

The Local Unit Treasurer handles all the funds and keeps the books of the local unit. Since unit members want to know where their money goes, the treasurer should also be familiar with the programs of United Methodist Women. She should be able to help the unit understand why money is needed to help carry out the PURPOSE of United Methodist Women. There should only be one unit treasurer, not one per circle.

Specifically, the Local Unit Treasurer:

- Make sure you have one checking account in the name of United Methodist Women. The President of the unit and you are the signers on the account. The bank will ask for a Tax ID or EIN number, Certificate of Inclusion and a Group Ruling Letter to open a new account. This is held by your United Methodist Women District Treasurer. Please contact her for the documentation and the appropriate number. Do NOT deposit United Methodist Women funds in a personal account or a local church account.
- Keep all United Methodist Women funds separate from personal and church funds.
- Obtain working materials:
 - Ledger book.
 - Supply of local remittance forms (photocopied from this handbook and website).
- Plan storage space for supplies, papers and books in a safe place.
- Keep a file of all signed pledge cards until the next pledge service and a record of each contribution received at meetings and other occasions.
- Record pledges, offerings and other income in a ledger book or computer records then deposit the money in the group's bank account as soon as possible.
- Write checks for all disbursements as approved by the executive committee, recording the date, payee, reason for payment and amount in your cashbook or in your computer records. The President or Secretary should sign or initial invoices to be paid or vouchers associated with each check.
- Balance the books and reconcile the bank statement monthly.

- Be prompt in sending remittances approved by the local group to the District Treasurer (or Conference Treasurer where no district exists). If gifts are designated, indicate the designation in the proper space on the remittance form. Never change designations without consulting with the donor.
- Consult the previous local treasurer or the District Treasurer for any questions or help needed.
- At the end of each year, create a giving statement for each member who has given \$250 or more. It should contain the name, address of the donor and a statement: “No goods or services were received in exchange for this donation.”
- Arrange for the year-end audit/review. Ask the auditor/reviewers to send the audit report directly to the United Methodist Women district treasurer.

Unit Budget

The local budget consists of three main categories: Pledge to Mission, Administration and Membership Development (A&MD), and mission locally. There is no “right” proportion of the budget for each of the three categories. Traditionally, 60 percent of the budget is for the Pledge to Mission. Some find this percentage too small, while others find it too large. The final decision rests with the local group itself.

1. **Pledge to Mission:** The total amount that the group expects to send on to the district treasurer.

When making its Pledge to Mission, a local group should consider all sources of funds available to it, including pledges of members, gifts and offerings, and money from fundraising events. Mission Giving from Special Mission Recognitions, Gifts to Mission, Gifts in Memory and the World Thank Offering may or may not be itemized in the budget, according to the practice of the local unit. (Budgeted or not, all amounts from these four channels of Mission Giving are also sent to the District Treasurer.)

2. **Administration and Membership Development:** Items that enrich the educational experiences and leadership capabilities of local members and that are necessary for the organization’s functioning. Appropriate expenditures include dependent care for meetings, postage and printing, program materials, program expenses, attendance at Mission U and other conference and district meetings, ecumenical mission programs, and other items relating to United Methodist Women.
 3. **Mission Locally:** This budget category enables the local group to be in mission in its own area. Items such as contributions to local mission programs are appropriate. Items that are the responsibility of the total church are not appropriate,
-

such as the church budget or building fund, parsonage upkeep, or groups, such as Boy Scouts, Girl Scouts, and the United Fund, which have communitywide sources of support. Where custom and tradition have included inappropriate items under mission locally, careful interpretation will help United Methodist Women members prepare budgets that more closely reflect the PURPOSE of the organization. The budget of United Methodist Women must support mission programs and projects that depend on the organization for basic support.

Note:

- Offerings sponsored by Church Women United, such as the Fellowship of the Least Coin, should be sent directly to that organization.
- Supplementary giving gifts that are to be sent through United Methodist Women channels (such as A Call to Prayer and Self-Denial offering) are generally not budgeted by the local group but are sent to the district treasurer as they are given, itemized on the treasurer's remittance form.

*United Methodist Women's Handbook 2017-20
Section 5, Funding the Mission: Finance Policies and Directions, Local Finances*

Mission Giving

This chapter will help you understand how to process the mission giving and distribute it to the District Treasurer.

Quarterly Remittances

Mission Giving is the money that each local chapter of United Methodist Women gives to mission. It is sent to the District Treasurer on remittance forms and includes the five channels of giving, Pledge to Missions including Candleburning/Minute Woman, \$50 Memorial Gift and Baby Certificates, Special Mission Recognition Pins, Gift to Mission Cards, Gift in Memory Cards, and the World Thank offering, plus designated giving to A Call to Prayer and Self Denial, giving to Mission Institutions, and special emphasis designated by the North Georgia Conference United Methodist Women. The quarters are set as follows:

- | | |
|------------------|--------------------|
| ❖ First Quarter | July - September |
| ❖ Second Quarter | October – December |
| ❖ Third Quarter | January - March |
| ❖ Fourth Quarter | April - June |

Award Program

The North Georgia Conference United Methodist Women had developed a program to encourage increased giving to all five channels. It is the responsibility of the treasurer on each unit to let the unit know where they are in meeting the awards. The award year runs from August 1st to July 31st of each year.

5 Star Plus Award

This is an award for any unit that gives to ALL five channels of giving PLUS gives to candleburning.

5 Star Award

This is an award for any unit that gives to ALL five channels of giving.

5 Minute Award

This is an award for any unit that gives at least the value of five minutes in candleburning in addition to their pledge.

The Remittance Form

Each quarter's giving should be accompanied by a Remittance Form. The remittance form, along with other special order forms, can be found on the North Georgia United Methodist Women's website at <http://www.ngumw.org/formslocal> and at the end of this manual. Each section of the remittance form is detailed in the appropriate sections of this manual.

Δ 1st QTR (July - Sept) DUE Sept 30 Δ 2nd QTR (Oct - Dec) DUE Dec 31 Δ 3rd QTR (Jan - March) DUE March 31 Δ 4th QT (April - June) DUE June 30			
UNITED METHODIST WOMEN			
THE REMITTANCE FORM 2017-18			
Local Unit:	District:		
Conference: North Georgia	Date From:	Date To:	
MISSION GIVING			TOTAL
1. Pledge to Mission			
a. Unit Pledge to Mission			-
b. Baby Certificates (Attach Order Form) (\$10 each)			-
c. Memorials (Card mailed from NGUMW, Memorial listed in Directory, Attach Order) (\$50 min per card)			-
d. Candle Burning / Minute Woman (Attach Order Form) (\$40 per minute)			-
2. Special Mission Recognition (attach SMR Order Form)			-
3. Gift to Mission			
Cards (\$5 minimum each) Cards Needed: enter #	<input type="checkbox"/> Congratulations <input type="checkbox"/> Thank You <input type="checkbox"/> Peace <input type="checkbox"/> In Service <input type="checkbox"/> Special Day		-
	<input type="checkbox"/> Thinking of You <input type="checkbox"/> Birthday <input type="checkbox"/> Christmas <input type="checkbox"/> New Baby		
4. Gift in Memory (\$5 minimum each), Attach tabs from used cards (Blank Memory Cards needed # _____)			-
5. World Thank Offering			-
TOTAL MISSION GIVING (Lines 1 thru 5):			\$ -
SUPPLEMENTARY GIFTS		AMOUNT	
6. A Call to Prayer and Self-Denial		-	
7. Supplementary Gifts		-	
A Brighter Future for Children and Youth		-	
Assembly Offering (global health and environmental justice issues)		-	
Clark Atlanta University (1st Qtr 2017 - July-September)	711154	-	
Paine College (2nd Qtr 2017 - October-December)	711656	-	
New Bethlehem Community Center (3rd Qtr 2018 - January-March)	711079	-	
Murphy-Harpst Children's Centers (4th Qtr 2018 - April-June)	711265	-	
National, International, & UMCOR Projects not listed (Use Supplementary Form if necessary)		-	
NAME OF PROJECT	ADDRESS	-	
		-	
		-	
Total from additional page--Supplementary Gifts --Details Form		-	
SUBTOTAL SUPPLEMENTARY GIFTS		\$ -	
8. Legacy Gifts			-
9. Bequest (Please attach a copy of the Will or excerpt of the Will.)			-
10. Other Designated Gifts			-
TOTAL DESIGNATED GIFTS (Lines 6 thru 10):			\$ -
TOTAL REMITTANCE	Check #:	Date:	TOTAL: \$ -
Treasurer:			
Address:			
City, State, Zip:			
Phone:	E-mail:		

Channels of Giving

Channel One - Pledge to Mission

Pledge to Mission is the largest channel of Mission Giving and the foundation for the mission work of United Methodist Women. Pledges to Mission come from members of local units. Each unit generally completes a pledge card to turn in at the district annual meeting. The pledge is listed in section 1a. "Unit Pledge to Mission."

MISSION GIVING		TOTAL
1. Pledge to Mission		
a. Unit Pledge to Mission		-
b. Baby Certificates (Attach Order Form)	(\$10 each)	-
c. Memorials (Card mailed from NGUMW, Memorial listed in Directory, Attach Order)	(\$50 min per card)	-
d. Candle Burning / Minute Woman (Attach Order Form)	(\$40 per minute)	-

Channel 1b - Baby Certificates

Any unit or individual can honor a new birth in their church, family or friends with a gift of \$10.00 to mission. The individual requesting the baby certificate will turn in a Baby Certificate Form and payment matching their choices to the Local Unit Treasurer. The Local Unit Treasurer will forward the completed form with the unit's remittance and report the money in the Channel One Pledge to Mission giving under, "b. Baby Certificates" section of the remittance form. With each \$10.00 gift to missions, they receive a certificate and ribbon form the District Treasurer to honor the new birth.

Baby Certificate with Ribbon (\$10.00 each)	
In Honor of:	Amount: \$ <u> </u> - <u> </u>
_____	_____
_____	_____
_____	_____

Channel 1c - Memorial Gifts

Any unit or individual can memorialize an individual deceased in their church, family or friends with a Gift to Mission. For just \$50.00 they can have a Memorial Card sent to the family from the North Georgia Conference United Methodist Women acknowledging the gift. The memorialized person's name is printed in the North Georgia Conference United Methodist Women Annual Program and Directory. Memorial cards are distributed by the District Treasurer.

The individual requesting the memorial card will turn in a memorial form and payment matching their choices to the Local Unit Treasurer. The Local Unit Treasurer will forward the completed form with the unit's remittance. The money will be listed in the Channel One Pledge to Mission giving under, "a. Memorials" section of the remittance form.

Memorials (\$50 minimum per card)	Amount: \$ -
In Memory Of:	Given By:
_____	_____
_____	_____
_____	_____

Channel 1d - Candleburning/Minute Woman

This is the amount that each local UMW giving in Candleburning. They generally send it in quarterly using the Remittance Form. Candleburning can be given in three ways:

- Minute Woman. An individual member gives \$40 to Candleburning in addition to her personal pledge.
- In Honor. An individual member or local UMW gives to Candleburning in addition to their pledge in honor of an individual. (*\$10.00 minimum per name*)
- In Memory. An individual member or local UMW gives to Candleburning in addition to their pledge in memory of a deceased individual. (*\$10.00 minimum per name*)

The individual member or unit will complete a “Support Missions by the Minute” form and give it to the Local Treasurer. The money will be listed in the Channel One Mission Giving under, “d. Candleburning” section of the remittance form.

Note: Any individual that gives a total of \$40 or more to one of these categories is a Minute Woman and will receive a certificate and Minute Woman Pin.

Given By:	Amount: \$ -	Honor or Memory (optional, min. \$10 each)
_____	_____	H / M
_____	_____	H / M
_____	_____	H / M
_____	_____	H / M

Channel Two - Special Mission Recognition Pin

Special Mission Recognition Pins are given to honor those working in mission. An individual, circle or unit may give the pins to honor one whose work in mission is exceptional. There are several pins options, each representing levels of giving for mission. Each pin comes with a certificate bearing the name of the recipient and the donor and is signed by the United Methodist Women Deputy General Secretary. The pins are in increments of \$40, 60, 100, 250, 500, and 1,000. A unit will order the pin on the SMR Order form.

2. Special Mission Recognition (attach SMR Order Form)	-
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The individual member or unit will complete the Pin Order Form and turn in to the Local Treasurer. The Local Treasurer will send the form with payment to the district treasurer. The money will be listed in Channel Two giving under, "a. SMR Pin Order" section of the remittance form.

Special Mission Recognition Pin		
<i>Pin info: \$40 basic pin, \$60 with sapphire, \$100 with pearl, \$200 with emerald, \$500 with ruby, \$1,000 with diamond, \$2,000 with two diamonds.</i>		
Name of Honoree:	\$Value of Pin	Given By:
_____	_____	_____
Name of Honoree:	\$Value of Pin	Given By:
_____	_____	_____
Name of Honoree:	\$Value of Pin	Given By:
_____	_____	_____
Name of Honoree:	\$Value of Pin	Given By:
_____	_____	_____

Note: The SMR pin order travels through several people, making the order several weeks past due before the order is even placed. **It is recommended that units place pin orders immediately, not waiting until the next remittance.**

Channel Three - Gift to Mission Cards

A gift to Mission Card is sent to an honoree by an individual or local unit as a notification of a gift to mission made in her or his honor. A wide variety of cards are available and appropriate for all occasions, including birthday, thank you, congratulations, thinking of you, special day, and recognition of mission service.



Units can order cards on the remittance form. Include the amount of the donation (\$5 minimum per card) and indicate the number of each card requested in the Channel Three Giving under, "Gift to Mission" section of the remittance form. The district treasurer will mail the cards requested to the unit treasurer. Cards may also be acquired at district events.

3. Gift to Mission			
	Cards (\$5 minimum each) Cards Needed: enter #	<input type="checkbox"/> Congratulations <input type="checkbox"/> Thank You <input type="checkbox"/> Peace <input type="checkbox"/> In Service <input type="checkbox"/> Special Day <input type="checkbox"/> Thinking of You <input type="checkbox"/> Birthday <input type="checkbox"/> Christmas <input type="checkbox"/> New Baby	-

Channel Four - Gifts in Memory Cards

A Gift in Memory Card remembers the memory of a loved one. Gift in Memory Cards represent a gift to mission through United Methodist Women, making additional mission work possible in the United States and around the world. Gifts can be in any amount but must be at least \$5.00.

Units can have them on hand to use as needed. When they use a card, there is a tear off section that the unit or individual completes and turns in to the Local Unit Treasurer with payment. The local treasurer will send the tear off and payment with the regular remittance. The money will be listed in the Channel Four Giving under, "Gift in In Memory" section of the remittance form.



4. Gift in Memory (\$5 minimum each), Attach tabs from used cards (Blank Memory Cards needed # _____)	-
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Channel Five - World Thank Offering

World Thank Offering gifts are spontaneous additional gifts given out of gratitude for God's abundance and in celebration of the joys of life. People place these joy

offerings in special boxes often known as “Thank Banks” and join them with the offerings of others during the annual World Thank Offering service. This service of thanksgiving is included each year in the United Methodist Women Program Book. The money will be reported in the Channel Five Giving section of the remittance form.

5. World Thank Offering	-
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Designated Gifts

In addition to the gift to missions through the five channels, many units and districts also give to missions designating particular agencies that the unit has personal interest. The agencies may be near them locally or provide a service that is dear to their heart. These gifts are sent to you on the remittance form with their pledge giving. Designated giving is just that, designated. Some units may send in a form with an amount listed in designated/supplemental giving but not designate where the money is to go. If that happens, you will need to either contact the unit to get their intended designation or assume that it is intended for the conferences designation for that quarter and place the funds under that designation. The North Georgia designated giving details are outlined in the next section.

A Call to Prayer and Self Denial Offering (Line 6)

Since 1887, prayer, study and giving have been central to the observance of A Call to Prayer and Self-Denial. In each of three years of a four year cycle, gifts are divided equally between U.S. and overseas missions related to an annual theme and are awarded in grants. These grants are reported annually in response magazine. Every 4th year funds are used for pensions and health care for retired missionaries and deaconesses for whom the Women's Division is responsible.

Other Supplementary Gifts (Line 7)

A Brighter Future for Children and Youth - United Methodist Women offers grants of up to \$10,000 for projects and programs that help prevent and end child trafficking, modern day child slavery and child sexual exploitation. Programs supporting child survivors (ages 0-18) will also be considered for funding.

Assembly Offering - The 2014 Assembly offering will fund organizations and projects that address issues of global health and environmental justice issues through education advocacy and direct services on behalf of women children and youth.

North Georgia Supplemental Giving Emphasis - Each year, North Georgia Annual Conference United Methodist Women request that each unit give extra designated giving to the four mission institutions that are located in North Georgia. Annually, a supplemental giving form is distributed listing which institution will be emphasized during which quarter. The year 2016 is as follows:

- ❖ First Quarter Clark Atlanta University, Atlanta
- ❖ Second Quarter Paine College, Augusta
- ❖ Third Quarter New Bethlehem Community Center, Augusta
- ❖ Fourth Quarter Murphy-Harpst Children's Centers, Cedartown

Legacy Gifts (Line 8)

United Methodist Women is celebrating its 150th anniversary by strengthening and passing on its mission inheritance with The Legacy Fund. The forward-looking permanent endowment will provide a firm foundation for generations of United Methodist Women to come as they engage in mission with the women, children and youth of their day.

The Legacy Fund's income will ensure a regular source of support for the core expenses of being in mission. It will provide for administration of United Methodist Women's grants, scholarships, mission personnel, membership nurture, and leadership development as well as enable the organization to make needed technological updates of its data and communications operating systems.

Bequest (Line 9)

Record any estate gifts received by the district. Send a copy of the will and any documentation received to the Conference Treasurer with your remittance.
