

Instructions for Table II New Mexico Annual Conference

- Line 40-47 These lines are filled in by the Conference office. If you are filing paper forms, you may ignore these. If you are filing online, they will not be visible.
- Line 48 Report here monies paid by the local church directly to United Methodist causes such as Imagine No Malaria, General Board of Global Ministries or Nothing But Nets. Do not report any donations made through the Conference office.
- Line 49 Report here monies paid by the local church directly to other non-United Methodist charities, community organizations, world organizations, etc. Do not report any donations made through the Conference office.
- Line 50 This lines is filled in by the Conference office. If you are filing paper forms, you may ignore this. If you are filing online, it will not be visible.
- Line 51 Report the amount paid by the local church for any appointed pastor's pension (CRSP) and BPP. Do not report the pastor's UMPIP contribution, medical reimbursement accounts or other salary reductions.
- Line 52 Report the amount paid by the local church for any appointed pastor's health insurance. Do not report the pastor's health insurance contribution, medical reimbursement accounts or other salary reductions.
- Line 53-57 Report the amounts paid by the local church for base compensation, housing, expense reimbursements, and other allowances for ordained elders, probationers, associate members and local pastors appointed by the bishop. Do not include amounts paid from funds received from equitable compensation.
- Line 58 Report the amount paid by the local church as compensation and expense reimbursements for any ordained or commissioned deacons it employs. This should include base salary, benefits, reimbursements for expenses such as travel and allowances such as those for utilities and housing.
- Line 59 Report the amount paid by the local church as compensation and expense reimbursements for any diaconal ministers it employs. This should include base salary, benefits, reimbursements for expenses such as travel and allowances such as those for utilities and housing.
- Line 60 Report the amount paid for all other persons employed by the local church. This should include base salary, benefits such as insurance, pension or FICA; reimbursements for expenses such as travel or continuing education; and allowances such as those for utilities and housing.
- Line 61 Report the amount paid for local church programs under the direction of your church's Administrative Board/Council or Council on Ministries. Examples would include expenses for the music department, VBS supplies, Sunday School curriculum, outreach supplies, etc.

- Line 62 Report the amount paid for operating expenses. These will include utilities (electric, phone, etc), insurance, maintenance items (light bulbs, toilet paper, etc), office expenses (copy paper, pencils, etc). THIS LINE SHOULD NOT BE ZERO.
- Line 63 Report only expenditures for payments on debts incurred before the beginning of this year's report. This includes payments on loans, mortgages, etc. (DO NOT include principal and interest on money borrowed and repaid within the current fiscal year. This should be reported as a current expense according to the purpose for which the money was borrowed.)
- Line 64 Report only amounts paid from contributions for capital improvements, not from loans. Report any outstanding indebtedness on Line 38 or 39. Amounts contributed but not paid out (retained for use in future years) should be included in Line 37.