



Treasurer Tips

Sending Money to the Conference Office

Much of this issue will focus on how to send money to the Conference office. Churches send many different kinds of monies to the office—Shared Ministries, special offerings, pension and insurance payments, Revolving Fund loan payments, endowment contributions—you get the picture.

Let's start with **Shared Ministries (SM)**. When sending SM monies, include a remittance form with your check listing the funds you want to pay and how much on each. The remittance form can be a copy of the form sent to you monthly, the generic form available on the Conference website or you may create your own. However, if you create your own spreadsheet, be sure to include the fund numbers.

Along with Shared Ministries, you can include monies for **special offerings** like Advance projects (for example—Haiti earthquake relief), Special Sundays (like One Great Hour of Sharing), Conference specials (such as Landsun Homes) or other organizations (like the Roadrunner Food bank). Simply write the name of the fund/organization and the amount included at the bottom of your remittance form. Once you make a contribution to a second-mile giving fund, it will show up on the bottom of your remittance form. For subsequent donations, simply fill in the amount on the appropriate line.

PLEASE DO NOT SEND THE OFFERING ENVELOPES FROM YOUR SPECIAL OFFERINGS.

You need to open them, record those donations and send one check for your church.

While we are talking about checks—it is not necessary to include a separate check for each fund/offering for which you are sending money. It is also not necessary to send them in separate envelopes. Save yourself the check stock and postage. Send one check and one remittance form.

Pension and insurance payments also need to be accompanied by a remittance form. Your church is billed monthly by the Conference Board of Pension & Health Benefits for your pastor's and/or staff's pension and insurance. While the pastor's portion of the insurance payment is included on this bill, any personal pension

Changing the World, One Life at a Time.
UNITED METHODIST STUDENT DAY
2011
OFFERING

"One generation shall laud your works to another, and shall declare your mighty acts."
—Psalm 145:4, NKJV

Yes, I/we support the United Methodist Student Day offering to nurture those who have given of themselves in service and ministry in our conference.

Name _____
Address _____
Amount: \$100 \$50 \$25 \$10 Other \$ _____

Note to local church treasurers: Please send Special Sunday offerings in full to your annual conference treasurer. Thank you!

Do not send the offering envelopes from your special offerings. You need to open them, record the donations and send one check.

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Frequently Asked Questions

I received a check made out to McCurdy School. My bank won't take it. Should I just forward it to the Conference office?

No. If you receive a check made out, for example, to McCurdy School or Methodist Children's Home, do not forward it to the Conference. If your bank won't take it, there's a good chance the Conference's bank won't take

it either. You need to forward these directly to the organization named or ask the person to re-write the check payable to your church.

Can I include my payment for our pastor's pension/insurance with my Shared Ministries payment?

You can include both in one check, however, you need to remember to send both remittance forms with

amounts clearly indicated.

I can't find my Shared Ministry remittance form. Where can I get one?

If you need a personalized remittance form for your church, contact me and I will send one. Keep in mind that updated remittance forms are sent the first week of every month.

If a generic form will do,

there is a downloadable Excel spreadsheet on the Conference website that not only lists all the funds, but also does your math for you. Just enter your amounts!

Do I really need to send a remittance form?

If you choose to send your Shared Ministries monies without a remittance form (or if you send it with a form that does not indicate which funds

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Sending Money continued

contributions made by your pastor or other staff is not and is not sent to the Conference. You will receive a separate bill from the General Board of Pensions for these contributions.

The New Mexico Conference Methodist Foundation is a separate entity that resides in the Conference office building. If you are sending money for your church's endowment account or other special fund, be sure to send a separate check and address it to the Foundation.

The **Revolving Loan fund** is also a separate entity with its

FAQs continued

you are paying), monies are applied beginning with the topmost unpaid fund and working down.

You applied my payment to the wrong account! (and/or) I accidentally overpaid a fund. Is there any way I can fix that?

Yes (most of the time). Contact the Conference office and indicate how much money you want to move and the funds involved. In most cases, this is not a problem.

own checking accounts. When making loan payments, always send a separate check.

Remember, whether you are sending money for background checks, Shared Ministries, camp fees, *Reporter* subscriptions, etc., all checks should be made out to the New Mexico Annual Conference (NMAC). Please use the memo line to indicate what you are paying for as opposed to the "pay to the order of" line.

Feel free to give me a call or drop me an email if you have other questions.

Happy New Year!

What else should I be doing?

Be sure to check your monthly remittance form to make sure my records match yours and that monies were credited to the correct funds. Mistakes do happen (see the previous question).

Anything else that really bugs you?

Yes—cash and staples—don't send either!

Clergy Tax Packet

Are you confused about the difference in a housing allowance and a housing exclusion? Before-tax and after-tax deductions? How to fill out your pastor's W-2?

The General Council on Finance and Administration provides a great resource on their website called the

"clergy tax packet". It includes information on moving expenses, discretionary accounts, housing, tax questions, etc.

Check it out at www.gcfa.org. Click "Forms and Reports", then "Forms" and finally "Tax".



Ministerial Education Fund

If asked, would you be able to describe the ministries/organizations on that list of Shared Ministries your church contributes to every month? Here is a little information on one of them.

The Ministerial Education Fund (MEF) is a Shared Ministry that is apportioned by the General Church. That means that every United Methodist church in the United States supports the MEF.



The purpose of the Ministerial Education Fund is to enable the Church to recruit and educate ordained and licensed ministers and to equip the annual conferences to meet increased demands for quality leadership.

MEF puts seminary education within reach of many more students and, therefore, encourages diversity. It helps students pay tuition so that after graduation their financial obligations do not interfere with their ministry. And, it

enables students to focus on their studies and their service to local churches, instead of having to devote themselves to a full-time job to pay tuition.

Twenty-five percent of the money generated by the MEF Shared Ministry stays in the New Mexico Annual Conference and is used by your Conference Board of Ordained Ministry for seminary scholarships, Course of Study scholarships, continuing education and other programs.

Seventy-five percent goes to the General Board of Higher Education and Ministry to support the current operations of the 13 United Methodist seminaries in the United States.

For most of these schools, the church's MEF disbursement accounts for approximately 12 to 20 percent of their annual budget.

Since its inception in 1968, the Ministerial Education Fund has helped thousands of men and women become pastoral leaders in The United Methodist Church.

Contact information

For Conference Board of Pension and Health Benefits billing, contact Terry Shoemaker at tshoe@nmconfum.com.

For NM Conference Methodist Foundation endowment accounts, contact Molly Emkes at molly@nmcsmfi.org.

For Shared Ministries, Revolving Fund loan payments, background check billing, etc.; contact Cathy Anderson at canderson@nmconfum.com.

The New Mexico Annual Conference
11816 Lomas Blvd NE
Albuquerque NM 87112
505.255.8786