November 2011

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New Mexico Annual Conference

Treasurer Tips

Church Statistics

I understand. Really, I do. I sat in your chair for many years. You finally made it through your church conference and then the Christmas cantata, hanging of the greens, the children's program and all those extra Christmas services. Not to mention your personal life that gets kind of hectic at this time of the year. You're tired. You need a break. But what happens—end of year statistics! Trust me, I wouldn't ask if it wasn't important.

Every year, church pastors are required to submit an accounting of their church's membership and participation, assets, expenses and income using the prescribed statistical tables. And every year those same pastors will probably come to you looking for much of the information needed to fill out these forms.

In December, your pastor will receive a letter with instructions for submitting 2011 church statistics online including username and password. If your pastor is one who tends to misplace correspondence from the Conference office, let me give you a quick run down on how to submit statistics.

1. Logon to www.umcdata.com and choose the New Mexico Annual Conference.

2. Enter your church's username and password. FYI—your church's username is its Conference church ID, a five-digit number found in the upper right corner of your remittance form. Your church's password is its GCFA#, a six-digit number assigned to the church when it was consecrated. These numbers do not change. Write them down and put them in a safe place.

3. Select "Local Church Statistics" and "Enter Statistics for the Current Year".

4. Confirm that the church listed is your church and "Continue".

5. There are three tables. Enter your data in the white boxes and then "Save". If you don't have all the information necessary to complete your tables, enter what you have and "Save". You can return later to complete them. Note: as a help, the previous year's data

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If you send money to the Conference office without a remittance form, monies are applied beginning at the top of the list. Your church may or may not have paid the Board of Pension and Health Benefits fund #20 which will carry forward. Please check your monthly giving report carefully.

UM Student Day Offering

United Methodist Student Day is one of the six church-wide Special Sundays.

Your church's participation in this Special Sunday is important to many United Methodist students who struggle to meet the financial obligations of higher education.

Every year hundreds of students attending United Methodist-related and other accredited colleges and universities receive scholarships and loans funded by the UM Student Day.

In addition, the New Mexico Annual Conference participates in the Rebate Program that returns 10% of all monies collected to us to award to students of our choice.

This year UM Student Day is Sunday, November 27 (but your church can recognize it anytime). Free resources including bulletin inserts, videos and offering envelopes are available at UMCgiving.org or by calling 1-888-346-3862.

Important Dates !!!

Please mark these dates on your calendar (preferably in **red**!) and share them with others who may need them.

The last date to receive Shared Ministry monies for 2011 is **January 6, 2012** (this date is always the Friday following the first Sunday of the month). Please note that monies must be received in the Conference office by 4:00 on that date, not just postmarked on that date. If you would like to make an electronic payment, please contact me for details.

Your end-of-year church statistics must be completed and submitted by **January 25, 2012**.

The deadline to submit vouchers for expenses charged to the Annual Conference's 2011 budget is 4:00 on December 30.

Thanks

Statistics

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will appear in small bracketed numbers beside the boxes.

6. When you are done (do not leave any fields blank. Use "0" for any boxes that have no answer) a "Submit" button will appear at the bottom. You need to submit each table separately. Once submitted, changes cannot be made except by contacting the Conference office so review carefully.

7. Use the "Printer Friendly View" button to print a copy of each table for your church records.

Complete this by January 25 and you're done!

You can download .pdf files of blank tables at the Conference website (www.nmconfum.com/Conference-Services-Boards/Shared-Ministries/).

In addition, there are line item instructions on the website as well as at the umcdata website.

So what happens to these statistical reports? Does anybody actually use them? YES!

While it is recognized that churches are about more than the number of persons attending worship or how much your building is worth, these numbers can help bring attention to matters of celebration or concern. Careful preparation and sharing of local church statistics allows us as The United Methodist Church to monitor our membership and financial health, and have a measurable basis to establish future directions.

So, happy counting!!

Local Church Records Management

Some of you have asked about records management. What do I have to save and how long do I have to save it? The United Methodist Church has a Records Management Guideline on their website. It's a 60-page document—perfect reading for insomniacs—but there is much valuable information within it and I would recommend reading it (or at least those sections dealing with the Local Church).

So what is Records Management? According to the guidelines, "The essence of records management can be summarized as follows: The task of managing our office records so that we have the records on hand to conduct today's ministry, to dispose of those we no longer need, and to see that valuable records are preserved. Its basic purpose is to help answer that nagging question of what do I keep, for how long do I keep it and when can I remove it from my office."

The first 10 pages of the Guidelines have lots of useful information including disciplinary responsibilities, electronic records, correct destruction of records, definitions, etc. Local Church retention guidelines begin on page 37.

LOCAL CHURCH RECORD RETENTION SCHEDULE

Title/Type	Description	Total	Archive
Accounts Payable	paid invoices, expenses, bookkeeping, etc	7 years	No
Accounts Receivable	membership contributions, offering records	7 years	No
Administrative Reports	Charge Conference reports, Admin Council/Board reports	permanent	Yes
Audit Records		permanent	Yes
Bank Statements		7 years	No
Budget Records	annual budget	permanent	Yes
Bulletins	Sunday worship bulletins, special church occasion bulletins	permanent	Yes
Bylaws		permanent	Yes
Cancelled Checks	cashed checks	7 years	No
Correspondence-subject	correspondence on special or topic interest	permanent	Yes
Correspondence-transitory	routine correspondence	1 year	No
Directories		permanent	Yes
Insurance Policies		permanent	Yes
Inventories of Property & Equipment		until superseded	Yes
Membership Records	membership register, baptisms, marriages, transfers	permanent	Yes
Newsletters	church newsletters, UMW, UMM, UMYF & other group's newsletters	permanent	Yes
Personnel Records	personnel files	active +7	No
Staff Meeting Records		permanent	Yes
Time Sheets		3 years	No

This is a partial list only. A more complete list along with much more information can be found on the General Council on Archives and History website at:

www.gcah.org/atf/cf/%7B9FFCD624-0CB2-4EB6-9D68-68E9775A36DA%7D/ConfRetSched.2009.pdf