



# IOWA ANNUAL CONFERENCE



## TREASURY NOTES

January 2009

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January is the month when many new congregations' treasurers begin their ministry of finance. Thus, I decided that these notes would be used to provide a number of miscellaneous pieces of information that may be helpful to treasurers who are beginning this ministry and may serve as a reminder to those who are continuing in God's service this year.

**Taxable Value of the group Term Death Benefit.** One of the items that are paid by the direct bill for pensions is the group term death benefit that is provided to your clergy and their family. The IRS has determined that such benefits are taxable to the clergy person. You may go to the following website address to calculate this taxable value [www.iaumc.org/tax](http://www.iaumc.org/tax) and click on Taxable Value of Group Term Life Insurance Calculation.

Just provide answers to the questions and this "calculator" will calculate the taxable value that must be added as additional taxable income for box 1 – Federal Wages and box 17 – State Wages on your pastor's W-2 form.

### **W2 Form Questions**

If you need help with completing W-2 Forms for clergy go to [www.iaumc.org/tax](http://www.iaumc.org/tax) and click on GCFA Clergy Tax Packet. Many of the questions you have regarding the completion of the form will be answered.

### **Record Retention**

During this time our office is often asked how long a church should keep records. The standard for financial records that would be generated by the financial secretary and treasurer would be a minimum of five years. Of course, legal records should be kept indefinitely and insurance policies should be kept until the legal statute of the limitations is reached on the items covered by the policy. Minutes of official meetings of the church should also be kept:

Board of Trustees, Charge Conference and Administrative Council as historical records for the church.

### **2009 Church Statements**

You may access the church statement each month by going to [www.iaumc.org/remits](http://www.iaumc.org/remits). To receive a paper, copy contact Jeremy Jolly at 515-974-8923.

### **Remittance Forms**

Remittance forms for sending in the apportionment and advance special money may be located on the web site by going to [www.iaumc.org/tforms](http://www.iaumc.org/tforms).

### **Pay on Line**

Now may be a good time for your congregation to pay apportionments and advance specials on line if you are not already using that service. Contact [Jeremy.Jolly@iaumc.org](mailto:Jeremy.Jolly@iaumc.org) or 515-974-8923 and he will help you avoid the cost of postage and check writing by providing the information you need to start your on line payments. This method is becoming used more and more as a good way to save time and money for the local church.

### **Making Checks Payable**

Just a reminder that when you are sending money to the conference, it is important to make checks payable to the proper account so credit can be given. As checks are written for the Direct Bill for Pensions and Health Insurance, make them payable to the *Board of Pension, Inc.* at PO Box 8086 Des Moines, IA 50301-8086. Our pension's accounts are with Bankers Trust. Also, in making direct bill payments please return the stub from the statement; this helps the conference place the money in the correct accounts.

We currently do not use an electronic system for the direct bill. As the conference moves to a different software system options for payment of

this bill will be part of the transfer. Payment for apportionments and other giving should be made payable to the *Iowa Annual Conference* and mailed in the green envelope which is addressed Church Remittance, Iowa Annual Conference United Methodist Church, PO Box 4564, Des Moines, IA 50306-4564. First American Bank is the bank that holds the Conference account. Again, it is important to check each month's records for accuracy. It is much easier to correct errors as they occur rather than later in the year. Thank you for your cooperation.

**Where to Send – HSA, HRA and FSA Payments**

All contributions being sent in on behalf of the clergy or lay employees for the Flexible Spending Account (FSA), Health Savings Account (HSA) and Health Reimbursement Account (HRA) should be made payable to the *Iowa Annual Conference* and mailed to PO Box 1422, Des Moines, IA 50305.

**2009 IRS Mileage Rate**

Just as another reminder the mileage rate for 2009 is set at 55 cents per mile for business miles driven, 24 cents per mile for medical or moving purposes and 14 cents per mile driven in service of charitable organizations.

**Office Closed**

The Conference offices will be closed on Monday, January 19, 2009 in recognition of Martin Luther King Jr. Day.

**2008 Statistical Information**

You may access the year end statistical forms by going to the web site [www.iaumc.org/stats](http://www.iaumc.org/stats). Your church received the letter giving password information in late December. If you need paper copies of the forms contact [Cynthia.Davis@iaumc.org](mailto:Cynthia.Davis@iaumc.org). She will send the needed forms.

**Sales Tax**

The Iowa State laws require that churches pay sales tax on items that they purchase. They do not need to collect sales tax on items they sell as long as the funds being raised help support the ministry and mission of the church.

**How do I Locate Advance Special Numbers**

When sending in money for various missions, it is important to include the advance number that you wish to give to. This will allow our office to get the money credited to the appropriate account. A listing of all of the national advance

projects along with their numbers can be found at <http://new.qbgm-umc.org/Advance/projects/search/>.

Also, a listing of the conference advance specials along with their numbers can be found in the Rainbow Covenant book, which is downloadable from the Conference website. The link to download the book can be found at <http://www.iaumc.org/rainbow>.

**December Receipts**

	<b>2007</b>	<b>4YR AVG</b>	<b>2008 October</b>
General Church	1,792,611 77.50%	1,731,345 75.35%	2,083,392 85.64%
Conference Ministries	8,604,576 85.04%	8,183,873 82.95%	8,186,261 80.97%
Conference Missions	2,418,792 81.46%	2,235,521 79.04%	2,348,538 74.95%
<b>Total Apportionments</b>	<b>12,815,979 83.21%</b>	<b>12,150,739 81.05%</b>	<b>12,618,191 80.49%</b>

With all the bad news about the economy, the bad weather during the month of December and early January that seemed to come each weekend, the summer storms, and the floods, I was anxious to see how we would end the Conference year. As you can see from the table we are at 81.05%, a decrease of 2.72% from the year 2007. However, our apportionment receipts for this year is still at a higher percentage than we received in 2004 and 2005. Compared to the four year average our 2008 receipts are 0.56% less.

Also, in 2008 we received \$439,200 in prior year apportionments paid. When that amount is factored into our receipts, we have received 83.38% of our apportionments for this year.

I want to take this opportunity to thank all of you who were so faithful in your giving, to your local congregations, which in turn means gifts to the Conference and beyond. Even with the storms and the winter weather God really has blessed us and it is reflected in our generous sharing with others. Thank you for faithfully supporting the ministry of God's church known as the **United Methodist Church**.

**For All Those Who Serve**

*"For the Son of Man did not come to be served, but to serve."* (Mark 10:45)

**Thank you for your service!**