

SECTION VI



COUNCIL ON
FINANCE AND
ADMINISTRATION

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COUNCIL ON FINANCE & ADMINISTRATION

Report #1

The Council on Finance and Administration (CFA) has examined the financial and administrative policies and procedures of the annual conference, including the whole process of agency and institutional funding and apportionments to local churches. Herein are our recommendations of procedures and policies to be followed by the Mississippi Annual Conference.

Realizing that education is the key to achieving a higher percentage of giving to the apportionments, CFA shall be available within clusters and districts to interpret and personalize the apportionments and to teach Christian stewardship to local churches. We shall provide districts and clusters with current materials explaining the apportionments.

Agency/Institution Accountability and Distribution

CFA recommends a funding process that requires accountability, responsibility, and communication. An annual review of agencies and institutions by the appropriate conference committee to which they relate shall encourage each agency and institution to consider the following:

- The option of not receiving conference apportionments and raising its own funds.
- A phase-out of conference funding after a five-year start-up when this plan is put into action by reducing the apportionment by 20 percent each year.

The Council on Finance and Administration requests that each institution requesting funds present a budget for the forthcoming year, duly signed by the chairperson and secretary of the board of directors or trustees indicating that said budget has been approved by the governing body. Boards, agencies, committees, or institutions of the conference not presenting a formal request properly signed will not be considered for funding by CFA for the next year's budget.

The monthly amount made available to the conference agencies through Conference Benevolence shall be determined by the percentage of the Conference Benevolence received during the preceding year. Boards, committees, institutions, and agencies requesting an advance on their budgeted funds cannot receive an excess of the percentage paid the conference for their cause in the preceding year. The amount will be recomputed semi-annually.

All United Methodist agencies, community centers, camps, and affiliated institutions are strongly encouraged to develop donor support outside the Mississippi Conference budget. They are also encouraged to keep administrative costs at a minimum percentage of the organization's budget (as close to 20 percent) as possible.

Agency Audits

The CFA acknowledges the differences in audit, review, and compilation reports issued by certified public accountants. The following descriptions continue to be approved by CFA:

- A. Audit - A financial audit is a systematic examination of financial statements, records and related operations to determine adherence to generally accepted accounting principles, management policies, or stated requirements. The examination of the records includes analytical procedures and verification of pertinent source documents to substantiate the financial statements. An audit provides the highest level of assurance that financial statements are fairly stated.
- B. Review - A review involves inquiry and analytical procedures that provide the accountant with a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the statements for them to be in conformity with generally accepted accounting principles. There is no requirement for the accountant to gather any evidence to corroborate the inquiries and analytical procedures, unless he becomes aware that the information is incorrect, incomplete or otherwise unsatisfactory. A review provides a limited level of assurance that the financial statements are fairly stated.
- C. Compilation - A compilation involves presenting in the form of financial statement information that is the representation of management without undertaking to express any assurance on the

statements. To compile financial statements, the accountant should understand the industry and nature of the business in which the client is engaged, including the form of its accounting records, the qualifications of its accounting personnel, the basis on which the financial statements are to be presented, and the form and content of the financial statements. The accountant is not required to make inquiries or to perform any procedures to validate the information provided to them. A compilation provides a minimum level of assurance that the financial statements are fairly stated.

Comparative financial statements, and the accompanying opinion of a certified public accountant, shall be presented by each agency/institution to the Council on Finance and Administration by May 15 each year. These statements must include a balance sheet, a statement of activity, a statement of cash flows, and a copy of the accounting firm's management letter if one was provided. Statements containing a comparison of budget to actual expenditures are required. Each agency/institution shall include a statement of mission and purpose and a general description of activities. Disbursement of approved funding shall be contingent upon receipt of the previous years' financial statements. Any discrepancies or irregularities noted by the auditor or the CFA audit committee must be corrected in order for funding to be released to the agency/institution.

Audited statements will be required when annual apportionment revenue is \$200,000 or greater. For agencies with annual apportionment revenues of less than \$200,000, the Audit Committee accept an alternative engagement with a CPA. The alternative engagement will consist of reviewed or compiled financial statements (as defined above). The CFA Audit Committee may request additional agreed-upon procedures after review of the alternative engagement.

If any community center's past year's report is not available by May 15, a copy of the most recent report, along with copies of the current year-end Statement of Activities and Balance Sheet, must be presented by May 15. (At no time should an annual audit be presented that is older than 18 months.)

Regardless of budget, any agency required by federal or state law to have an audit will be asked to submit their audited statements to the conference. Only reviews or audits performed by an independent licensed CPA or CPA firm enrolled in a quality peer review program that received an unqualified opinion in its most recent peer review report will be accepted. No internal audits will be accepted. Failure to submit required financial statements by May 15 will result in the holding of all funds for the current year due the agency, beginning June 1, until such reports have been submitted and reviewed by the Audit Committee of the Council on Finance and Administration.

All United Methodist institutions affiliated with the Mississippi Annual Conference may be required to submit financial statements to the CFA, even though funds are not received from the conference.

The following are exempted from submitting the above-mentioned financial statements although a compilation and statement from the reviewing body must be presented:

- Campus ministry units, unless they are receiving capital funds
- Clergy Spouses

Financial statements as defined in *Internal Controls for District Offices for District Funds* should be presented to the CFA each year. All funds held by the district must be included in the audit report. The CFA has reviewed the internal control document and found it to be acceptable.

Capital Expenditures

As a matter of policy, the CFA will not include proposed capital expenditures as a part of the regular budgetary process of the annual conference. Capital needs should be serviced through special appeals and/or capital campaigns.

Conference Expenditures

A. ANNUAL CONFERENCE PER DIEM

Each pastoral charge shall provide for the lodging and meal expenses of their pastor(s), lay members(s), deacon(s) in full connection and diaconal minister(s) attending Annual Conference. The clergy and diaconal ministers in special appointments shall have their expenses paid by the agency served. Per diem expense paid by the conference will begin with the opening session of Annual Conference and end with the closing session. Per diem expenses paid by the annual conference shall be at the following rate: fifty dollars (\$50.00) per night for lodging when staying in a motel/hotel and five dollars (\$5.00) per meal. There will be no reimbursement from the Annual Conference for travel.

Those eligible for per diem from the annual conference are the following:

- a. Retired Clergy
- b. Disabled Clergy
- c. Retired Diaconal Ministers
- d. Disabled Diaconal Ministers
- e. Conference Staff Persons
- f. Conference Lay Leader
- g. District Lay Leaders
- h. Conference President of United Methodist Women
- i. Conference President of United Methodist Men
- j. Conference President of United Methodist Youth
- k. President or equivalent officer of Conference Young Adult Organization
- l. Chairpersons of all conference boards, committees, councils, and commissions, if laypersons
- m. District Presidents of United Methodist Men
- n. District Presidents of United Methodist Women
- o. District Presidents of United Methodist Youth
- p. Equalizing lay members, as named by the district
- q. Seminary students who are certified candidates for ministry and approved by the Board of Ordained Ministry, except those students who serve churches within the bounds of the conference.
- r. Special cases approved by the Cabinet, such as mission charges
- s. Conference and District Directors of Lay Speaking Ministries

B. CONFERENCE COMPENSATION

The pay period of clergy shall begin on July 1 and end on June 30 of the next year. Compensation is to be paid as earned. In no instance shall compensation be paid in advance by the conference or any entity amenable to the annual conference.

Salaries of conference personnel, clergy and lay, shall be given priority and paid in equal monthly installments. Travel expenses in the work of the conference shall be paid on voucher at the rate established by the Internal Revenue Service for business miles. An accountable reimbursement plan in compliance with Internal Revenue code for the employee expenses shall be established by the personnel committee and CFA.

The conference treasurer is hereby authorized to withhold funds from the salaries of annual conference personnel for the purpose of investing said funds in tax deferred programs and for payment of salary reduction reimbursement plans in keeping with Internal Revenue Service policies when such request is made by conference personnel.

C. CABINET LEVEL COMPENSATION

The Mississippi Conference shall provide equal salaries and equitable support packages for the district superintendents, administrative assistant to the bishop, director of Connectional Ministries, and director of Financial Administration/treasurer. The total compensation package includes salary (which may include salary reduction items, housing appurtenances, dependent hospital insurance premiums), travel expenses related to the position of the respective offices, and accountable reimbursement plans for related expenses. The total compensation package shall be adjusted annually by a percentage to be determined by CFA that is not larger than the percent of change in the CAC (Conference Average Compensation) as determined by the General Board of Pensions and Health Benefits.

Each district shall provide a district parsonage and funding for utilities. The district shall also maintain, equip, and fund the operation of a district office, including all elements of compensation for a secretary or other lay employees.

The annual conference shall provide a parsonage or housing allowance for the administrative assistant to the bishop and director of Connectional Ministries when clergy are appointed to these positions.

The salary shall be remitted either semi-monthly or monthly from the conference treasurer's office. Travel, continuing education, and reimbursable expenses shall be paid after vouchers have been submitted with appropriate documentation. Travel expenses will be reimbursed using the same policy as conference staff.

The expenses to the required training experience for newly appointed district superintendents and director of Connectional Ministries shall be paid by the conference.

D. MOVING EXPENSE

The church receiving a new pastor shall pay all moving expenses. The moving expenses of incoming conference personnel shall be paid from the conference administration fund. The moving expenses of an incoming district superintendent shall be paid by the district from district funds.

Moving expenses for a retiring minister or a minister going on disability shall be paid by the conference treasurer in an amount to cover his/her approved expenses as defined below in an amount not to exceed \$1,200. The move of a minister's widow and immediate family following the death of a minister serving an appointment shall be paid by the Conference from the conference administration fund, in an amount not to exceed \$1,200. The conference payment will be limited to actual documented cost but shall not include packing expenses and charges. A maximum of \$1,200 will be available toward the prorated cost of moves outside the bounds of the conference. The allowable reimbursement will be based on mileage inside the conference bounds divided by the total mileage of the move. The approved costs as described above multiplied by the percentage will determine the reimbursable amount. Moving expenses can be paid within one year of retirement, disability, or death for ministers.

The moving expenses for student pastors returning to the conference for an appointment shall be paid from their place of residence at the seminary to the annual conference line in an amount not to exceed \$1,200. The local church receiving such pastor shall pay the moving expenses from the conference line to said local church parsonage. The conference payment shall be paid from the conference administration fund and shall cover the actual documented costs but shall not include packing expenses and charges.

The moving expenses of an effective member of another annual conference transferring into this conference shall be paid from the conference administration fund from his/her place of residence to the annual conference line up to a maximum of \$1,200, if the move is initiated by the bishop and Cabinet. The local church receiving such transfer minister shall pay the expense from the conference line to said local church parsonage. If the minister initiates the move, he/she shall pay the expense to the conference line and the local church receiving such transferred minister shall pay the expense from the conference line to said local church parsonage.

E. TASK FORCE EXPENSES

The expenses of persons called by the Bishop for meetings shall be referred to the CFA for funding at the usual rate for conference committee meetings unless otherwise provided.

F. TRAVEL REIMBURSEMENT-CONFERENCE COMMITTEES AND BOARDS

Conference agencies, boards, and committees receiving church funds have both a fiduciary and stewardship responsibility to determine that all expenditures are reasonable, necessary, appropriate, and directly related to their mission.

In compliance with IRS regulations the conference shall pay travel at the rate established by the IRS for charitable travel on a per-mile basis by the most direct route. No mileage is to be allowed for persons attending meetings who are otherwise allowed travel expenses in connection with their positions in the church. No mileage is to be allowed for persons attending meetings in the town of their residence. No mileage is to be allowed for persons attending conference committee meetings at Annual Conference who are members of the annual conference. It is strongly recommended that travel to meetings be by car-pool. Travel shall be paid for conference meetings only if the meeting is within the bounds of the annual conference.

Travel to out of conference meetings should be approved by the chairperson of the sponsoring conference committee, agency, or board. The following documentation shall accompany the request for reimbursement: purpose of travel, copies of hotel bills, documentation for meals, receipts for car rental, parking and tolls. Rental cars should be requested only when their use will be more economical than public transportation or when a special situation applies, e.g., excessive material to carry, out-of-the-way location, or extensive local travel.

If the person to be reimbursed drives, and the round trip travel per mile exceeds the most economical air-fare available for the date of travel at the time the travel request was submitted (plus airport-related ground transportation costs), the lesser amount will be reimbursed.

No reimbursement will be made for lost time that is incurred by a person attending conference meetings.

All in-travel meal subsidies shall be set at the maximum of \$5 for breakfast, \$5 for lunch and \$5 for dinner. This does not apply to meals arranged by a board or agency during a meeting of the group. A group

meeting all day or longer may arrange for a meal to be served at a higher cost if necessary. Any request for meal reimbursement, other than the allowances stated, must be accompanied by actual receipts.

Cash advances shall be kept to a minimum. If an advance is needed, the request shall be made on the Conference Voucher, and approved by the chairperson of the sponsoring conference committee, agency, or board. Advances should be for specific trips or events and shall be settled by the person within one week of the termination of a trip or event.

A form acceptable to the Internal Revenue Service to verify meeting travel expenses for income tax cred-it as a donation is available in the conference treasurer's office. This can be used when travel expenses are not reimbursed.

Conference Operating Reserve/Authority To Borrow

The Executive Committee of the CFA is authorized to use the conference reserves for emergency situations as determined by the committee. Additionally, under Standing Rule 16, the Executive Committee of CFA is authorized to borrow up to \$175,000 for emergency needs.

Formula for Making Apportionments

The information provided by each local church at the end of the year shall be used to provide the statistical base for each church's fair share of the conference budget. The last two years of available statistical data will be used in computing a resulting fraction that will become the local church's index, and represents its proportionate fair share of the budget. (Divide the average amount spent by the local church on the statistical line items 63 through 71 over the last two years by the amount spent by all churches in the conference on those items to compute the church's index.)

- A. The base shall be statistical lines:
- | | |
|----------------|---|
| a. Line No. 64 | Pastor's Base Compensation |
| b. Line No. 65 | Associate(s) Base Compensation |
| c. Line No. 65 | Housing Related Allowances Paid Pastor and Associate(s) |
| d. Line No. 67 | Reimbursements Paid Pastor and Associate(s) |
| e. Line No. 68 | Other Cash Allowances Paid Pastor and Associate(s) |
| f. Line No. 69 | Diaconal Minister(s)/Deacon(s) Total Compensation |
| g. Line No. 70 | Other Staff Compensation and Expenses |
| h. Line No. 71 | Current Expenses for Program |
| i. Line No. 72 | Other Current Operating Expenses |
- B. The apportionment for a new congregation shall be determined as follows: First full year after charter shall be a grace period. Apportionments shall be phased in over the next five years at twenty percent (20%) of the formula amount for the next year and increasing by twenty percent (20%) over each of the following four years. (A five-year phase in at 20 percent per year.)
- C. The CFA recommends the continuation of the Merit Award program. Churches paying 100 percent of every apportioned line item of their conference apportionments will be commended by the CFA at each Annual Conference. Those churches which have increased or improved their apportionment remittances will be recognized for their efforts. An appropriate certificate will be given to each church by the district superintendent at the Charge Conference.

Church Grants

All annual conference boards, committees, commissions, agencies or individuals related thereto, making application for General Church funds and/ or other grants administered by any conference, jurisdictional, or general agency of the United Methodist Church or any other entity shall first furnish copies of such applications to those conference officers charged with the role of consultation in paragraph 718 of *The 2004 Book of Discipline*: the presiding bishop, the director of Connectional Ministries or equivalent, the Leadership Council, and the appropriate district superintendent(s). An accounting of actual use of funds must be presented to the conference treasurer's office within 90 days of the final distribution of funds.

Guidelines for New Ministries

- A. A ministry idea is conceived. Conception may take place in a local church, cluster of churches, district, from individuals, or in established ministry area in the conference.

- B. The ministry concept is presented to the appropriate ministry area in the annual conference. The ministry area determines the validity of the concept based on criteria of a conference ministry, as determined by the conference Leadership Council.
- C. A ministry concept which has been deemed as valid by the appropriate ministry area is forwarded to the conference Leadership Council.
- D. A ministry concept which has been endorsed by the conference Leadership Council is forwarded to the CFA as an item to be funded through the conference budget.
- E. The appropriate ministry area makes a presentation of the ministry concept to the Annual Conference session for approval as a conference ministry. In the case of a ministry concept being rejected, it is removed from the conference budget.

Investment Policy

All funds of the annual conference under the control of the conference treasurer shall be invested under the direction of the Council on Finance and Administration with priority given to the Mississippi United Methodist Foundation.

Depository

In accordance with Section 614 of the 2004 *Book of Discipline*, the conference treasurer is designated the authority by the CFA to designate a depository for all conference funds.

Local Church Bonding

Local churches are reminded that all church treasurers and financial secretaries are now bonded under a conference-wide insurance program. Coverage requires that the directives of the current *Discipline* must be followed for the coverage to be in effect. The premium cost of this program shall be distributed equally to all churches.

Mailing Lists

Mailing lists will be made available to United Methodist agencies and institutions from the conference office, as it is practical.

Special Appeals

CFA urges institutions to work to encourage local churches to pay apportionments before they request any special funding. Agencies and institutions that are not United Methodist must have approval from CFA to solicit funds within the conference.

Conference Advance Specials

- a. Burkley House, Jackson
- b. Church & Community Worker, Earnestine Varnado
- c. Contact, The Crisis Line
- d. Center for Independent Living, Inc
- e. Choctaw Mission
- f. Coast Prison Ministry, Gulfport
- g. Delta Resource Center
- h. Gulfside Assembly, Waveland
- g. Hispanic Ministries
- h. Holmes County Town & Country Ministries, Goodman
- i. International Seamen and Truckers Center, Gulfport
- j. Moore Community House
- k. Mississippi United Methodist Penza, Russia Initiative
- l. Resource Center Network –The Center for Violence Prevention, Pearl
- m. Seashore Mission, Biloxi
- n. Shalom Communities
- o. St. Andrew's Mission Community Center, McComb

- p. UMVIM Mexico Medical Mission
q. Wesley House Community Center, Inc

***The Mississippi Conference 2007
Special Days And Special Offerings***

January 14	Human Relations Day
January 28	Golden Cross Sunday
February 11	Kingdom Builders Sunday
February 25	Methodist Rehabilitation Center
March 4	Baddour Center
March 25	One Great Hour of Sharing
April 29	Native American Sunday
May 13	United Methodist Senior Services
June 10	Peace with Justice
June 17	The Children's Home
September 9	Camping Sunday
October 7	World Communion Sunday
November 11	United Methodist Hour
November 25	United Methodist Student Day
December 9	The Children's Home

Report #2
2007 Budget

NOTE: Numbers to the immediate left of the item corresponds with budget numbers shown on the following pages.

<u>BOARD OR AGENCY</u>	<u>2006</u> <u>BUDGET</u>	<u>2007</u> <u>BUDGET</u>
Clergy Support:		
1 District Superintendent Fund	\$ 1,017,013	\$ 1,017,013
* Episcopal Fund	377,995	377,995
2 Episcopal Residence		
3 Group Insurance Fund	4,624,997	4,624,997
4 Pension Fund	3,685,769	3,685,769
5 Equitable Compensation Fund	335,975	335,975
Moving Expense Retirees and Students	15,000	15,000
Pastoral Care & Counseling	23,000	23,000
6 Board of Ministry	<u>292,000</u>	<u>292,000</u>
Total :	<u>10,371,749</u>	<u>10,371,749</u>
Administration:		
Council on Finance & Administration	4,000	4,000
7 Conference Office Expense	154,300	154,300
8 Conference Secretary	6,500	6,500
9 Conference Statistician	5,850	5,850
10 Conference Trustees/Property	399,612	399,612
Episcopacy Committee	1,000	1,000
11 Staff Compensation	950,532	950,532
Bishop's Discretionary Fund	7,000	7,000
* Southeastern Jurisdiction	126,708	126,708
* SEJ Levee Project (Year 2 Of 3)	32,000	32,000
* General Administration-GCFA	130,523	130,523
* International Cooperation Fund	41,652	41,652
Operating Reserve	<u>250,000</u>	<u>250,000</u>
Total :	<u>2,109,677</u>	<u>2,109,677</u>
World Service/Conf. Benevolences:		
* World Service-GCFA	1,482,872	1,482,872
Appalachian Development Center	3,000	3,000
12 Connectional Ministries	1,876,117	1,876,117
Mississippi Religious Leaders Conference	<u>3,000</u>	<u>3,000</u>
Total:	<u>3,364,989</u>	<u>3,364,989</u>
Other Apportioned Causes:		
** Baddour Center	50,000	50,000
** Bethlehem Center	60,000	60,000
* Black College Fund	213,756	213,756
** Camp Lake Stephens	160,000	160,000
** Camp Wesley Pines	160,000	160,000
** Choctaw Mission	80,000	80,000
** Clergy Spouses	2,000	2,000
** Delta Resource Center	12,500	12,500
** Edwards Street Community Center	40,000	40,000
** Good Shepherd Center	65,000	65,000
** Gulfside Assembly	40,000	40,000
** Holmes County Town & Country Ministry	20,000	20,000
** J B Cain Archives	16,120	16,120

** Millsaps College	400,000	400,000
** Mississippi Rural Center	35,000	35,000
** Moore Community House	35,000	35,000
** Nurse Education/CPE Methodist Hospital	26,000	26,000
** Rust College	200,000	200,000
** Seashore Assembly	125,000	125,000
** St Andrew's Mission	45,000	45,000
** The Children's Home	155,850	155,850
** United Methodist Hour	65,000	65,000
** Wesley Community House	70,000	70,000
** Wood Institute	100,000	100,000
* Africa University	47,849	47,849
* Ministerial Education Fund	535,095	535,095
Total:	<u>2,759,170</u>	<u>2,759,170</u>
TOTAL BUDGET:	<u>\$ 18,605,585</u>	<u>\$ 18,605,585</u>

* Apportioned by General and Jurisdictional conferences

** Turnaround Ministries Same as 2006

2007 BUDGET REQUESTS

Detailed Budgets for Line Items as Referenced:

1. District Superintendents

<u>ITEM</u>	
Compensation	\$ 75,844
Reimbursable Business Expenses In District	8,512
Total per District Superintendent	<u>84,356</u>
	x 11
Total for 11 Districts	<u>927,916</u>
Reimbursable Expenses for Cabinet Related Travel	88,153
Reimbursable Expenses for New District Superintendent Training	<u>944</u>
TOTAL DISTRICT SUPERINTENDENTS BUDGET REQUEST	<u><u>\$1,017,013</u></u>

2. Episcopal Residence

Utilities	\$ 7,500
Repairs and Maintenance	7,000
Furnishings and Replacements	3,000
Insurance	<u>2,500</u>
Subtotal:	20,000
Receipts From General Church	<u>(10,000)</u>
PAID OUT OF RESERVES	<u><u>\$ 10,000</u></u>

3. Group Insurance

<u>RECEIPTS</u>	
Church Receipts from Apportionments	\$ 4,624,997
Participant Payments	2,745,495
Interest Income	<u>100,000</u>
TOTAL RECEIPTS	<u><u>\$ 7,470,492</u></u>

<u>DISBURSEMENTS</u>	
Participant Medical Claims	\$ 4,753,403
Participant Script Care	2,380,177
Aggregate and Specific Reinsurance	590,500
Administration-Third Party	160,000
Professional Fees (Audit, Attorney, Actuary)	45,600
Administration PPO	30,000
Precertification Fee	30,000
Clerical Salary & Benefits	23,700
MCHI Risk Pool	11,004
Liasion Office Salary	8,340
Bank Charges	5,400
Bonding Fees	5,305
Office Supplies	5,300
Meeting Expenses	<u>500</u>
TOTAL DISBURSEMENTS	<u><u>\$ 8,049,229</u></u>
RECEIPTS OVER (UNDER) DISBURSEMENTS	<u><u>\$ (578,737)</u></u>

4. Pension Fund**RECEIPTS**

Church Receipts from Apportionments	\$ 3,685,769
Escrow from 2006	300,000
Publishing House Distribution	15,000
GBOPHB Earnings	650,000
Interest on UM Foundation Investments	140,000
Superannuate Endowment Interest	56,000

TOTAL ANTICIPATED RECEIPTS \$ 4,846,769

DISBURSEMENTS

CRSP Payments	\$ 4,446,562
Past Service Payments	234,762
Clerical Salary & Benefits	23,698
Gift to Central Conference Pension Program	15,000
Salary Liaison Officer	8,340
Payments to Dependent Children	6,200
Professional Fees	4,500
Special Grants	4,300
Annual Conference Retiree Luncheon	3,000
Liaison Officer Office & Travel	2,700
Surviving Spouses Per Diem Annual Conference	2,500
Travel (GBOPHB Meetings and Committee Meetings)	2,500
Program Expense	1,200
Retirement Seminar	1,000

TOTAL ANTICIPATED DISBURSEMENTS \$ 4,756,262

RECEIPTS OVER DISBURSEMENTS \$ 90,507

5. Equitable Compensation**ADMINISTRATIVE EXPENSES**

Copy/Printing Supplies	\$ 390
Postage	135
Meetings – Room and Board	800
Seminars – Registration Fees	250
Telephone	200
Travel	4,000
COES Fellowship	200
Subtotal Administrative Expenses:	<u>5,975</u>

PROGRAMMATIC EXPENSES

Travel Supplement	100,000
Salary Supplement	60,000
New Church Development	215,000
Cooperative/Exceptional Ministry	10,000
Ethnic Congregation Development	60,000
Unique Ministries	25,000
Contingency Fund	10,000
Subtotal Programatic Expenses:	<u>480,000</u>

TOTAL BUDGET \$ 485,975

TOTAL BUDGET REQUEST \$ 335,975

6. Board of Ordained Ministry

BOARD AND OPERATING EXPENSES

Board & Committee Meetings	\$	8,500
Executive Committee Meetings		500
Salary support-Ministerial Services		44,000
Interview Teams		6,000
Phone, Postage, Office Expense		1,000
Clerical Support		3,500
Seminary Visits		3,000
Fellowship of Local Pastors		500
SEJ Association Meeting/Training		3,000
Order of Elder		6,000
Order of Deacon		1,200
Subtotal Board and Operating Expenses:		77,200

REVIEWS & SCREENING

Medicals/Psychologicals		3,500
Background Checks		3,500
Subtotal Reviews and Screening:		7,000

RECRUITMENT

Schools and Training Events		4,000
Licensing Schools		3,500
Candidacy Memoirs		2,000
Exploration Events		5,000
Subtotal Recruitments:		14,500

CLERGY SUPPORT

Board Approved CPE		3,000
Retreats		1,000
Spiritual Formation		500
Mentor Training		2,000
Residency in Ministry		9,800
Center for Ministry-Continuing Education		6,000
Subtotal Clergy Support:		22,300

SUPERVISION

Course of Study Scholarships		55,000
Contingency/Unexpected Expense		5,000
Subtotal Supervision:		60,000

MINISTERIAL SCHOLARSHIPS

		111,000
TOTAL BUDGET REQUEST	\$	292,000

7. Office Expense

Annual Dues	\$	300
Audit		24,000
Bank Charges		9,500
Equipment Lease		22,500
Equipment Replacement		11,000
Office Supplies		32,000
Postage		22,000
Software Upgrades and Maintenance		15,000
Telephone		15,000
Workers Compensation Expense		3,000
TOTAL BUDGET REQUEST	\$	154,300

8. Conference Secretary

Operational Expense	\$	1,000
Secretary Honorarium		2,750
Journal Editor Honorarium		1,500
Annual Conference Expense		1,250
TOTAL BUDGET REQUEST	\$	<u>6,500</u>

9. Conference Statistician

Honorarium	\$	1,500
Secretarial Help		900
District Statisticians		1,100
Postage, Printing, and Copying		1,000
Telephone		550
Travel		800
TOTAL BUDGET REQUEST	\$	<u>5,850</u>

10. Conference Trustees/Property

Property and Liability Insurance	\$	294,000
Office Building Loan Repayment		39,512
Office Utilities		16,000
Maintenance		12,000
Legal Fees		10,000
Janitorial Service		9,300
Abandoned Property Expense		7,000
Supplies		7,000
Parking		4,000
Meeting Expense		800
TOTAL BUDGET REQUEST	\$	<u>399,612</u>

11. Proposed Staff Budget for 2007

<u>CONFERENCE PERSONNEL COMMITTEE</u>	<u>SALARY</u>	<u>HOUSING ALLOWANCE</u>	<u>UTILITY ALLOWANCE</u>	<u>COMPENSATION TOTAL</u>	<u>REIMBURSEABLE EXPENSE</u>	<u>TOTAL BUDGET</u>
Directors						
Assistant to Bishop	\$ 75,844	\$ 12,000	\$ 3,600	\$ 91,444	\$ 8,500	\$ 99,944
Director of Connectional Ministries	75,844	12,000	3,600	91,444	8,500	99,944
Professional Staff: 8 positions	395,575	24,000	6,000	425,575	48,500	474,075
Support Staff: 3 positions	107,862			107,862	1,500	109,362
Subtotals:	655,125	48,000	13,200	716,325	67,000	783,325
Other Benefits/Allowances						
Payroll Taxes						18,072
Pensions/Death Benefits (Lay employees)						25,985
Health Insurance						31,020
Less reimbursed by Katrina Appeal						-74,100
Less reimbursed Church Development						-25,000
Less reimbursed by Board of Ordained Ministry						-44,000
Total Conference Personnel Request:						\$715,302
<u>CFA PERSONNEL</u>						
Directors						
Director Finance/Administration & CBO	\$ 91,444			\$ 91,444	\$ 8,500	\$ 99,944
Professional Staff: 3 positions	120,196			120,196	2,500	122,696
Subtotals:	211,640	0	0	211,640	11,000	222,640
Other Benefits and Allowances						
Payroll Taxes						16,192
Pensions/Death Benefits (Lay employees)						23,280
Health Insurance						24,816
Total CFA Personnel Request:						286,928
Less reimbursed by Insurance and Pensions						-51,698
Net CFA Personnel Expense Request						\$235,230
TOTAL STAFF BUDGET REQUEST						\$950,532

12. Connectional Ministries

PERSONNEL COMMITTEE

Committee Meetings	\$	2,850
Resources		5,000
Printing		200
Staff Development & Recognition		1,500
Personnel Policies		500
Contingency		500
Total Personnel Committee		10,550
Emerging Issues		15,000
Connectional Ministries Coordinating Council		15,000

Ministry Tables

A. Health and Wellness

EDUCATION/LEADER DEV MIN COMMITTEE

Committee Travel	\$	4,000
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EVANGELISM/SPIRITUAL FORMATION MINISTRIES

District Coordinators Travel		1,200
Office Expense & Printing		540
Miscellaneous		300
Formation Events		3,000
SEJ Congress On Evangelism		300
Subtotal Evangelism/Spiritual Formation		5,340

CONFERENCE BOARD OF LAITY

Meetings		2,000
SEJ Laity Association:		
Meeting Travel		250
Laity Conference Expense		800
Subtotal SEJ Laity Association		1,050
National Association Of AC Lay Leaders		
Dues		200
Travel		1,275
Subtotal Nat'l Assn Of A/C Lay Leaders		1,475
Subtotal Board Of Laity		4,525

URBAN LIFE

Committee Meetings		2,500
Retreats		7,000
Administration		500
Subtotal Urban Life		10,000

OLDER ADULT MINISTRIES

Supplies		400
Meeting		400
Travel Meals Lodging		300
TN Spring Meeting		350
SEJ August Meeting		450
Statewide Events		1,000
Speakers		1,500
Subtotal Older Adult Ministries		4,400

YOUNG ADULT COUNCIL

Meetings Travel Postage	1,000
Training	<u>3,000</u>
Subtotal Young Adult Council	<u>4,000</u>

TOTAL HEALTH AND WELLNESS \$ 32,265**B. Leader Development****1. NEW CHURCH DEVELOPMENT (NEW STARTS)**

Administration Costs	\$ 1,000
Training Events	30,000
Salary Support-Church Development	12,500
Meetings	5,000
Grants	<u>201,500</u>
Subtotal New Church Growth & Revitalization	<u>250,000</u>

2. CHURCH REVITALIZATION (TRANSFORMATION)

Grants	363,000
Salary Support-Church Development	12,500
Consultant Resource Fee	12,500
Training Pastors	7,500
Meetings	4,000
Administrative	<u>500</u>
Subtotal Church Revitalization	<u>400,000</u>

3. EXISTING CHURCH DEVELOPMENT**ETHNIC LOCAL CHURCH**

Elcc Committee Meetings	1,000
Training Events, SEJ/Gen Mtg/Other Elcc Min Con	<u>5,000</u>
Subtotal Ethnic Local Church	<u>6,000</u>

STRENGTHENING THE BLACK CHURCH

Convocation On Strengthening Local Church	6,000
Church Officers And Clergy Ldrship Deve	4,000
Recruit And Support Church To Be Vital Congre	2,500
Ethnic Pastor Day Apart/Spiritual Retreat	2,000
Consultation Services For Strategic Planning	3,000
Purchase Of Program And Training Materials	1,200
Strengthening Black Church Sub Committee	3,000
Postage Copies Printing	<u>500</u>
Subtotal Strengthening The Black Church	<u>22,200</u>

PARISH AND COMMUNITY

Parish & Community Ministry Committ	2,500
Parish Ministry Grants	30,000
Partnership Church Improvement Grants	<u>37,650</u>
Subtotal Parrish And Community	<u>70,150</u>

LAY SPEAKING MINISTRIES

Annual Spring Meeting	500
Nat'l Wkshp Conf Dir Lay Spking	750
SEJ Workshop Conf Dir Lay Spking	750
Convocation Speaker Honor Exp	500
Printing, Brochures, Misc Supplies	<u>1,000</u>
Subtotal Lay Speaking Ministries	<u>3,500</u>

RURAL LIFE COMMITTEE

Meetings	1,500
Publicity & Postage	3,000
Travel & Lodging	5,000

Education For Pastors And Other Key Persons	2,500
Travel & Honoraria For Outside Consultants	2,000
Regional Information Meetings	1,000
Miscellaneous	500
Subtotal Rural Life	<u>15,500</u>
TOTAL LEADER DEVELOPMENT	<u>\$ 767,350</u>

*C. Racial Reconciliation***COMMISSION ON RELIGION & RACE**

Meetings	\$ 1,800
SEJ Leadership Training	1,200
Postage/Mailing/Printing	500
Telephone	200
Other National & SEJ Meetings	700
Monitoring & Resources	400
Convocation On Inclusiveness	700
Ethnic Empowerment Of The Church	2,000
Journey To The Light	3,000
Training Events Racial Inclusiveness Implementation	<u>1,000</u>
Subtotal Commission On Religion And Race	<u>11,500</u>

CHURCH & SOCIETY MINISTRIES

Resource	1,350
Communications	1,250
Travel And Expense	<u>1,400</u>
Subtotal Church & Society Ministries	<u>4,000</u>

RESTORATIVE JUSTICE

Resource	3,500
Communications	1,250
Travel	<u>1,500</u>
Subtotal Restorative Justice	<u>6,250</u>

TOTAL RACIAL RECONCILIATION **\$ 21,750***D. Missions***COMMITTEE ON NATIVE AMERICAN MINISTRY**

Meetings	\$ 3,000
Postage, Copying, Promotions	600
Telephone	100
SEJANAM Meeting	1,050
Cconam Training	1,050
Native American Training Development	1,000
Miscellaneous	<u>200</u>
Subtotal Committee In Ative American Ministry	<u>7,000</u>

HISPANIC/LATINO MINISTRIES

Hispanic Min Committee	1,500
Committee Training, Materials Supplies	400
SEJ Meetings	500
Outreach Ministries	<u>32,600</u>
Subtotal Hispanic/Latino Ministeries	<u>35,000</u>

MISSION OUTREACH

Conference Training Events	8,700
Printing Brochures	<u>2,600</u>
Subtotal Mission Outreach	<u>11,300</u>

TOTAL MISSIONS	\$ 53,300
TOTAL MINISTRY TABLES	\$ 874,665

Children/Youth

CONFERENCE YOUTH MINISTRY

Ccym Meetings & Travel	\$ 9,500
Youth Worker Meetings/Networking	1,200
National Meetings	3,500
Supplies Film, Developing, Resources	900
SEJ Youth Meeting	3,000
Youth Mailings & Postage	6,000
District Youth Coordinators Travel	1,000
Emerging Ministries	2,000
Executive Committee	500
MYAC Travel	2,000
Safe Sanctuaries	1,000
Conference Events & Program	4,600
Subscriptions & Publications	300
Web Page On Line Express	500
Subtotal Confernce Youth Ministry	<u>36,000</u>

CHILDREN'S COORDINATING COUNCIL

Supplies & Resourses	600
Printing	600
Council Expense	1,500
Member Training	3,000
Program Services	2,000
Children's Sabbath	700
A Church For All God's Children	2,500
A/C Children's Worship	1,000
Subtotal Children Coordinating Council	<u>11,900</u>

TOTAL CHILDREN AND YOUTH	\$ 47,900
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Commissions

ARCHIVES & HISTORY

Commission Meetings	\$ 950
Contingencies	650
Magnolia Clipping Service	800
SEJ Commission Dues	250
Conference Archives Support	3,350
Tobias Gibson Endowment	2,500
Tobias Gibson Plaque	300
Postage And Copies	200
SEJ Meetings	250
Subtotal Archives & History	<u>9,250</u>

CHRISTIAN UNITY & INTERRELIGIOUS CONCERNS

Meetings	200
Travel	800
Mail/Meeting Resources	100
Annual Conference Display	75
Conference Wide Event	2,000
Subtotal Christian Unity & Interreligious Concerns	<u>3,175</u>

COMMUNICATIONS COMMISSION

Equipment/Software	6,000
Webmaster Support	10,000
Workshops/Training	3,000
Internet/Intranet/Email Software	3,000
Advertising And Publicity	3,000
Igniting Ministry Expenditures	22,060
Meetings/Commission Travel	1,400
Licensing	1,200
Promotions Of Gen Ch/Conf Bene	10,500
UMAC Dues & Registration	1,000
Graphic Design Contract	<u>28,840</u>
Subtotal Communications Commission	<u>90,000</u>

COMMISSION ON STATUS & ROLE OF WOMEN

50 Year Celebration	2,000
Admin. Meetings	<u>2,500</u>
Subtotal Comm On Status & Role Of Women	<u>4,500</u>

HIGHER ED AND CAMPUS MINISTRIES

Higher Ed/Campus Ministry Committee	3,000
Emerging Ministries	10,000
Training For Campus Ministries	2,000
Statewide Wesley Retreat	10,500
Program Funding (117,222-4,067)	102,800
Insurance	44,000
Accounting Procedures	8,000
Employee Insurance Expense	2,500
Salary Housing Fringe Benefits	<u>455,217</u>
Subtotal Higher Ed And Campus Ministries	<u>638,017</u>

TOTAL COMMISSIONS**\$ 744,942****Ministry Support****CAMPING COMMITTEE**

Committee Meetings	\$ 400
Committee Travel	600
Training-SEJ Camping Assn	<u>1,000</u>
Subtotal Camping Committee	<u>2,000</u>

HEALTH & WELFARE MINISTRIES COMMITTEE**Committee Work**

Postage	200
National Dues	2,000
Travel And Meals	200
Telephone	100

Golden Cross

Development	100
Postage	100
Materials	200

Training

Meals	200
Materials	1,200
Facilitator	<u>200</u>

Subtotal Health & Welfare Ministries Committee 4,500

COMMUNITY CENTERS

Travel Meals Site Visits	3,500
Telephone Postage	500
Umw School Of Christian Missions	1,500
Miscellaneous	1,000
Native American Ministries	3,000
Subtotal Mission Outreach	<u>9,500</u>

TOTAL MINISTRY SUPPORT \$ 16,000

Annual Conference Program

Event Receipts	
Event Disbursements	
Facilities	\$ 7,500
Equipment	7,500
Speaker Honorarium/Travel	15,000
Committee Travel	1,000
Printed Materials	15,000
Standing Rules Committee	700
Per Diem Payments	<u>75,000</u>
TOTAL ANNUAL CONFERENCE PROGRAM	<u><u>\$ 121,700</u></u>

Conference Journal

Pre-Conference Workbooks	\$ 12,000
Journal Costs	15,360
Clergy And Staff Directories	<u>3,000</u>
TOTAL CONFERENCE JOURNAL	<u><u>\$ 30,360</u></u>

TOTAL CONNECTIONAL MINISTRIES \$1,876,117