

## **Council on Finance**

### **Report Number 4: General Rules and Procedures**

- 1) The Conference Treasurer shall disburse budget items on a monthly basis, as applicable.
- 2) The amount budgeted for Fund No. 390 - Contingency and Miscellaneous shall not exceed 10 percent of the total of Section C – Ministry Administration.
- 3) The Council on Finance is authorized to make changes in amounts budgeted for individual funds during the budget year, provided the applicable funds are used for purposes consistent with the Conference's *Vision, Mission, and Priorities* and the total for all budgeted funds does not change. In addition, the Council on Finance is authorized to establish proration of budget funds when appropriate based on current economic factors.
- 4) All unexpended Conference budget funds at the end of the year shall be transferred to the applicable reserve account, except those funds authorized to carry a balance forward to the next year.
- 5) The principal amount in the Conference operating account shall not be less than \$250,000.
- 6) Moving expenses of retiring pastors shall be paid by voucher, according to the following schedule:

1 – 5 years of full-time ministry	up to \$ 750
5 – 10 years of full-time ministry	up to \$1,500
10 – 15 years of full-time ministry	up to \$2,250
15 + years of full-time ministry	up to \$3,000

Pastors are asked to make every effort to keep moving expenses to a minimum cost.

- 7) The Conference's annual Schedule of Revenues, Expenditures, Transfers, and Changes in Fund Balance shall be audited by a Certified Public Accountant firm approved by the Council on Finance.

### **Report Number 5: Local Churches and Conference Agencies**

- 1) Funds remitted by local churches for the Conference annual budget and the district operating fund shall be deposited by the district office in the Conference operating account on a weekly basis.
- 2) Conference agencies shall include all Conference boards, committees, commissions, councils, and other related institutions. Local churches shall be permitted to make direct gifts to Conference agencies without any Conference budget restrictions
- 3) All Conference agencies shall use the Conference Treasurer as fiscal agent unless authorized to operate their own treasury.
- 4) Any Conference agency authorized to operate its own treasury shall provide the Conference Treasurer with evidence of proper bonding and a copy of the entity's annual audited financial statements for the most recent fiscal period ending on or prior to December 31, 2019. Such reports shall be provided no later than May 1, 2020 as required by ¶617.2 in the 2016 *Book of Discipline*. Upon instructions of the Council on Finance, the Conference Treasurer may be required to withhold

funds, beginning May 1, 2020, of any board, commission, committee or council not complying with this requirement of the *Book of Discipline*.

- 5) No Conference agency receiving funds from the Conference budget shall pay mileage at a rate in excess of 40% of the Internal Revenue Service (IRS) standard mileage rate rounded to the nearest cent for those attending Conference activities. Full time Conference-employed staff persons and the Conference Lay Leader may be paid at the IRS standard mileage rate.
- 6) No Conference agency, local church, individual, or any other interest shall attempt to raise funds for any purpose on a Conference-wide basis without approval being given by the Annual Conference or between sessions of the Annual Conference by a two-thirds vote of the Bishop's Operational Team and the Council on Finance acting jointly.

### **Report Number 6: Distribution of Interest**

Interest earned and market gains or losses in 2020 on funds belonging to the Conference Board of Pension and Health Benefits shall be applied to these funds. Interest earned on all other funds shall be used to offset bank analysis charges. Any interest not belonging to the Conference Board of Pension and Health Benefits and in excess of bank analysis charges shall be applied to the Conference's permanent stabilization reserve fund.

### **Report Number 7: Special Sundays**

The Council on Finance urges continued support for the following special ministries which are funded by voluntary contributions from local churches:

Human Relations Day	January 19, 2020
UMCOR Sunday	March 22, 2020
Native American Awareness Sunday	April 26, 2020
Peace with Justice Sunday	June 7, 2020
Sumatanga Sunday	TBD
Volunteers in Mission Sunday	TBD
World Communion Sunday	October 4, 2020
United Methodist Student Sunday	November 29, 2020

In addition, at the request of the General Commission on United Methodist Men, all local churches in the North Alabama Conference are asked to recognize **Scout Sunday, February 9, 2020**. Scouting in the United Methodist Church includes Boy Scouts of America, Camp Fire Boys and Girls, 4-H, and Girl Scouts of the U.S.A. Churches are encouraged to have a special offering for scouting ministries. Receipts from the offering shall be sent to the Conference Treasurer, who will retain 25% for scouting ministries in the annual conference and remit 75% to the General Commission on United Methodist Men for scouting ministries across the United States and around the world.