

Mission Report Assistance for Church Treasurer

Welcome to a new year in our Lord, 2015, and blessings on your service to our Lord. A church treasurer's work may at times seem overwhelming when preparing the "Monthly Report of Mission Support". My office welcomes your calls or emails for assistance. Below are instructions to help ease the responsibility of reporting mission offerings. Please call or email if you have any questions; I look forward to working with you during 2015.

Blessings,
Rita

"Monthly Report of Mission Support" **Instructions for Church Treasurers**

The upper right corner of the "Monthly Report of Mission Support" form contains a "Please Leave Blank" box which states, "Please retain a copy of this remittance for your records." **Please keep a COPY for your FILES!!**

After each remittance, my office will send your church a blank "Monthly Report of Mission Support" form (hereinafter referred to as "**Report**") on the top two-thirds of the page and your receipt for the prior remittance on the bottom one-third of the page (hereinafter referred to as "**Receipt**"). There is always a blank form, as well as the receipt, in the church's Dropbox folder.

Preparation Instructions: Each month, the Church Treasurer should complete the "**Report**" portion, make a copy for the church's records, and submit the "**Report**" portion along with a check made payable to "ABCCR". One check may be written for the "Remittance Total". *Please do NOT include the "**Receipt**" with your mailing.*

Detail Box Instructions: Amounts listed in the summary section under the heading – "American Baptist Mission Support*" for ALL the following lines **require detailed instructions** in the "Details" box:

World Mission Offering (WMO)

One Great Hour of Sharing (OGH)

Region Offering (RO)

Campaigns for ABC Work (CGN)

Institutional Support (ISP)

Specifics (SPC)

Targeted Giving (TG)

Miscellaneous Objectives (MO)

ONLY the following lines do **NOT** need information in the "Details" box:

United Mission Basics (UMB)

America For Christ (AFC)

AB Women's Ministries Love Gift (LG)

Retired Ministers & Missionaries Offering (RMO)

Line Total Instructions: "Total United Mission" line should equal the total of UMB & LG. "Total American Baptist Mission Support" (below the Annual Offerings) should equal the total of all the lines in that section **PLUS** "Total United Mission". Remittance Total should be the total of "Total American Baptist Mission Support", CGN & MO, equaling the remittance check. (Only one check is needed.)

ABCCR Processing & Receipt: Each remittance is processed by the Financial Administrator's office through ABCIS (American Baptist Computer Information System) and a receipt is generated. As stated above, each printed receipt has a new "**Report**" in the top portion plus an official listing of funds from the previous remittance in the "**Receipt**". Detach the receipt and compare it to the church records. This comparison allows the Church Treasurer to verify amounts from the prior remittance were properly credited. Any discrepancies should be reported IMMEDIATELY to the ABCCR Financial Administrator at rcagrizzly@aol.com or by calling 785-249-9720.

Fiscal year runs January 1 through December 31. Monthly close is on the 8th for the previous month's mission contributions. Please note that monies must arrive by the 7th to be credited to the prior month. Annual amounts are based on the January – December remittances. Please check the date of the "**Receipt**", especially when responding to audit confirmation request as the dates must correlate to the date of the "**Receipt**".

Please direct questions to Rita Adams at: rcagrizzly@aol.com or 785-249-9720 (cell)