

US Missions Finance

Missionary Handbook



2009

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Introduction

Think of your U.S. Missions account as a grocery cart. The cart might have bread, milk, eggs, etc., in it. Although every item is different, you put them all in the same cart. People would laugh at you if you pulled a separate cart through the store for each individual item.

Your U.S. Missions account works the same way. You have one account and from that account, disbursements for your personal allowance, work expenses, medical expenses, insurance costs, etc. flow. You do not have a separate account for your personal allowance and a separate account for your work expenses. All the money goes into the same account, and out of that account, we write your monthly check.

So let's talk about each of the items in your "cart" that might be a part of your monthly check.

Personal Allowance

You can consider this the salary part of your monthly disbursement. Think back to high school when you were flipping burgers or working retail. You probably spent your paycheck on gas for your car, clothes, toiletries, etc. Your personal allowance is the paycheck portion of your monthly disbursement that you will use for yourself. You use your personal allowance to pay for all of your personal expenses including taxes, housing, and tithes. These funds are taxable to you. [See page 3 for more information on your personal allowance.](#)

Work Funds

You can receive funds from your account to cover the costs of expenses that are incurred through your work. For example, if you send out a newsletter to your donors, you can be reimbursed for the cost of postage and paper. It is your responsibility to keep track of all expenses and to keep receipts for tax purposes. We do not need copies of the receipts for these expenses. These funds will be sent as taxable income. Consult the IRS requirements for what items are allowable as work expenses. [See page 5 for more information on your work expenses.](#)

Medical

You can receive funds from your account to cover any medical expenses including health, dental, or life insurance premiums, prescriptions, office visit co-

pays, and deductibles. Over-the-counter medications are NOT covered. We require a copy of the receipts for your medical expenses before money will be disbursed. These funds will be sent to you as taxable income. [See page 7 for more information on your medical insurance and expenses.](#)

Special Personal Offering (09)

You are allowed a designated amount of personal gifts each year that will not be charged the 5% administration fee. (\$11,000 for couples and \$9,350 for singles). The donor must indicate that the funds are meant as a special personal gift, and you may not solicit for (09) offerings. These funds will be sent to you as taxable income. You are only eligible for (09) offerings if you are paid through U.S. Missions.

Personal Allowance Disbursement

Disbursement – Disbursements are funds from your account that are included in the monthly check/transmittal to your bank.

Your personal allowance is the portion of your monthly disbursement intended for personal expenses. If you worked for a company, the personal allowance would be your salary. Here are some important things to know about your personal allowance:

- The personal allowance is always ADP (As Designations Permit). This means that we can only send you the amount of funds that are in your account up to your maximum. In other words, your monthly disbursement may be small if your donations are low.
- Each month, you can request reimbursement for months when your personal allowance was short for the current year and previous year. These requests need to be submitted in writing by the 25th of the month (or the last working day prior to the 25th) at 4:30 p.m. (CST).
- The monthly disbursement is made by the 10th of the month each month with an exception in the month of January. January's disbursement is made by the 20th as we close later to allow donors to receive giving credit for the accurate year.

- You must make a request in writing to begin your monthly disbursement. We will not automatically set it up when we open your account.
- Monthly disbursements must be made directly to your bank. U.S. Missions will not issue checks. [See Appendix G for the direct deposit form.](#)
- A one-half tithe is automatically deducted from your personal allowance. These funds are sent to your department. On funds that you keep and report by deputational receipt, you will see a transfer on your statement for those half-tithes independent of those deducted from your salary. You should contact your district to determine the amount they require.
- We will always send your salary before we send funds to cover work expenses or medical expenses. In other words, if you only have enough funds in your account to cover your salary or just a part of your salary, you will not receive funds to cover your work or medical expenses.

How is your personal allowance determined?

AGUSM has established a missionary personal allowance chart based on U.S. Missions Personnel Status, geographic location, and marital status. For those with fully-appointed missionary status, a monthly service increment accrues each year of service after the first full year of appointment for a maximum of 20 years. For singles, the service increment is \$21.25 monthly (\$255 annual). For married persons, the service increment is \$25.00 monthly (\$300 annual).

Other Disbursements

In addition to your personal allowance, you are eligible for reimbursement from your account for the following items. Please note that ALL reimbursements are ADP (As Designations Permit) and are made AFTER the salary is disbursed.

Spouse Stipend

A credentialed spouse may receive a monthly stipend if they are working full-time

or part-time in ministry and do not hold a full-time outside job. Full-time constitutes 40 hours per week or more and part-time constitutes at least 20 hours per week. The stipend will be as follows:

Licensed or ordained—\$1,000 full-time, \$500 part-time

Certified—\$750 full-time, \$375 part-time

The spouse will submit an annual form declaring their work intentions. If we do not receive the form, the stipend will be canceled. Up to three months will be allowed for maternity leave, and after that time, a determination will be made for future stipend checks. One-half tithe will be taken from the stipend. [See Appendix G for Spouse Stipend Form.](#)

Work Expense Disbursements

Any allowable expenses incurred through your work as a missionary can be reimbursed from your account. We do not require copies of receipts, but you will need to keep accurate records. The funds are sent to you as taxable, but can be written off on schedule C of your taxes. Please consult your tax professional to determine what the IRS considers an allowable work expense. At the end of each fiscal year, we request an Annual Work Statement form from every accountholder that receives work funds. This form ensures that all funds sent as work funds are written off on schedule C as work expenses. The Annual Work Statement form is available on the finance page of the US Missions website, www.usmissions.org, and is due by May 1st. If you file an extension on your taxes, please notify the finance office prior to this date.

Request all work funds on your Monthly Ministry Report OR in a separate E-mail by the stated monthly deadline.

Fitness Expense

Half the cost, up to \$300 per year, can be reimbursed for fitness club membership fees. Instead of a club membership you can choose to use the \$300 per year to purchase fitness equipment for your home. Receipts are required for disbursement. These funds will be sent as taxable income.

College Courses/Continuing Education

College courses may be approved as work expenditures from your account. You

should make a request in writing to your department director, explaining the courses and their significance to your present missionary assignment. If the course is approved, an advance or reimbursement can be made from your account to cover the cost. These funds will be sent as taxable income.

Moving Expenses

Moving expenses are allowed on your account class (00) as a work expenditure and are disbursed as taxable income. The department director must approve the request. Expenses requested should be those approved by the IRS. At present, here are some guidelines:

1. House hunting expenses are not reimbursable as a moving expenditure.
2. Expenses incurred in selling or purchasing a residence is not reportable as a moving expenditure.
3. Temporary living expenses are not reportable as a moving expense.
4. The move must be required and be greater than 50 miles.

Childcare

Childcare may be paid from the missionary's account class (00) only when both the husband and wife are required to attend an event. When reporting childcare expenses, be sure to list the purpose for which childcare was obtained. This is sent as taxable income.

Children's Private Schooling

Children's schooling is reimbursable from your work account only in extenuating circumstances where private schooling or tutoring is necessary due to your missionary assignment. It is disbursed in addition to the personal allowance and is considered taxable income. A written request should be made to your department director, explaining the situation and requesting reimbursement for specific schooling expenditures. Once approval is received, a regular disbursement is set up.

Medical Insurance

AGUSM does not offer a group health insurance program at this time. However, you may be reimbursed for the costs of your independent Health, Life and Dental insurance policies from your account. These disbursements are considered taxable income and will be included in your 1099.

Medical Expenses

Missionaries are eligible to raise funds for medical expenses such as maternity, co-pays, deductibles (to reduce the insurance premium), or operations but not to include over-the-counter medications. You may choose to raise funds specifically for this purpose to set aside, or surplus (00) funds may also be used for these expenditures. We require copies of receipts before disbursement can be made. These disbursements are considered taxable income.

Transfers and Deductions – Money that goes out of your account

Transfer – Money moved out of your account prior to the calculation of your salary.

Deduct – Money taken from your salary and considered a personal expense.

Administrative Fee/Half-tithe

It's easy to confuse the administrative fee and the half-tithe since both are 5%. Here's a breakdown of how they differ:

5% Administrative Fee – Five percent of every offering that you receive (except (09) personal offerings) is transferred to U.S. Missions for the administrative work required to maintain your account. You CANNOT write off this amount on your taxes.

Half-tithe – Five percent of your personal allowance is deducted to your department. This 5 percent is half of your tithe. Contact your district to determine the amount they require. Half-tithes can be written off on your taxes as either a charitable contribution OR dues. Consult your professional tax preparer for guidance.

Retirement

Funds from your account can be *transferred* or *deducted* to a retirement account. [Please see Appendix E for more information on the U.S. Missions retirement program.](#)

Charitable Giving to General Council Missionaries or Projects

Monthly contributions to other missionaries or projects with an account at the General Council can be automatically *deducted* from your salary each month and sent to that missionary or project. A giving statement will be issued at the end of each year. Please note that you can indicate a church to receive giving credit for your gifts.

General Council Ministerial Dues

Your ministerial dues can be automatically *deducted* from your account. Please request this in writing and include the amount that you need deducted.

Assemblies of God Credit Union (AGCU) Accounts

If you have savings, checking or loan accounts at AGCU, you can request a *deduction* from your salary.

District Tithes

Your district tithes can be *deducted* and sent directly to your district. Please note: We cannot deduct a percentage of your salary. You must tell us the exact amount to deduct each month.

Funds from other sources, such as spouse employment, may also be tithed at your discretion. Simply make the check payable to Assemblies of God U.S. Missions, designate it for tithe, and list your area of ministry. Your offering will be deposited to your department's account.

1099 and Tax information:

What is included on the 1099?

The Financial Support Team prepares a Form 1099-MISC at the end of each January to report taxable income and benefits received for the previous year. This includes disbursements received as personal allowance, special personal class (09) offerings, all types of insurance payments and disbursements, all work disbursements, and the value of personal use of a Speed the Light vehicle.

At the bottom of your disbursement statement, you can track the amount of taxable income accumulated for the year. The last entry on your statement reads,

“Total Taxable Income for Calendar Year.” The amount listed to the right is the taxable income on the Form 1099 prior to taking your housing allowance or any adjustments. These forms are mailed by January 31. No information is available prior to that date.

Housing

Most U.S. Missions account holders that receive a personal allowance and hold credentials with the Assemblies of God will be designated an annual housing allowance.

According to IRS regulations, ministers are allowed a housing allowance for expenditures made to purchase or rent a home, provided the amount claimed as a housing allowance has been designated and documented as part of the minister’s remuneration and does not exceed the actual out-of-pocket expenses of the home.

Each fall, we send a housing allowance form on which you estimate your housing expenses for the coming year. Although it is appropriate to estimate slightly high, estimates should be as close as possible to actual expenses. If you estimate below the amount of your actual housing expenditures, only the estimated amount is reduced from your taxable income. These forms must be approved by the USMEC prior to the allowance period.

The housing allowance is subtracted from your personal allowance when your 1099 is calculated. The amount used to reduce your Form 1099 for housing allowance will be sent to you in a separate statement each January.

For more info regarding the housing allowance, read Rich Hammar’s *Church & Clergy Tax Guide*.

50 Percent Default

If no estimated form is received, an automatic default of 50 percent of your personal allowance will be approved as housing for that year.

No Housing Allowance

If you do not want a housing allowance deducted from your personal allowance, make a written request to the Financial Support Team before the year’s end.

Donations Direct to You

What gifts do you need to report to U.S. Missions? You must report all offerings given as a direct or indirect result of your missionary assignment.

When you receive a donation, you have two reporting options:

- Send the check to headquarters for deposit into your account. All checks should be labeled with your 7-digit account number and your name.
- Deposit the check into your personal bank account and send in a deputational receipt.

You should NEVER send in both the check and a receipt. See page 12 for a copy of a deputational receipt.

If you would like to receive a copy of your cash receipts on a daily basis via your E-mail address, please send a written request to your financial clerk.

Please allow 7-10 business days from the time a donation arrives at headquarters until it shows in your daily cash receipts.

If you see a donor on your report that is unfamiliar to you, please feel free to contact our office.

Receipting the Offering

Make sure to add the complete address of the donor to insure that they receive proper giving credit. If your donor wishes for their AG church to receive credit, please add the entire church name and address in addition to the donor information to insure proper processing. Don't forget to sign or type your name legibly onto the signature line—especially if you are submitting the receipts by E-mail!

ASSEMBLIES OF GOD – U.S. MISSIONS DEPUTATIONAL RECEIPT

Date _____	Church _____
CASH	Street or P.O. Box _____
Work Support (00) \$ _____	City _____
Special/Christmas (09) \$ _____	State _____ Zip _____
Other \$ _____	Name of area or district convention _____
TOTAL CASH \$ <u>0.00</u>	_____
NON-CASH	Individual _____
Hospitality Provided (E2) \$ _____	Street or P.O. Box _____
Equipment Received (IL) \$ _____	City _____
TOTAL NON-CASH \$ <u>0.00</u>	State _____ Zip _____
TOTAL CONTRIBUTION \$ <u>0.00</u>	_____

ORIGINAL COPY - Send with your report to U.S. Missions.

Signature of Authorized Representative _____

What Can I Receipt?

Gifts of Service: You cannot legally receipt gifts of service per IRS regulations. For example: A painter (professional or otherwise) paints your church building for free. You cannot receipt for this.

Gifts of Merchandise: If the gift is from a merchant, U.S. Missions can send a gift in kind letter but not a receipt because the merchant is already able to write-off that expenditure and a receipt would duplicate the credit illegally.

If the gift is an approved work item from a non merchant:

Brand New Item: Write a deputational receipt with the actual purchase price as if cash was given.

Used Item: Send a letter to U.S. Missions finance so we may issue a gift in kind letter.

If the gift is for personal use: Write a deputational receipt with the value of the item as an (09) special personal gift. This will be taxable to you.

Hospitality: This would normally be used for churches only. List the value of the hospitality given (i.e. hotel, meals). Your account will be charged the 5% administrative fee for this. We cannot issue hospitality for a stay in someone's home unless it is out-of-pocket expenses.

Cash Receipts

The statement of cash receipts is a report that lists each donor that has given to your account during a calendar year. Each entry gives the donor's name and address, the date, amount of donation, and a cumulative giving total for the year. The entries are sorted alphabetically by state and city of the donor. Offerings sent by donors covers the first working day of the month through noon on the last working day of the month.

* 1019942	KELLEY, MURRAY D	REV		
FIRST ASSEMBLY OF GOD	PO BOX 734		010582 00	60.00CUR
DOTHAN AL 36302			0511	300.00YTD
DONOR 8371163				
ROBERT R&MARION LUNSFORD	601 S OUIDA ST		011419 00	.00CUR
ENTERPRISE AL 36330			0324	125.00YTD
CHURCH 1020130	CARDWELL, BILLY	REV		
FIRST ASSEMBLY OF GOD	ENTERPRISE	AL 36330		

Statements

This is the monthly overview of the activity for your individual account including everything processed from the first working day through the last working day (provided the requests were received by the deadline). This works like a bank statement and shows your beginning balance from the last month balance carried over, your new cash and deputational receipts, all charges, disbursements, etc., and your new ending balance.

DESCRIPTION	CL FOR	INFO	EXPENSE	INCOME	BALANCE
00 CASH RECEIPTS				2006.00	
00 TRANS OUT 5% ADMIN COST	00		100.30		
00 TRANS OUT TRAVEL GC & CONF EXP	AS25 48		20.00		
00 TRANS OUT DEP OD NONACCT WORK	40		100.00	(76)	
MARCH IR	U072				
00 DISBUR TO MISSIONARY PERSONAL ALLOW	00	1730.00		(80)	
ANCE 9-\$1,730.00	AS40				
DEDUCT TO USM HALF TITHE	00		86.50		
DISBURSEMENT	**		1643.50		
00 DISBUR TO MISSIONARY NONACCT WORK	40	55.70		(76)	
9-\$ 505.47 MARCH IR	A074				
DISBURSEMENT	**		55.70		
00-CLASS ENDING BALANCE WORK SUPPORT			2006.00	2006.00	.00

09 CASH RECEIPTS				100.00	
09 242000 DEPUTATIONAL/GIVEN DIRECT	09		100.00		
ICL750					
09-CLASS ENDING BALANCE SPECIAL PERS OFF					.00

15 TRANS IN MOUSE,MICKEY	00		100.00		
DEP OD NONACCT WORK					
15 242000 DEPUTATIONAL/GIVEN DIRECT	15		50.00		
ICL750					
15-CLASS ENDING BALANCE NEW ONE					50.00

48-BEGINNING BALANCE WORK-HOLD					140.00
GC & CONF TRAVEL					
48 TRANS IN MOUSE,MICKEY	00		20.00		
TRAVEL GC & CONF EXP	AS25				
48-CLASS ENDING BALANCE WORK-HOLD					160.00

PAYEE UNITED COMMUNITY BANK T BANK ACCT NO XCXXXXXXXXX
 PO BOX 2537 061112843 ** TOTAL CHECK 1699.20
 GAINESVILLE GA 30503

ADP TRANSACTIONS NOT MADE

AGUSH DISBURSEMENT STATEMENT

05/06/2009 MOUSE,MICKEY CM 237730 7 APR 30, 2009 PAGE 968

DESCRIPTION	CL FOR	INFO	EXPENSE	INCOME	BALANCE
ACCUMULATIONS			TO DATE	MAXIMUM	OVER MAX
92 SPECIAL OFFERINGS		YEAR	4100.00	11000.00	
76 NON ACCOUNTABLE REIMBURSEM		YEAR	807.10		
80 NET PER ALLOW BEFORE DED		YEAR	6920.00		

INFORMATION

** TWO STARS INDICATE AMOUNTS INCLUDED IN DISBURSEMENTCHECK
 TOTAL TAXABLE INCOME FOR CALENDAR YEAR 11827.10
 FAITH PROMISE GOAL 3000.00
 FAITH PROMISE RAISED 1650.00

Monthly Ministry Reports

After you have completed your fundraising and you have been approved for appointment, you will discontinue use of the itineration reports and begin the monthly ministry report.

The Monthly Ministry report is due EVERY month regardless of whether or not you have received any funds. Reports are due by 4:30 PM CST on the 25th of the following month or the last working day before the 25th. For example, the June report would be due by 4:30 p.m. (CST) on July 25. If we do not receive

your report by the deadline, your check will be held and a \$10 late fee assessed to your account.

Reports and receipts can be submitted online on the finance page of the U.S. Missions Web site. Please submit receipts and reports at the same time and in the same way. (If you E-mail the report, E-mail the receipts at the same time. If you fax the report, fax the receipts with it).

Reset Form

MONTHLY MISSIONARY MINISTRY REPORT
Assemblies of God U.S. Missions

Submit

Name _____ Field _____

Month report covers _____ Date submitted to AGUSM _____

1. Total Received Direct from Donors (attach deputational receipts).....\$ _____
 a. Funds kept for work expenditures\$ _____
 b. Funds withheld as personal allowance\$ _____
 c. Excess funds returned to AGUSM for deposit to your account (enclose check).....\$ _____

2. Special Personal Offerings Received Direct\$ _____

3. Amount of expenses not covered by funds received direct from donors that you would like reimbursed with the next disbursement statement\$ _____

4. Amount of health, dental, life insurance you need reimbursed\$ _____

5. Medical expenses that insurance has not covered (must attach a copy of receipts)\$ _____

Number of Salvations _____ Number of Water Baptisms _____
 Number of Holy Spirit Baptisms _____

1. Describe a testimony of a new convert, special service, event you participated in or new developments in your ministry:

2. Indicate any concerns, challenges or special prayer needs:

Check and date below when you send the report to:

_____ 2 copies to USM _____ Copy to your district(s) _____ Copy for your records

Assemblies of God U.S. Missions
 Finance Department, Ramona Edgman, Manager
 1445 N Boonville * Springfield, MO 65802 * (P) 417.862.2761 * (F) 417.873.9734

Faith Promises

You will ask donors to make a monthly donation to your account called a Faith Promise. The Faith Promises make up your budget so you can be released for full appointment.

Faith Promise forms can be mailed, faxed, or submitted online via the U.S. Missions Web site. Blank Faith Promise forms are free to you upon request. For a small fee, your name and address can be printed on the forms. Please request forms from Shirley Harwood at sharwood@ag.org.


If you make your own faith promise forms, please make sure that any tear-off portion that the donor sends in is at least one-half page (5.5" x 8.5") in size and that your name and account number is included on the tear-off portion. Do not use the word "pledge" on your forms as that indicates a legal requirement to pay.

You can request to receive a daily E-mail notification of all of your Faith Promises so you are aware of who is added and for what amount.

MISSIONARY FAITH PROMISE

ASSEMBLIES OF GOD U.S. MISSIONS • 1445 N. BOONVILLE AVE • SPRINGFIELD MO 65802-1894
TEL: 417.862.2781 • FAX: 417.873.9734 • E-MAIL: AGUSMFINANCE@AG.ORG

<i>DONOR INFORMATION</i>	
<input type="checkbox"/> Church <input type="checkbox"/> Individual	<i>Credit/Debit Card</i>
Name _____	Account Number _____ Exp. Date _____
Address _____	Name of Cardholder _____
City _____ State _____ Zip _____	Authorized Signature _____
Email _____ Tel _____	For Individuals: Church to Credit _____
Account Number _____	
<input type="checkbox"/> Check here if you do not wish to receive promotional materials from U.S. Missions.	Forward to AGUSM

<i>MISSIONARY INFORMATION</i>	
As the Lord enables us, we promise to invest \$ _____ each month for support of:	
Missionary _____	
Account # _____ Department _____	
Signature _____ Date _____	
<small>IMPORTANT: Please help this missionary get to his/her place of ministry. Sign, date and mail this form today along with your first check. God Bless You!</small>	

Important Items to Note:

- When you are ready to receive a monthly check, you **MUST** request the start of your monthly disbursement **IN WRITING**. PLEASE NOTE: Submitting your bank information is **NOT** considered a request for disbursement.
- Your monthly ministry reports are due by the 25th of the following month (example: April report is due after April 30 but before May 25) at 4:30 p.m. (CST) or the last working day before the 25th.
- Even if you have no activity, you still **MUST** send in a report.
- **EVERY** dollar we send you is taxable on your 1099. The only exceptions are Speed the Light, Light for the Lost, or BGMC funds.

- The IRS may require you to make quarterly payments; they do NOT show grace for missed payments. Quarterly tax payments are not a work expense that you can cover from your account. You must make these payments from your personal allowance.
- If you get married, change your address, change your bank, or have a baby, you must notify the finance office to update your information.
- If you change your bank, you MUST let us know your new information by the 25th of the month to ensure your check goes to the correct account.
- If your report is two months late, we will print a paper check and mail it you as soon as we receive your late report. We CANNOT send it electronically at that point.
- The finance office needs all requests in writing. This can be in the form of a letter, fax, or E-mail.
- Your January 10 check WILL BE LATE. Do not expect it before January 20.

Appendix A: Funds Ownership

All funds raised by the nationally-appointed U.S. missionary resulting from the missionary appointment are owned by Assemblies of God U.S. Missions. Send all contributions directly to Assemblies of God U.S. Missions with the exception of given-direct offerings required for living and travel expenses while on authorized fundraising.

Assemblies of God U.S. Missions' tax-exempt status depends upon its operation in strict accordance with Internal Revenue Service (IRS) statutes governing ownership of funds donated to any charitable organization.

- I. These laws state when a donor contributes personal funds and receives a tax-deductible receipt from Assemblies of God U.S. Missions, the ownership of these funds transfers from the donor to Assemblies of God U.S. Missions, rather than to the missionary or project designated by the donor.
2. While donors may suggest a designated use for the funds, the organization must accept accountability for their proper use.
 - a. Assemblies of God U.S. Missions must maintain administrative control over contributed funds and be able to give an account to the IRS for the use of said funds in achieving the objectives of the mission.
 - b. In practice, Assemblies of God U.S. Missions honors the designations of the donor if the missionary or project has organizational relationship and administrative accountability with the Assemblies of God U.S. Missions. Otherwise, offerings must be returned to the donor.
3. Exceptions to this policy on ownership of funds are personal gifts, such as Christmas, birthday, and anniversary. These gifts may be designated by the donor and received by the missionary up to reasonable maximums set by Assemblies of God U.S. Missions, as part of the personal allowance structure. Personal (09) offerings may not be solicited.

As stated above, funds are deposited into an account bearing your name. AGUSM has the ultimate responsibility for authorizing and controlling disbursements from this account. Only by maintaining this type of authorization over the funds can AGUSM legally receipt donors. If funds were made available to the missionary without guidelines and mandatory reporting, AGUSM would not qualify to give donor receipts for tax-deductible contributions.

Appendix B: Special Disbursement Reports (SDR)

Certain disbursements are sent out with an SDR requesting receipts. This would include Light for the Lost (LFTL), Speed the Light (STL), and Boys and Girls Missionary Challenge (BGMC). These disbursements are not sent as taxable income and receipts are required. These SDRs must be completed and returned within 60 days of the disbursement or the funds will be deducted without notice and given back to the originating entity.

Appendix C: Light for the Lost/BGMC

Light for the lost provides missionary funding for audio, visual, and printed materials that are directly evangelistic in nature. An application can be completed and submitted on the U.S. Missions Web site. Deadlines for the application are the first of March, June, September, and December.

Boys and Girls Missionary Challenge (BGMC) provides funds for materials needed for the work of the missionary. Talk to your director for more information regarding BGMC funds.

Appendix D: Speed the Light

Speed the light provides equipment and vehicles for nationally appointed missionaries.

The IRS considers a vehicle provided by Speed the Light as an employer-owned vehicle, and therefore, the vehicle provides a taxable benefit to the missionary. Each vehicle must be registered and licensed in the state of Missouri. Each quarter, the missionary will report total miles driven as well as the total number of personal miles. Assemblies of God U.S. Missions will calculate the percentage of personal use quarterly by taking the percentage of personal miles against the total. At the end of the year, the average personal percentage (taken from the first 3 quarters) is multiplied by the IRS annual lease rate value to determine an amount to add to the total taxable income. This appears on the December statement and is included on the 1099. If no personal miles were driven, the missionary is required to provide a statement to Assemblies of God U.S. Missions.

If a Quarterly Vehicle Report and a personal mileage statement are not filed in a timely manner for the first three quarters, the formula to calculate the tax liability on the STL benefit will default to 100% annual lease value of the vehicle. We do not adjust 1099's for quarterly reports not submitted throughout the year. The information must be received in our office by December 1 of each year.

To determine the amount of personal miles driven, a detailed mileage log must be maintained. This log should detail all mileage driven and indicate which miles are personal and which are business. The log should be retained with tax records in the event of an IRS audit. You may receive an audit from AGUSM requesting copies.

Business mileage should include all miles driven for ministry purposes. The IRS does not consider the commute between home and work as a business expense, but rather as a personal expense. Gas for personal miles driven should be figured separately and paid personally.

You cannot claim mileage on a Speed the Light vehicle under any circumstances.

Reporting

The STL Quarterly report is due at the end of each quarter regardless of when during the quarter you received or released the vehicle. Reports are due by 4:30 PM CST on the 25th of April, July, October, and January for the previous quarter. If we do not receive your report by the deadline, your check will be held.

Repairs

If you have an accident in a Speed the Light vehicle, the deductible amount on your collision insurance may be taken from your class (00). Your first at fault deductible may be paid by STL.

Speed the Light will not cover the cost for normal vehicle maintenance, including oil changes, flushes, tires, or brakes. For all major repairs, pre-approval is required prior to the start of repair work. If prior approval is not received, the missionary will be responsible for 50% of the total cost of the repair. For all repairs covered by STL, the missionary is responsible for a \$25 deductible.

Funds will be included in the monthly disbursement check upon receiving a copy of the paid repair receipt and Speed the Light releases the funds to U.S. Missions.

Appendix E: Ministers Benefit Association (MBA)

MBA is a retirement program available to credentialed ministers and missionaries of the Assemblies of God. In addition to appointed missionaries, credentialed spouses with appointment*, all those with a candidate status, missionaries in training, and category 1 missionary associates** are also eligible to participate in MBA. AGUSM offers a monthly contribution to your MBA retirement account. The Financial Support Team can also set up transactions from your account to MBA for additional retirement contributions, loans, or savings payments. To initiate transactions or contributions from your AGUSM account, you must complete an MBA form available on the Finance page of the U.S. Missions Web site.

This form requires you to select the type of contribution(s) you make into your account.

1. **Employer contribution**—An employer contribution is an amount taken from your account each month before your personal work allowance disbursement and deposited into a tax-deferred MBA retirement account. This is considered an employer contribution since these funds do not come from your allowance amount, but rather are in addition to your personal allowance. A couple can request a deposit of up to \$500** monthly and a single up to \$425 monthly. This amount is not included on your 1099 and, therefore, there is nothing to deduct on your taxes.
2. **Employee contribution**—An employee contribution is an amount taken out of your salary and deposited into your MBA retirement account in addition to the employer's contribution. You can contribute up to 100% of Includible Compensation or \$16,500, whichever is less. Includible Compensation equals gross pay less housing allowance and Rabbi Trust contributions. These funds can be deposited into either a tax-deferred account or a Roth After tax account. An employee contribution must come as a deduct from your personal allowance, whereas the employer contribution is in addition to your personal allowance amount. Traditional After tax accounts can be set up by contacting MBA directly.

Before transfers or deducts can be made from your AGUSM account to your MBA retirement account, the MBA Contribution Election form must be on file with AGUSM. MBA contributions must be pre-designated since these funds are tax-deferred.

Choose Option 1 on this form if you are interested in an employer contribution. Monthly contributions can be made between \$5 and \$500** for a couple and

between \$5 and \$425 for a single. Specify the dollar amount you want to transfer from your account each month. Then sign and date the document and return it to AGUSM. This form will be in effect until you sign a new form, changing the dollar amount you would like withdrawn each month for your MBA account.

Choose Option 2 if you are interested in an employer contribution as well as an employee contribution in a pre-tax retirement account.

Choose Option 3 if you are interested in an employer contribution as well as an employee contribution in a Roth After tax retirement account.

You may decrease or stop your MBA transfers or deducts at any time by submitting a signed request to the Financial Support Team. To increase MBA transfers or deducts, complete a new contribution form and send it to the Financial Support Team.

Candidate missionaries' initial opportunity to designate contributions during orientation. They may fill out a contribution election form during this time and return it to the Financial Support Team. This qualifies their account to receive contributions at the requested start date.

For more information on how to open an account or on specific details about MBA benefits, contact the MBA office (417) 831- 4776 or toll free (800) 622-7526.

On September 28, 1995, USMEC approved the motion that any missionary could decline the employer contribution and choose another retirement plan. Should you want to choose this option, submit a letter to the Financial Support Team to request the start of the disbursement. The amount requested will be included in your monthly check. Funds will be disbursed as taxable income from the missionary's account. Couples may request up to \$500** monthly and singles may request up to \$425 monthly. It is the responsibility of the missionary to deposit these funds into the retirement account of his/her choosing and to claim these contributions on his/her annual tax return.

If a missionary needs to access funds from his/her retirement account before retirement age in order to provide for a hardship or schooling, they must contact MBA directly.

* The credentialed spouse can have part or all of the MBA benefit if they are approved for the spouse stipend (USMEC 2-4-08).

** Category 1 Missionary Associates are allowed \$425 for couples and \$361.25 for singles (USMEC 11-26-07).

Appendix F: Payment through a Corporation, Church, or District

Some missionaries may prefer to be paid through a non-profit corporation, church, or district. Each month, the entire (00) account less the 5% administrative fee will be disbursed/transferred directly to the paying entity. The paying entity will be responsible for issuing a salary to the missionary and assessing the appropriate taxes. Missionaries that are paid through a separate entity are not eligible for U.S. Missions' MBA program, reimbursement of work, medical, and insurance funds, and (09) special personal offerings.

The missionary is still responsible to mail in the half-tithe portion to U.S. Missions. Also, the missionary must continue to complete and submit a monthly report.

Appendix F: Significant Dates

The following is a calendar of important dates in regard to your missionary accounts with the Financial Support Team. Any time a date falls on a Saturday, Sunday, or holiday the date automatically defaults to the previous working day at 4:30 p.m. (CST).

JANUARY

- 15 or later- Disbursement check mailed for December activity
(late due to end of year)
- Fourth quarter tax payment must be mailed to IRS
- 25 - Last day for February 10 disbursement requests
- Last day for March 10 disbursement requests
- 4th Quarter Incorporation and STL: Reports Due
- 31 - Form 1099s and Housing forms must be mailed

FEBRUARY

- 10 - Disbursement checks mailed for January activity. This check includes any approved annual raises and/or service increments.
- 25 - January Monthly Itineration Financial Report due
- January Monthly Missionary Ministry Report due

MARCH

- 10 - Disbursement checks mailed for February activity

- 25 - February Monthly Itineration Financial Report due
 - February Monthly Missionary Ministry Report due
 - Last day for April 10 disbursement requests
- APRIL
- 10 - Disbursement checks mailed for March activity
 - 15 - First quarter tax payments must be mailed to IRS
 - 20 - Incorporated annual board report due
 - 25 - March Monthly Itineration Financial Report due
 - March Monthly Missionary Ministry Report due
 - Last day for May 10 disbursement requests
 - 1st Quarter Incorporated Report & STL reports due
 - 30 - Last year's tax return must be filed with IRS
- MAY
- 1 - Annual statement of work expenses due
 - 10 - Disbursement checks mailed for April activity
 - 25 - April Monthly Itineration Financial Report due
 - April Monthly Missionary Ministry Report due
 - Last day for June 10 disbursement requests
- JUNE
- 10 - Disbursement checks mailed for May activity
 - 15 - Second quarter tax payment must be mailed to IRS
 - 25 - May Monthly Itineration Financial Report due
 - May Monthly Missionary Ministry Report due
 - Last day for July 10 disbursement requests
- JULY
- 10 - Disbursement checks mailed for June activity
 - 25 - June Monthly Itineration Financial Report due
 - 2nd Quarter Incorporation Report and STL reports due
 - June Monthly Missionary Ministry Report due
 - Last day for August 10 disbursement requests
- AUGUST
- 10 - Disbursement checks mailed for July activity
 - 25 - July Monthly Itineration Financial Report due

- July Monthly Missionary Ministry Report due
- Last day for September 10 disbursement requests

SEPTEMBER

- 10 - Disbursement checks mailed for August disbursements
- 15 - Third quarter tax payments must be mailed to IRS
- 25 - August Monthly Itineration Financial Report due
- August Monthly Missionary Ministry Report due
- 25 - Last day for October 10th disbursement requests

OCTOBER

- 10 - Disbursements checks mailed for September activity
- 25 - September Monthly Itineration Financial Report due
- September Monthly Missionary Ministry Report due
- Last day for November 10 disbursement requests
- 3rd Quarter Incorporation Report due & STL Reports due

NOVEMBER

- 10 - Disbursement checks mailed for October activity
- 25 - October Monthly Itineration Financial Report due
- October Monthly Missionary Ministry Report due
- Last day for December 10 disbursement requests

DECEMBER

- 1 - Estimated housing forms due
- 1 - Spouse Stipend forms due
- 10 - Disbursement checks written for December activity
- 25 - November Monthly Itineration Financial Report due
- November Monthly Missionary Ministry Report due
- Last day for January 10 disbursement requests
- 31 - December Monthly Itineration Financial Report due
- December Monthly Missionary Ministry Report due
- Last day to report any given direct credits for year



DIRECT DEPOSIT FORM

Filling out this form will enable you to receive your monthly check much earlier than receiving it by conventional mail. It takes approximately 24-48 hours from our closing for the check to be posted to your bank account.

AGUSM Account Name: _____

Account Number: _____

Bank Name: _____

Bank Address: _____

Bank Phone #: _____

Your Bank Account Number: _____

Your Bank Routing Number: _____

(You will need to call your bank for this information)

Please attach a cancelled check for our convenience.

This form must be received by the 25th of the month for the change to go into effect for the current month end disbursement. Changes received after the 25th will be held until the following month.

AGUSM Finance Office Use:

Verified with Bank:

Update USMIA:

Date: _____

Clerk: _____

Return to:

Assemblies of God U.S. Missions-1445 N Boonville Ave-Springfield, MO 65802

Fax: (417)873-9734 E-Mail: agusmfinance@ag.org

SPOUSE STIPEND RENEWAL FORM

Please complete and return the form by December 1st of each year or your stipend for the next year will be cancelled. We will not be sending reminders.

✓ I verify that I am working in ministry:

- Full Time (40 hours per week) and do not have a full time job.
- Part Time (less than 40 hours per week).

✓ I hold current credentials with _____ district.

✓ I am

- Certified
- Licensed
- Ordained

✓ I wish to receive the stipend:

Licensed/Ordained - \$1000 full time, \$500 part time

Certified - \$750 full time, \$375 part time

- Yes
- No

Completed by:

Printed Name: _____ Spouse: _____

Department: _____

Signature _____ Date _____