
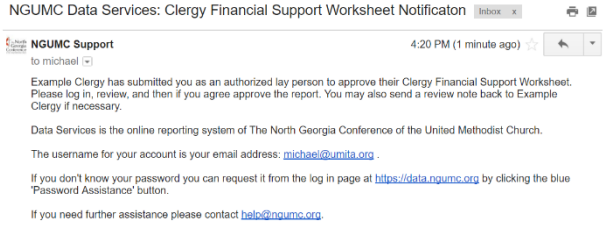

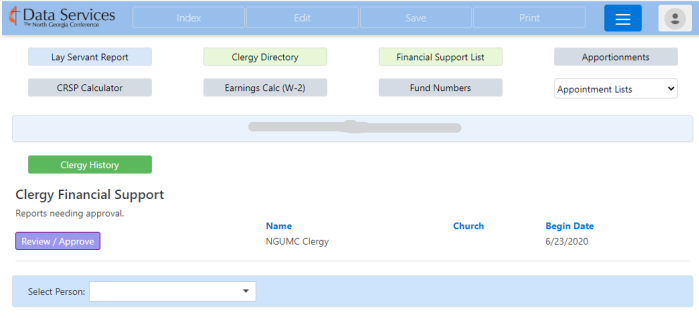
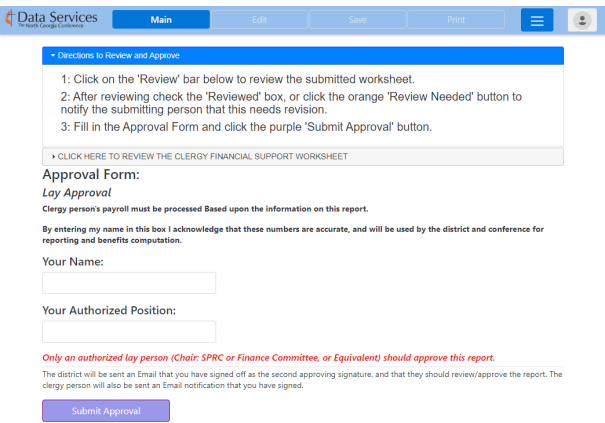







Lay Directions for the paperless Clergy Financial Support Process

<p>Clergy Financial Support Worksheets are to be submitted and approved online through Data Services https://data.ngumc.org.</p>	<p>Forms are to be approved by an authorized lay person (Chair: SPRC or Finance Committee, or Equivalent) after it is submitted and approved by the clergy person. Both approvals are required.</p>
<p>The designated authorized lay person will receive an email indicating they need to log in, review, and approve the report.</p> 	
	<p>If the notification email expires, or the lay person does not know their password they can click on the blue Password Assistance button. Please note: they must log in using the same email address submitted by the clergy person as the email of the authorizing lay person.</p>
<p>On the main menu there will be a list of reports that need to be approved.</p> <p>To get started click the purple Review/Approve button.</p>  <p>Then fill out the form (pictured to the right), and click the purple Submit Approval button.</p>	<ol style="list-style-type: none"> 1: Click on the 'Review' bar below to review the submitted worksheet. 2: After reviewing check the 'Reviewed' box, or click the orange 'Review Needed' button to notify the submitting person that this needs revision. 3: Fill in the Approval Form and click the purple 'Submit Approval' button. 

	<p>The District Office is sent an automated notification email once both approvals are submitted.</p>
<p>The District Office (DS or AA) approves the report, or indicates the report needs review. If review is needed the clergy and lay person are both sent a notification email.</p>	 <p style="text-align: center;">or</p> 
	<p>If review is needed, the clergy person must edit/correct the report and both parties must re-approve the report. The District Office is then notified via email.</p>
<p>The District Office approves the reports.</p>	

Clergy History

Clergy Financial Support

Reports needing approval.

	Name	Church	Begin Date
Review / Approve	NGUMC Clergy		6/23/2020

Data Services

Main
Edit
Save
Print

CLERGY FINANCIAL SUPPORT WORKSHEET

Church: NGUMC Clergy

Effective Date: (MM/DD/YYYY)

Pastor: NGUMC Clergy

Do you live in a parsonage?

Appointment Time?

I. BASE COMPENSATION

1. Gross Base salary paid by local church \$0

2. Other cash compensation (e.g. bonus, gifts, SECA, non-cash and indirect, etc.) \$0

3. Amount from Equitable Compensation or Conference supplement \$0

TOTAL I. (Add lines 1-3) \$0

II. UTILITIES AND OTHER PARSONAGE-RELATED ALLOWANCES PAID TO OR FOR THE PASTOR

4. Utilities allowance paid to/for the pastor \$0

5. Furnishings and/or Personal Maintenance allowance \$0

TOTAL II. (Add lines 4-5) * \$0

(Page 93 "Minimum Compensation" 2018 Annual Conference Handbook)

III. HOUSING ALLOWANCE (excludable income)

6. Housing allowance paid to pastor in lieu of parsonage * \$0

IV. ACCOUNTABLE REIMBURSABLE EXPENSES BUDGETED BY LOCAL CHURCH FOR PASTOR
(Paid only upon submission of proper documentation)

7. Vouched travel/transportation expenses and other business expenses (Receipt Supported) \$0

8. Continuing education expenses including books & publications (Receipt Supported. Not a tuition reimbursement program - see Page 94 of the Handbook lines 18-20. Minimum recommended - \$800) \$0

TOTAL IV. (Add lines 7-8) ** \$0

V. MOVING EXPENSE (NEW - Taxable in 2018) ***

9. Moving expense reimbursements paid to or on behalf of Pastor \$0
(2018 tax reform redefined moving expense paid to or for clergy as taxable compensation.)

DO NOT TOTAL AREAS I-V

Explanatory Notes

Gross Base Salary - excludes Housing Allowance and Furnishings/Utilities/Maintenance Allowance

* **Excludable** from federal income taxes (subject to provisions of Section 107 - Internal Revenue Code).

** **Non-taxable** if an accountable reimbursement plan has been properly adopted by the church and pastor satisfies the IRS requirements for substantiating claims.

*** **Taxable:** 2018 tax reform redefined moving expense paid to or for clergy as **taxable** compensation.

Save
Help

Directions to Review and Approve

- 1: Click on the 'Review' bar below to review the submitted worksheet.
- 2: After reviewing check the 'Reviewed' box, or click the orange 'Review Needed' button to notify the submitting person that this needs revision.
- 3: Fill in the Approval Form and click the purple 'Submit Approval' button.

CLICK HERE TO REVIEW THE CLERGY FINANCIAL SUPPORT WORKSHEET

NGUMC Clergy
Wesley Chapel UMC Fairmount #1870
Effective Date: 6/23/2020

I. Base Comp	\$0
1. Gross Base	\$0
2. Other Cash	\$0
3. Equitable Comp	\$0
II. Utilities and Other	\$0
4. Utility Allowance	\$0
5. Furnishings And/Or maintenance	\$0
III. Housing Allowance (excludable)	\$0
6. Housing Allowance	\$0
IV. Accountable Reimbursable Expenses	\$0
7. Vouched	\$0
8. Education	\$0
V. Moving Expenses	\$0
9. Moving	\$0

Reviewed Review Needed Review Needed

Approval Form:

Lay Approval

Clergy person's payroll must be processed Based upon the information on this report.

By entering my name in this box I acknowledge that these numbers are accurate, and will be used by the district and conference for reporting and benefits computation.

Your Name:

Your Authorized Position:

Only an authorized lay person (Chair: SPRC or Finance Committee, or Equivalent) should approve this report.

The district will be sent an Email that you have signed off as the second approving signature, and that they should review/approve the report. The clergy person will also be sent an Email notification that you have signed.

Submit Approval

6/23/2020