

United Methodist Women Great Plains Conference

Treasury 101: Information to Help Your Unit Handle its Money

A. BANK ACCOUNTS:

1. Two names should be on your bank account, usually the president and the treasurer.
2. Do not write checks to reimburse yourself; ask the co-signer to sign for you and vice versa.
3. Balance your account monthly when you receive the statement. Give a copy of the reconciled statement to the co-signer.
4. If your UMW unit is using the EIN (Federal Tax ID #) of your church, please change it to the EIN of UMW Great Plains Conference. Ask your District Treasurer for the documentation.

B. REMITTANCE FORMS:

1. May be sent whenever you have Mission Giving money to turn in. Please use the remittance form available on our GPC website. *It's not mission money until you send it in.*
2. If your unit wants to be considered a 5-Star Unit for the calendar year, please know that you must submit money in all five channels of giving (lines 1-5 on the remittance form). If your unit wants to be considered a 7-Star Unit, please submit money for Dedicated Light and Corsages for Mission (min. \$5) in addition to the five channels.
3. Use one check for all remittances; made payable to your District.
4. Send to your District Treasurer.

C. SPECIAL MISSION RECOGNITION PINS:

1. Please use the Special Mission Recognition order form available on our GPC website. Also, please complete a remittance form.
2. Please allow one month, in order to receive your pin for a special date.
3. Use one check for all remittances; made payable to your District.
4. Send to your District Treasurer.

D. END-OF-YEAR RESPONSIBILITIES

1. Empty your treasury at the end of the year. Send additional funds, payable to your District, as extra giving to "Pledge to Mission." You may keep what you need to begin the new year until pledges start coming in. Usually about \$100, not to exceed what you need for the first quarter.
2. Create and issue "giving statements" to donors who have donated \$250 or more during the calendar year. Include the donor's name and address and the following statement, "No goods or services were received in exchange for this donation."
3. Submit names of individual recipients of "She's a Gem" to the District Treasurer.
4. District Treasurer determines 5-Star Unit and 7-Star Unit Awards based on giving history for the calendar year. Check with her to be sure your records match.
5. Arrange to have a unit audit/review made at the close of the year. Use the Unit Audit/Review form available on our GPC website. Ask the reviewer to send a copy to your Unit President, the District Treasurer and the District President.

E. READ "UNITED METHODIST WOMEN HANDBOOK 2017-2020"

1. "Finance: Policies and Directions" is in section 5 beginning on page 72.
2. "Local Finances" is on pages 79-86.
3. The HANDBOOK is on-line at <https://www.unitedmethodistwomen.org/umwhandbook2017-2020>
4. UMC Book of Discipline, paragraphs 256-258 and 1904-1912

