

Instructions for Table 2 of the
LOCAL CHURCH REPORT TO THE ANNUAL CONFERENCE

- The Complete Table 2, "Local Church Financial Report to the Annual Conference," includes the apportionment, benefit and benevolence payments that have been paid directly to the treasurer's office and the amounts you supply on the enclosed form, which should be *a summary of all money paid by your local church, during the year.*
- The Conference Office electronically reports the amounts paid directly to the Conference Treasurer.
- The following Detailed Instructions for each line item are included to help you compile the information needed for the table. Note that when you enter this data online, you will only be entering the totals on each line.
- **Remember** – The amount of your pastor's salary that was funded by Conference Salary Aid is not reported on a separate line in the salary section. The total salary should be included on line 41. The income received from the conference should be included on line 54. Note that this change in reporting will not affect the apportionment calculation.
- Complete the report in as much detail as possible. Enter 0 for items that are not applicable to your church.
- Round all dollar amounts to the nearest dollar -- **DO NOT REPORT CENTS.**
- **Do not** include dollar signs (\$).
- If you have questions about reporting compensation and housing, see the flowchart at the end of these instructions.
- Does your church own a **parsonage**? If so, report expenses for property taxes, insurance, maintenance and upkeep as follows:
 - If the parsonage is **occupied by the pastor(s)**, report these expenses on Lines #42a, b or c.
 - If the parsonage is **not occupied by the pastor(s)** (i.e., rented, leased or unoccupied), report these expenses at the appropriate place on Line #47.
- You do not need to mail copies to your district office. However, an "electronic signature" is still required by both the pastor and treasurer or finance chair. See instructions for lines 50d and 50e for more details.
- *Any entries which generate a warning (including any changes in Table 2 over 20% from the previous year) will require a comment before the table can be saved.*
- *Remember that you are responsible for the accuracy of the report, **No changes can be made to Grade Figure or Apportionment calculations after final Grade Figures are calculated.***
- The report must be filed online; see Overview for more details. If you have any questions about online filing, contact your district office.
- **SUBMIT** completed Tables 1, 2 & 3 **NO LATER THAN February 20th, 2023.**

Line # Detail Information

ASSETS & LIABILITIES

24. MARKET VALUE OF CHURCH-OWNED LAND, BUILDINGS & EQUIPMENT

The estimated market value of land, buildings, parsonages, and equipment plus the value of parsonage-related assets used in the ministry of the church and the support of its pastor(s). Congregations are not obligated to initiate property appraisals in order to provide this estimate.

If a parsonage is in a charge of more than one church, list parsonage-related assets only on the report of church where parsonage is located. If property is held by a multi-church charge in common (rather than by an individual church) a share of the value should be assigned to each church according to its percentage of total professing membership within the charge unless a specific percentage of commonly- held property has been otherwise designated.

Value of Land	\$ _____
Value of Buildings	\$ _____
Value of Parsonage	\$ _____
Value of Equipment	\$ _____

Total Value of Land, Buildings & Equipment \$ _____

25. MARKET VALUE OF ALL OTHER CHURCH OWNED FINANCIAL AND OTHER LIQUID ASSETS

The estimated market value of all other real estate and personal property such as cash, stocks, bonds, trusts, securities, investments belonging to the church, including money raised or donated and held for future building programs or any other special purposes, and all property and other investments not included elsewhere.

_____	\$ _____
_____	\$ _____

Total Value of All Other Church Owned Assets \$ _____

26. DEBT SECURED BY CHURCH PHYSICAL ASSETS

Enter the amount of debt currently held by the church that is secured by church property and assets, such as mortgages.

_____	\$ _____
_____	\$ _____

Total Debt Secured by Church Physical Assets \$ _____

27. OTHER DEBT

Enter the total of all debt currently held by the church that is not secured by church property assets, such as credit cards, lines of credits, and lease-to-purchase agreements. **Include any outstanding, unforgiven PPP loan balance. Forgiven amounts should be included on Table 3, line 54c.** The sum of lines 26 and 27 should equal the total debt currently held by the church.

_____	\$ _____
_____	\$ _____

Total Other Debt \$ _____

28a-35. *TOTAL PAID FOR APPORTIONMENTS AND OTHER GIVING DIRECTLY THROUGH THE CONFERENCE–the Conference will directly upload these amounts from the conference remittance system.**

36a-36f. *TOTAL PAID FOR SPECIAL SUNDAY OFFERINGS–the Conference will directly upload these amounts from the conference remittance system.**

DIRECT BENEVOLENCES

37. AMOUNT GIVEN DIRECTLY TO UNITED METHODIST CAUSES

DO NOT include payments sent to the Conference Treasurer as reported on your monthly apportionment report.

<u>To Whom Paid</u>	<u>Amount Paid</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Given Directly to United Methodist Causes	\$ _____

38. AMOUNT GIVEN DIRECTLY TO NON-UNITED METHODIST CAUSES

DO NOT include payments sent to the Conference Treasurer as reported on your monthly apportionment report.

<u>To Whom Paid</u>	<u>Amount Paid</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Given Directly to Non-United Methodist Causes	\$ _____

LOCAL CHURCH EXPENSES (Include all relevant expenses regardless of whether you received PPP funds. However, if your church received funding for an IV project – the IV team has instructed that expenses related to that project should not be reported on Table 2.)

39 *TOTAL PAID FOR DIRECT-BILLED CLERGY PENSION and OTHER NON-HEALTH BENEFITS** – the Conference will report the amounts paid to the Conference Treasurer for clergy pension and CPP. Note that if you paid for other non-health benefits for your clergy or any non-health benefits for your lay employees, you should report those amounts on lines 44 or 45.

40. *TOTAL PAID FOR ALL DIRECT-BILLED HEALTH BENEFITS** - the Conference will report the amounts paid to the Conference Treasurer for clergy and lay Health Flex. Note that if you paid for other health benefits for your clergy or lay employees, you should report those amounts on lines 44 or 45.

41a,b,c BASE COMPENSATION - do not include Utilities/Furnishings Allowance. See line 42 below)

Note: Pastor = anyone assigned/appointed to Lead Pastor role, including elders, deacons, local pastors and certified lay ministers.
 Associate Pastor = must be under Episcopal appointment
 Deacon = only report deacon salary information inline 41c if it is not included in line 41a or 41b

	41a = Pastor	41b = Associate	41c = Deacon
Net Cash Salary	\$ _____	\$ _____	\$ _____
Social Security Allowance paid to the pastor	\$ _____	\$ _____	\$ _____
Tax Deferred/Salary Reduction Amounts	\$ _____	\$ _____	\$ _____
<i>(for personal pension contributions, flexible spending and premium contribution withholding even if submitted to Conference Treasurer)</i>			
Total	\$ _____	\$ _____	\$ _____

42a,b,c. UTILITIES & OTHER HOUSING RELATED ALLOWANCES (Include Housing allowance utilities/furnishings allowance)

	42a = Pastor	42b = Associate	42c = Deacon
Utility allowances or payments made to or for the pastor	\$ _____	\$ _____	\$ _____
Furnishing and services allowances	\$ _____	\$ _____	\$ _____
Insurance on parsonages <i>(if your pastor lives in the parsonage)</i>	\$ _____	\$ _____	\$ _____
Maintenance and upkeep on parsonages <i>(see above)</i>	\$ _____	\$ _____	\$ _____
Housing allowance paid in lieu of parsonage	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

43. ACCOUNTABLE REIMBURSEMENTS PAID TO/FOR PASTOR OR ASSOCIATE(S) FOR BUSINESS & PROFESSIONAL EXPENSES (Include vouchered travel expenses and/or the travel allowance paid by the local church, the amount for attendance at Annual Conference sessions and all other travel related amounts paid to the pastor(s). Also include all continuing education and other business and/or professional expenses paid to/for the pastor(s) by the church.)

	<i>Pastor</i>	<i>Associate</i>
Travel Expenses	\$ _____	\$ _____
Continuing Education	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total	\$ _____	\$ _____

43 = Total Accountable Reimbursements paid to/for Pastor & Associate(s) \$ _____

44. OTHER CASH ALLOWANCES PAID TO/FOR PASTOR & ASSOCIATE(S) (all other allowances paid to or for the pastors including Workers Compensation Insurance and Worker's Benefit Assessment – note: do not include Pension, CPP or Health benefits paid to the conference)

	<i>Pastor</i>	<i>Associate</i>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Total Other Cash Allowances paid to/for Pastor & Associate(s) \$ _____

45. SALARY, BENEFITS AND EXPENSES PAID FOR OTHER CHURCH STAFF & DIACONAL MINISTERS

Do not include amounts reported on lines 39 - 44

Cash Salary	\$ _____
Social Security	\$ _____
Pension & Health Insurance (not paid to Conference)	\$ _____
Worker's Compensation (including Assessment Tax)	\$ _____
Unemployment Tax (Oregon Only)	\$ _____
Business & Professional Expenses	\$ _____
Total Salary, Benefits and Expenses paid for other church staff & Diaconal Ministers	\$ _____

46. LOCAL CHURCH PROGRAM EXPENSES:

Report the total of all amounts spent on local church program under the direction of the local Church Council, Council on Ministries, or equivalent body for the purposes of education, witness, outreach, mercy, communication, and other ministries. **DO NOT INCLUDE** amounts given to support local or national non-United Methodist groups and agencies in their programs. Those amounts should be reported on line 38.

Education Work Area (Church school supplies, literature, leadership training, camping, age-level and family coordinators, library, audio-visuals, scholarships, Upper Room, Bibles, etc)	\$ _____
Worship (candles, music, flowers, etc.)	\$ _____
Other Program Expenses (Program work areas: Missions, Social Concerns, Stewardship, Evangelism, etc)	\$ _____

Total Local Church Program Expenses \$ _____

47. OTHER LOCAL CHURCH OPERATING EXPENSES:

Enter the total of current operating expenses, such as office expense, expenses for property maintenance and insurance, utilities for the church, etc. **Do not include expenditures already reported on lines 43-46. Capital Improvements are reported on line 49.**

Administration and Office Expense

Office Supplies, printing & postage	\$ _____
Telephone	\$ _____
Office Equipment Maintenance	\$ _____
Pastor/Associate Pastor Moving Expense	\$ _____
Etc. / Other	\$ _____
<i>Total Administration & Office Expense</i>	\$ _____

Church Property *Do not include Capital Improvements. See instructions above for special instructions about parsonage expenses.*

Janitorial Supplies	\$ _____
Utilities - electricity, water, fuel	\$ _____
Insurance for all church property - fire, liability, other	\$ _____
Church maintenance & repairs (DO NOT INCLUDE REMODELING) <i>(New roof, heating system, exterior painting, etc should be included on line 49)</i>	\$ _____
Church grounds upkeep	\$ _____
Property taxes (<i>see instructions above for parsonage expenses</i>)	\$ _____
Etc. / Other	\$ _____
<i>Total Church Property Expenses</i>	\$ _____

Total Other Local Church Operating Expenses \$ _____

48. PAID FOR PRINCIPAL & INTEREST ON INDEBTEDNESS, LOANS, MORTGAGES, ETC. \$ _____

49. TOTAL PAID FOR LAND, BUILDINGS, & CAPITAL IMPROVEMENTS. \$ _____

Include major remodeling, new roof, heating system, exterior painting, etc.
DO NOT INCLUDE EXPENDITURES FROM BORROWED FUNDS

50. NUMBER OF CHURCH EMPLOYEES (including your pastor)
50a. Part-Time _____ 50b. Full-Time _____

SIGNATURE OF PASTOR and TREASURER or FINANCE CHAIR. Because these figures are used to figure the church's grade figure and Shared Ministry Apportionments, we must have a signed report on file. The pastor and treasurer or finance chair will sign electronically by entering the date on line 50d or 50e and entering his/her name in the required warning/comment section at the top of the form. *Since a comment is now required for every item in that section, you may need to enter an x as a placeholder if you are the first signer or are leaving the page temporarily.*

Enter figures at stats.gcfa.org, sign electronically and Submit Tables 1, 2, and 3 by February 20, 2023.

Please contact Brant Henshaw, Interim Conference Statistician, at bhenshaw@pnwumc.org, or Cathy Lang, Clang@pnwumc.org if you have any questions.

SAMPLE CASE – EXAMPLE OF WHERE THE VALUES GO

Data from the Charge Conference documents and benefit elections by pastor during the year used for payroll.
 Note: Pro-rate amounts for mid-year appointment/compensation changes.

COMPENSATION ALLOCATION		Operating		Statistics Table 2	
		Expenses	Paid To:		
Taxable Salary	\$28,000.00	28,000.00	Pastor	Line 41a, b, or c	32,000.00
UMPIP (403b pre-tax contribution)	\$1,200.00	1,200.00	Wespath		
Flexible Spending Account (MRA/DCA)	\$1,000.00	1,000.00	Conference		
Health Savings Account (HSA)	\$0.00	-	Conference		
Participant Health Premium	\$1,800.00	1,800.00	Conference	Line 42a, b, or c	18,000.00
Utility & Furnishings Allowance	\$5,000.00	5,000.00	Pastor		
Cash Salary	\$37,000.00				
Housing Allowance in lieu of Parsonage*	\$13,000.00	13,000.00	Pastor		
TOTAL COMPENSATION	\$50,000.00				50,000.00

*For clergy living in a parsonage - the amount in Line 42a, b, or c will include the Utility & Furnishings Allowance and parsonage related expenses paid by the church (property taxes, maintenance, etc.)