

# FINANCIAL INFORMATION

## Ownership of Missions Funds

Assemblies of God World Missions realizes that all money given for missions has come as God has prospered His people and enabled and instructed them to give to His work. This knowledge places a great responsibility upon Assemblies of God World Missions and each missionary to maintain proper and conscientious stewardship both to the Lord and also to the donor for the use of contributed funds.

The Internal Revenue Service, under whose tax-exempt status AGWM operates, sets forth specific laws regarding the ownership of funds donated to any charitable organization. These laws state that when a donor makes a donation of personal funds or goods-in-kind and receives a tax deductible receipt from AGWM, the ownership of funds transfers from the donor to AGWM rather than to the missionary or project designated by the donor. If ownership of the funds passed to the individual missionary, the donor would not be entitled to a tax-deductible receipt. While donors may suggest a designated use for the funds, the organization must accept accountability for their proper use. AGWM must maintain administrative control over contributed funds and be able to give account to the Internal Revenue Service for the use of said funds in achieving the objectives of the mission. In practice, AGWM honors the designations of the donor if the missionary or project has organizational relationship and administrative accountability with AGWM. Otherwise, offerings are returned to the donor.

The missionary is appointed under the auspices of AGWM for the purpose of doing missionary work as directed by AGWM. Therefore, as an agent for AGWM, all funds received by the missionary as a direct or indirect result of his missions activities becomes the property of the sending organization. Any failure to report these funds or any unauthorized use of these funds would constitute criminal embezzlement.

It is important to recognize that a church which issues tax receipts to its donors cannot legally contribute to a missionary or his work unless one of three conditions is met:

1. The church passes responsibility for administrative control to AGWM. This is done by our receipting process.
2. The church maintains administrative control of the funds if it does not receive an official General Council receipt. Most churches are not able to do this.
3. The church considers the contributions as taxable income to the missionary and reports to the IRS as required.

AGWM policies and procedures in this area have been carefully established to conform to all the laws that affect the missionary, AGWM, and the local church. Any divergence from these policies and procedures can compromise our position or that of our supporting churches.

## AGWM Account

When the World Missions Executive Committee gives final approval, each unit (couple or single) is assigned an individual account number. **This account number must be used on all offerings and support moneys coming into AGWM for you.** Your account number is set up on the same system used for missionaries. Computer printouts of your account and related disbursement checks are processed on a monthly basis.

After the account number is assigned, offerings and contributions may be sent in for your support. Those who send offerings to AGWM will receive tax-deductible receipts from the General Council. With the first receipt, each contributor will receive a return-addressed envelope and remittance form to be used with the next contribution. Churches will receive world ministries credit for their contributions.

Checks and money orders should be made payable to AGWM. Your name and account number should appear on each check. Checks you receive direct, that are payable to you, can still be processed through your AGWM account. You may either endorse the check and send it in to AGWM, or you may deposit the funds to your bank account and write a personal check to AGWM. If you send a personal check, please be sure to attach a list of all donors, their current address and the amount of their offering. This will ensure that the donor receives proper credit.

### Five Percent Deduct for Administrative Costs

Assemblies of God World Missions deducts five percent from all offerings and contributions that come **through your account**. This is applied against administrative costs. This percentage is also deducted from direct offerings.

## Processing Fee

A \$50 processing fee is required from all MAPS volunteers approved for an assignment, which helps cover costs of operations and materials related to your placement. This fee will be taken out of your World Missions account once that amount has been raised.

## Budget

Your budget will be determined in dialogue with your processing assistant and your missionary supervisor. The budget generally includes the items listed below:

- Airfare, plus airport or departure tax, if necessary. AGWM will use a standard amount of \$1800; however, actual cost may vary.
- Visa, if necessary. AGWM will use a standard amount of \$200; however, actual costs may vary. (See section entitled Travel Documents.)
- Daily living expenses: food, ground transportation, etc. This information is determined by the area in which you will serve and is mandated by the IRS called **per diem funds**.
- Lodging/Rent expenses: This is provided by the missionary and AGWM.
- Insurance, figured at \$2.40 per person, per day. (See section entitled Insurance.)
- Any additional approved expenses, such as retreats.

## Personal Funds

If you use your own personal funds for ministry expenses, you should keep your receipts for these expenses to be used to document any deduction when filing your federal income tax.

## Raising Support

MAPS volunteers are permitted to seek financial support for their assignment from family, friends, and their local church. As soon as your processing assistant informs you of your approved placement, you should begin raising funds.

To aid you in raising monthly support, we have provided a monthly commitment form for you to duplicate and distribute. Do not submit these to AGWM for processing. They are for your benefit in tracking your fund-raising progress.

## Receipts for Donors

It is recommended that all donations be made payable to AGWM and submitted to your AGWM account. Do not cash a check payable to AGWM. However, if a donor writes a check payable to you, you will be provided with a supply of temporary receipts. The MAPS volunteer should write a receipt for each donation, listing the donor's name, complete address, city, state, and ZIP code (also indicating the church to credit, if requested), and clearly indicating the amount given. Disburse the receipt copies as follows:

- Give the blue copy of the receipt to the donor.
- Retain the yellow copy for your records.
- Promptly send the white original receipt, along with a check for the donation, to AGWM so that the donor will receive proper tax credit.

The only possible exception to submitting donations promptly to AGWM are funds raised near the end of your fund-raising time that are used to purchase airline tickets. In that situation, send the white receipt and your airline ticket receipt to AGWM before departure to ensure the donor receives proper credit.

To assist in tracking your fund-raising, keep a master list (name, complete address, city, state, and ZIP) of your donors and the amounts given.

## World Ministries Credit

World Ministries Credit can be given to Assemblies of God churches that give toward a MAPS volunteer's airfare and living expenses on the field. The MAPS office will make sure contributing churches receive World Ministries Credit and individuals receive official receipts for their giving based on your reports of addresses.

Some pastors or individuals may insist on sending their offerings through the Assemblies of God headquarters. If so, they **must** write your name and account number on their check to ensure you receive credit.

## Assemblies of God Credit Union

Each 4-11 month MAPS Volunteer is asked to open an account at the Assemblies of God Credit Union in Springfield, Missouri. Your monthly disbursement check will be a direct deposit to this account.

Please understand that your AGWM account and your Assemblies of God Credit Union *account* are **two different** accounts. All contributions should be sent to your AGWM account. Consequently, your AGWM account number is what you give to your contributors. **The Assemblies of God Credit Union account is your own personal bank account.** You may put your *own funds* into this bank account, if you would like. **Do not send personal funds to your AGWM account.** Note that it is your responsibility to give the bank your change of address when you leave for assignment and when you return home.

### Opening an Account

To open your account, please complete the forms enclosed in your approval packet and return them to the Credit Union. Couples should include information for both the husband and wife, and both should sign the signature card. Along with the card, send a minimum of \$25 to open the account. Your check should be made payable to the Assemblies of God Credit Union. The Credit Union will notify you when the account is open. They will also send temporary checks, if ordered, for you to use until your official checks have been printed.

Questions related to opening your Credit Union account or other services they offer should be directed to the missionary representative at the Assemblies of God Credit Union.

Your completed cards should be returned to:

**Missionary Representative  
c/o Assemblies of God Credit Union  
1535 North Campbell  
Springfield, MO 65802**

### Credit Union Services

The Credit Union is a full service financial institution and offers Online Banking and BillPay, as well as other services to make your banking convenient.

### Overdraft Protection

The Credit Union has an overdraft protection plan (line of credit) in which the MAPS volunteer may participate. However, your participation is not automatic, you will need to contact the Credit Union and request a line of credit.

## Use of Funds

### Accessing Funds While on Your Assignment

You should already have an account open with the Assemblies of God Credit Union. Check with your missionary in advance to learn the best method of accessing funds on the field, since it varies from country to country. With this information, you will be able to work with the credit union to ensure you have proper resources before you leave for your assignment (i.e., checks, debit card, ATM card).

## **Use of Per Diem Funds**

Internal Revenue Service regulations allow a non-taxable per diem (per day) allowance for temporary living expenses while away from home on business. To receive this non-taxable allowance you must certify that you have concurrent housing expenses in the USA while serving your assignment. If you do not have housing expenses in the USA during your assignment (rent or house payment), you cannot have a non-taxable per diem allowance. The concurrent living expenses may be paid by your parents, if you still maintain their home as your main residence. You must sign a statement indicating that you have a permanent stateside address (apartment, home, parents' home where your belongings are) while on assignment.

To qualify for non-taxable per diem each volunteer must have an approved work assignment, if married, both husband and wife must have a full time assignment for the mission's trip.

If you do not qualify for the non-taxable per diem, you will be responsible to pay the taxes (self-employment and income taxes) from the funds that you are given as living allowance.

In compliance with the regulations of the IRS, based on concurrent living expenses, you are permitted to raise and use your per diem funds for the following expenses pertaining to your short-term missions trip: (funds used under these conditions are not taxable and do not require reporting to AGWM or the Internal Revenue Service.)

- Lodging and meals on the field of assignment.
- Ground transportation on field of assignment.
- Meals during travel to field and on field of assignment.

Unused per diem funds (i.e., you ate at McDonalds rather than the steak house) can be spent on the following items:

- Gifts for those who contributed financially to your assignment (not just for all family and friends); must be authentic items from the field of your assignment, such as handmade items.
- Flight insurance
- Personal hygiene items and toiletries
- Luggage and luggage carts
- Electrical adapters
- Small electrical appliances for overseas voltage
- Food items and personal gifts taken for missionary
- Mileage on missionary's vehicle
- Tuition or other school/research expenses
- Personal expenses while on assignment (i.e., rent, car payments)
- Camera and equipment
- Souvenirs and traditional costumes

*\*Remember that U.S. postage stamps are not usable outside the United States. Stamps must be purchased in the country from which letters are mailed.*

### **Other Funds (Not Per Diem)**

In compliance with regulations of the Internal Revenue Service, you are permitted to raise and use funds for the expenses listed below as they pertain to your short-term missions assignment. Funds used for these expenses are non-taxable; however, you **must report** the expenses and submit the receipts using the Expense Analysis Form located at the end of this manual. These expenses should be reported on as soon as they are incurred. Do not wait until the end of your assignment.

- Roundtrip airfare.
- Airport or departure taxes, when required.
- Passport and passport photos.
- Visa and visa photos, when required.
- Vaccines and medication for overseas travel, when required.
- Any other approved items (retreat expenses, etc.).

For further information, please contact the MAPS Processing Coordinator at (417) 862-2781, Extension 2035,; or the MAPS Financial Services Specialist, at (417) 862-2781, Extension 3115,.

### **Funds Remaining After the Assignment**

You might raise more funds than you need for the ordinary and necessary expenses of your assignment. Since money donated and designated are missions funds, not personal funds, any funds remaining in your AGWM account will be used for the promotion and advancement of the MAPS program.

If you have unused funds in your possession (excluding those disbursed as your per diem), you must either 1) give them to the missionary you were assigned to, obtain a receipt from him/her, and attach the receipt to your report to AGWM or 2) attach a personal check to your Expense Analysis Form for the funds made payable to AGWM MAPS.

**NOTE:** *No funds collected and receipted (excluding those disbursed as your per diem), can be retained for personal expenses, nor can they be put toward college tuition or at-home expenses for time you spent on the field.*

### **Reporting Funds—Expense Analysis Form**

Within 30 days of the conclusion of your assignment, if you have funds other than per diem in your possession you must complete the Expense Analysis Form (located at the end of this manual).

Note that conversion from foreign currency to American dollars is your responsibility.  
**Hint:** *Every time you exchange U.S. dollars for the local currency, note the exchange rate. At the end of each day, write that on each receipt for that day's expenditures and calculate the U.S. dollar amount, rounding it off to the nearest cent.*

The Expense Analysis Form is due in the MAPS office within 30 days of the completion of your assignment—but **absolutely no later than December 10**—in order to be receipted in the current year. Please send any unused receipts to the MAPS office with your report.