

## Closing Out the Church Year: Figuring your Year-End “Funding the Mission” Contributions

Before walking through the following steps, make sure you have on hand the Total FTM-Reportable Income<sup>1</sup> for the month of February and the amounts of any contributions to your FTM Goals that are in-transit (i.e. not yet received and processed by the Global Ministries Center or the Intermountain District Office).

### STEP ONE

- Login to your church’s FTM page.
- **Change the “Assembly Year” to 2014-15.**<sup>2</sup> *Note: Always check the “Assembly Year” anytime you move to a new FTM page.*
- Select the **Report Income** option (from the list on the left side of your webpage) and update your income so that the total YTD income shown equals the grand total reportable income received for all 11 months of the church year (April 2015 – February 2016).

### STEP TWO

- Go to the **Planning Calculator** (select from the list on the left side of your webpage).
- The Planning Calculator is divided into three segments and allows you to create “what if” scenarios:

Global Mission		
Adjusted YTD Income	A	\$ xxx,xxx
WEF Contributions	B	\$ xx,xxx
Missions Specials Contrib	C	\$ x,xxx

District		
District Ministries	F	\$ 0
ALTERNATE NNU Support	G	\$ 0

USA		
Pensions & Benefits Contrib	D	\$ x,xxx
Education Contribution	E	\$ 0

The amounts shown in Items A-D represent income reported on the FTM site, and contributions received and processed by Donor Services. Any of these amounts may be manually overridden (only in the Planning Calculator)

#### NOTES

<b>A</b>	This figure includes income reported by the church <u>plus</u> gifts sent directly by individuals to the Global Ministries Center and credited to the church. The detail on this figure is shown under “Reported Income” on the DASHBOARD of your FTM page.
<b>B</b>	Includes all contributions to the World Evangelism <b>that have been received and processed by Donor Services at the Global Ministries Center.</b>
<b>C</b>	Includes all contributions to the Missions Specials <b>that have been received and processed by Donor Services at the Global Ministries Center.</b>
<b>D</b>	Includes all contributions to Pensions & Benefits <b>that have been received and processed by Donor Services at the Global Ministries Center.</b>
<b>E</b>	This is the amount given toward your church’s the NNU (Education) goal. Zero is the default amount shown in this box on the Planning Calculator since any monies you have actually given toward for this purpose are processed by the District Office rather than the Global Ministries Center.
<b>F</b>	This is the amount given toward your church’s District Ministries goal. Zero is always the amount that appears in this box for the same reason given in Note E.
<b>G</b>	This line item is applicable <b>ONLY</b> to those churches that have elected to give toward their NNU (Education) budget at the former, higher allocation percentage of 2.5% rather than 2.25%. This is purely <b>OPTIONAL</b> and <b>this line does NOT represent an additional obligation of the church.</b> It was created only to make possible for a church to calculate the dollar amount required to meet the higher allocation percentage.

<sup>1</sup> Basically, any income to the church that qualifies as a charitable contribution is to be reported. For a detailed explanation (and examples) of what is considered “income” for FTM purposes see this link:

<http://fundingthemission.org/fundingTheMission/media/Global/Documents/121009-Def-of-Income-ENGLISH.pdf>

<sup>2</sup> After February 28, the default setting on your church’s FTM site is 2015-16. This is because the new fiscal year for local churches on our district begins March 1.

### STEP THREE

Update the **Planning Calculator** with the following information:

- **Write down on a separate sheet of paper the amounts showing for Items A-D of the Planning Calculator**
- *If you have followed STEP ONE above, you should not have to make any change to the Adjusted YTD Income figure shown in the Planning Calculator.* Otherwise, it is probably best at this point to go back and complete Step One above!
- **ADD** to the “WEF Contribution” amount you just wrote down **any amount that is in-transit** (that is, any amount you have prepared to send or have actually sent already, but that has not yet been processed at the Global Ministries Center). **Then, ENTER the updated total into the space provided**, overriding the amount currently shown.
- **ADD** to the “Missions Specials Contribution” amount you just wrote down **any amount that is in-transit** (that is, any amount you have prepared to send or have actually sent already, but that has not yet been processed at the Global Ministries Center). **Then, ENTER the updated total into the space provided**, overriding the amount currently shown.
- **ADD** to the “P&B Contribution” amount you just wrote down **any amount that is in-transit** (that is, any amount you have prepared to send or have actually sent already, but that has not yet been processed at the Global Ministries Center). **Then, ENTER the updated total into the space provided**, overriding the amount currently shown.
- **Go to <http://intermountaindistrict.org/resources/funding-the-mission> and select the document named “NNU received to date”.** When the document opens, look in the far left column next to the name of your church and **make a note of that amount.** Then, **add to this number any amount that is in-transit.** **NEXT, ENTER the updated total into the space provided**, overriding the amount currently shown (zero). *If your church is giving to NNU at the higher “ALTERNATE NNU” rate (2.5%), then please enter this updated total in this space (Item G) as well as in the “Education Contribution” space.*
- **Go to <http://intermountaindistrict.org/resources/funding-the-mission> and select the document named “DISTRICT MINISTRY received to date”.** When the document opens, look in the far left column next to the name of your church and **make a note of that amount.** Then, **add to this number any amount that is in-transit.** **NEXT, ENTER the updated total into the space provided**, overriding the amount currently shown (zero).

### STEP FOUR

Once you have updated each of these figures, click on the Calculate button. The results of the calculation then appear below the Calculator entries you have just made. If you made an error in any category, or if you wish to try out some “what if” scenarios, you may change any of the figures you entered and then click on the Calculate button again to update the results shown.

[For an explanation of the Results section of the Planning Calculator, see the next page.](#)

## READING THE RESULTS from the Planning Calculator

### World Evangelism Fund Progress

The current level of WEF Support would be of (Goal of 5.5% or more) 5.5%

Amount Over / (Under) toward 5.5% Goal \$0.00

**In this sample, this church has contributed exactly the minimum amount necessary to meet its WEF obligation of 5.5% of its "Budget Base"** ("Budget Base" = Adjusted YTD Income minus WEF and Missions Specials contributions)

### Recognition Progress

The current Recognition Level would be World Evangelism Church 5.5%

Next Recognition Level World Evangelism Church of Excellence (5.7%)

Amount needed to reach next recognition level \$725.67

### Ten Percent Giving <sup>1</sup>

Ten Percent Tracker 11.667%

Amount needed to reach next goal of 15% \$11,115.29

1. Churches achieve Mission Ten status (formerly Ten Percent Church or Stewardship Honor Roll) when they have met all fund allocation goals and have given at least 10% of their income to the Global Mission (World Evangelism Fund and Global Mission Specials).

**In this sample, this church has given 11.667% of their Adjusted YTD Income for the global mission.**

## USA Allocation Calculation Results

### Pensions & Benefits Progress <sup>1</sup>

The current level of P&B Support would be of (Goal of 2.25% or more) 2.259%

Amount Over / (Under) toward 2.25% Goal \$35.38

### Educational Institution Progress <sup>1</sup>

The current level of Education Support would be of (Goal of 2.25% or more) 1.955%

Amount Over / (Under) toward 2.25% Goal (\$1,129.12)

1. WEF overpayment or underpayment will affect the base from which P&B and Education are calculated

**In this sample, this church has exceeded its Pensions & Benefits obligation by \$35.38. However, in order to meet its NNU (Educational) obligation, this church must contribute another \$1,129.12.**

## District Support Calculation Results

### District Ministries <sup>1</sup>

Level of District Ministries (Goal of 3.5% or more) 2.294%

Amount Over / (Under) toward 3.5% Goal (\$4,623.08)

### ALTERNATE NNU Support <sup>1</sup>

Level of ALTERNATE NNU Support (Goal of 2.5% or more) 0.0%

Amount Over / (Under) toward 2.5% Goal (\$9,587.91)

**In this sample, this church must contribute an additional \$4,623.08 in order to meet its District Ministries obligation. And, if this church has committed itself to giving to NNU (Education) at the former higher rate of 2.5%, then it would need to contribute an additional \$9,587.91 in order to meet that goal.** If, however, the church is giving at the 2.25% level established by the USA/Canada Region, then this ALTERNATE NNU Support figure can simply be ignored.