

**NEWS FROM THE BUSINESS MANAGER**  
***Iowa District West Congregation's Mission Receipts***



<u>For the month ending December 2009</u>	
Anticipated Amount	\$154,167
Actual Receipts	\$127,940
<u>Fiscal Year-to-date receipts</u>	
Anticipated Amount	\$1,541,667
Actual Receipts	\$1,617,644
Over (under) anticipated amount	\$ (78,189)
<u>Use of Mission Receipts</u>	
Remitted to Synod (42%)	\$ 679,409
Balance for District programs/operations	\$ 938,235
Total Receipts	\$1,617,644
<u>Mission Receipts Compared With Last Year</u>	
Year-to-date 2009	\$1,617,644
Year-to-date 2008	<u>\$1,711,604</u>
Over (under) last year	\$ (93,960)

**Lutheran Church Extension Fund**

The mission of Lutheran Church Extension Fund is to provide opportunity to make funds and services available in support of the Great Commission through The Lutheran Church-Missouri Synod.

As of December 2009, 1001 investments in Iowa District West totaled \$27,952,451. Those investments are providing opportunity for 56 loans totaling \$12,028,031 plus commitments totaling nearly \$990,000. LCEF puts invested dollars to work in mission and ministry right here in Iowa District West.

If you are interested in investing in the ministry of LCEF or if you have questions on the loans and services provided to our congregations, please contact Carole White. **Come, Join the Ministry!**

Pastors and Church Secretaries: How about including a brief note about LCEF in your church newsletter or bulletin? Please use the following short paragraph—thank you!

Three to six months of expenses is a good goal to strive for in establishing an emergency fund. Consider opening an LCEF Family Emergency StewardAccount today to equip you to handle those unexpected expenses that crop up at the most inconvenient times. Just \$25 a month is all you need to begin your journey toward financial security, while supporting the ministry of LCEF. For information or an application contact Carole White at 877.439.5233 or [carole.white@lcef.org](mailto:carole.white@lcef.org)



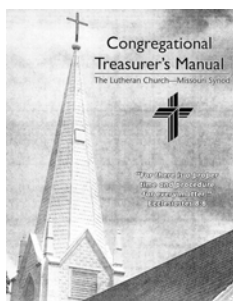
**MAKING A  
DIFFERENCE  
IN THINGS  
ETERNAL**

## Monthly Mission Minute / Stewardship Spark

Did you know that your congregational mission dollars support the District budget in a variety of mission and ministry areas? The 2009 budget ending January 31, 2010 included \$3,900 for a comprehensive financial audit. This intense review of all financial details assures the District is operating properly and the financials are in accordance with the generally accepted accounting principles. For a \$2.6 million budget, this is a good value. February is audit time at the District Office. If not done already in your congregation, a financial review of the church financial activities is healthy for the church. If you choose to do the project with congregational members, the Congregational Treasurer's Manual, Chapter 25 has a lot of helpful information.

### Financial Quick Notes

- 2010 Mileage Rate: **50 cents** per mile for all business miles driven (see details on next page).
- New receipt vouchers were mailed mid-January. Please use these for remittances from February 1, 2010-January 20, 2011. Receipts for non-budgetary agencies (for example, Armed Forces, Camp Okoboji, Lutheran Family Service, Lutherans For Life and other Lutheran ministries) should be sent directly.
- Need a W-4 or other IRS form quickly? Several forms are in the Treasurer's Manual, but you also can download the latest forms directly from the IRS website. Go to [www.irs.gov/formspubs/index.html](http://www.irs.gov/formspubs/index.html). As the files are in PDF format, you will need Adobe Acrobat Reader which is available at [www.adobe.com](http://www.adobe.com).
- Need a Form I-9? Find the U.S. Citizenship and Immigration Services website at <http://www.uscis.gov/files/form/I-9.pdf>. All church staff including pastors needs a copy on file.
- The Iowa minimum wage remains at \$7.25. Posters with all the state and federal information can be obtained at your regional Iowa Workforce Center or downloaded at [www.iowaworkforce.org/labor/wage.htm](http://www.iowaworkforce.org/labor/wage.htm).
- Purchase a Congregational Treasurer's Manual now for only \$7.50 or for quick online reference go to [www.lcms.org/ctm](http://www.lcms.org/ctm).
- Tax calendar: January 31 deadline...  
Remember to issue W-2 forms to each employee  
Issue Form 1099-Misc to all independent contractors/self employed individuals  
(those that earned \$600 or more during the year 2009)
- Complete Employers Quarterly Federal Tax Return Form 941 (be sure to proof the 941 totals with W-3 summary statement).
- Tax calendar: February 28 deadline...  
Complete Copy A of each 2009 W-2 wage and tax statement and W-3 summary transmittal to Social Security Administration (address on summary form or file electronically).
- Complete Copy A of each 2009 form 1099-Miscellaneous Income and 1096 Transmittal form to IRS (address on summary form or file electronically).
- Complete 2009 State of Iowa Verified Summary of Payments (VSP) to the Department of Revenue. File online at [www.state.ia.us/tax](http://www.state.ia.us/tax). Questions contact 800.367.3388.



Church and Clergy Finance/Treasurer Workshop – the workshop has been rescheduled for January 30, 2010 – see brochure at -

[http://www.idwlcms.org/district\\_news/information/treasurers\\_workshop\\_brochure.pdf](http://www.idwlcms.org/district_news/information/treasurers_workshop_brochure.pdf)

### Treasurer's Manuals

A few Congregational Treasurer's Manuals are available for only \$7.50. These manuals are extremely helpful tools for staff, treasurers, and church councils to better understand many aspects of the congregation's business needs. Available while supplies last!

## The Lutheran Witness Subscription Rate

The rate for *The Lutheran Witness* increases slightly for May 2010-May 2011. Including the insert, the total is \$18.96. If you have any changes and questions, contact Concordia Publishing House circulation at 800.325.3040 ext 1419 or email [Becky.Laumand@CPH.org](mailto:Becky.Laumand@CPH.org).

## 2010 IRS Mileage Rates



### Mileage Rate UPDATE

Beginning January 1, 2010, the standard mileage rate used to reimburse workers business miles under an accountable reimbursement arrangement will be 50 cents per mile (5 cent decrease from the current rate of 55 cents). The accountable reimbursement is the most favorable because tax regulations permit the congregation not to report the reimbursement as compensation paid to the employee on Form W-2. The employee should document the amount, time and place, business purpose, and business relationship. Employees should substantiate miles at least every 60 days. The standard medical and moving mileage rate has likewise decreased to 16.5 cents per mile (from 24 cent). The rate used for charitable deduction purposes, set by statute rather than IRS, remains at 14 cents per mile.

Churches may choose to reimburse a lower rate without any tax consequences. If the church chooses to reimburse at a rate higher than the IRS approved rates, the church must add the excess amount to the employee's taxable income. To read the complete IRS announcement, go online to: <http://www.irs.gov/newsroom/article/0,,id=216048,00.html>.

## Super Bowl Copyrighted?

Last year the NFL found itself on the receiving end of protests and controversy after it objected to churches showing the Super Bowl on big-screen televisions. The NFL has reversed their decision and will now allow congregations to permit viewing the big game in a large group setting as long as the church does not charge admission. What a great opportunity for fellowship and fun at your church! More information about this topic is online at the Church Executive magazine website - [http://www.churchexecutive.com/news.asp?N\\_ID=1698](http://www.churchexecutive.com/news.asp?N_ID=1698)

## Projector Offer

If your congregation needs a projector, one can be rented from the District Office for only \$25 per day. If interested contact Jason ([Jason.Fuller@idwlcms.org](mailto:Jason.Fuller@idwlcms.org)).



## LCMS Statistical Report

Now is the time to complete the 2009 Congregation Statistics Report. They were sent from Synod early January and are due February 28. The report includes membership data, gains/losses, and education enrollment figures. Not only is the form necessary for Synod statistics, but the number reported for confirmed membership is also used for convention assessments.

## Substantiation of Contributions

A donor cannot claim a tax deduction for any single contribution of \$250 or more unless the donor obtains a written acknowledgement. The policy has been updated for 2007 since the Pension Protection Act of 2006 amended the tax code to require all cash contributions, regardless of amount, to be substantiated by either a bank record (such as a cancelled check) or a written communication from the church. Churches should print contribution statements shortly after the first of the year. The statements should include: "No goods or services were provided to the donor other than intangible religious benefits." Publication 1771 issued by the IRS explains the proper documentation necessary for recognizing cash and non-cash gifts. The document can be found at [www.irs.gov/pub/irs-pdf/p1771.pdf](http://www.irs.gov/pub/irs-pdf/p1771.pdf). If you receive non-cash contributions over \$250, the value of the item/property donated should not be stated in the acknowledgement, only a description. For complete details, consult the Congregational Treasurer's Manual, chapter 10, section 10.500.