

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



For the Month Ending May 2011	
Anticipated Amount	\$ 146,250
Actual Receipts	\$ 159,231
Fiscal Year-to-Date Receipts	
Anticipated Amount	\$ 585,000
Actual Receipts	\$ 582,744
Over (under) anticipated amount	\$ (2,256)
Use of Mission Receipts	
Remitted to Synod (44%)	\$ 256,384
Balance for District programs/operations	\$ 345,554
Total Receipts	\$ 582,744
Mission Receipts Compared With Last Year	
Year-to-date 2011	\$ 582,744
Year-to-date 2010	\$ 575,616
Over (under) last year	\$ 7,128

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 May 2011, 995 investments in Iowa District West totaled \$31,361,939. Those investments are providing opportunity for 54 loans totaling \$9,918,406 plus commitments totaling nearly \$1,209,714. 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!



Discover LCEF: Got kids?...we can help!

Journey with us in the next months and discover the tools and resources available to you through your ministry partner, Lutheran Church Extension Fund. This month *Discover* how your children can learn and experience the joy of sharing, saving, and spending through the K.I.D.S. stamp program. Go to www.lcef.org and click on “services,” contact ruth.gerken@ialcef.org, or call 877.439.5233.

Stewardship Spark / Monthly Money Mission Moment

Did you know that your congregational mission dollars support the District budget in a variety of areas? The 2011 budget totals \$2,546,227 of which 19% covers administration (of every dollar, less than 20 cents covers administration costs). Just like in the church, District has administrative expenses. Administration services include: president's office (travel, staff salaries and benefits); support services (audit, communications, office supplies, The Harvest, utilities, maintenance, insurance, emergency fund); Board of Directors (ministerial health, travel, honorariums); and Circuit Counselors.

The District works hard to keep administration and building expenses low. For example the District changed the Concordia Health Plans option from B to C for 2011 which resulted in no increase of premiums, and closed the Post Office box. We plan to have more conference calls to save on travel expenses. The District also has kept building expenses the same despite moving from a 5,200 square foot office to over 10,000 square foot office building. How is that possible? The new office is extremely more energy efficient and newer plus our two tenants help cover some of the building expenses.



Ten Documents for Church Treasurers

There are several important documents every church should preserve. What are they? Richard Hammer (an attorney, CPA, and author specializing in legal and tax issues for churches and clergy) explains them on his website at www.churchlawandtax.com. The top ten documents are: Articles of Incorporation, Corporate annual reports, Constitution or Bylaws, Deeds, Employment records, Financial records, Member list, Minutes of meetings (voters, board, and committee meetings), Insurance policies, and Tax records. To see an explanation of these, go to <http://www.churchlawandtax.com/private/library/viewarticle.php?aid=71>.

How long should bank statements and cancelled checks be saved? Answer: Seven years. The congregational treasurer's manual has a good summary list of how long to save many of these important documents. Go to www.lcms.org/ctm (chapter 23). Direct link www.idwlcms.org/resources/information/record_retention_guidelines.pdf.

Housing Allowance

As mid-year approaches, now is a good time to review the 2011 housing or parsonage allowance designated for all ministers of the Gospel. If an allowance designated for 2011 is below the actual housing expenses, the church council should increase the housing allowance for the remainder of the year. Clergy who own their own homes can never claim a housing allowance greater than the fair market value of the furnished home. Complete details are in chapter 2 of the Congregational Treasurer Manual (www.lcms.org/ctm).

How Secure Is Your Church's Current System

Often in the news are reports of fraud and embezzlement at churches. Prevention is the key. Take a quick online assessment/quiz to review your internal control policies and procedures at the www.churchsafety.com website. Direct link: www.churchsafety.com/topics/money/fraud/controlschurchfinances/churchcurrentsystem.html.

The Congregational Treasurer's Manual is a valuable resource. Check out www.lcms.org/ctm and see chapter 26. Our new insurance partnership company, Brotherhood Mutual also has a plethora of resources. Check them out at www.brotherhoodmutual.com and click on "resources" or www.idwlcms.org/resources/admin_resources.htm.



Secretarial/Administrative Assistants Conference

Remember to mark your calendar for Tuesday, **September 20**, 2011 from 8:00 a.m. - 3:30 p.m. at Boulders Conference Center. Plan now to enjoy a full day in Denison. More details and brochure to come soon!