

2020 EVANGELISM PACKET

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W-9 FORM - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

INSTRUCTIONS

1. Complete and submit the Evangelism Budget Request Form by the date set by the Ministerial Department. **USE CURRENT FORMS ONLY.**
2. Have at least two people verify nightly offerings and record them on the Evangelism Offering Report form.
3. Fill out an Evangelism Expense Voucher for each expenditure. **You must attach a receipt or invoice for each expenditure and a copy of Church Board Minutes showing mileage, transportation and lodging arrangements for the speaker.** The amount on the receipt or invoice must match the amount on the voucher, show what the item or service is and show that payment has been made. (No personal equipment purchase, rental, or repair may be charged to evangelism expense.)
4. Churches are exempt from paying taxes. Please use a tax exempt certificate when making purchases for this event. Contact your church treasurer for the certificate.
5. You must file 1099-MISC forms for all individuals or unincorporated entities that are paid \$600.00 or more during a calendar year. This includes amounts paid as "honorariums" to speakers. In order to file the 1099-MISC form, you must obtain and keep with your records a W-9 form from each person being paid \$600.00 or more. Please send copies of these completed forms with your Evangelism Expense Report to demonstrate that you have complied with IRS regulations. The W-9 form can be found at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
6. The Evangelism Expense Report should be completed, signed by the Pastor and Church Treasurer, and mailed to the Conference Office with receipts **within 90 days of completion** of the evangelism event in order to receive evangelism funding. Please be sure to include contact information.
7. Send a check for any unused advanced funds with your Evangelism Expense Report.
8. Please make every effort to ensure that your Evangelism Expense Report is complete and accurate. Your **reimbursement will be delayed** if the Conference has to contact you for corrections to your report.

Thank you for all that you do to grow God's Kingdom in the Rocky Mountain Conference!

Rocky Mountain Conference of Seventh-day Adventists
2520 S. Downing Street
Denver, CO 80210
Phone: 303-733-3771
www.rmcsda.org

2020 EVANGELISM BUDGET REQUEST

DEADLINE: OCTOBER 31

Sponsoring church: _____

Location of meetings: _____

Dates of meetings: _____

Speakers: _____

Title of meetings: _____

Rental	Estimated Total	Free Materials	Estimated Total
Hall rental fee _____ x # of days _____	\$ _____	Give-away literature	\$ _____
Other rentals (Please list) _____	\$ _____	Give-away Bibles	\$ _____
_____	\$ _____	Lessons	\$ _____
_____	\$ _____	Attendance awards	\$ _____
_____	\$ _____	Decision cards	\$ _____
		Other _____	\$ _____
Evangelist		Children's Program	
Lodging	\$ _____	Craft supplies	\$ _____
Per diem	\$ _____	Snacks	\$ _____
Mileage OR car rental & gas	\$ _____	Awards	\$ _____
Airfare/bus/train	\$ _____	Give-away literature	\$ _____
Evangelist's basic fee (Conference approved)	\$ _____	Give-away Bibles	\$ _____
Other _____	\$ _____	Lessons	\$ _____
		Other _____	\$ _____
Advertising		Budget Summary	
Signs/Banners	\$ _____	GRAND TOTAL ESTIMATED EXPENSES	\$ _____
Radio/TV/Social Media	\$ _____	Less local church subsidy	\$ _____
Handbills	\$ _____	Less estimated offerings	\$ _____
Postage	\$ _____		
Newspaper	\$ _____	TOTAL ESTIMATED REMAINING	\$ _____
Other _____	\$ _____		

REQUIRED SIGNATURES

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

TOTAL RMC EVANGELISM FUNDS APPROVED: \$ _____

Conference Evangelism Coordinator: _____

Date: _____

2020 EVANGELISM EXPENSE REPORT

DUE WITHIN 90 DAYS OF COMPLETION OF EVANGELISM EVENT

Sponsoring church: _____

Location of meetings: _____

Dates of meetings: _____

Meetings conducted by: _____

PAYEE:	PURPOSE OF EXPENSE: <small>(For example: advertising, hall rental, evangelist's fee, children's program, free material handouts)</small>	AMOUNT:	EXPENSE VOUCHER INCLUDED ↓	COPY OF RECEIPT ENCLOSED ↓	W-9 ENCLOSED ↓
TOTAL:					

PLEASE REMEMBER TO SEND A CHECK FOR ANY UNUSED ADVANCED EVANGELISM FUNDS.

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

2020 EVANGELISM FUNDS GUIDELINES

1. Expenses turned in to be reimbursed from your approved evangelism budget need to be **directly related to the evangelism event**. Allowable expenses would fall under the categories of hall rental, evangelist expenses, advertising, children's program expenses, and free handout materials.
2. No personal equipment purchase, rental, or repair may be charged to evangelism expense.
3. Churches are exempt from paying taxes. Please use a tax exempt certificate when making purchases for this event.
4. Expenses exceeding the approved evangelism budget will be the responsibility of the local church.
5. All unused advanced evangelism funds must be returned to the Rocky Mountain Conference with your Evangelism Expense Report.
6. Receipts must show the items purchased, the price paid per item, and that **payment has been made**. Order confirmations and car rental estimates are not sufficient for reimbursement.
7. Remember that **all evangelists must be approved** by the Rocky Mountain Conference and have current authorization to work in the U.S. if they are to receive compensation, including an honorarium. Individuals who do not possess current work authorization may be reimbursed for expenses related to the evangelism meetings, including travel, lodging, meals and incidentals. Special rules apply, please ask for more information if needed.
8. Approval from ADCOM must be obtained **prior to the meetings** if you are considering compensating (including honorariums) a volunteer or part-time pastor for holding an evangelistic series.
9. **Full-time employees** of the Rocky Mountain Conference are **NOT to be compensated or receive honorariums** for holding an evangelistic series in the Rocky Mountain Conference.
10. You must obtain a W-9 form from each person being paid \$600.00 or more and provide a copy of this form with your Evangelism Expense Report.
11. You must file a 1099-MISC form for any individual or unincorporated entity that is paid \$600.00 or more during a calendar year.
12. Please turn in your Evangelism Expense Report **within 90 days of completion** of the evangelism event. No evangelism funds will be released until the Evangelism Expense Report and all receipts have been turned in for the previous year.
13. **March 31, 2020 is the last day that Evangelism Expense Reports and receipts will be accepted for 2019 evangelism.**
14. Not all expenditures are necessarily approved. All receipts will be reviewed.

2020 EVANGELISM FUNDS GUIDELINES

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Not all expenses related to evangelism can be turned in to the Rocky Mountain Conference for reimbursement from Conference Evangelism funds. Some expenses should be paid for through the church. Please follow the guidelines listed below. These lists are meant to be a guideline and do not cover every possibility. Please ask if you have any questions. All expenses are subject to review.

CONFERENCE FUNDS:

- Hall rental
- Evangelist
 - Lodging
 - Per diem
 - Mileage **or** car rental & gas
 - Airfare/bus/train
 - Evangelist's basic fee (Conference approved)
- Advertising
 - Signs/Banners
 - Radio/TV/Social Media
 - Handbills
 - Postage
 - Newspaper
- Free Materials
 - Give-away literature
 - Give-away Bibles
 - Lessons
 - Attendance awards
 - Decision cards
- Children's Program
 - Craft supplies
 - Snacks
 - Awards
 - Give-away literature
 - Give-away Bibles
 - Lessons

CHURCH FUNDS:

- Improvements to your church building
- Gifts to the speaker
- Honorariums (RMC employees are not to be compensated for evangelism)
- New equipment for the church (sound equipment, computer equipment, projection equipment, etc.)
- Food and supplies for potlucks
- Snacks and restaurant meals for local church leadership
- Baptismal robes

MILEAGE, PER DIEM, & LODGING GUIDELINES:

The Church Board should approve all mileage, per diem and lodging arrangements for the evangelist. The rates should not exceed the current conference rates. A copy of the board action approving the arrangements (showing rates and number of days) must be turned in with the Evangelism Expense Report.

The Church Board should approve all paid lodging arrangements made to house and feed the evangelist in a church member's home. The arrangements should **not exceed \$50/day** for food and lodging. A copy of the board action approving the arrangements (showing rates and number of days) must be turned in with the Evangelism Expense Report.

The Church Board should approve all arrangements made for a church member to be paid to transport the evangelist. The driver should keep a mileage log and be paid a mileage rate not to exceed the current Conference rate of **\$0.40 per mile**. A copy of the board action approving the arrangements and rates and a copy of the mileage log must be turned in with the Evangelism Expense Report.

Thank you for being good stewards with Rocky Mountain Conference Evangelism Funds, making it possible to grow God's Kingdom throughout the entire Rocky Mountain Conference!

2020 EVANGELISM EXPENSE VOUCHER

Payee: _____

Expense Item Explanation: _____

Check #: _____ Date of Check: _____ Amount: \$ _____

Instructions: Each reported expense **MUST** include a copy of the receipt or invoice with an amount clearly visible on it that matches the amount you are reporting and shows what the item or service is and that payment has been made. If you are paying speaker fees, or fees to an individual for services performed (such as catering), you must also include a copy of the W-9 form you received from him or her. Include a copy of Church Board Minutes showing the board action approving lodging arrangements, mileage rates, per diem rates, and number of days.

**ATTACH ALL RECEIPTS, INVOICES, CHURCH BOARD MINUTES, AND/OR OTHER
SUPPORTING DOCUMENTATION TO THIS VOUCHER.**

2020 EVANGELISM VOLUNTEER MILEAGE LOG

Volunteer's name: _____

Sponsoring Church: _____

Dates of meetings: _____

Mileage Rate: _____

DATE:	NUMBER OF MILES DRIVEN:	COST (MILES X RATE):	PURPOSE OF TRIP:
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL:		\$	

I certify that the miles listed above are miles that I drove while serving as a volunteer. I understand that mileage will be reimbursed at the rate approved by the Church Board, not to exceed the current RMC Mileage Reimbursement Rate.

Sign: Volunteer _____ Date: _____

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

2020 EVANGELISM VOLUNTEER INCIDENTAL EXPENSE FORM

**TO BE USED FOR INCIDENTAL EXPENSES WHEN HOUSING AND MEALS ARE PROVIDED TO THE VOLUNTEER
AND TO BE USED ONLY FOR THE DAYS SPENT WORKING AS A VOLUNTEER**

Volunteer's name: _____

Sponsoring Church: _____

Dates of meetings: _____

DATE:	RATE: \$5.00/DAY	VOLUNTEER ACTIVITY	LOCATION
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL:	\$		

I certify that I provided volunteer services on the days and locations listed above. I understand that the per diem allowance will be no more than \$5.00 per day, is only available if housing and meals are being provided and only for the days actually spent working as a volunteer for the meeting dates above.

Sign: Volunteer _____ Date: _____

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

2020 VOLUNTEER EXPENSE FORM

Sponsoring church: _____

Location of meetings: _____

Dates of meetings: _____

Volunteer name: _____

LODGING

AMOUNT

Motel/Hotel (attach receipts showing payment made) \$ _____

PER DIEM

_____ days at \$ _____ per day \$ _____

PUBLIC TRANSPORTATION

Rental car (final receipt required, not estimate) \$ _____

Gasoline for rental car (attach receipts) \$ _____

Airline tickets (attach receipts showing payment made) \$ _____

Airline baggage fee (attach receipts showing payment made) \$ _____

Airport parking (attach receipts showing payment made) \$ _____

Taxi (attach receipts showing payment made) \$ _____

Travel insurance (attach receipts showing payment made) \$ _____

MILEAGE – IF MILES WERE DRIVEN ON MULTIPLE DAYS, PLEASE ATTACH MILEAGE LOG

_____ miles at _____ per mile* \$ _____

*Not to exceed current conference rate

TOTAL EXPENSES \$ _____

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____