

**UNITED METHODIST WOMEN
(UMW)**

Local Unit: _____ District: _____

Count Sheet

Event: _____ Date: _____

Currency	\$	#	Total \$
One	1.00		
Five	5.00		
Ten	10.00		
Twenty	20.00		
Fifty	50.00		
Hundred	100.00		
Coins			
Pennies	0.01		
Nickels	0.05		
Dimes	0.10		
Quarters	0.25		
Half Dollars	0.50		
Checks			
Grand Total			\$

I participated in the counting of the money received at the event shown above.
The grand total is an accurate count collected at this event.

UMW Treasurer Date: _____

Witness Date: _____



UNITED METHODIST WOMEN

GIFT TO MISSION (GTM) & GIFT IN MEMORY (GIM)

CARD ORDER FORM FOR ALL TREASURERS



Local Unit: _____ Card Order #: _____
 District: _____ Order Date: _____
 Conference: _____ Period From: _____ To: _____

Local: Submit order to district treasurer with remittance. Donate through your remittance.

District and Conference: Submit order to Mission Resources. You will be billed shipping and handling.

LOCAL GIFT TO MISSION ORDERS			Cards per pack are shown in () after card name.		
TYPE OF CARD	# CARDS	or # PACKS	TYPE OF CARD	# CARDS	or # PACKS
New Baby M7056 (10)			Thank You M7061 (10)		
Congratulations M7057 (10)			Thinking of You M7062 (10)		
Peace M7058 (10)			Encouragement (variety) M7063 (5)		
In the Service of Christ M7059 (10)			Happy Birthday (variety) M7064 (5)		
On Your Special Day M7060 (10)			Christmas (variety) M7065 (5)		

Will pick up from district treasurer? YES NO - Please mail. If mailed, cards will be sent to treasurer listed at bottom. Include donation with remittance when placing order.

LOCAL GIFT IN MEMORY ORDERS			10-card pack has 5 of each type. Order with either number.		
TYPE OF CARD	# CARDS	or # PACKS	TYPE OF CARD	# CARDS	or # PACKS
In Loving Memory M7066-1 (5)			Thoughts and Prayers M7066-2 (5)		
					

Will pick up from district treasurer? YES NO - Please mail. If mailed, cards will be sent to treasurer listed at bottom. Include donation with remittance when placing order.





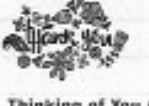






DISTRICT AND CONFERENCE:

Indicate number of packs of each type you are ordering.

Cards per pack are shown in () after card name.

Gift in Memory pack includes 5 of each type. Order using either number.

You will be billed shipping and handling.

<p>New Baby (10)</p>  <p>M7056 No. of packs _____</p>	<p>On Your Special Day (10)</p>  <p>M7060 No. of packs _____</p>	<p>Happy Birthday Variety Pack (5)</p>  <p>M7064 No. of packs _____</p>
<p>Congratulations (10)</p>  <p>M7057 No. of packs _____</p>	<p>Thank You (10)</p>  <p>M7061 No. of packs _____</p>	<p>Christmas Variety Pack (5)</p>  <p>M7065 No. of packs _____</p>
<p>Peace (10)</p>  <p>M7058 No. of packs _____</p>	<p>Thinking of You (10)</p>  <p>M7062 No. of packs _____</p>	<p>Gift in Memory (10 cards - 5 each type)</p> <p>No. of packs M7066-1 _____ M7066-2 _____</p> 
<p>In the Service of Christ (10)</p>  <p>M7059 No. of packs _____</p>	<p>Encouragement Variety Pack (5)</p>  <p>M7063 No. of packs _____</p>	

District/Conference orders - Phone: 800-305-9857 Fax: 770-280-0061 Email: cs@umwmissonresources.org
 or mail to: United Methodist Women Mission Resources, 1650 Bluegrass Lakes Parkway, Alpharetta, GA 30004

Prepared by: _____, Treasurer
 Address: _____
 Phone: _____ Fax: _____
 Email: _____
 Submit to: _____

(Keep a copy of submitted forms for your financial records.)
 For Card Catalog see following page.

HOW TO COMPLETE THE REMITTANCE FORM

MISSION GIVING - Five Channels of Giving

1. Pledge to Mission
This includes Pledge to Mission and supplementary gifts collected on special occasions.
 2. Special Mission Recognition (SMR)
Insert total from Special Recognition order form.
Form may be sent on its own or attached.
On the form, indicate the amount
\$40 - Gold
\$60 - Sapphire
\$100 - Pearl
\$200 - Emerald
\$500 - Ruby
\$1,000 - Diamond
\$2,000 - Double Diamond
 3. Gift to Mission
Insert total from Gift to Mission order form.
Order cards from District treasurer or purchase at District and Conference events
Form may be sent on its own or attached.
Cards can be ordered singly (\$5) or in packs of 10 (\$50), Christmas & Happy Birthday cards are in packs of 5 (\$25).
 4. Gift in Memory
 5. World Thank Offering
- Walk for Mission (Undesignated Giving, NOT part of the 5 channels).
Total Undesignated Gifts
Lines 1 thru 5 plus Walk for Mission.

DESIGNATED GIFTS

6. Call to Prayer and Self Denial
 7. Supplementary Gifts
A Brighter Future for Children and Youth
Assembly Offering
Scarritt-Bennett Center
World Communion Scholarships - DISCONTINUED BY GBGM
Magazine Fund
National, International, and UMCOR Projects
Please provide the names, addresses and specific projects.
Subtotal Supplementary Gifts (Line 7 only)
 8. The Legacy Fund
 9. Other Designated Gifts.
Best to send directly to the organization. This will allow the organization to thank you directly, giving you credit for helping.
- Total Designated Gifts
Lines 6 thru 9.

TOTAL REMITTANCE

Fill in check # and insert the total of all items. Write a check in the amount shown on the TOTAL REMITTANCE line made payable to Appalachian District Treasurer and send check and form to the District Treasurer. Keep a copy for your records.

UNITED METHODIST WOMEN

THE REMITTANCE FORM

FOR LOCAL UNIT TREASURERS

Local Unit: _____ District: _____

Conference: **Western North Carolina** Period From: _____ To: _____

UNDESIGNATED GIFTS	TOTAL
1. Pledge to Mission	
2. Special Mission Recognition	
3. Gift to Mission	
4. Gift in Memory	
5. World Thank Offering	
Walk for Mission / Other Undesignated Giving	
TOTAL UNDESIGNATED GIFTS (Lines 1 thru 5):	

DESIGNATED GIFTS	AMOUNT	
6. A Call to Prayer and Self-Denial		
7. Supplementary Gifts		
A Brighter Future for Children and Youth		
Assembly Offering		
Scarritt-Bennett Center		
World Communion Scholarships - DISCONTINUED BY GBGM		
Magazine Fund		
National, International, & UMCOR Projects (If additional pages are needed, please complete the Supplementary Gifts - Details Form)		
NAME OF PROJECT	ADDRESS	
Total from additional page—Supplementary Gifts—Details Form		
SUBTOTAL SUPPLEMENTARY GIFTS (Line 7 only):		
8. The Legacy Fund		
9. Other Designated Gifts		
TOTAL DESIGNATED GIFTS (Lines 6 thru 9):		

TOTAL REMITTANCE Check #: _____ **TOTAL:** _____

Treasurer: _____ Address: _____

Phone: _____ Fax: _____

E-mail address: _____ Date: _____

MOST PLEASANT UNITED METHODIST WOMEN YEARLY BUDGET

TO DISTRICT TREASURER:

Pledge to Missions	5 channels	\$1,935.00
Special Mission Recognitions	undesignated giving	\$150.00
Gift to Mission Cards	make up almost	\$50.00
Gifts In Memory	60% of the budget	\$50.00
World Thank Offering		\$78.00
Call to Prayer & Self Denial		\$65.00
A Brighter Future for Children & Youth		\$75.00
UMCOR Project (designated & undesignated)		\$100.00
Brooks-Howell Home		\$100.00
Conference General Scholarship Fund		\$50.00
Conference Love Offering		\$90.00
District Love Offering		<u>\$90.00</u>
TOTAL		\$2,833.00

ADMINISTRATIVE & MEMBERSHIP DEVELOPMENT (STAYS WITH LOCAL UNIT)

Conference Annual Meeting - Delegate (usually President)	\$100.00
Conference Annual Meeting - First Timer	\$100.00
Scholarships	
Mission u - Mission Education & Interpretation Coordinator	\$75.00
Mission u - First Timer Scholarship	\$75.00
UMW Sunday	\$150.00
Reading Program Books	\$125.00
Flowers, fruit baskets, etc	\$50.00
UMCOR Kits	\$100.00
Mission Studies	\$100.00
Hands-On Mission Projects (postage)	\$100.00
Program Resources	\$125.00
Babysitting	\$100.00
Miscellaneous (stamps, etc)	\$50.00
Local Missions	<u>\$500.00</u>
TOTAL	\$1,750.00
TOTAL BUDGET	\$4,583.00

TREASURERS' BASICS

RESPONSIBILITIES

- * Receive, disburse, and account for all funds of the local unit.
- * Develop a plan for receiving circle funds.
- * Send all funds except those designated for local missions and A&MD funds to District Treasurer. This should be at least 60% of your Local Unit Budget
- * Remit reports to District Treasurer each quarter by the following dates:
March 1, June 1, September 1, December 1.
Any funds sent to District Treasurer after December 1 will be credited to first quarter of the following year.
- * Special Mission Recognition pins (SMR's) - Order any time, but order 3 months in advance of the date pin is to be presented. Any pins ordered after December 1 will not be processed until January.
- * Gift to Mission cards - Order any time from District Treasurer. Minimum amount for each card is \$5.00; however, an amount above that may be sent. Any number of cards may be ordered and in any combination - whole packages do not have to be ordered.
- * Gift in Memory cards - Order any time from the District Treasurer or from the Mission Resource Center. When card is used, remit a minimum of \$5.00 per card to the District Treasurer. Do not send the stub from the card to the District Treasurer.
- * Report regularly to the local unit.
- * Develop local unit budget with Finance Committee/Executive Committee and get approved by local unit.
- * Pledge Service - Lead or Arrange each year.
- * Advise District Treasurer of next year's Pledge to Mission amount and treasurer's name - include with December 1 report.
- * Send list of Special Mission Recognition and Gift to Mission recipients and a list of persons for whom Gifts in Memory were donated to District Treasurer with December 1 report.
- * Ensure that canceled checks and bank statements are kept for a minimum of eight years.

GUIDELINES

- * Checking account in name of United Methodist Women.
- * Do not deposit UMW funds in personal or local church account.
- * Ledger - record all deposits and disbursements.
- * Pledge Cards - maintain a file of all signed pledge cards for year.
- * Balance the books and reconcile the bank statement monthly.
- * Empty the Treasury at end of year - except for the minimum amount necessary to carry the unit into the first few months of the year.
- * Have books audited at year end with church audit.

OFFICIAL RESOURCES OF THE UNITED METHODIST CHURCH

- ❖ The Book of Discipline
- ❖ The Book of Resolutions
- ❖ Websites related to the boards & agencies
- ❖ Official newsletters & mailings
- ❖ Official magazines of the boards & agencies
- ❖ *Prayer Calendar*

OFFICIAL RESOURCES OF UNITED METHODIST WOMEN

- ❖ Annual Report of National Office
- ❖ *response* Magazine
- ❖ *Prayer Calendar*
- ❖ *Program Book*
- ❖ Letters from the General Secretary & CEO, UMW National Office
- ❖ Mission Update
- ❖ The following from National Office
 - Press releases
 - Brochures & other publications
 - Videos
- ❖ Website of National Office

OFFICIAL RESOURCES OF UNITED METHODIST WOMEN - WESTERN NORTH CAROLINA CONFERENCE

- ❖ Newsletter - *Conference Gram*
- ❖ Conference Website - www.wnccumw.org
- ❖ National Website - www.unitedmethodistwomen.org
 - Downloadable Mission Giving Resources:
 - United Methodist Women - On the Path for Mission
 - Brochure on Mission Giving
 - United Methodist Women Handbook 2021-2024
 - Remembering United Methodist Women in Your Will
- ❖ e-store - www.wnwmissionresources.org
- ❖ Other brochures & communications from the Conference