

Sierra Pacific Synod of the Evangelical Lutheran Church in America
Instructions for Completing Treasurer's Remittance Statement

The Synod Bookkeeper uses the Treasurer's Remittance Statement to enter Mission Support and other benevolence contributions into the Synod's Accounting System. The completed statements are filed into each congregation's records and the Synod Treasurer and auditors use the statements to verify congregations' contributions. The Synod Treasurer also uses the statements to respond to questions that pastors, church treasurers and/or officers may have about their congregations' contributions. All contributions are recorded by the dates on which they are received in the Synod Office.

Treasurers are to:

- Insure that a completed Treasurer's Remittance Statement is included with checks submitted to the Synod Office.
- Submit a completed Treasurer's Remittance Statement a week before a bank check is to be issued, if the treasurer is having electronic checks submitted by the congregation's financial institution.
- Submit only one check with the statement unless the treasurer is using separate accounts, for example some congregations have a Rwanda checking account that is separate from all other contributions.

The Treasurer's Remittance Statement is a fillable form into which treasurers/bookkeepers can type all required information. The form includes calculation formulas that will automatically sum all information entered. The completed form will not be saved, so save a copy to your computer or print a copy for your files. **SUBMIT A COMPLETED FORM WITH EVERY REMITTANCE SENT TO THE SYNOD FOR YOUR CHURCH.**

Treasurers/bookkeepers are to use only the Treasurer's Remittance Statement that has "Rev. June 2016" in the lower right-hand corner. Discard, destroy, remove from computers all prior forms. Note that there are three sections on the form. **PLEASE DO NOT MAKE ANY CHANGES TO THE FORM OTHER THAN:**

TOP SECTION--Complete all information:

- Date
- Name of Congregation
- City where the congregation is located
- ELCA Congregation Number
- Name (person completing the form)
- Phone No. (best number to reach the person completing the form)
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MIDDLE SECTION

- Enter the **Mission Support** amount (Fund Code 500 above the green bar). This is what the congregation budgeted as Mission Support. It may be called proportionate share or tithe.
- Enter any contributions for **ELCA Ministries**--below the green bar
 - ELCA World Hunger Appeal and Lutheran World Relief
 - Missionary Sponsorship--enter only the name of the missionary and amount (If more than one missionary support line is needed, enter the additional missionaries under "Other")
 - Other--enter specific ELCA institution, agency, or drive. For example, ELCA Disaster Response, AAMPARO, Good Gifts item, etc.

As you enter each amount, note that these are automatically being summed in the Total Remittance box at the bottom of the Amount column.

The Synod Treasurer will forward all gifts in this section to Chicago.

BOTTOM SECTION

This section lists all of the synod's Ministry partners.

- Budget Column--enter amount in your congregation's budget. The amount will be automatically entered in the Total column.
- 2nd Mile--enter the amount that was received in a special offering taken for this institution during the month. The amount will be automatically entered in the Total column.

When amounts are entered in both the Budgeted and 2nd Mile columns, the sum is automatically entered in the Total column. Again note that the amount in the Total Remittance box adds all entries you make.

Save a copy of the completed form for your records and print a copy to mail to the Synod Office with your check.

Checks are to be payable to the Sierra Pacific Synod and mailed to the address at the top of the form. The Synod is able to deposit only checks that are made out to the Sierra Pacific Synod. checks that are payable to the ELCA, an ELCA ministry, or a synod ministry partner will be returned to the congregation.