

Finance Quick Reference

All forms are on-line! Visit www.workandwitness.org

- ⑤ **Budget** – research cost for your trip and give potential team members a deposit and payment schedule. (See sample excel file.)
- ⑤ **Make sure the team is registered!**
- ⑤ **Raise Funds** – promote your trip & get creative!
- ⑤ **Send Project Funds** – send funds to General Treasurer 3 months before your travel dates. (See Project Funds Remittance Form.)
- ⑤ **Send Insurance Premium** – due 4 weeks prior to travel with the completed form.
- ⑤ **Non- USA based teams** – please contact our offices with any Project Fund or Insurance questions and to make arrangements for payment. [www@nazarene.org](mailto:wwww@nazarene.org) (See Insurance Section.)
- ⑤ **Trip Expenditures** – after you return from your trip, complete the Trip Expenditure form and send to the W&W Office for approval. (See the form for eligible expenses.)

Work & Witness is all about Kingdom building and we understand that construction and ministry take money. While finance is not the focus of the W&W ministry, it is crucial to making the trip happen. This section is designed to help the Team Coordinator raise funds and ensure the funds are on the field when materials need to be purchased.

All W&W forms mentioned in this section are available online at www.workandwitness.org

Budget

From the beginning, you will need to establish a budget. We have included several basic forms to help you estimate the cost of your trip. (See forms at the end of this section.) The sooner you can give your team an estimate, the sooner they can begin to plan for their expenses. It is always recommended that a local church or district treasurer handle the funds. This allows for accurate accountability and receipts from a charitable organization. For tax questions, please contact a local tax consultant. If the team coordinator processes funds through a personal account, the funds may be taxed as personal income.

Registration

Once you have determined the specific site you will be assisting and your travel dates, it is time to register your W&W team. (See the Project Section). Ask your site coordinator to send you a registration link once you have determined the location, dates and funds for your trip. Registration should be completed before any Project Funds or Insurance Premiums are sent. When we receive Project Funds for an unregistered or unapproved trip, the funds are held in the General Treasurer's Office until the registration can be completed.

Raising Funds

Finding \$10,000-\$15,000 dollars to fund a construction/ministry project can be a challenge. Over the years we have heard of many ways to accomplish this. Whether you use one of these ideas or something completely different, it is important that you match the goal to your congregation or district.

Fund raising suggestions:

- ④ Make each individual team member responsible for a set amount in addition to their travel expenses. For a team of 20 people and a Project Fund amount of \$10,000.00, that would be \$500.00 each.
- ④ Add the Project Fund amount into the annual Faith Promise goal to be raised by the whole

congregation. This could be spread over two years. Then you are raising an additional \$5000.00 in a year, not a full \$10,000.00

- ⑥ As a congregation, hold several fund raising events i.e. garage sales, auctions, bake sales etc... One inventive team member sold items on Ebay and the proceeds raised \$1700.00 for their project. Another team coordinator took an advance trip and returned with inexpensive items. These were auctioned off at an all church fund raiser and they met their goal for the Project Funds.
- ⑥ If you have additional fund raising ideas, write to wmww@nazarene.org to share what worked with other Team Coordinators.

Project Funds

Project Funds should be mailed to the General Treasurer of the Church of the Nazarene **a full 3 months prior to your trip**. All funds received by the 25th of the month are sent in the next monthly allocation to the field. This amount will be applied to your 10% Giving Credit at the time it is received. Never send project funds directly to an individual or carry project funds to the project. The W&W Office will work with you to make sure the funds are available. Follow the instructions on the Project Fund Remittance Form at the back of this

section or go to the website for an online copy.

Team Member Accounting

It is a good idea to maintain individual team member accounting as they make payments toward the trip. This will allow you to give them regular updates. Several key times in the payment schedule may be:

- ⑥ Initial, non refundable deposits – this confirms a team member’s commitment to the trip
- ⑥ Final payment dates for airfare
- ⑥ Final date for all funds due- approximately 30 days prior to departure. This will allow you time to make any adjustments and have funds available for your travel. (See sample)

W&W Insurance

Select the correct form and follow the directions for calculating the premium due. The premium and form should arrive 4 weeks prior to your departure. Send them to Church of the Nazarene, P.O. Box 843116, Kansas City, MO 64184. (See Insurance Section.)

Trip Expenditures

After you return from your trip, you can calculate the cost of the following expenses for 10% Giving Credit:

- ⑤ Transportation/ Airfare
- ⑤ Lodging
- ⑤ Meals
- ⑤ Insurance

Ineligible items for 10% Credit are gifts/ money to individuals or sight-seeing costs. Make sure the Project Funds are not listed again, since these were already applied to 10% Giving Credit for your local church/district when they were sent in. This form is also available as an on-line submission from our website.



Checklist

Task to complete	Check when complete
Right away:	
Create a budget	
Register team	
Set up team member accounting	
3 months prior to trip:	
Send remittance form and project funds to General Treasurer.	
4 weeks prior to trip:	
Send insurance premium and completed insurance form.	



Sample Expense Budgeting Sheet

Team costs with meals included with housing
Team member supplies project funds

Project Costs:

Team size: **20**

Airport Bus Transportation	200.00
Vehicle Rentals	
- Truck	950.00
- Bus Transportation	1100.00
Fuel	125.00
Tools	300.00
Interpreter	200.00

Total team expenses 2875.00

Team member share of above items	143.75
Airfare	750.00
Meals	50.00
Lodging (includes 2 meals/day)	180.00
Insurance (3.00 per day)	39.00
Entrance/Exit fees	40.00
Sightseeing	20.00
Team Notebook	10.00
Miscellaneous	25.00
ER Fund	25.00

Project Funds 500.00

Individual Cost 1782.75

Payments - \$1800.00 Cost per person

Deposit Due June 2004	200.00
July 2004	200.00
August 2004	200.00
September 2004	200.00
October 2004	200.00
November 2004	200.00
December 2004	200.00
January 2005	200.00
Final pymt before March departure	200.00

Total Payments 1800.00

Team costs with own meal preparation
Congregation supplies total project fund amount

Project Costs:

Team size: **20**

Airport Bus Transportation	200.00
Vehicle Rentals	
- Truck	950.00
- Bus Transportation	1100.00
Fuel	150.00
Tools	300.00
Interpreter	200.00
Use of District Center	200.00

Total team expenses 3100.00

Team member share of above items	155.00
Airfare	750.00
Food (\$12 per day)	156.00
Meals (Sundays and last night)	32.00
Insurance (\$3.00 per day)	39.00
Entrance/Exit fees	40.00
Sightseeing	20.00
Team Notebook	10.00
Lodging @ District Center	20.00
Miscellaneous	25.00
ER Fund	25.00

Individual Cost 1272.00

Payments - \$1300.00 Cost per person

Deposit Due June 2004	145.00
July 2004	145.00
August 2004	145.00
September 2004	145.00
October 2004	145.00
November 2004	145.00
December 2004	145.00
January 2005	145.00
Final pymt before March departure	140.00

Total Payments 1300.00

Work & Witness Trip

Dates of Travel

Sample Expense Accounting Sheet



This is a basic excel setup- you can be as detailed as you feel is needed for your team.

Date	Description	Budgeted Expense	Actual Expense	Items to Subtotal	Balance
12/26/2004	Trip Meals and Lodging	3,200.00	-3,131.69		68.31
	Water	200.00	-200.00		0.00
	Pop	100.00	-120.00		-20.00
	3-11 Guest House	550.00	-573.50		-23.50
	3-14 Dinner	400.00	-370.00		30.00
	3-21 Dinner	400.00	-370.00		30.00
	3-22 Guest House	350.00	-351.50		-1.50
	3-22 Lunch	225.00	-203.50		21.50
	3-22 Dinner	475.00	-499.50		-24.50
	Food on trip	500.00	-443.69		56.31
2/18/2005	Food purchased prior to trip			-265.09	
3/12/2005	Market			24.97	
3/15/2005	Food			-54.78	
3/18/2005	Food on trip			-22.29	
3/19/2005	Food			-106.62	
3/21/2005	Ice Cream			-4.88	
3/16/2005	Ground Beef for meatloaf			-15.00	
12/26/2004	Transportation	450.00	-322.67		127.33
12/26/2004	Travel Fees	2,500.00	-2,125.00		375.00
12/27/2004	Sightseeing	200.00	-200.00		0.00
12/28/2004	Airfare	14,000.00	-14,590.00		-590.00
12/29/2004	VBS/ Bibles	300.00	-285.00		15.00
12/29/2004	Misc/interpreter/etc	800.00	-361.00		439.00
12/29/2004	W&W Insurance	960.00	-960.00		0.00
	TOTALS	22,410.00	-21,975.36		434.64

Work and Witness Trip



Team Member Ticketing List

Dates of Trip

	Name	Date of Birth	Passport Expiration	Passport Number	Airlines Frequent Flyer #
1	Person 1				
2	Person 2				
3	Person 3				
4	Person 4				
5	Person 5				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	Personal contact not traveling with group:				
		Home phone:			
		Work phone			