

UNITED METHODIST WOMEN - ALA WEST FLORIDA CONFERENCE

DISTRICT OFFICER REPORT

DISTRICT MISSION TEAM: Return by November 30th to all Conference and District Mission Team and District Superintendent

YEAR	DISTRICT (specify which)					
	PRESIDENT	TREASURER	SECRETARY			
Name						
Address						
City, St Zip						
Phone						
E-mail						
	VICE PRESIDENT	COMMUNICATIONS	PROGRAM RESOURCES			
Name						
Address						
City, St Zip						
Phone						
E-mail						
	MEMBERSHIP N&O	SOCIAL ACTION	SPIRITUAL GROWTH			
Name						
Address						
City, St Zip						
Phone						
E-mail						
	EDUCATION & INTERP	NOMINATIONS	OTHER			
Name						
Address						
City, St Zip						
Phone						
E-mail						
<p align="center"><i>Officers are elected and inducteed into office at the Fall Spiritual Enrichment event.</i></p>						
		DATE OF REPORT				
NOTE: to take office January 1						

**UNITED METHODIST WOMEN
ALABAMA WEST FLORIDA CONFERENCE**

DISTRICT

Year Submitted

The District Nominations Committee has met and below is the official recommendations for district officers to be presented this year at our Fall voting and if elected, will take office January 1st of next year.

Office	Nominee	Local Unit	Address	Phone #	Email	Term begins	Term Ends	Odd/Even when elected	New or Renewal
President								Even	
Vice President								Odd	
Secretary								Even	
Treasurer								Odd	
Education, Interpretation, and Spiritual Growth,								Even	
Communications Coordinator,								Even	
Membership Nurture, Outreach, and Social Action								Odd	
Program Resources								Odd	
Nominations Chair								Odd	n/a

Committee Members		Date Submitted
	Chair	
	Ex-Officio	

This Form is due to the District President by July 31st of each year. Once accepted by the Mission Team, the Chair of the Nominations Committee should send each nominee a letter of acceptance for the nominee to sign and return to the Chair of Nominations by August 31st so the information can be published in the edition of the district's newsletter closest to its Fall Day Apart. Nominees will be presented and voted on at a Fall Day Apart event and take office January 1st of the new year.



DISTRICT _____
Alabama West Florida Conference

Date _____

Dear _____

The Report of the _____ District United Methodist Women, Committee on Nominations, for the year beginning January _____ is complete. A copy of that report, which will be presented at the _____, 20__ District Fall Event is enclosed. Please double check to see that your information is correct and notify us of any errors.

We are grateful for your willingness to serve as _____ for a _____-Year Term beginning January 1, _____. Please be assured that we will not elect you to that office and then abandon you. We will continue to hold you in our prayers, support you at the meetings and will be ready to help you in any manner.

An acceptance form is enclosed that we wish you to complete and mail back to me. This acceptance form is your way of acknowledging the duties and responsibilities that you will have if elected. If you have any questions concerning this, please feel free to call me or our district president. The form also contains information that will be published in our district newsletter prior to the Fall elections. Please return the form with a picture of yourself. The picture can be send in a digital form to my email if you wish.

At the _____ District Fall Event, you will be introduced as the Nominee for the office of _____. We will ask you to stand or otherwise let your presence be known to help members identify you and the office of _____. If elected by the body that day, you will be inducted during a ceremony that day.

If you have questions, please feel free to call

CHAIR, COMMITTEE ON NOMINATIONS

Enclosures:

- Advance copy of the Report of the Committee on Nominations
- Nominations Acceptance Form
- Job Responsibilities

"...I now remind you to stir into flame the gift of God which is within you." - II Timothy 1:6 NEB

Job Responsibilities -

District Office

(Taken from the Alabama West Florida Conference UMW Workbook)

SCRIPT FOR OFFICER VOTING

Chair, Nominations:

"The Committee on Nominations presents the following nominees for officers of the _____ District/Conference: (She then reads office and persons named for each.) "This report is submitted by the Committee on Nominations: (read names)".

President:

"The following have been nominated:

President, (name). Are there any nominations from the floor for office of President? (wait)
Vice President (name). Are there nominations from the floor for office of Vice President?" (wait)
Continue to list office and name of any to be elected – asking same question after each.

"Hearing no nominations from the floor, I declare the nominations closed."

(At this point, someone may make a motion to accept the entire slate by General Consent; ask for second and vote.)

If approved, President says: "The motion to accept the slate is approved. Those in favor, please raise your hand. (Count) Those opposed, likewise. The slate is approved."

By your vote the following have been elected: President, Name; etc."

If there is no motion, the President says:

"All in favor of electing (name) as President please raise your hand. (count) Those opposed likewise. (count)

Continue on through all to be elected.

President: "By your vote, you have elected these women to be your officers for (YEAR). (name them)."

**DISTRICT
PROPOSED BUDGET FOR YEAR**

ALWF UMW DISTRICT BUDGET	CURRENT YEAR		
	Proposed Budgeted	Budgeted	Actual to Date
BUDGETED EXPENSES			
Annual Day			including travel & printing
Annual UMC Conference (President)			
Assembly Jurisdiction	300.00		MANDATORY ANNUALLY
Audit Review	100.00		MANDATORY ANNUALLY
Contingency (Misc)			
Day Apart			including travel & printing
Directory			
Mission Study			including travel & printing
Newsletter			
Postage, Printing, Supplies, Telephone			
Resources/Literature			
Retiring Officers SMR Pins			
Scholarships - School Mission			
Scholarships @ Annual Day			
Training Workbooks			
Travel			non-district events, local unit visits
Total	\$ 400.00	\$ -	\$ -
TOTAL SENT TO DISTRICT TO DATE		\$	

INCOME	NEXT YEAR PLEDGE	CURRENT YEAR PLEDGE	CURRENT ACTUAL RECEIVED TO DATE	PRIOR YEAR ACTUAL PLEDGE SENT IN TO CONFERENCE
PLEDGES ONLY (do not put in other types of contributions)				
Administration & Membership Development	\$ 400.00			
15% of Pledged to Mission/ Budgeted Expenses based on 2 years ago Pledges - BUDGET ABOVE CAN'T BE MORE THAN THIS	\$ -			

District Treasurer

Dated: _____ Voted on by District Mission Team

District President

Dated: _____

Copy to District Secretary
Send to Conference Treasurer by email by June 15th

Dated: _____ Voted on by Conference Mission Team

Approved @ Ala-West FL Conference Finance Meeting

Dated: _____

1. Set % for 2018: Budgets 15% for Districts and 20% for Conference from all mission giving, except SMR monies, from the preceding year's total mission giving. 30% shall be deducted on each Remittances, not including SMR monies, and sent to National for 2018 to pay on our 2018 Pledge to National.

REQUEST FOR DISTRICT A&MD FUNDS

United Methodist Women THE UNITED METHODIST CHURCH ALABAMA-WEST FLORIDA CONFERENCE

Date of Request

Other Restricted Nat'l Funds:
Alabama - West Florida UMW Conference

This is a request for Administration & Membership Development (A&MD) funds in the amount requested below for the district listed below.

Amount of Request	
Amount of Funds Received by the District prior to this request.	\$ 400.00
Budget Total Amount	
Remaining Budget Amount after Request	\$ (400.00)
District Requesting	

Should be at least \$400 for Audit & Assembly

District Treasurer Name _____

District Treasurer Address _____

City, State, Zip _____

Email _____

Signature of Dist. Treasurer _____

Date Received by Conference Treasurer _____

Date Sent back To District _____

Conference Check # _____

Attached is a Year-to-date Financial Statement of my District using the form in the workbook. It is understood that if the District is not showing a need for the request, that request can be denied or postponed until a need is shown by the district. Under no circumstances is the district to receive more funds from the Conference than the Budget proposed and passed for that District.

DISTRICT DATE

Beginning Balance Jan 1

A&MD Monies from Conference

INCOME

Pledges from Local Units	<input type="text"/>	
Special Recognition Pins	<input type="text"/>	
Gift to Mission (Cards)	<input type="text"/>	
Gift to Memory	<input type="text"/>	
World Thanks Offering	<input type="text"/>	<input type="text" value="0.00"/>
Call to Prayer	<input type="text"/>	
Other Restricted Nat'l Funds:	<input type="text"/>	<input type="text" value="0.00"/>
Conference Specials		
Love Offering	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
TOTAL INCOME		<input type="text" value="400.00"/>

EXPENSES

Annual Day	<input type="text" value="0.00"/>	
Annual UMC Conference (President)	<input type="text" value="0.00"/>	
Assembly Jurisdiction	<input type="text" value="300.00"/>	
Audit Review	<input type="text" value="100.00"/>	
Contingency (Misc)	<input type="text" value="0.00"/>	
Day Apart	<input type="text" value="0.00"/>	
Directory	<input type="text" value="0.00"/>	
Mission Study	<input type="text" value="0.00"/>	
Newsletter	<input type="text" value="0.00"/>	
Postage, Printing, Supplies, Telephone	<input type="text" value="0.00"/>	
Resources/Literature	<input type="text" value="0.00"/>	
Retiring Officers SMR Pins	<input type="text" value="0.00"/>	
Scholarships - School Mission	<input type="text" value="0.00"/>	
Scholarships @ Annual Day	<input type="text" value="0.00"/>	
Training Workbooks	<input type="text" value="0.00"/>	
Travel	<input type="text"/>	<i>Only travel other than Annual Day & Day Apart</i>
TOTAL EXPENSES	<input type="text" value="400.00"/>	
Monies Sent to Conference	<input type="text"/>	
TOTAL EXPENSES		<input type="text" value="400.00"/>
ENDING BALANCE AS OF DATE ABOVE		<input type="text" value="0.00"/>
Less Restricted Fund held within the Checking Account		<input type="text"/>
TOTAL A&MD FUNDS HELD IN CHECKING AS OF DATE ABOVE		<input type="text" value="0.00"/>
Current Year's BUDGET Amount Passed by Conference		<input type="text"/>
Requested Amount Deposited to Date	<input type="text" value="\$ 400.00"/>	
BALANCE OF BUDGET AMOUNTS THAT CAN BE SENT	<input type="text" value="\$ (400.00)"/>	

EXPENSE VOUCHER

ALABAMA WEST FLORIDA Conference

ALABAMA-WEST FLORIDA CONFERENCE UNITED METHODIST WOMAN

Type of Meeting/Expense
Budget Line Item:

Date:

Location:

District Office
Requesting:

Request by

Name on
Check:

Address:

Phone #

Email

Miles

TO - FROM

Rate *

TOTAL

TRAVEL
(both ways)

Single

(more than
one qualifying)

Qualifying rider

(Name of Officer & state District / Conference Office held)

EXPENSES: (Please itemize and attach receipts)

Miscellaneous Expense:	Amount
TOTAL:	\$ -

APPROVED:

DISTRICT President _____

DISTRICT Secretary _____

Date Paid _____

Check # _____

DISTRICT Treasurer _____

Mileage Rate is set annually by the AWFC UMW Finance Committee. The rate above is for 2018. Reimbursement for Lodging and Meals for Conference business is set annually by the AWFC-UMW Finance Committee. The Rate set for 2018 is \$50 per day (no more) but receipts need to be attached even if more or less than \$50.

Schedule of Cash Activities

(Name of district)

ALABAMA-WEST FLORIDA

(Name of conference)

(Period of time Covered)

	DISTRICT FUNDS *	RESTRICTED (Scholarship)	RESTRICTED (Scholarship)	TOTAL
Cash				
Beginning balance JAN 1ST	\$ -	\$ -	\$ -	\$ -
Plus receipts for Year	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Minus disbursements for Year	\$ -	\$ -	\$ -	\$ -
Ending Balance DEC 31ST	\$ -	\$ -	\$ -	\$ -

The blue boxes are to be filled in whereas the white auto populate using Excel

I have performed the procedures enumerated below with respect to the schedule of cash activities for the year ended as stated above for the Alabama West Florida United Methodist Women for the District listed below.

- 1 Trace selected local unit remittances into receipts (stubs or carbon copies or Check Register) and deposits recorded on checkbook stubs/Check Register (or record) into a cash receipt record.

- 2 Obtain confirmations from selected units to confirm remittances.
- 3 Ascertain that vouchers are made for all expenditures, that these expenses are properly signed by authorized persons, and that these expenditures are provided for in the budget or have been authorized by the Executive Committee as recorded in the minutes.

- 4 Determine that checks written agree with the vouchers and are properly recorded in some form of cash disbursement record.

- 5 Make sure that bank statements are reconciled monthly to agree with checkbook balance and the balance as reflected in the cash receipt and disbursement record.

- 6 Check the year-end balance, as shown on the year-end statements, to determine that it agrees with that shown in the checkbook and the reconciled year-end bank statements. The year-end balance should reflect any difference between cash received and cash disbursed as recorded in the cash records.

NOTES / COMMENTS - If you have Restricted Funds, please list them in the Notes what they are and the restriction criteria.

Date

Signature

AWFC District Name

Name (printed)

Address

Bring this form with all your financial records to the Alabama West Florida Conference Annual Meeting. All material should be picked up by the district treasurer at the Summer AWFC UMW Executive Meeting (or arrangements should be made for your district president to pick up).

Items Needed for Auditors from District Treasurer - due no later than AWFC UMW Annual Meeting

- 1 Minutes of district mission team
- 2 Bank Statements
- 3 All Remit & SMR Forms
- 4 Conference Special Forms
- 5 Check Register
- 6 Ending Financial Statement
- 7 Expense Vouchers with any receipts attached, signed by both Treasurer & President (district)
- * 8 If other funds are kept within your General Checking account, please list separately above so that only A&MD funds are listed in the District Funds column.

	Name	Local Unit	EMAIL ADDRESS	Local/District Office
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				



DATE: _____

TO: _____

I received your local unit's recent check to our District and because we no longer accept any monies for any agencies outside of the United Methodist Women or one of its agencies, I am returning that money to your local unit to send directly to that agency. A list of popular and past agencies that were on our former "Conference Specials" is attached for your use. It is perfectly acceptable for a local unit to donate to any cause that supports women, children and youth, but the Alabama West Florida Conference and the districts within that Conference should not raise or distribute funds outside our own organization. If you have any questions about this, please call me or the Conference Treasurer. Thank you for supporting United Methodist Women and its mission of support of women, children and youth here in our Conference, our nation and around the world.

Respectfully,

District Treasurer for

Address

Former ALABAMA WEST FLORIDA Conference Specials

Formerly called Conference Specials is no longer an option and the Local Unit should not send any of these donations to the District. One line in Section III on the Local Unit Remit form now has a \$10 voluntary donation per member and will be distributed to UMW events and causes as allocated by the AWFC-UMW Executive Mission Team. A Local Unit may send donations directly to the Agencies instead of formerly sending through the Conference Specials. Dumas Wesley, a United Methodist Women's official agency can receive donations on the Remit Form under Supplementary Giving. Addresses for all former

BLUE LAKE ASSEMBLY GROUNDS

The mission of the conference Assembly Grounds at Blue Lake is to provide a comfortable, enjoyable and meaningful location where all can come to closer saving knowledge of Jesus Christ.

directory@bluelakecamp.com: 8500 Oakwood Lane, Andalusia, AL 36420-8402; 334-222-5407.

HISPANIC MINISTRIES

Hispanic Ministries provides the United Methodist Church with a unique opportunity to develop a strong, effective and efficient ministry among the growing Hispanic population. It emphasizes mission and ministry in places where insufficient resources and other barriers limit or inhibit the quality of life and the ministry of the church.

martharr@awfumc.org: Martha Rovira, 5612 Bentley Court, Mobile, AL 36609 251-975-7575.

DUMAS WESLEY COMMUNITY CENTER

The purpose of Dumas Wesley is to provide a community center in Mobile, Alabama. It shall seek through varied service activities for men, women, youth and children to strengthen family life, to be responsive to expressed needs, and to develop leadership and responsibility in the neighborhood and community. It shall offer, through its services to individuals and groups, the opportunity for growth in understanding the will and unconditional love of God. kcarver@dumaswesley.org: Kate Carver, Executive Director, 126 Mobile Street, Mobile, AL 36607; 251-479-0649, <http://www.dumaswesley.org>. **Donations to Dumas Wesley CAN be made on your Local Unit Remit**

ELLEN'S HEARTH @ NELLIE BURGE COMMUNITY CENTER

Nellie Burge Community Center operates on basic Christian principles and on the belief that a neighborhood organized around its own interests can do much to enhance personal dignity of the individual and to restore the democratic principle of self-determination. The Center provides appropriate direct services and undertakes social action. abcc1904@yahoo.com: 1226 Clay Street, Montgomery, AL 36104-3046; 334-264-4108.

UNITED METHODIST INNER CITY MISSION

The United Methodist Inner City Mission is a Christ centered, holistic ministry that celebrates the love of God by sharing "the good news," by touching lives, and by providing a safe, secure environment where each person can experience love, hope, and acceptance. The ministry endeavors to provide opportunities and encouragement to children, youth, and adults as they recognize and claim their dignity and self-worth as children of God and as they excel to excellence. Tonny Algood, Director, 913 So Broad St., Mobile, AL 36606; 251-432-1122;

ANNUAL DISTRICT DECEASED MEMBER ROLL - for Memorial Service

DISTRICT		
YEAR		
Local Unit	Name	Date
TOTALS		
RETURN TO THE CONFERENCE MNO COORDINATOR BY 1/10 each year		
<i>The above listed names will be memorialized at the District Annual Day and Conference Annual Day programs.</i>		

UMW CONSOLIDATED PRESIDENT REPORT for DISTRICT

Due: December 10 - No changes should be made after the 15th. You may do a recap to include some year end figures but only those figures sent in on the 10th will be included in Annual Day numbers.

Send to All AWF Conference Officers, District Presidents and your District Mission Team and your District Superintendent

NAME OF DISTRICT PRESIDENT

EMAIL _____

1

MISSION STUDIES ATTENDED (either local unit or District sponsored. Do NOT include Mission U)

	Local Unit Name	Local or District (state which)				TOTALS
1						0
2						0
3						0
4						0
5						0
6						0
7						0
8						0
9						0
10						0
11						0
12						0
13						0
14						0
15						0
16						0
17						0
18						0
19						0
20						0
21						0
	TOTAL Mission Studies		0	0	0	0

LIST THE STUDIES IN E12, F12, G12.

Once you enter the local unit name on Item #1, it will auto populate all other Item numbers for the unit name. Do not delete any rows even if you don't have that many units. You can hide, but don't delete.

if more unit lines are needed, unhide Rows 34-36

2

MEMBERSHIP Jan 1 to Nov 30		Members Jan 1	New	Deceased (negative)	Lost Other Reasons (negative)	Current Nov 30	0	0
1	0					0		
2	0					0		
3	0					0		Use negative numbers on Col F & G
4	0					0		
5	0					0		
6	0					0		
7	0					0		
8	0					0		unit names will auto populate from first page
9	0					0		
10	0					0		
11	0					0		
12	0					0		
13	0					0		
14	0					0		
15	0					0		
16	0					0		
17	0					0		
18	0					0		
19	0					0		
20	0					0		if more unit lines are needed, unhide Rows 61-62
21	0					0		
TOTAL MEMBERS		0	0	0	0	0		

3

MISSION TODAY UNIT					
Local Unit Name	Bronze	Silver	Gold	Participating	TOTALS
1	0				0
2	0				0
3	0				0
4	0				0
5	0				0
6	0				0
7	0				0
8	0				0
9	0				0
10	0				0
11	0				0
12	0				0
13	0				0
14	0				0
15	0				0
16	0				0
17	0				0
18	0				0
19	0				0
20	0				0
21	0				0
TOTAL Mission Today	0	0	0	0	0

Put in 1 or blank, not X or not
Yes

4

FIVE STAR ACHIEVEMENTS IN GIVING - includes all paid for 5-Star not just pledges. This amount should be confirmed with your district treasurer.

0

LOCAL UNIT	5-STAR	Participated (sent some type money)	PLEDGE PAID \$	Other 5-Star Amt \$	TOTAL PLEDGE \$
1	0				\$-
2	0				\$-
3	0				\$-
4	0				\$-
5	0				\$-
6	0				\$-
7	0				\$-
8	0				\$-
9	0				\$-
10	0				\$-
11	0				\$-
12	0				\$-
13	0				\$-
14	0				\$-
15	0				\$-
16	0				\$-
17	0				\$-
18	0				\$-
19	0				\$-
20	0				\$-
21	0				\$-
22	0				\$-
TOTAL 5-Star		0	0	\$-	\$-

Col D or E put in 1 if yes or leave blank.
 Col G = total unrestricted pledge paid to district
 Col H = all other 5-star money paid to district
 Col I will automatically calculate
 Please confirm these numbers with District Treasurer

5

PLEDGE		
OVER/UNDER PLEDGE		
\$	-	

the District Total Pledge as reported at last Annual Day

6

Visitations	Local Unit	Other District	District Meetings	Conference Meetings	Total Mileage

Difference in what district pledged and actually paid (will auto calculate)

7

CHARTER FOR RACIAL JUSTICE

LOCAL UNIT	First Time	Reinstated	Returning
1	0		
2	0		
3	0		
4	0		
5	0		
6	0		
7	0		
8	0		
9	0		
10	0		
11	0		
12	0		
13	0		
14	0		
15	0		
16	0		
17	0		
21	0		
22	0		
23	0		
TOTAL Charter Racial	0	0	0

TOTAL

8

	READING PROGRAM	PLAN					TOTAL	0
	LOCAL UNIT	ONE	TWO	THREE	FOUR	PART.	0	
1	0						0	enter the actual number per plan per unit
2	0						0	
3	0						0	
4	0						0	
5	0						0	
6	0						0	
7	0						0	
8	0						0	
9	0						0	
10	0						0	
11	0						0	
12	0						0	
13	0						0	
14	0						0	
15	0						0	
16	0						0	
17	0						0	
18	0						0	
19	0						0	
20	0						0	
21	0						0	
22	0						0	
23	0						0	
TOTAL Reading Prg		0	0	0	0	0	0	

9

ATTENDANCE -									
Conference attendance will be gotten from the Conference Registrar									
LOCAL UNIT	SWAT TEAM Training	District Day Apart	District Annual Day	District Mission Study (From Above)	Conf. Spiritual Enrich	Conf. Annual Day	Mission U	% District	% Confer.
1	0							0.0%	0.0%
2	0							0.0%	0.0%
3	0							0.0%	0.0%
4	0							0.0%	0.0%
5	0							0.0%	0.0%
6	0							0.0%	0.0%
7	0							0.0%	0.0%
8	0							0.0%	0.0%
9	0							0.0%	0.0%
10	0							0.0%	0.0%
11	0							0.0%	0.0%
12	0							0.0%	0.0%
13	0							0.0%	0.0%
14	0							0.0%	0.0%
15	0							0.0%	0.0%
16	0							0.0%	0.0%
17	0							0.0%	0.0%
18	0							0.0%	0.0%
19	0							0.0%	0.0%
20	0							0.0%	0.0%
21	0							0.0%	0.0%
TOTALS Attendance		0	0	0	0	0	0	0.0%	0.0%

	for READING PROGRAM Certificates		READING
	NAME of Individual	Local Unit	PLAN
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			

Since this is the End of the Year Annual Report, please list any events, activities, programs that you believe should be shared to all districts, conference and all UMW.

1	The number of meetings your District Mission Team held (including Conference Call).	
2	The total number of Conference or SE or National Events and meetings you as President attended, including Conference Calls.	
3	The total mileage you traveled representing both district, conference or national events (whether or not you were eligible or not for reimbursement).	
4	The number of newsletters that were published by your district this year.	
5	The number of other letters or emails (estimated) that you sent out this year.	
6	The number of volunteer hours you did for United Methodist Women including:	
a.	Serving on Agencies representing UMW	
b.	Calling or visiting local units	
c.	Coordinating publications such as directories, workbooks, training, etc.	
d.	Setting up or working at an event District or Conference	
e.	Other: _____	
	TOTAL HOURS SPENT (estimated)	
7	What do you believe your District did this year that is note worthy?	

8	What do you believe that you did as District President with the Conference as a whole that is noteworthy?	

#	MEMBERSHIP Jan - Nov	Members Jan 1st	New	Deceased	Lost Other Reasons	Current	Mission Study	MISSION TODAY	READING	CHARTER RJ	5 STAR	AMT PD PLEDGE	Other 5-Star \$\$	TOTAL	AVG per member attendance District	AVG per member attendance Conference
1	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
2	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
3	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
4	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
5	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
6	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
7	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
8	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
9	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
10	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
11	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
12	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
13	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
14	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
15	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
16	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
17	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
18	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
19	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
20	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
TOTALS		0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	0%	0%
FOR THE YEAR		0					DISTRICT					0				

Instructions on Giving from Local Units to District to Conference

- 1 Your responsibility to educate the local unit treasurers on proper forms & instruction. The E&I should educate on the 5 areas of giving, but you should be VERY knowledgeable.
- 2 All local units should use only the one REMIT form for all giving that is sent to the District.
- 3 The Conference Specials are no longer done. Section III is on the Remit form and is \$10 per member. This money stays in our Conference and designated to Dumas Wesley, Mission u, A&MD, Assembly Offering.
- 4 Money from local unit's A&MD goes back into the district budget, making it more; however, if not spent, should be sent back at end of year (November) and will be used to increase the Pledge amount sent to National, giving credit to your district.
- 5 All monies from the local unit with the exception of the one line on the Remit Section III will be entered into the ONLINE system at <https://www.unitedmethodistwomen.org/>
- 6 If you make a mistake on the ONLINE form and it needs to be deleted, please send an email to the Conference treasurer and she will contact National to have it removed.
- 7 At least by the end of August, you should let your local unit know where they stand on their 5-star status and encourage them to send in their money to help support UMW missions.
- 8 If a local unit sends you a check for the old conference specials or anything that is not on the Remit form, keep what is and do a refund check for the difference with a letter of explanation why you are returning the money. A list of the agencies will still be in the workbook for the local unit to use to send directly to the agency instead of you sending or the conference sending.
- 9 Many will ask you why we have stopped supporting the agencies. We are not asking them to stop supporting them, we are just asking them to send directly themselves as the district and conference are not fund raisers for any organization but the United Methodist Women.
- 10 How to get Mission Cards to send to the local units: As district treasurer you can order from the Mission Resource Center & you will just pay for the shipping (from your line item budget). They will bill you and you can call or email them the order. Get a large quantity at one time to keep on hand to avoid paying the shipping numerous times. Then as the local unit wants/orders them, they pay \$5 each and you mail to them. Always have some at all district events to sell but keep a list of which units buy so that you can give them credit for the 5-star giving.
- 11 Memory cards can be ordered from Resource Center same as Mission Cards but they are free to the local units.
- 12 Candle Lighting special fund raising for Pledge to Mission. All money raised goes on the Pledge to Mission total but a line kept separate for tracking. This is just to help increase funding to the Pledge. Local Units are responsible if they want their members to give in honor of someone to notify the honoree. All monies from each district for all pledges, including the candle, will be tallied using a Mission Dollar per minute to burn a candle on the stage at the Conference Annual Day in February. Districts can do the same for the local units if they wish.

- 13 Meetings: you are expected to come to the July X-meeting each year as budgets and pledges are discussed and voted on by the Conference Team. Your expenses & travel are paid by the Conference. You are also expected to come to the Conference Annual Day to participate on stage in presenting your districts' budget and pledge. You can also help with registration & counting any offering taken during the event. The Spiritual Enrichment event is also a great way to meet other UMW ladies and help with the event. As a district officer your room and board are paid for if rooming with someone. SER does have a separate registration fee that all must pay. Mission u is another event that you can be reimbursed for room & meals & travel.
- 14 **Your change can change a life** - Mission Minutes for 2018 \$23.02 per minute - will burn candle at Conference Annual Day per district

	2016 Data	2015	2014	2013
Total Mission	\$ 12,098,222	\$ 12,020,000	\$ 13,050,000	\$ 13,080,000
Per Month	\$ 1,008,185	\$ 1,001,667	\$ 1,087,500	\$ 1,090,000
Per Week	38776.35	38525.64	41826.92	41923.08
Per day	33145.81	32931.51	35753.42	35835.62
Per Hour	1381.08	1372.15	1489.73	1493.15
Per Minute	23.02	22.87	24.83	24.89

ALABAMA WEST FLORIDA CONFERENCE UNITED METHODIST WOMEN



DATE:

[Redacted]

TO:

[Redacted]

RE:

Authorizing Change of United Methodist Women's Officers on Bank Account

DATE
CHANGE
EFFECTIVE

[Redacted]

On _____ the membership of the Alabama West Florida Conference United Methodist Women, _____ District elected new officers. With that being said, please remove the following officers from the signature cards for the accounts listed in our name (see list below). The old officers should still have access to signing checks and deposits until December 31, and the new officers listed will resume their duties on January 1st. The mailing address of all the accounts should also be changed to the incoming treasurer's address listed below, effective also January 1.

Outgoing Officers Names and Addresses:

[Redacted] President
[Redacted] Treasurer

Incoming Officers Names and Addresses:

[Redacted] President
[Redacted] Treasurer

Federal Tax # 63-1108101

Names of Bank Account(s) held by the Alabama West Florida Conference United Methodist Women:

Bank Account Name	DISTRICT	
	ACCT #	Route #
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		

Thank you for your cooperation in getting this done for our organization.

Respectfully,

Outgoing President