

# BALANCING YOUR MISSIONARY ACCOUNT

Last Updated - Dec 2013

This will happen by the end of each month before the audit period. **Dec 30** for the Jan –Jun audit, **June 30** for Jul-Dec.

The goals of this process are:

1. No balance to show in the Missionary sub-account that may have the name of your UNIT or be called MISSIONARY or something else in capitals - MUST SHOW 0
2. That the main account called General Missionary Fund should show 0
3. All your missionary sub-accounts be above 0
  1. this is where the Stake can help if your members haven't been able to keep up with donations to your Unit missionary efforts
  2. this also may occur if a missionary moved into your UNIT but the switch at Mission HQ was not completed (this is a larger issue)
4. If you have no Missionaries out in the field and no prospects before the next audit (Jun 2014) then you will need to write the Stake a cheque to clear your Mission Funds and allow the Stake to redistribute

These 2 web addresses explain how Missionary funding works if you want to know everything. I've provided detailed instructions to Financial clerks regarding what to do when the family of a Missionary MOVES INTO your unit or OUT OF your unit. I'll include it at the END of this document.

- [Finances in General](#)
- [Tracking Support payments](#)

## PROCEDURE

1. Check your status. Go to Finances, Income and Expense Report, Select Summary by Subcategory

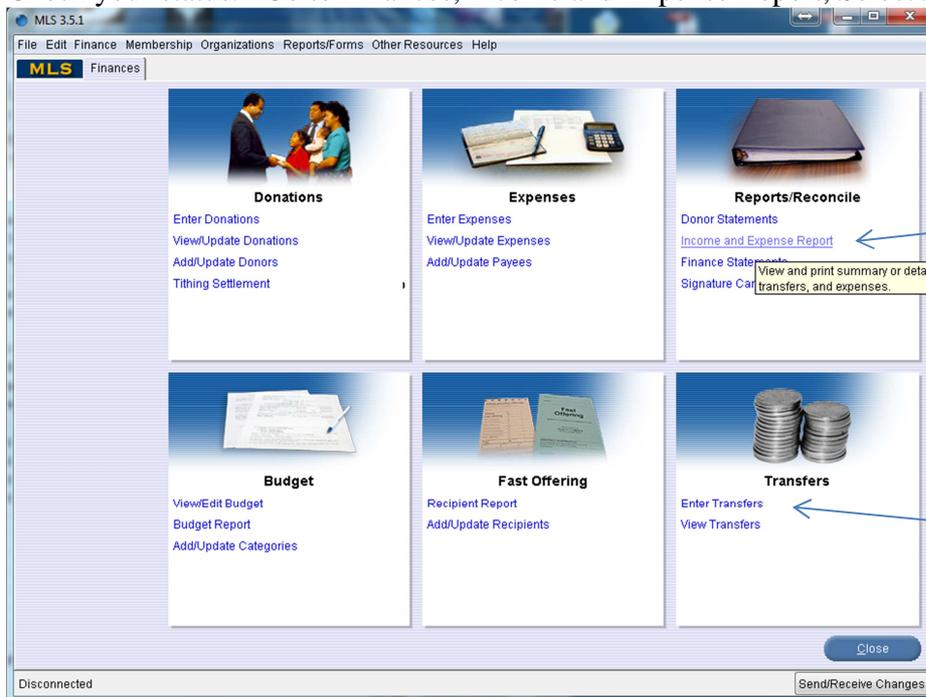


Figure 1 – Main Finances screen

You may notice the data being shown is from Wanuskewan from a long time ago. I have a copy of their data because it

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shows us a lot to work with. You will notice that the version of MLS is very old. Even though it appears the dates are correct, the data is not. I've smudged those things that won't help here.

Category	Balance Forw...	Income	Expenses	Transfers	Balance
Ward Missionary Fund	\$22,261.76	\$10.00	\$0.00	-\$17,994.22	\$4,277.54
Ward Missionary Fund: [blurred]	-\$800.00	\$0.00	-\$400.00	\$1,200.00	\$0.00
Ward Missionary Fund: [blurred]	\$0.00				\$0.00
Ward Missionary Fund: [blurred]	\$0.00				\$0.00
Ward Missionary Fund: [blurred]	-\$7,600.00	\$0.00	\$0.00	\$7,600.00	\$0.00
Ward Missionary Fund: [blurred]	-\$7,200.00	\$0.00	\$0.00	\$7,200.00	\$0.00
Ward Missionary Fund: WANUSKEWIN	\$1,826.00				\$1,826.00
Ward Missionary Fund: [blurred]	-\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00
Ward Missionary Fund: [blurred]	\$0.00				\$0.00
<b>Total:</b>					

Figure 2 – Income and Expense Report

2. Expand the left column so you can see all the sub-accounts clearly. (shown above) Check out the arrows above that illustrate what to look for.
  - a. TOP arrow – General account – Want this to be 0 so no balance is carried forward for next year
  - b. MIDDLE arrow – Sub accounts – can be 0 or positive, negative shows an issue
  - c. BOTTOM arrow – Historic sub-account – we want to get rid of this for next year – make this 0
  - d. Balance forwards – just shows what wasn't taken care of before END OF YEAR last year – we ALL will have this but it should be better in 2014
  - e. Arrow pointing to INCOME - will show if someone has been still using this account that shouldn't be – you can transfer it out for now or go back through your Donations and correct it there. Any Donations that don't specify a missionary go into the WARD MISSIONARY FUND
3. The Church has provided a Transfer function to make this process very easy. NOTE: this only works for missionary funding, not the OTHER account
4. From the Finances screen, Select Enter Transfers. (The sample below shows the example of moving money from the Historic account to the General Fund.)

Figure 3 – Enter Transfers

### Moving Funds Around

5. Enter the account to move the funds FROM on the left by selecting it with the Binoculars that appear when you click into the line under category. Choose the amount.
6. Enter the account to move the funds TO on the right and enter in the same amount
7. Click SAVE

### Re-Balancing Activity

8. Each half year, the Bishop/Branch President and the clerk confer and decide where to allocate any remaining funds in the GENERAL account OR consider whether to request aid from the Stake.
9. So, you can choose to divide it up equally among the missionaries who are still in the field or choose which ones to allocate it to.
10. The clerk can follow the procedure in Steps 5-7 to re-allocate.

### Seeing a Negative Figure

11. This usually indicates you have a missionary family move out and the expenses are still coming out of your unit instead of the new unit where they moved to. This will involve some negotiation with Salt Lake and with the Bishop of the new Unit. Some cheques will have to be exchanged. It is much better to carry out the process at the end of this document AS SOON AS you learn of a move out or move in.
12. This could also mean that the family of this missionary doesn't have the means to support their missionary and is hoping for Unit support to help.

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13. In these cases, it is encouraged that the Unit would help as much as possible but if it is still not enough then the Unit can fill out a Reimbursement request from the Stake to help cover these costs. You can ask for increments of \$400 per missionary that is out and needing support. Eg. If you have 2 missionaries out, request \$800. This should help until the next half-year process.

## Transferring missionary funding to another ward

When the family of a currently serving missionary moves to a different ward or branch, financial responsibility for the missionary is **not** automatically transferred to the new ward.

The bishops of the wards involved need to talk over the transfer of financial responsibility. Note that the bishop of the former ward cannot transfer financial responsibility for the missionary's support to the new ward unless the bishop of the new ward agrees and willingly accepts responsibility for the support. Once they have agreed on the transfer of support and the timing, either one of the bishops or their designated representative who knows the necessary details should contact the Church to make the arrangements.

To transfer financial responsibility:

1. The Missionary Department will need the new contact information for the missionary's parents so they can keep their records up to date. Call the Missionary Department (801-240-2222 or 800-453-3860 x22222) and they will update the unit and address for the missionary. They will also create a Ward Missionary subcategory for the missionary in the new ward's MLS.
2. Contact [Local Unit Support](#) (1-800-453-3860, extension 23500) about the transfer of financial responsibility through a phone call (the Missionary Department can transfer the phone call for you) or an MLS message (by the clerk) and provide the following information:
  - o Full name of the missionary
  - o Unit number and name of the new unit
  - o Effective date of the change (may be a past date)
  - o Indication that the two bishops have agreed upon the change