

Information for Treasurers - 2017

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Quarterly Remittance Due Dates: **March 5th, June 5th, September 1st, December 5th.**
District must complete the year in early December to forward remittances to the Conference. Make all checks payable to **Treasurer - Roanoke District UMW.**

Mission Giving: Six Categories

- *Pledge to Mission* - The amount individuals give to the local unit to fulfill the PURPOSE of the UMW.
- *Special Mission Recognition* - Pins to honor individuals' work for and commitment to mission, may be purchased by an individual or unit at any time.
- *Gift to Mission* - UMW greeting cards purchased for \$5 each from District treasurer. May be purchased by anyone at any time.
- *Gift in Memory* - UMW cards to be sent to family of the deceased are available for free from District treasurer. Contributions of \$5 or more will be included on the treasurer remittance to the District.
- *World Thank Offering* - Gifts given out of gratitude for God's abundance and in celebration of the joys of life.
- *Candle Burning* - Gifts given in honor or memory to Mission Giving. Candle Buning amounts: \$0.60 per second, \$35.72 per minute.

5 and 6 Star Units: Recognition for contributions to mission giving categories. Awards are presented at District Annual Meeting in October. "Year" for 5 and 6 Star units is September 1 through August 31.

Administration & Membership Development (A&MD) - \$3.00 per local unit member per year. This amount is retained by the District to fund literature and training. Please remit A&MD as early in the year as possible. Write-in A&MD under *Other Designated Gifts* on the quarterly remittance form.

Local Unit Treasurer Duties

- Become familiar with the *UMW Handbook* - Finances section.
- Collect all funds in your local unit.
- Record pledges and offerings and deposit into the unit's bank account.

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- Write checks and reconcile the bank statement monthly.
- Periodically order Gift to Mission cards from District Treasurer.
- Periodically order Special Mission Recognition pins from District Treasurer.
- Administer Rainbow Giver program for your unit.
- Submit quarterly remittances to the District Treasurer, following instructions from the *UMW Handbook* - Tools, Tips & Forms.

Local Unit Treasurer Forms

These forms are available in the *UMW Handbook* - Tools, Tips & Forms section or online from the Virginia Conference at www.vaumw.org (Click on Treasurer's Forms). Forms are not supplied by the District.

- The Remittance Form - For All Treasurers
- Special Mission Recognition - Pin Order Form
- Gift to Mission - Order Form

Items of Note

Special Mission Recognition (SMR) Pins: Please order SMR pins allowing ample time to receive the pins. If you plan to award SMR pins to outgoing officers in the 4th quarter, order pins early in the 3rd quarter. You do not have to wait to order pins on the quarterly Remittance Form. Pin prices: Basic \$40, Sapphire \$60, Pearl \$100, Emerald \$200, Ruby \$500, Diamond \$1,000, Two Diamond \$2,000.

Gift to Mission Cards: Can be ordered any time for \$5 each. Cards will be available at District UMW events. Consider keeping a supply on-hand. Cards available: New Baby, Congratulations, Peace, In the Service of Christ, Special Day, Thank You, Thinking of You, Happy Birthday, Christmas.

Gift in Memory Cards: Can be ordered any time at no cost. Keep a supply and remit donations with the quarterly Remittance form.

THE LEGACY FUND

The Legacy Fund is a key component of the celebration, a permanent endowment of the national office of United Methodist Women. To enhance this Fund, each member of United Methodist Women is challenged to contribute an annual gift of \$18.69 (in addition to her pledge).

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