

**MISCELLANEOUS COUNCIL ON FINANCE & ADMINISTRATION  
POLICIES AND PROCEDURES**

**ACTION TO BE VOTED ON:**

**Travel-Annual Conference**

Travel allowance to Annual Conference will be paid to those lay members and clergy members noted in this section. Payment in the amount of 15¢ per mile, excluding the first 175 miles, with an additional 5¢ per mile for each additional conference member riding along, will be paid from an equalization travel pool, to be funded by an amount added to the registration fee of all Annual Conference members. Travel will be paid only to those who have paid a registration fee, and attend the full conference session, except in the case of emergency. The following are reimbursable members of the Annual Conference:

1. Elders, deacons, full time local pastors, part-time local pastors and student pastors serving churches in the conference under appointment by the Annual Conference, deacons, part-time local pastors and student pastors serving churches in the conference.

2. Retired or disabled clergy, military chaplains, and other full clergy members of the conference serving extension ministries who are within the boundries of the conference.

Others shall be reimbursed for not more than a total of 500 miles.

Requests for reimbursement must be submitted within 30 days of the conclusion of the travel.

**Travel-Conference Meetings**

Lay members or alternate lay members representing local churches and districts (only one person per local church unless the local church is entitled to more than one lay member). For the year 2009, travel expenses to all called meetings of the district/sub district, conference boards, agencies, committees or commissions will be paid to lay and clergy members who are not paid for such travel expense from other funds. The rate shall be 15¢ per mile, excluding the first 50 miles. For those traveling 200 miles or more, air coach fare is allowable. An additional 5¢ per mile shall be paid a driver for each additional participant riding to the meeting, thus encouraging car-pooling. Meals and housing will be paid as appropriate.

Requests for reimbursement must be submitted within 30 days of the conclusion of the travel.

**Budget Proposals**

The Council on Finance and Administration shall present a proposed unified budget total stating projected income and expenses for the ensuing year for adoption by the Annual Conference. For purposes of information, the past year's expenses, and the present year's budget, may be displayed for various budget categories, including those for conference boards, committees and agencies, with the understanding that specific line items may be re-distributed with the total budget, following the approval of the budget. All new propositions presented for action at the Conference session shall include the amount needed to fund said program or operation.

**Conference Leadership Compensation**

The base compensation for the conference staff positions of Conference Treasurer/Health &

43 Pension Officer/Director of Support Services and Director of Mission and Ministry (or its  
44 equivalent), which includes salary, housing, and utilities allowance will be set at the same  
45 amount as that for the District Superintendents PLUS an incremental adjustment of \$250 per  
46 full year of service in the position, with a maximum adjustment of \$3,500 (equivalent to 14  
47 years of service).

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49 **Financial Administration**

50 All payments by local churches to the conference (with designation to the specific cause) shall  
51 be made by check or money order to the Rocky Mountain Conference UMC, and sent to the  
52 Office of the Conference Treasurer, 6110 Greenwood Plaza Blvd. Greenwood Village, CO  
53 80111.

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55 Churches shall, to the maximum degree possible, send their total Tithing and supporting  
56 worksheet for each month to the conference by the 15<sup>th</sup> of the following month to ensure cash  
57 flow. It shall be the policy of the conference to have the conference treasurer send the General  
58 Church apportionments (Wider Mission) on a monthly basis within the guidelines of the  
59 budget recommendation.

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61 The conference treasurer of the Rocky Mountain Conference of the United Methodist Church  
62 is hereby authorized to borrow such sums of money as may be necessary in conducting the  
63 business of the Conference, with the approval of the Council on Finance and Administration.

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65 The conference treasurer shall make an annual report in the Conference Journal of the amount  
66 of funds contributed during the year to each Conference Advance Special Project and  
67 Conference Approved Project.

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69 All organizational units of the conference shall adhere to their budgets. Any expenditures over  
70 the budget will not be paid by the conference treasurer unless first approved by the Council on  
71 Finance and Administration. The Council on Finance and Administration is authorized and is  
72 responsible to see that actual expenditures stay within limits defined by the Council on  
73 Finance and Administration, annual conference and actual amounts received. Between annual  
74 conference sessions, the Council on Finance and Administration has authority to take actions  
75 it feels are appropriate in response to any unexpected events which impact the annual  
76 conference financially.

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78 Balances from undesignated funds, including fund balances and reserves, cash management  
79 funds and income funds may be disbursed only on the authorization of the Council on Finance  
80 and Administration, as administered by the Conference Treasurer. It is understood that the  
81 Executive Committee of the Council on Finance and Administration is empowered to act in  
82 case of an emergency.

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84 It shall be the policy of the Conference to designate part of the salary, housing and utilities  
85 allowance of Conference clergy staff persons as parsonage and/or housing exclusion for  
86 purposes of tax exemption under Section 107 of the Internal Revenue Code. The portion of  
87 the total compensation must be specifically designated in advance of the new year (January

88 2009) by each person involved, to the conference treasurer using appropriate forms provided  
89 by the treasurer.

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92 **RATIONALE:**

93 The purpose of this petition is to clarify and establish various administrative rules such as:

94 Mileage reimbursement for travel to and from the Annual Conference session.

95 Mileage reimbursement for travel to and from various conference committee meetings.

96 Compensation for the Treasurer and Director of Mission and Ministry.

97 Guidelines to CF&A for presenting and administering the budget.

98 Guidelines to local churches for sending in Wider Mission apportionment payments.

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101 **PETITION INFORMATION:**

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103 **EFFECTIVE DATE:** January 1, 2009

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105 **TERMINATION DATE:** December 31, 2009

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107 **FINANCIAL IMPACT:**

108 Yes, and these items are already included in the 2009 Budget Request.

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110 **ORIGINATOR OF THE PETITION**

111 Council on Finance and Administration

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113 **PERSON TO PRESENT PETITION TO CONFERENCE:**

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