

How Apportionments Are Calculated For A Local Church

Step 1: The local church completes Statistical Tables 1, 2, & 3 in January / February of each year and reports that information to the Conference

Step 2: For Apportionments the Conference totals lines 53 – 62 from TABLE 2 for each church in the Conference. We refer to as the “NET FUNDS”

- 53. Total amount paid in base compensation to the pastor
- 54. Total amount paid in base compensation to all associate pastors assigned by the bishop
- 55. Total amount paid to/for pastor and associate(s) for housing and utilities and/or related allowances
- 56. Total amount paid to pastor and associate(s) for accountable reimbursements.....
- 57. Total amount paid to pastor and associate(s) for any other cash allowances (non accountable)
- 58. Total amount paid in salary and benefits for Deacons.....
- 59. Total amount paid in salary and benefits for Diaconal Ministers
- 60. Total amount paid in salary and benefits for all other church staff
- 61. Total amount spent for local church program expenses
- 62. Total amount spent for other local church operating expenses.....

Step 3: The Conference calculates an “AVERAGE NET FUNDS” for each Church. This is a four year average of “NET FUNDS.” So 2013 apportionment calculation will include the 2008, 2009, 20010, 2011 NET FUNDS.

Note: For churches that show a decline in net funds a 2 year average may be used. More information about when the 2 year average is used can be found in CFA Report 5.

Step 4: The AVERAGE NET FUNDS for all churches are pooled together.

Step 5: Each church is assigned a factor/weight based on the its AVERAGE NET FUNDS as a percentage of the total of all churches AVERAGE NET FUNDS.

Step 6: The local church’s factor from Step 5 is then multiplied against the approved budget to calculated the individual church’s share of apportionments.

Important Reminders:


- The placing of ACTUAL expenses on Table 2 is very important
- An expense should only be reported once on table 2
- Items such as what a church spends on capital additions/improvements, debt repayments, and missions does not factor into the apportionment calculation if reported on the correct lines (i.e. not on lines 53 – 62)
- **ONCE APPORITONMENTS ARE SET THEY CANNOT BE CHANGED**

EXAMPLE

The Annual Conference has 3 Churches. The budget passed by the Annual Conference is \$15,000. The NET FUNDS (By Year) reported below calculate to the AVERAGE NET FUNDS (A 4 Year Average) for three churches as follows:

(Amounts below in whole \$)

Church	2008 Net Funds	2009 Net Funds	2010 Net Funds	2011 Net Funds	4 Year Average
A	48,000	49,000	49,000	54,000	50,000
B	27,000	28,000	31,000	34,000	30,000
C	18,000	18,000	22,000	22,000	20,000



CHURCH	4 Year Average	Factor Calculation Church Avg / Total	Factor
A	50,000	50,000 / 100,000 =	50 %
B	30,000	30,000 / 100,000 =	30 %
C	20,000	20,000 / 100,000 =	20 %
Total	100,000		

Church	Factor		2013 Conference Budget = \$15,000		Apportionment
A	50 %	X	15,000	=	7,500
B	30 %	X	15,000	=	4,500
C	20 %	X	15,000	=	3,000
Total					\$15,000