



Help! ... I've just been elected as the new treasurer at my church, and the monthly mission report form is as intimidating as my tax return.

First off: Congratulations and blessings on your service! Secondly: DON'T WORRY; help is always a click or a phone call away and believe me, you are not the first to have questions about filling out the mission report form. Below are instructions to help make your job just a little easier. If you get stuck, don't hesitate to call or email.

Rita Adams, ABCCR Financial Administrator

The upper right corner of the "Monthly Report of Mission Support" form contains a "Please Leave Blank" box which states, "Please retain a copy of this remittance for your records." Although the form is no longer produced as a three-page NCR form, it is good practice to photo copy your report before sending it in.

Preparation Instructions: Each month, Church Treasurers complete the "**Report**" portion of the remittance form, retain a copy for church records, and mail the report and check payable to ABCCR. One check may be written for the "Remittance Total." *Please do NOT include the "**Receipt**" portion with your mailing.*

Detail Box Instructions: Amounts listed in the summary section under the heading "American Baptist Mission Support*" require specific directions for intended support in the "Details" box, including the annual offerings, for the following lines:

United Mission Designations (UMD)
America For Christ (AFC)
World Mission Offering (WMO)
One Great Hour of Sharing (OGH)
Region Offering (RO)

Institutional Support (ISP)
Specifics (SPC)
Targeted Giving (TG)
Campaigns for ABC Work (CGN)
Miscellaneous Objectives (MO)

ONLY the following lines do NOT need to be included in the "Details" box:

United Mission Basics (UMB)
AB Women's Ministries Love Gift (LG)

Retired Ministers & Missionaries Offering (RMO)

Line Total Instructions: "Total United Mission" line should equal the total of UMB, LG & UMD. "Total American Baptist Mission Support" should equal the total of all the lines in that section **plus** "Total United Mission." Remittance Total should be the total of "Total American Baptist Mission Support," CGN & MO, equaling the remittance check.

ABCCR Processing & Receipt: Each remittance is processed by the Financial Administrator's office through ABCIS (American Baptist Churches Information System) and a receipt is generated. Each printed receipt has a new "**Report**" in the top portion plus an official listing of funds from the previous remittance in the "**Receipt**" section at the bottom of the page. Detach the receipt and compare it to your church records. This comparison allows the Church Treasurer to verify that all amounts from the prior remittance were properly credited. Any discrepancies should be reported IMMEDIATELY to the ABCCR Financial Administrator at rita.adams@abccr.org or by phone at 785/272-7622.

Our fiscal year runs January 1 through December 31. The monthly close of the books for the previous month's mission contributions is always on the 8th of the month. Please note that monies must arrive before the 8th to be credited to the prior month. Annual giving totals are based on the January – December remittances. Please check the date of the "**Receipt**."

Please direct questions to Rita Adams at rita.adams@abccr.org or 785/272-7622.

**ABCCR Monthly Report of Mission Support
CODES - (for "Leave Blank" column)**

Mission Monies Retained by ABCCR for Distribution

OGHS - Retained
 OGHS - Wichita Comm Church (OGHWCC)
 KS Disaster Relief (OGHKF/OGHKT)
 (OGHKF = KS Floods / OGHKT = KS Tornadoes)

RO - Retained (Region Offering)
 CRRO (Central Region Offering)

ISP - Retained
 Bacone College (3310)
 Central Seminary (3320)
 Murrow ICH (3330)
 Ottawa University (3340)
 Prairie Homestead (3350)
 Sunset Homes (3360)

SPC - Retained
 ABCCR (3523)
 AB Men
 AB Men (3525)
 AB Men Disaster (3500)
 AB Women
 ABW Project (1011) (Oct 2010 - Sept 2011)
 ABW Project (1112) (Oct 2011 - Sept 2012)
 ABW Scholarship (3539)
 ABW Scholarship Refit (3540)
 Anadarko (3502)
 Bethel Neighborhood Center (3530)
 Camping
 Camp Scholarships (CAMSCH)
 Camp Christy Scholarships (CCS)
 CR - Friends of Camping (3615)
 Cross Wind - Camping (3544)
 Holy Cow - Camping (HOLY)
 CRCCC
 Camp Christy (3541)
 Cross Wind Conf Center (CCC)
 Campus Centers
 Hays Campus Center (3521)
 Pittsburgh Campus (3535)
 Roger Williams Asso (KSU) (3503)
 KU Campus Center (3522)
 Haiti (3413)
 NCP
 NE Area (NEA NCP)
 SE Area (SE NCP)

CGN - Retained
 Facing Our Future (3620)
 Living Units (3650)

MO - Miscellaneous Objectives
 Cross Roads (CRSRDS)
 Murrow Children's Home (3331)

Mission Monies Sent by ABCCR to ABC/USA for Distribution

UMD - Sent
 UMD - National Ministries (BNM)
 UMD - International Ministries (3020)
 WMO - Sent
 WMO - Undesignated (555555)
 WMO - Damasceno, Jorge-Hermalinda (DAMA5)
 WMO - Haiti Crisis (HACRI)
 WMO - Martin, Larry-Jan (MART5)
 WMO - Myers, Thomas-Theresa (MYERS5)
 WMO - Shawver, Charles-Ramona (SHAW5)

OGHS - Sent
 OGHS - Undesignated (777777)
 OGHS - Blanket Fund (OGHBL)
 OGHS - Haiti (OGHHA)

ISP - Sent
 Green Lake (3370)
 Northern Bapt Seminary (5390)

SPC - Sent
 Amos - Nicaragua (AMOSHH)
 Armagost, John (ARM9)
 Chapman, Glen & Rita (CHAP9)
 Damasceno, Jorge-Hermalinda (DAMA9)
 Haiti (3413)
 Kodiak Baptist Mission (KODIAK)
 Mann, Michael-Rebecca (MANN9)
 Myers, Thomas-Theresa (MYERS9)
 Parajon, David-Laura (PARA9)
 Shawver, Chuck & Ramona (SHAWVSPC)
 Sutterlein, Judith (SUTT)
 West, Charles-Sarah (WEST9)

TG - Sent
 Armagost, John (ARMA)
 Shawver, Chuck & Ramona (SHAW10)

MO - Miscellaneous Objectives
 Shawver, Chuck & Ramona (SHAW11)

Many have asked for assistance with CODES, while others may not realize these CODES are accessible to Treasurers. When looking at the "Monthly Report of Mission Support" at the large lined box for "DETAILS", this descriptive list may be used in the "For What Work or Missionary" column. The LOCAL CODE in parenthesis may be written in the "LEAVE BLANK" column. You should write the Mission Support corresponding Line Item (i.e. UMD, AFC, WMO, OGH, RO, ISP, SPC, TG, CGN or MO) in the (Code) column. Please do not hesitate to call for assistance or additional codes.

Rita C. Adams, ABCCR Financial Administration
 Please call or email for assistance
 785-272-7622, ext 26
rita.adams@abccr.org