

Mission Corps

FINANCE GUIDELINES

- I. All support funds processed through Global Treasury Services for approved personnel will be sent to the designated field via the monthly allocation system. The allocation system sends funds to the Field once a month. All contributions must be received by the Global Treasury Services office by the 25th of any given month to insure that they will be sent to the field the following month. Anything received after the 25th may be sent to the field in the following available allocation which could mean a delay of 2 months. For example: Funds received by July 25th are sent in the August allocation; funds received on July 26th may be delayed until the September allocation.
- II. Approved personnel need to have 50% of support funds for their assignment raised before deployment to the field. If the individual is not yet on the field, any funds that the Treasury office receives are sent to the field and held for their assignment.
- III. The IRS guidelines allow a charitable contribution receipt to be issued for support funds that are used for the following:
 - Housing/Utilities
 - Transportation
 - Food
 - InsuranceThe charitable contribution receipt can be issued through a local church or can be issued by the Global Treasury Services office, depending on who processes the support funds.

NOTE: A local Nazarene Church may receive **10% Mission Giving Recognition** for all support funds processed through the Global Treasury Services office or reported to the Global Treasury Services office via a Remittance Form.
- IV. The Field may advance Support Funds to approved personnel on a monthly basis according to the amounts stipulated on the Personnel Request Form. The Field Strategy Coordinator must approve any deviations from the stipulated amounts.
- V. The Field may make any necessary deductions, in consultation with the personnel, such as rent, utilities, insurance, etc. according to the amounts stipulated on the Personnel Request Form before advancing funds to approved personnel.
- VI. At times the Mobilization Office will debit support funds when a request for reimbursement of expenses is received from approved personnel prior to their arrival on the field [See eligible expenses listed above in Item III. and the Mission Corps Contribution Guidelines, Item 2.B.] There must be sufficient funds available in order to process a reimbursement.
- VII. Insurance payments will be deducted from the monthly field allocation by Global Treasury Services unless the insurance premiums are paid in advance. These deductions will be reimbursed to the Field by debiting the support funds or by direct payment.
- VIII. When approved personnel return home, any excess support funds shall be held on the field for at least 60 days to cover reimbursable expenses. Approved personnel may request reimbursement for eligible expenses if there are sufficient funds available in the support funds still on the field. After 60 days, the Field Strategy Coordinator, in consultation with the individual, may re-direct funds to another ministry on the field. If the individual transfers or is deployed to a new field, funds may be transferred.
- IX. Personal Gifts for Approved Personnel

- Personal gifts can be facilitated through the allocation system.
- Personal gifts are not eligible for a charitable contribution receipt or for 10%

Mission Giving

Recognition.

- Personal gifts must be clearly marked as “personal” when sent to the Global Treasury Services Office.
- All personal gifts shall be advanced to the individual upon receipt.