



UNIFIED SYSTEM FOR ASSESSING CONTRIBUTIONS TO THE MINISTRY AND MISSION FUND

GUIDELINES FOR COMPLETION OF FAIRSHARE RETURN	
1	The return is titled for the current year; however, the information sought relates to the previous years accounts and will influence the following years M&M contribution
2	Church Identification Number e.g 7E12
3	In the case of joint congregations this is the total number from all denominations. The formula allows for the number of denominations to be taken into account.
4	The information sought relates to unrestricted funds only. However, if funds are to be taken as restricted this must clearly be the intention of the giver and not any subsequent decision by the church.
5	Interest & dividends earned on deposits and investments held by the church
6	Interest and dividends received from money held on Trust e.g. investments held and administered by the Synod Office or other investment managers
7	Gross income received from rental of church, hall, manse, other buildings, etc.
8	Money received in cash, envelopes, standing orders and bank transfers for the general work of the church e.g. weekly collections
9	Other income that churches may like to declare include such things as: <ul style="list-style-type: none"> - Bazaar and fete proceeds - Fundraising for general church activities - Legacies - Gift Days
10	Heat includes fuel costs but not boiler servicing and repairs.
11	Gifts and expenses paid to visiting preachers
12	Other expenditure that churches may like taken into consideration might include: <ul style="list-style-type: none"> - Local mission work (e.g. Youth and Children's Worker salaries) net of any associated mission grants or income received and Messy Church - Costs of generating lettings income e.g. Administrator pay and advertising
13	The Plan for Partnership states that the first call on a church's resources must be for ministry and thus expenses such as manses, ministry costs, education, maintenance, building work, fire equipment, bank charges, etc are not deductible.
14	The 'Means Figure' is an assessment of resources broadly expressed as income less costs needed to generate that income. It is NOT the amount that a church will be asked to give but a figure that can be used as a numerical tool in a formula.
15	If a problem is anticipated in getting the necessary information to the Synod Office in time please discuss the situation with the Finance Officer at the earliest opportunity.
16	This is very much a last resort. All efforts will be made to get the necessary information from churches.