

**INSTRUCTIONS FOR ANNUAL UNIFIED MINISTRIES FUND REPORT**  
**(To be submitted annually at year end)**

1. This report is a summation of all information contained on the monthly/weekly Unified Ministries Fund (UMF) Reports.
2. On Line 1, Total Raised for all Purposes, the total amount for each month **MUST** equal the amount of Line 1 of the Raised for All Purposes section of the monthly/weekly report. The amount then shown for year end total becomes the amount to be recorded as Raised for All Purposes on the Annual Pastor's Report.
3. In the Deductions Section on this report, Line 2 equals line 2 in the Deductions Section of the Monthly/Weekly Report. Line 3 equals either Line 3 or Line 4 (whichever is greater) on the Monthly/Weekly Report. Lines 4 and 5 equal the amount of payment on World Evangelism Fund and/or 10% Specials respectively during the month reported.
4. Line 6 is the total of Lines 2 through 5 and equals Line 6 on the Monthly/Weekly Report.
5. Subtract Line 6 from Line 1 and this becomes the UMF Base on Line 7. This equates to Line 7 on the Monthly/Weekly Report.
6. Line 8. Multiply Line 6 by 0.14 and this becomes the amount due for the month. This again is the same amount as recorded on Line 8 of the Monthly/Weekly Report.
7. Line 9. Record the amount actually paid to the District for that month.
8. Line 10. Record the cumulative amount paid year to date.
9. Line 11. Record any amount necessary to complete payment of 14% for that particular month.
10. At year end, this report becomes an aid for preparation and audit of the Annual Pastor's Report.

A copy should be submitted annually with final payment no later than June 10th to Lynne Speer, District Treasurer, 909 Jersey Street, Washington, IN 47501. For additional forms, access the Pastoral Resources on the SWID website: [www.swidnazarene.org](http://www.swidnazarene.org).