

How Apportionments Are Calculated For a Local Church-2024

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: To calculate apportionments, the Conference totals lines 41-47 (inclusive) from TABLE 2 for each church in the Conference. We refer to this total as the church's "NET FUNDS" for that year.

- 41a. Base compensation paid to/for the senior/lead pastor appointed by the bishop**
- 41b. Base compensation paid to/for all associate pastors and other pastoral assigned/appointed**
- 41c. Base compensation paid to/for Deacons not included in 41a or 41b**
- 42a. Total housing benefits paid to/for lead pastor for housing and utilities and/or related allowances**
- 42b. Total housing benefit paid to/for all associate pastor(s) and other pastoral staff for housing and utilities and/or related allowances**
- 42c. Total housing benefit paid to/for all Deacons not included in 42a or 42b for housing and utilities and/or related allowances**
- 43. Total amount paid to pastor and associate(s) for accountable reimbursements**
- 44. Total amount paid to pastor and associate(s) for any other cash allowances (non - accountable)**
- 45. Total amount paid in salary and benefits for all other church staff and diaconal ministers**
- 46. Total amount spent for local church program expenses**
- 47. Total amount spent for other local church operating expenses**

Please note that the line numbers changed beginning with the reporting of 2017 statistics, but the types of expenses included in the calculation remain the same.

Step 3: The Conference calculates an "AVERAGE NET FUNDS" for each church. This is a two year average of "NET FUNDS." The 2024 apportionment calculation includes the 2021 and 2022 NET FUNDS.

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

Step 5: Each church is assigned a factor/weight based on 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 calculate 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 41 – 47)
- **ONCE APPORTIONMENTS ARE SET THEY CANNOT BE CHANGED**

EXAMPLE

The Annual Conference has three churches. The budget passed by the Annual Conference is \$15,000. The NET FUNDS (by year) reported below calculate to the AVERAGE NET FUNDS (2 year average) for three churches as follows:

(Amounts below in whole \$)

Church	2021 Net Funds	2022 Net Funds	2 Year Average
A	\$ 46,000	\$ 54,000	\$ 50,000
B	\$ 31,000	\$ 29,000	\$ 30,000
C	\$ 18,000	\$ 22,000	\$ 20,000

Church	2 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		100%

Church	Factor	Conference Budget = \$15,000	Apportionment
A	50%	50% x \$15,000	\$ 7,500.00
B	30%	30% x \$15,000	\$ 4,500.00
C	20%	20% x \$15,000	\$ 3,000.00
Total	100%		\$ 15,000.00