

# DEFINITIONS TIP SHEET FOR ANNUAL CONFERENCE FINANCIAL REPORTING

*This Tip Sheet serves as a guide for entering correct information into the UCC Data Hub for annual Conference financial reporting.*

## INCOMING DOLLARS/INCOME

Field	Definition
OCWM Basic Support	Total amount received by Conference
Other UCC Giving and Special Mission Offerings	Total amount received by Conference; includes all campaigns or appeals, special offerings, per capita dues/apportionments, gifts to UCC-related organizations, special projects, etc.; also includes camp/retreat center support
Total Conference-Specific Campaigns or Appeals	Includes capital campaigns and annual appeals, as well as camp/retreat center campaigns and appeals
Conference Per Capita Dues/ Apportionments	Entered as both the total amount received by the Conference and the amount per member
Association Per Capita Dues/ Apportionments	Entered as both the total amount received by the Association and the amount per member; report for each Association that received dues
Conference Ministerial Dues	Entered as both the total amount received by the Conference and the amount per minister
Association Ministerial Dues	Entered as both the total amount received by the Association and the amount per minister; report for each Association that received dues
All Other Grants and Contributions Received by Conference	Other than OCWM Basic Support, Special Support, or dues/apportionments; includes all contributions received from grants, restricted or unrestricted gifts, deferred gifts, bequests, trusts, etc.; also includes camp/retreat center gifts and grants of this type
Total Endowment/Investment Income	Total dollars received as income from endowment/investment accounts; include the average combined draw rate for all accounts
Total Program Income	Includes fees from events, trainings, and programs; excludes annual meeting income and camp/ retreat center income
Total Annual Meeting Income	All income from annual meeting; includes registration fees and exhibitor fees
Total Camp/Retreat Center Income	All income from camps/retreat centers such as registration fees; <i>do not</i> include dollars from camp-specific special campaigns, appeals, grants, restricted or unrestricted gifts, deferred gifts, bequests, trusts, etc. - these should be included in other categories above
Other Income	May include dollars from building/property rental income, interest income, fundraisers, etc.; provide general description and amount for each type of income

## OUTGOING DOLLARS/EXPENSES

Field	Definition
OCWM Basic Support	Total given to National from/through the Conference*; include the percentage of total amount received by the Conference that was given to National
OCWM Special Offerings	Total given to National/Pension Boards from/through the Conference for One Great Hour of Sharing*, Strengthen the Church*, Neighbors in Need*, and Christmas Fund
Other UCC Giving and Special Mission Offerings	Total given to UCC-related organizations and entities from/through the Conference (including all special offerings)
Total Support for Ministries Beyond the UCC	All dollars given to non-UCC organizations and entities from/through the Conference
Total Staff Expenses	Includes all salaries and benefits, travel, continuing education, etc.; excludes camp/retreat center staff expenses
Total Program Expenses	Includes events, trainings, programs, fees, etc.; excludes camp/retreat center program expenses
Total Annual Meeting Expenses	All expenses for annual meeting; includes space reservation fees, food and supplies, honoraria/ speaker fees, etc.
Total Infrastructure and Institutional Costs	Includes Conference building/office maintenance, mortgage payments, telecommunications and technology costs, office supplies, etc.
Total Camp/Retreat Center Operating Costs	Includes staff salaries and benefits, program, expenses, infrastructure and institutional costs, etc.
Other Expenses	Provide general description and amount for each type of expense

## OTHER

Field	Definition
Number of Full-Time Conference Staff	Excludes camp/retreat center staff

Number of Part-Time Conference Staff	Excludes camp/retreat center staff
Number of Conference Contract Employees (Part-Time or Full-Time)	Individuals who may be contracted for particular tasks and who do not function as part of the on-going Conference staff team (e.g., consultants, IT support, financial/legal support)
Number of Annual Meeting Participants	Number of individuals who registered for the meeting
Number of Camp/Retreat Center Staff	Includes full-time, part-time, and seasonal staff
Number of Total Camp/Retreat Center Participants	For individuals who attend more than one camp/program, please count separately <u>each time</u> they attended; include volunteers such as camp counselors and nurses
Total Investments/Endowments	Combined total of all restricted and unrestricted accounts
Fiscal Year	Provide start month and end month for Conference fiscal year

*\* These figures can be entered by Conferences if desired; however, they will be overridden by National based on actual dollar amounts received by Financial Services.*

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