

# FINANCIAL STEWARDSHIP WORKSHEET

Report all dollar figures in whole non-negative dollars; **DO NOT REPORT CENTS**. Calendar-year reporting is preferred. Fiscal-year reporting should be consistent from year to year. Use the worksheet below to gather the data to complete Form A. This worksheet is for local use and should not be included with forms mailed to the synod office. Categories include example items; local items may differ but should be included where most appropriate.

**Please Note:**

- Real estate assets may be estimated if appraised value is not available.
- Endowment securities should be stated at end-of-year market value.
- Endowment real property should be stated at its replacement value.
- Endowment cash funds are those held in trust by the Congregation Council.
- Gifts made at the time of a funeral are **not** reported in question 22, but rather in question 18b.
- Financial losses on investments should be reported in question 23i, not as a negative figure in question 18c.

**18. Receipts during 2023:**

**a. Regular giving**

envelopes-current expenses	\$ _____	.00
envelopes-benevolences	\$ _____	.00
loose offerings	\$ _____	.00
building fund/debt retirement	\$ _____	.00
church school offerings	\$ _____	.00
Women of the ELCA offerings (local use only)	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 18a.....</b>	<b>\$ _____</b>	<b>.00</b>

**b. Designated giving**

memorial gifts-special purposes	\$ _____	.00
ELCA World Hunger	\$ _____	.00
Lutheran Disaster Response	\$ _____	.00
Lutheran World Relief	\$ _____	.00
ELCA Missionary Sponsorship	\$ _____	.00
mission partners	\$ _____	.00
mission emphasis offering	\$ _____	.00
companion synod purposes	\$ _____	.00
Women of the ELCA to special purposes	\$ _____	.00
church school to special purposes	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 18b.....</b>	<b>\$ _____</b>	<b>.00</b>

**c. Earned income (any source)**

interest dividends	\$ _____	.00
investments	\$ _____	.00
endowments	\$ _____	.00
rental income	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 18c.....</b>	<b>\$ _____</b>	<b>.00</b>

**d. Grants (any source)**

grants from churchwide organization	\$ _____	.00
subsidies from churchwide organization	\$ _____	.00
grants from synods	\$ _____	.00
subsidies from synods	\$ _____	.00
mission partner gifts	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 18d.....</b>	<b>\$ _____</b>	<b>.00</b>

**e. All other receipts**

cash borrowed/mission partner loans	\$ _____	.00
transfer of endowment principal	\$ _____	.00
insurance claims paid	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 18e.....</b>	<b>\$ _____</b>	<b>.00</b>

**f. TOTAL RECEIPTS**

(add lines 18a through 18e) \$ \_\_\_\_\_ .00

**19. Assets as of December 31, 2023:**

**a. Church real estate**

insured value of worship space	\$ _____	.00
market/insured value of lots	\$ _____	.00
furnishings and equipment	\$ _____	.00
insured value-all church owned buildings	\$ _____	.00
off-site chapel	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 19a.....</b>	<b>\$ _____</b>	<b>.00</b>

**b. Endowment and memorial funds**

endowment securities	\$ _____	.00
endowment real property	\$ _____	.00
endowment cash funds	\$ _____	.00
foundation	\$ _____	.00
memorial fund	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 19b.....</b>	<b>\$ _____</b>	<b>.00</b>

**c. Cash, savings, bonds, etc.**

Mission Investment Fund(s)	\$ _____	.00
cash on hand, discretionary fund	\$ _____	.00
savings accounts	\$ _____	.00
checking accounts	\$ _____	.00
bonds, stocks	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 19c.....</b>	<b>\$ _____</b>	<b>.00</b>

**d. All other assets**

church bus	\$ _____	.00
church cemetery	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 19d.....</b>	<b>\$ _____</b>	<b>.00</b>

**e. TOTAL ASSETS**

(add lines 19a through 19d) \$ \_\_\_\_\_ .00

**20. Total indebtedness as of Dec. 31, 2023:**

\$ \_\_\_\_\_ .00

**21. Budgeted/projected 2024 Mission Support:**

\$ \_\_\_\_\_ .00

**22. Gifts from the estates of deceased individuals received during 2023:**

a. Number of gifts received	# _____	.00
b. Total value of gifts	\$ _____	.00

**23. Disbursements during 2023:**

**a. Current operating expenses**

staff salaries, pensions, etc.	\$ _____	.00
staff housing, social security	\$ _____	.00
ministries and programs	\$ _____	.00
office expenses	\$ _____	.00
utilities, maintenance	\$ _____	.00
insurance, taxes	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23a.....</b>	<b>\$ _____</b>	<b>.00</b>

**b. Capital improvements**

worship space and lot(s)	\$ _____	.00
parish house, parsonage and lot(s)	\$ _____	.00
other real estate	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23b.....</b>	<b>\$ _____</b>	<b>.00</b>

**c. Payments on debts**

principal payments	\$ _____	.00
interest payments	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23c.....</b>	<b>\$ _____</b>	<b>.00</b>

**d. Mission Support (regular synod benevolence)**

undesignated remitted to synod	\$ _____	.00
undesignated to churchwide organization	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23d.....</b>	<b>\$ _____</b>	<b>.00</b>

**e. Other benevolence sent to the synod office**

(for any synod OR churchwide appeal)		
ELCA World Hunger	\$ _____	.00
Lutheran Disaster Response	\$ _____	.00
ELCA Missionary Sponsorship	\$ _____	.00
mission partners	\$ _____	.00
Lutheran World Relief	\$ _____	.00
grants to churchwide organization	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23e.....</b>	<b>\$ _____</b>	<b>.00</b>

**f. Other benevolence sent to the churchwide organization**

(for any churchwide appeal)		
ELCA World Hunger	\$ _____	.00
Lutheran Disaster Response	\$ _____	.00
ELCA Missionary Sponsorship	\$ _____	.00
mission partners	\$ _____	.00
Lutheran World Relief	\$ _____	.00
grants to churchwide organization	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23f.....</b>	<b>\$ _____</b>	<b>.00</b>

**g. Benevolence sent directly to any of the following**

1. Activities in foreign countries	\$ _____	.00
2. Camps	\$ _____	.00
3. Campus ministry	\$ _____	.00
4. Colleges	\$ _____	.00
5. Seminaries	\$ _____	.00
6. Social service group, agency, or institution		
homes for older adults	\$ _____	.00
children's homes, hospitals	\$ _____	.00
Lutheran Social Service agencies	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23g.....</b>	<b>\$ _____</b>	<b>.00</b>

**h. All other benevolence sent directly to the recipient**

food pantry, homeless shelter	\$ _____	.00
soup kitchens	\$ _____	.00
assistance to non-members	\$ _____	.00
community youth programs	\$ _____	.00
prison ministries	\$ _____	.00
literacy or job training programs	\$ _____	.00
CROP, Bread for the World	\$ _____	.00
health, mission, or service agencies		
beyond local community	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23h.....</b>	<b>\$ _____</b>	<b>.00</b>

**i. Other expenses and realized losses**

church cemetery expenditures	\$ _____	.00
early childhood centers	\$ _____	.00
radio or TV programs or ads	\$ _____	.00
seminarian tuition/scholarships	\$ _____	.00
financial losses on investments	\$ _____	.00
.....	\$ _____	.00
<b>Total for line 23i.....</b>	<b>\$ _____</b>	<b>.00</b>

**j. TOTAL DISBURSEMENTS**

(add lines 23a through 23i) \$ \_\_\_\_\_ .00