

# ICEA Finances

**Eld. Lee Wakefield – Treasurer**

**Eld. Robert Grant Assistant Treasurer**

International Convention Workshop – Orlando-2011  
Sis Henrietta Bowers, ICEA President

# Regional Budgets

What should be included?

# Regional Budgets

The ICEA will provide PAW guidelines to each region. While regional income determines what is specifically included in the regional budget, line items that are generally common to all regions include:

# Regional Budgets

- 1.) Financial responsibility regarding the IDCE or his/her designee for each annual regional meeting
- 2.) The amount of assessment each region should give to support the national work of the ICEA
- 3.) Expenses of the RDCE for the national convention
- 4.) Any stipends for regional officers
- 5.) Support of the Youth Program
- 6.) Other budget items will be determined by the RDCE and the regional board with approval by the ICEA President.

# Sample Plan - Event Offerings

Consider Setting some goals for income

## ICEA Financial Goals – Offerings

Sunday School-----	-----\$1,500.00
General Sessions -----	-----\$250.00
Sofer Chair Session-----	-----\$300.00
Parade of Regions-----	-----\$4000.00
Workshops \$5/Person-----	-----\$150.00



# Contracts

In some cases contracts are needed in order to do the work of the region including, but not limited to, securing hotel facilities or individual contractors in areas such as vending or audiovisual support. It is important that contracts for regional work reflect fiduciary responsibility in accordance with ICEA and PAW guidelines. Contracts must not be entered into lightly or without the approval of the PAW Episcopal Office.



# ICEA Officer Expenses

The expenses of the International Director of Christian Education are the responsibility of the region and should be anticipated in the budget preparation. These costs include airfare, hotel, love offering, and any transportation to and from the airport and in the host city germane to the regional conference. If the IDCE is unable to attend the regional conference, another officer will be assigned to those regional responsibilities. The expenses of that officer are the responsibility of the region in lieu of the IDCE. The expenses of the ICEA President or designated officer of record are the sole responsibility of the ICEA. However, it is the responsibility of the RDCE to make arrangements as needed particularly regarding hotel room and transport to and from the airport and between the hotel and church/conference site.

# Conference Recommendations Expenses & Income

- 21 Days before your annual conference, provide a detailed list of presenter's and expected stipend amounts to the ICEA Treasurer
- Regions are responsible to fax W9 forms (for new payees) to PAW Administrator
- 14 Days before your annual conference complete and fax vouchers for expected expenses to the PAW Administrator

# PAW Vouchers

 <b>PENTECOSTAL ASSEMBLIES OF THE WORLD INCORPORATED</b> <i>Go ye into all the world and preach the gospel to every creature</i>		<b>JESUS ONLY</b> Bishop Charles H Ellis III Presiding Bishop 	
<b>OFFICE OF THE TREASURY</b>			
<b>Auxiliary/Department :</b> International Christian Education Department			
<b>PAYEE:</b> Make check payable to: <input type="radio"/> Payee <input checked="" type="radio"/> Company/Ministry		Date _____	
Title _____		Voucher Number _____	
First/Last Name _____		SSN _____	
Company/Ministry _____		Amount Requested \$ _____	
Address _____		Amount Approved \$ _____	
City/State/Zip Code _____			
<b>TRAVEL:</b> <input type="radio"/> AIR <input type="radio"/> BUS <input type="radio"/> TRAIN <input checked="" type="radio"/> CAR From: _____		Requested _____ Adjusted _____	
<small>(Airfare reimbursements will not exceed the lowest airfare 21 days in advance)</small>		Total Travel Amount \$ _____	
Mileage _____ Mileage Allowance _____ = _____		Total Travel _____	
TS <input type="radio"/> Received <input type="radio"/> Not Received Parking Days _____ Parking Cost _____ = _____			
<b>HOTEL ACCOMMODATIONS:</b>		Lodging	
# OF Days _____ X Rate _____ = _____			
<b>PAYMENT REQUEST:</b> Note: Original receipts must be attached		Reimbursement	
Printing _____ Telephone _____ Supplies _____ Postage _____ Misc _____		_____	
Flowers _____			
<b>STIPEND: (For Staff)</b>		Stipend	
Stipend Amount _____ Service Rendered _____		_____	
<b>HONORARIUM: (For PAW/Auxiliary Guest)</b>		Honorarium	
Guest Speaker/Facilitator _____ Type of Service: _____		_____	
_____			
Auxiliary Representative _____		P.A.W. General Treasurer _____	
_____		Approval Date _____	
<b>OFFICE USE ONLY</b>		Grand Total Requested _____ Grand Total Approved _____	
Bank Account# Last 4 digits _____ Check Date _____ Check# _____			
<b>Bank Account:</b>			
<input type="radio"/> GENERAL FUND <input type="radio"/> IMC/WIA <input type="radio"/> IMW/MWA <input type="radio"/> IMIMA			
<input type="radio"/> PUBLICATIONS <input type="radio"/> ICEA GRANTS <input type="radio"/> AENON <input type="radio"/> ICEA <input type="radio"/> IMD			
<input type="radio"/> AUXILIARY <input type="radio"/> DISASTER FUND <input type="radio"/> IP/PU <input type="radio"/> REGISTRATION			

# Cash Reporting Sheet

FRIDAY Night Offerings  
Region 1

**PENTECOSTAL ASSEMBLIES OF THE WORLD  
BATCH CONTROL SHEET**

05655

Date 4-15-11

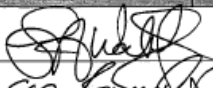
Processor \_\_\_\_\_

Batch # \_\_\_\_\_

DESCRIPTION	INCOME
Department of Publications	\$
Foreign Missions	\$
General Fund	\$
Registration	\$
Tape & Video Ministry	\$
Vending	\$
Secretary's Office (Renewals, \$5 Money & Book Sales)	\$
CEOs - Conv. Evang. & Outreach Servs.	\$
Deaf Ministry	\$
Health Professionals	\$
<input checked="" type="checkbox"/> ICEA - Int'l Christian Education Assoc	\$ 597.25
ICEED - Int'l Church Exten. & Evang. Dept.	\$
IMCWA - Int'l Miss.&Christian Wmns. Aux.	\$
IMMA - International Men's Ministry Aux.	\$
IMWWA - Int'l Minster's Wives&Widows Aux.	\$
International Music & Sacred Arts Dept	\$
IPYPU - Int'l Pent. Yng People's Union	\$
ISPA - Int'l Single People's Auxiliary	\$
IUB - International Usher Board	\$
Wayfarers	\$
YIA - Youth in Action	\$
Other	\$
<b>TOTAL INCOME</b>	<b>\$ 597.25</b>

**ACTUAL FUND RECONCILIATION**

CURRENCY	NUMBER OF	TOTAL AMOUNT
1's	47	\$ 47.00
2's		\$
5's	12	\$ 60.00
10's		\$
20's	11	\$ 220.
50's	2	\$ 100.
100's		\$
<b>Cash Total</b>		\$
<b>Coin Total</b>		\$ .25
<b>Cash &amp; Coin Total</b>		\$
<b>Check Total</b>	4	\$ 170.00
<b>Credit Card Total</b>		\$
<b>Grand Total</b>		<b>\$ 597.25</b>

Verified By:  Date 4-15-11  
 Verified by: ECD. Raymond Date 4-15-11  
 Computer Input \_\_\_\_\_ Date \_\_\_\_\_

ICEA Grants Region XXX

White Copy = Treasury Office

Yellow Copy = Auxiliary

Pink Copy = Accounting

# Questions & Answers

