

# Instructions for Compiling the Women's Ministries Report

The report is an account of Women's Ministries giving from which local, district and national statistics are compiled.

## • What to Report

All cash offering and the actual money spent on merchandise purchased for projects or gifts by the local ministry group.

The national Women's Ministries department has established quarterly reporting as the standard method of reporting.

The report can be completed monthly, quarterly or yearly.

## • When to Report

### QUARTER

1<sup>st</sup> — January/February/March

2<sup>nd</sup> — April/May/June

3<sup>rd</sup> — July/August/September

4<sup>th</sup> — October/November/December

### MAIL REPORT

March 15 \*

June 15 \*

September 15 \*

December 15 \*

\* or after last meeting of the quarter

You may include information on the next quarter's report if additional monies were given or spent and had not been previously reported.

## • How to Report

*Cash Given Column.* Enter the amount of *actual cash given* (honorariums, other offerings) to a missionary, speaker, institution, district administrative support or project in the space opposite the proper category (such as World Missions, U.S. Missions, Compassion Ministries, District, Local, etc.).

*Cash Spent Column.* Report *actual money spent* for gifts, district boutique or missionary gift shop (commissary) items, gift cards, supplies for making other items, literature distribution, postage and shipping, etc. Include record of donated purchases by members of the ministry group.

Base value of handmade items upon the actual cost of materials used—not on the retail value of the finished product. The *Cash Spent* report is recognized in lieu of actual money placed in the offering. The report must show only *cash spent*, not cash value. No value is to be reported on used items.

*Local Category.* In the *Local* category space report the following ministries:

1. Approved projects for the local church, parsonage/pastor's home and pastor's family;
2. Cost of literature and Bibles distributed *locally*;
3. Community benevolences—include food for the needy, food for bereaved families and emergency assistance, such as a family whose home has burned, etc. Do not report food for local church or sectional fellowship meetings or weddings or baby shower gifts for persons within the church.

## • Where to Report

Send this report to the designated district or sectional officer. **Do not send to national office.**

Report forms are available from your district Women's Ministries office or you can choose to download the report form at

[www.womensministries.ag.org](http://www.womensministries.ag.org).

### **Assemblies of God Total Giving**

The General Council of the Assemblies of God has a system of recognition for local churches and districts for Assemblies of God Total Giving. Giving by Women's Ministries and Missionettes (both *Cash Given* and *Cash Spent*) is included in the total church and district giving. **Consistent reporting is necessary to insure proper credit to both church and district.**