



## Lutheran Women's Missionary League **MINNESOTA NORTH DISTRICT**

Helps For... Financial Officers  
*2022-2024 Biennium*

This page lists procedures and information to help you in your position as a Financial Officer. If you have any questions or concerns, please contact me by phone, mail or email at the address listed on this page.

**Remittance Forms** are included in the packet distributed by the Regional Vice- President at the fall rally each year. Be sure to ask for these forms from your group president. You may duplicate these forms as needed. Additional Remittance Forms can be downloaded from the Resource page of District website:  
**[www.lwmlmnn.org](http://www.lwmlmnn.org)**

**Mite Box Money** should never be used for anything but Mite Box offerings. Never use this money for offerings at rallies or workshops as the money from rallies and workshops goes into different accounts than the mite offerings. Mite Box money should be sent in regularly, monthly if possible, but at least quarterly. Timely submission of mites allow the District Board to pay for the grants adopted at District convention. Mite Boxes can be ordered from the LWML Catalog or online at [www.lwml.org/store](http://www.lwml.org/store) or [www.cph.org](http://www.cph.org). The only cost is postage expense.

Special Offerings (birthdays, memorials, honorariums, red stockings, etc.) may be designated for **Mites or Special MN North Grants**, if desired. List them as such on the Remittance Form.

**Rally, Workshop, Prayer Service, LWML Sunday, Mite Box Offerings and any other Special Offerings** should be sent directly to the District Financial Secretary. Be sure to include a 'Remittance Form' indicating what the money is for.

### **CONTACT INFORMATION:**

Janice Carlson, Financial Secretary  
LWML MN North District  
408 3rd Ave S  
Princeton, MN 55371

**Phone:** 763-631-03992

**Email:** [financialsec@lwmlmnn.org](mailto:financialsec@lwmlmnn.org)

### **FILLING OUT A REMITTANCE FORM**

- 1) **Always include** a completed Financial Remittance Form with any check you send.
- 2) Include the name of the church and the complete address. If it is a rural church, please give the name of the township as well. Many women use address labels with their name and address to save time.
- 3) Make all checks payable to the **Zone** or **LWML MN North District**, **NOT** to an individual. Be sure to sign the check and indicate on the check what it is for. Always send a check or money order; never send cash.
- 4) Money for more than one account may be included in one check provided you show on the 'Remittance Form' exactly how the money is to be divided.
- 5) Do not assume the Financial Secretary will know where the money you send is to go. You need to specify and list it so she can credit it to the correct account.
- 6) Be sure to give your complete name, address, and phone number so if there is a question the District Financial Secretary can contact you.

## **ALL FORMS INCLUDED IN THE FALL PACKET AND CHECKS ARE TO BE SUBMITTED BY NOVEMBER 15<sup>TH</sup> OF EACH YEAR.**

**PROCEDURES:** Four items need to be submitted to the Zone Presidents by November 15<sup>th</sup> of each year: the Group Record Form and the three checks listed below. **The list of Zone Presidents and addresses can be found in this fall packet.**

### **ITEM 1: GROUP RECORD FORM**

*(To be filled out by the group president)*

Fill out the Group Record Form completely and list the amounts for the *Quarterlys*, the National Convention Expense Fund, and the zone dues.

### **ITEM 2: CHECK #1** *(For the Quarterlys)*

Make this check payable to the **LWML MN North District** for the total amount of *Quarterlys* ordered on the Group Record Form. Please indicate “*Quarterlys*” on the check you submit. *Quarterlys* are priced at **\$6.00** per subscription.

### **ITEM 3: CHECK #2**

*(For the National Convention Expense Fund)*

Make this check payable to the **LWML MN North District** in the amount of **\$5.00** per member for the National Convention Expense Fund. Please indicate “National Convention Expense fund” on the check you submit.

### **ITEM 4: CHECK #3** *(For the Zone Dues)*

Calculate your zone dues and make this check payable to your **Zone LWML**. Send check to your Zone President by November 15<sup>th</sup>. Please indicate “Zone Dues” on the check you submit.

After receiving the above four items, the Zone President will consolidate the information and forward by December 1st as follows:

- Items 1 & 2 to the District Corresponding Secretary
- Item 3 to the District Financial Secretary
- Item 4 to the Zone Treasurer.

**INFORMATION:** *(There are four funds for the monies received and expended with the LWML MN North District. Following is a short explanation of each fund.)*

**MITE FUND:** Income for the mite fund is from LWML Sunday offerings, Mite Box offerings, and other Mite offerings. Twenty-five percent (25%) of this is sent to LWML on the national level and seventy-five percent (75%) is to fund the MN North District mission grants. 100 percent (100%) of any Special MN North Grants go to the District Mite Fund.

**GENERAL FUND:** Income is from rallies, workshops, prayer services and special donations. Paid from the fund are: mileage, postage, printing, telephone, bonding, insurance, supplies, website maintenance, technical assistance, and other expenses the District Board or District Committees may incur while carrying out their duties.

#### **NATIONAL CONVENTION EXPENSE FUND:**

“Income is from the assessment set at District Conventions and is paid annually per member. This fund is used to assist Zone Delegates, Young Women Representatives, and District Board members with the expense of attending the LWML convention in odd-numbered years.”

**QUARTERLY FUND:** Income is from the money received each year from groups and individuals for *Quarterly* subscriptions. This fund is used to pay for the subscriptions.

**FURTHER INFORMATION:** Each District officer serves a term of four (4) years, so watch for changes of names and addresses after each District Convention. Board of Directors’ names and addresses can be found in the *Minnesota Northern Light* newsletter and on the District website: **[www.lwmlmnn.org](http://www.lwmlmnn.org)**

May this information help you to better “Serve The Lord With Gladness.”

Janice Carlson, Financial Secretary  
LWML MN North District  
[financialsec@lwmlmnn.org](mailto:financialsec@lwmlmnn.org)