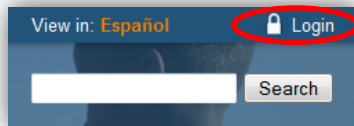


Report Income

This resource contains step-by-step instructions for reporting your church income using the Funding the Mission application.

1. Visit the Funding the Mission website at www.fundingthemission.org.
2. Login to your church's Funding the Mission account by clicking "Login" in the upper, right-hand corner of the page. (If you haven't been added as a Funding the Mission user for your church yet, contact your district office. You can also contact the Stewardship Ministries office by emailing stewardship@nazarene.org or calling 800-544-8413.)



3. Select the correct Assembly Year on the drop down menu.
4. Go to Report Income page and click on "Update Reported Income".

A screenshot of the 'Report Income' page in the Funding the Mission application. The left sidebar shows a menu with 'Report Income' circled in red. The main content area shows a form with 'District' and 'Church' dropdowns, and an 'Assembly Year' dropdown set to '2012-2013', which is also circled in red. Below the form, the 'Reported YTD Income' section shows '\$0.00' as of 'March 14, 2012', with an 'Update Reported Income' button circled in red. A sidebar on the right features a promotional image for Vacation Bible Schools with the text 'Vacation Bible Schools around the world raise thousands for special offerings'. At the bottom, a 'Previous Income Updates' section states 'No income updates have been submitted'.

- Select the method of report you would like to use: **“Update Total YTD Income”** or **“Report Income Since Last Update”**. *(If you accidentally input the wrong income number, simply use “Update Total YTD Income” and report the correct year-to-date figure.)*

Update Reported YTD Income

Method of Reporting Income: Update Total YTD Income

Current Reported Income: \$0.00
As of Date: 03/14/2012

YTD Income: \$0.00
As of Date: 04/16/2012

Income Update Comments (for your records)

Cancel Submit Income Update

- Add your new income figures, select an “As of Date,” and add any income update comments (i.e. “March income” or “correcting income error”). Click on “Submit Income Update.”
NOTE: Your reported income should include your church’s giving to Mission Specials and WEF. The application with subtract those totals for you based on GTS records when it figures your allocations.
- Throughout the year, your church’s income update history will appear on the “Report Income” page as a reference.

Previous Income Updates

Income As Of	Update Amount	Income Total	Update Type	Updated By	Comments
04/15/2012	\$1,429.17	\$11,397.62	Adjust Income by Amount		

Income Updates 1 - 1 of 1 total

Please don’t hesitate to contact the Stewardship Ministries office (stewardship@nazarene.org) if you have any questions!