

Section 10

MINISTER'S TAXES/FINANCIAL PLANNING

<u>FORM DESCRIPTION</u>	<u>FORM NO.</u>
Minister's Family Data.....	10-01
Income/Receipt Sources Worksheet.....	10-02
Expense/Disbursement Sources Worksheet.....	10-03
Detailed Listing of Debt Obligations.....	10-04
Annual Financial Plan.....	10-05
Projected Annual Income/Receipt Sources.....	10-06
Projected Annual Expense/Disbursement Sources.....	10-07
Personal Financial Statement Analysis.....	10-08
Specific Financial Goals Checklist.....	10-09
Personal Advisors.....	10-10
Computation of Minister's Housing Allowance.....	10-11
Housing Allowance Expenditures Worksheet.....	10-12
Major Improvements to Residence.....	10-13
Analysis of Property/Liability Insurance Needs.....	10-14
Analysis of Insurance Policies.....	10-15
Investment Transactions Summary.....	10-16
Investment Portfolio Summary.....	10-17
Location of Important Documents/Instructions.....	10-18
Safe Deposit Box/Personal Safe Inventory.....	10-19
Important Account/Card Numbers.....	10-20
Computer Instructions.....	10-21
Items Loaned to Others.....	10-22
Funeral and Burial Instructions.....	10-23
Funeral Planning Checklist.....	10-24
Checkbook Ledger.....	10-25
Income/Receipt Ledger.....	10-26
Expense/Disbursement Ledger.....	10-27
Financial/Benefits Questions to Ask Regarding a Possible Ministry Relocation.....	10-28

IMPORTANT NOTICE TO PURCHASER OF RESOURCE

This resource has been prepared solely for illustrative purposes. The sample forms in this manual are not intended to be a final product. They are instead a template for you and your professional advisors to use in developing your own customized forms. Every ministry is different. Therefore, its forms and documentation must reflect those differences and

specifically address needs that are unique to your organization. The material in this manual can serve as a good starting point in developing needed forms, or in reviewing and updating existing ones. The resource is not intended to be all-inclusive with regard to laws and regulations and under no circumstances should it be relied upon for that purpose. Furthermore, because laws and regulations do frequently change and vary from one state to another, some materials in this resource may be outdated or not applicable. The services of competent accounting, legal, or other professional advisors should always be sought to review initial drafts and all final documents, prior to implementation, regarding those specific applications of professional standards, laws, and regulations that directly relate to your ministry.