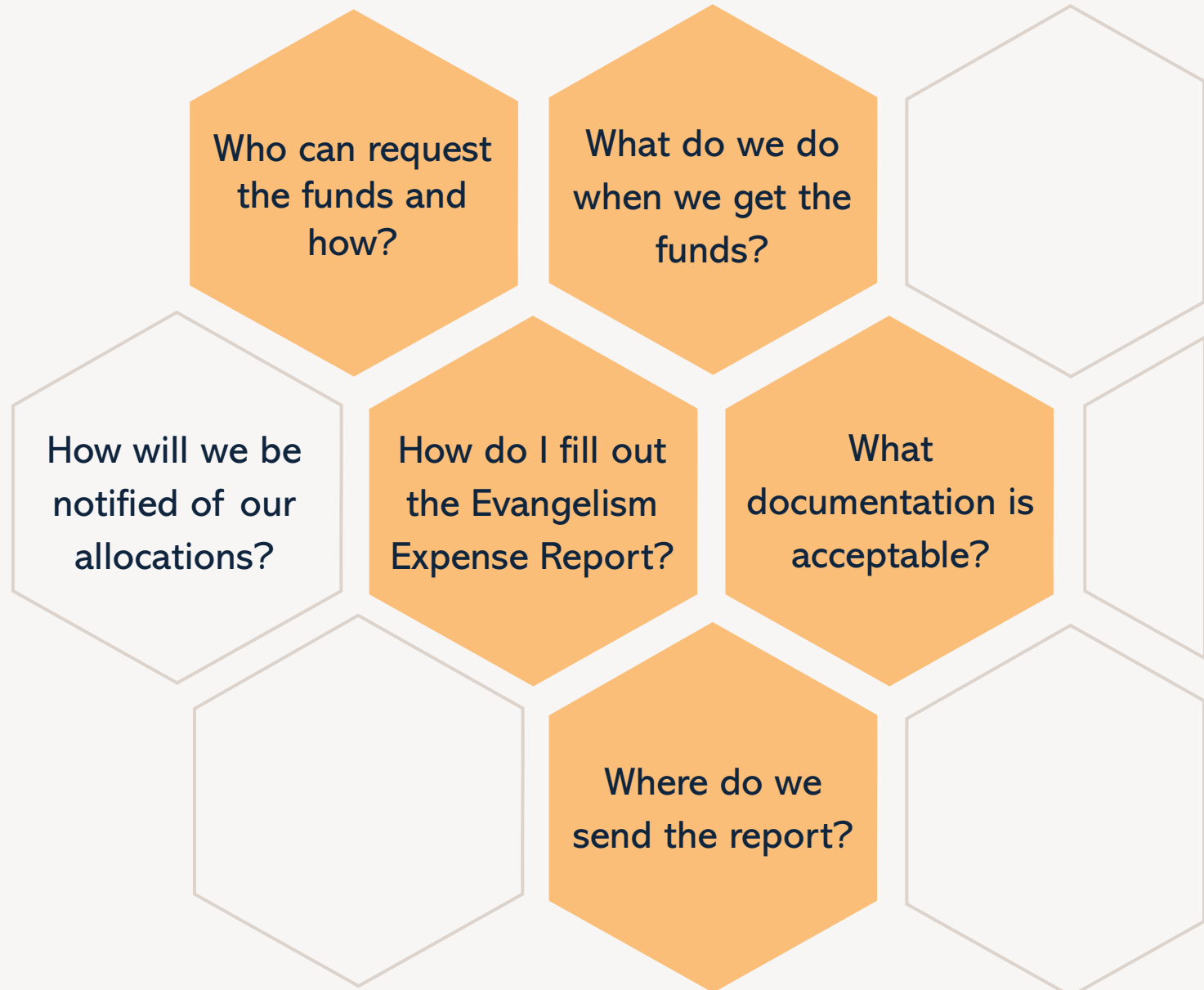


EVANGELISM REPORTING PROCESS

Florida Conference –
Pastoral Ministries





Questions?

“How will we be notified of our allocations?”

Once funds have been allocated to the churches, the senior pastors will receive an **“Award Letter”** via their **Florida Conference email** for each of their churches separately (*if they have multiple churches.*)

*Once the pastor is notified, they will relay the information to their treasurers.



“Who can request allocated funds and how?”

The funds are requested *only* by the Senior Pastors by sending in an email to the Ministerial Department.

Please email: Paola.Vales@floridaconference.com

Note: If the previous year’s evangelism report is missing, the account is **on hold** until it’s received and approved.



“What do we do when we get the allocations?”

When the allocations have been dispersed, we **encourage** you to work closely with your pastor who is responsible for the use of the funds. As treasurers you will also be responsible for tracking and reporting the expenses.





**HOW DO
I FILL OUT
THE
REPORT?**

PLEASE NOTE:

**YOU SHOULD HAVE RECEIVED THE BLANK
EXPENSE REPORTS TO YOUR EMAIL, IF FOR
ANY REASON YOU OR YOUR PASTOR HAS NOT..**

**PLEASE SEND ME AN EMAIL AT
PAOLA.VALES@FLORIDACONFERENCE.COM**

Florida Conference of SDA

2026 Evangelism Expense Report Form

**Step 4: In detail,
write what this
expense was for.**

Notice how there is
not only the event
name, but the
specific expense
related to the event.

Church Name: Florida Conference SDA Church

Pastor's Name: Pastor John Doe



Date	Ck Payable To:	Expense Description* (Needs to be specific)	Check #	Amount
01/01/2025	Pastor John Doe	VBS – Decoration Supplies		
03/15/2025	Sister Sarah Smith	Evangelistic Series – Lunch Expense		
04/12/2025	Sister Sarah Smith	Evangelistic Series – Plaque for Guest Speaker		
05/26/2025	Adventist Book Center	Bibles for Young Adults		
06/27/2025	Staples	Flyer printout for Community Day		

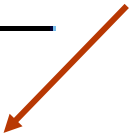
Florida Conference of SDA

2026 Evangelism Expense Report Form

Church Name: Florida Conference SDA Church

Pastor's Name: Pastor John Doe

Step 5: Write the corresponding check number. (If applicable)



Date	Ck Payable To:	Expense Description* (Needs to be specific)	Check #	Amount
01/01/2025	Pastor John Doe	VBS – Decoration Supplies	25142	
03/15/2025	Sister Sarah Smith	Evangelistic Series – Lunch Expense	14512	
04/12/2025	Sister Sarah Smith	Evangelistic Series – Plaque for Guest Speaker	12345	
05/26/2025	Adventist Book Center	Bibles for Young Adults	54741	
06/27/2025	Staples	Flyer printout for Community Day	51427	

Florida Conference of SDA

2026 Evangelism Expense Report Form

Church Name: Florida Conference SDA Church

Pastor's Name: Pastor John Doe

Step 6: Write the amount of the expense.



Date	Ck Payable To:	Expense Description* (Needs to be specific)	Check #	Amount
01/01/2025	Pastor John Doe	VBS – Decoration Supplies	25142	\$215.51
03/15/2025	Sister Sarah Smith	Evangelistic Series – Lunch Expense	14512	\$150.21
04/12/2025	Sister Sarah Smith	Evangelistic Series – Plaque for Guest Speaker	12345	\$63.47
05/26/2025	Adventist Book Center	Bibles for Young Adults	54741	\$145.52
06/27/2025	Staples	Flyer printout for Community Day	51427	\$78.49

EVANGELISM REPORTING GUIDELINES

*** Please note that we are *unable* to release 2026 evangelism funds without the any outstanding Evangelism Expense Reports first.**

1. **Receipts, canceled checks, and bank statements:** A complete report includes the Evangelism Expense Report Form and the related receipts. It is not necessary to submit the expense report with any canceled checks or bank statements unless there are missing or no receipts to serve as proof of the reported expenses.
 - Receipts for gift cards given to people *must also include* the recipient's name and the gift card's purpose.
2. **Per Diem & Mileage:** Per Diem should only be paid when an individual is away from home overnight. A record of total miles driven must be attached, including the dates, places traveled, and purposes. If reimbursing gas instead of mileage, gas receipts must be attached.
3. **Entertainment and meals:** Eating out must be kept to a minimum. Receipts for eating out must include the names of the people eating and the purpose of the meeting.
4. **Musicians and Speakers:** All service wages can be paid through the Conference or the local church. Before payment is issued, they must complete a W-9 or a W-8 form. If the church decides to pay these categories of people directly, it is then responsible for filing the 1099 as needed per the IRS. Another form may be necessary for BIBLE WORKERS (contract).

3. **Entertainment and meals:** Eating out must be kept to a minimum. Receipts for eating out must include the names of the people eating and the purpose of the meeting.
4. **Musicians and Speakers:** All service wages can be paid through the Conference or the local church. Before payment is issued, they must complete a W-9 or a W-8 form. If the church decides to pay these categories of people directly, it is then responsible for filing the 1099 as needed per the IRS. Another form may be necessary for BIBLE WORKERS (contract).

UNACCEPTABLE REPORT ITEMS

1. Maintenance of the church does not qualify as an evangelism expense. Church maintenance expenses are to be paid from the local church budget.
2. Church electrical and utility bills also do not qualify. These items are to be paid for by the local church budget.
3. Repairs to personal automobiles do not qualify as evangelism expenses. This includes Bible workers' automobiles.
4. If the church currently rents a building, the rental fee qualifies as an evangelism expense only when additional fees are charged for the church to use the building beyond the usual renting schedule.

Here are some
examples of
acceptable
documentation.

Check number: [REDACTED]

Post date: 06/06/2024

Amount: -1,612.21

Type: Check

Description: Check

Merchant name: Check

Merchant
information:

Transaction category: Uncategorized: Pending



[REDACTED]
VBS gas 40764
[REDACTED] Orlando

4440 N. New Haven Ave
West Melbourne, FL
9764-1416
321-984-5143

#ORIGINAL Receipt 2050135

Qty Name	Price	Total
1 UNLEAD GAS Pump: 4	38.13	38.13
Gallons: 11.386		
Price / Gal 3.349		
SubTotal		38.13
Total		38.13

Received SALE Debit [REDACTED]

Chip Read Terminal: 001 Approval: 97777 Trace: 00777

JSD\$ 38.13

JS DEBIT
MID: A0000004800640
IVR: 8000048000
IAD: XXXXXXXXXXXXXXX
FSI: 6800

ARC: 00
ARC: DEC1AFAC306C85D3
Verified by PIN
By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder

CK 8471

08/21/2024 9:30:35 AM Pos:2 Cashier:274

We Appreciate Your Business
Questions or Comments Please Call:
1-800-225-9702

Now Hiring!
TEXT NUMBER: 800-225-9702

Here are some examples of **unacceptable documentation.**

Check Request Form

Church Ministry Department Information

Date: 12/07/24	Date Check Needed By: 12/07/24
Requester Name: [REDACTED]	Department to Charge Against: Evangelism [REDACTED]
Is Receipt Included? Yes <input type="radio"/> No <input checked="" type="radio"/>	Reason to Request Check: Crusade Evangelism
Approved by Church Board Meeting, if applicable: Yes <input type="radio"/> No <input checked="" type="radio"/>	Ministry Leader Approval or Designee: [REDACTED]
Date Approved: / /	
** if check needs to be mailed by Treasurer: Yes <input type="radio"/> No <input type="radio"/>	

Check Information

Pay to the Order of: [REDACTED]	Check Amount: 1000
Address:	Treasurer Produced check on: Check #
Signature of Name on Check (without receipts) [REDACTED]	

A check request on its own, is not accepted, we need a receipt or a cancelled check attached.

Publix
[REDACTED]
Store Manager: Chris
954-431-2094

PUBLIX GIFT CARD	25.00
Account #XXXXXXXXXX [REDACTED]	
PUBLIX GIFT CARD	25.00
Account #XXXXXXXXXX [REDACTED]	
PUBLIX GIFT CARD	25.00
Account #XXXXXXXXXX [REDACTED]	
PUBLIX GIFT CARD	25.00
Account #XXXXXXXXXX [REDACTED]	
PUBLIX GIFT CARD	25.00
Account #XXXXXXXXXX [REDACTED]	
PUBLIX GIFT CARD	25.00
Account #XXXXXXXXXX [REDACTED]	
MASTERCARD \$25 GC	25.00
Account #XXXXXXXXXX [REDACTED]	
GIFT CARD SVC FEE	4.95
MASTERCARD \$25 GC	25.00
Account #XXXXXXXXXX [REDACTED]	
GIFT CARD SVC FEE	4.95
VISA \$25 GC	25.00
Account #XXXXXXXXXX [REDACTED]	
GIFT CARD SVC FEE	4.95
MASTERCARD \$25 GC	25.00
Account #XXXXXXXXXX [REDACTED]	
GIFT CARD SVC FEE	4.95

Order Total 269.80
Sales Tax 0.00
Grand Total 269.80
Check Payment 269.80
Change 0.00

Missing names and purpose for gift cards

“Who do we send the report to?”

Please send reports over to **Paola Vales** and feel free to reach out with any questions at: Paola.Vales@Floridaconference.com

