

LUTHERAN WOMEN'S MISSIONARY LEAGUE

REMITTANCE VOUCHER EXPLANATION

The Remittance Voucher is used to explain to the LWML office, the Director of Finance and Administration, and the Treasurer the purpose of your district's payment. As you can see from the Remittance Voucher form, there are various categories and reasons to send money to LWML.

Remittance Voucher: Open the Remittance Voucher on the LWML's website and follow these instructions.

From: Enter your district's name and click on the next line.

Remitted by: Enter all your personal information including your email address. This information will remain the same; therefore, there is no need to type it each time you submit a voucher.

Save the document to your computer with a file name such as LWML Remittance Voucher Original.

When submitting a payment to LWML, pull up this document that you have saved to your computer. Fill in the highlighted areas with the appropriate information beginning with voucher number and date. This is an Excel worksheet. Any amount you enter on the left-hand portion will automatically transfer to the right-hand column. Payments of various types can be included on the same voucher.

Voucher Number:

If you have a voucher numbering system within your district, fill in this cell.

Date:

Enter the current date of the payment being sent.

Mite Offerings:

25% or more Mite Box offerings - Enter the 25% or more Mite Box offerings.

Other Mite Offerings – Enter the amount on the line and this amount will add to the 25% mite offering and the grand total will appear in the right-hand column!

Example: A member of your LWML or church gives you a check for \$500 restricted for national mites. This donation would bypass the 75/25% calculation and the total amount would be sent to LWML. Or if a mite offering was taken at a zone or district event and specified for national grants, then the total amount would be sent to LWML.

Quarterly Payments (*Lutheran Woman's Quarterly*):

Enter the amount on the appropriate highlighted line (*Quarterly* issue), hit the tab key, and the amount will carry over to the right-hand column.

Memorial:

Enter the name of the loved one, tab until you reach the highlighted line, and then enter the amount given. Memorial donations are posted to the Unrestricted Fund (Operating Fund) unless otherwise stated or restricted. For instance, if the donation was restricted to a special fund such as the Endowment Fund, hit tab after typing the person's name and then type in "Endowment Fund."

Donation – Designation:

Follow the same instructions as above for the Memorial donations.

Catalog Orders: (Anything ordered from the catalog.)

Enter the Invoice Number on the top line and the amounts on the Invoice Amount line.

Example: Your district ordered items for a spring event for each zone, or items to sell at your district convention. The total Catalog Order payments will display in the right-hand column.

Invoice Payments: (LWML invoices for insurance, district convention equalization)

Enter the invoice number and the amount to be paid. If multiple invoices are being paid, the total amount will appear in the right-hand column.

Other (Identify):

Enter a donation here that does not fit any of the above categories.

Example: Someone gives you a donation for a late convention offering, Mission Pledge Walk, Children's Mission Adventure, or Christmas Appeal.

Total Remittance:

The grand total will be the amount of your remittance. LWML will accept one check for the Total Remittance; however, check with your district's policies with regard to submitting payments to LWML.

Remittance Copies:

One copy is sent with the check to the LWML at the address on the top of the Remittance Voucher.

One copy is e-mailed to the LWML Treasurer at treasurer@lwml.org.

One copy is retained for your district files. Save the completed copy of the Remittance Voucher with the date as part of file name, i.e., LWML Remittance Voucher 03012015.