

## Chapter 8: Funding Policies and Procedures

The funding policies and procedures of the BHECM have been developed with the following objectives in mind: fairness to each campus ministry unit, clarity and rationality in the way campus ministry monies are allocated, efficiency in the utilization of such funds, adequate funding for property maintenance, and local board responsibility in local fund raising and economy of operation.

**Funding Policies (for Wesley Foundations)** – For the sake of clarity, the BHECM has divided the expenses of campus ministry for Wesley Foundations into three general categories: personnel, property costs, and administration and program resources. The principle in this division of expenditures is the concept that funds should be related as directly as possible to expenditure objectives.

Personnel expenses include salary and travel, housing and heating allowances, pension and hospitalization payments, annual conference expenses, and support for continuing education. The expenses apply to campus ministry personnel employed under the auspices of the BHECM. They do not include local expenses for secretarial, janitorial, or auxiliary personnel employed by local campus ministry boards to facilitate program and administration.

Property costs include the actual expenses involved in building usage, maintenance, and renovation. They include utility expenses, the costs of property maintenance and repair, and any property taxes that may be assessed due to property rentals. Local campus ministry units, the BHECM and Wesley Foundation, Inc., share such expenses. In addition, Wesley Foundation, Inc. assumes the cost of property insurance. Local units are expected to use income received from building fees and rental to offset property costs. Wesley Foundation, Inc. is expected to develop plans for the adequate funding of major buildings and property renovations.

Administration and program resources include secretarial and auxiliary personnel expenses, if any. Also included are office supplies, telephone, mailing costs, program supplies, library expenses and the like.

In conclusion, this method of allocating expenses for supporting campus ministry reflects a philosophy of shared financial responsibility. Campus ministry is an enterprise in which many individuals and agencies at the local, district, and annual conference levels have a stake.

The above distribution is summarized in the following chart:

Summary	BHEM	Wesley Foundation, Inc.	Local Source
<b><u>Personnel</u></b>	X		
-Salary	X		
-Travel	X		
-Housing	X		

-Heat	X		
-Pension	X		
-Social Security/Diaconal or Lay	X		
-Annual Conference Expense			X
-Continuing Education			X
<b><u>Property Costs</u></b>			
-Utilities	X*		X*
-Taxes	X*		X*
-Routine Maintenance	X*		X*
-Major Maintenance		X	
-Insurance		X	
-Debt Service	X*		X*
-Janitor	X		X
-Janitorial Supplies	X		X
-TV/Cable			X
<b><u>Administration &amp; Program Resources</u></b>			
-Secretary			X
-Program Assistants/Interns			X
-Office Supplies			X
-Telephone			X
-Program Supplies			X
-Program Activities			X

X\* = Local rent and fees plus division allocation