

Excel User version



**Baptist Bible Fellowship International
World Mission Service Center**

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Getting Started

It is our desire that the step-by-step instructions presented in this guide will assist you in obtaining a clear understanding of the Microsoft Excel Spreadsheet used to complete the *Missionary Quarterly Report*. Every effort has been made to provide automated features within the spreadsheet which will aid users with data entry and calculations. A checklist is provided below to help with the overall process as you make your way through the guide and then begin using the *Quarterly Report* to enter your own financial data.

A *Sample Missionary Quarterly Report* is included on the enclosed CD. It will be very helpful to refer to it as you make your way through the instructions that follow. The sample report is a Microsoft Excel document, so you will need to make sure you have this program available on your computer. Also included is a printed copy of the *Sample Missionary Quarterly Report* as well as a *Sample End of Month (EOM) Statement* for your convenience. Please look over these materials and refer to them as you work your way through the instructional guide.

Checklist

Instructional Guide:

- Locate the CD enclosed with this guide
- Open the *Sample Missionary Quarterly Report* (save to your computer if desired)
- Locate the printed copy of the *Sample Missionary Quarterly Report* and *Sample End of Month Statement* and place them nearby
- You're now ready to begin working your way through the guide

Downloading the Template:

- If you have internet access, go to the Mission Office website, www.bbfimissions.com, and navigate to the Quarterly Report Information Center (QRIC)
 - Follow the instructions to sign in
 - Download the *Quarterly Report Template*
- (For those who do not have internet access, a copy of the template is available on the enclosed CD)
- Save the template to your computer
 - Close the template

At the Beginning of Each Quarter:

- Open *Quarterly Report Template*
- Save and rename the document. A suggested format might be a name that includes the year and quarter (i.e. 2008.Q1, 2008.Q2, 2008.Q3, etc.)
- Enter data requested in the upper left and right hand portions of the *Quarterly Report*
- Enter the Beginning Balance on line E1. This amount is found on last quarter's report, line E6

Throughout the Quarter:

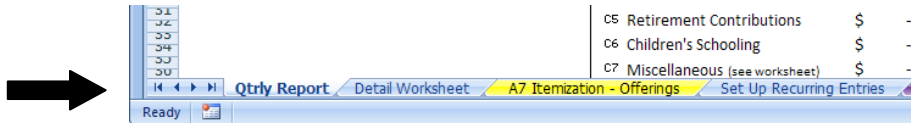
- You will need to have the following items nearby before beginning to enter financial data:
 - o EOM Statement(s)
 - o Checkbook register
 - o Receipts
- You're now ready to make income and expense entries on the subsidiary sheets throughout the quarter

End of Each Quarter:

- Make final entries: Balance in Reserve (E7), -/+ Adjustments
- Verify Reconciled Balance and check the box on line E9
- Complete Section F: Work Summary
- Sign and date your report
- Save and submit the report

Spreadsheet Overview

The *Quarterly Report* spreadsheet consists of four different worksheets – *Quarterly Report*, *Detail Worksheet*, *A7 Itemization – Offerings* and *Set Up Recurring Entries*. There are cells throughout the spreadsheet that contain formulas. These cells have been locked and password-protected so there is no danger of accidentally overwriting the data they contain. The diagram below shows the worksheet tabs at the bottom of the document window. These tabs represent the four worksheets that will be used throughout the quarter to enter important financial and ministry data. Users will simply click on a tab in order to navigate from sheet to sheet.



Quarterly Report

The first tab/sheet is the *Quarterly Report*, abbreviated *Qtrly Report*. This sheet is divided into several color-coded sections, which will later be discussed in detail as we make our way through this guide. It is considered the *homepage* of the *Missionary Quarterly Report* spreadsheet. Other sheets contained within this workbook are subsidiary sheets where the user will enter itemized financial data which in turn is summarized on the *Quarterly Report* sheet. Because of this automated feature, users will not make manual entries in sections A-D. As individual transactions are entered on the three subsidiary worksheets, line item totals are calculated and reflected on the appropriate lines in these sections.

Detail Worksheet

The next tab/sheet represents the *Detail Worksheet*. This is the first of the subsidiary sheets. It will be used to create the itemized list or supporting entries for the totals that will appear in Sections A-D on the *Quarterly Report*. The financial data for these entries will be obtained from the user's *End of Month Statement* received from the Mission Office or their own financial records. Each entry made on this sheet is linked to a specific line item on the *Quarterly Report*. Further details regarding this worksheet will be covered later in this guide.

A7 Itemization - Offerings

The third tab/sheet is titled *A7 Itemization - Offerings*. This sheet is used to create an itemized list of contributions received by the missionary directly from donors. These are funds that have not been processed by the Mission Office, but need to be reported as income on the *Quarterly Report*. The total of the transactions entered on this sheet is reflected on line A7 of the *Quarterly Report* in the income section entitled *Other Offerings*. Further details regarding this worksheet will also be covered later in this guide.

Recurring Entries

The last tab/sheet is the *Set Up Recurring Entries* worksheet. This is an optional sheet that can be used to save time when entering recurring transactions -- those transactions that occur month after month and don't change often. As we will see later, this sheet is very similar to the *Detail Worksheet*. Users who take advantage of the *Recurring Entries Worksheet* will need to remember that these transactions can change from time to time, so it is important to review each entry included on this worksheet before submitting their *Quarterly Report*. Data for the entries made on this sheet will also be obtained from the user's *End of Month Statement* or their own financial records.

Now, let's examine each of these sheets in detail beginning with the *Quarterly Report*. Please select the *Quarterly Report* tab or refer to the printed sample.

Section A - Income

All sources of missionary income will fall into one of three categories -- Contribution Income, Non-Contribution Income, and Other Offerings. The table below provides an explanation of each of these categories along with line-by-line instructions and other helpful information. The first column contains the line item number or section name. The second column includes a brief description or overview of the section/line item. The next column tells the user where to obtain the financial data for the transactions they will enter. The fourth column indicates where the user will enter the data for each line item—in many cases this will be one of the subsidiary sheets. When reference is made to the *End of Month Statement*, please refer to the sample *End of Month Statement* enclosed with this guide.

Reminder: As previously mentioned in the Spreadsheet Overview, users will not make manual entries in this section. As individual transactions are entered on the subsidiary sheets (*Detail Worksheet, A-7 Itemization and Recurring Entries*), line item totals are calculated and reflected on the appropriate lines of the *Quarterly Report*.

Line Item/Section	Description	Data Source	Data Entry
Contribution Income	This section is used to report donor contributions processed by the Mission Office and reflected on the user's <i>EOM Statement</i> in Section 101.	NA	NA
A1 001 Regular	Reflects the total 001 Regular Contributions received throughout the quarter	<i>EOM Statement/Section 101/Line A1</i>	<i>Detail Worksheet</i>
A2 002 Specials (hold)	Reflects the total 002 Specials eligible for EOM hold received throughout the quarter (if applicable)	<i>EOM Statement/Section 101/Line A2</i>	<i>Detail Worksheet</i>
A3 003 Specials	Reflects the total 003 Specials received throughout the quarter (if applicable)	<i>EOM Statement/Section 101/Line A3</i>	<i>Detail Worksheet</i>
Non-Contribution Income	This section represents fund transfers and other sources of income which cannot be considered as missionary support such as tax refunds, merchandise rebates, etc. If these funds were processed through the Mission Office, they will appear on the <i>End of Month Statement</i> in Section 102.	NA	NA
A4 Rcvd from Furlough Fund	Reflects the total funds received from the missionary's Furlough Fund this quarter	<i>EOM Statement/Section 102/Line A4</i>	<i>Detail or Recurring Entries Worksheet</i>
A6 Other Non-Contrib. Income	Reflects funds received from other sources of non-contribution income. Users will enter data for each individual transaction on the <i>Detail Worksheet</i> for reference purposes.	<ul style="list-style-type: none"> • <i>EOM Statement/Section 102/Line A6</i> • User Records 	<i>Detail Worksheet</i>
Other Offerings	Occasionally, missionaries will receive contributions such as love offerings directly from a donor and deposit them into their account. These contributions would be entered here in the Other Offerings section. A line-by-line itemization of these contributions is required on the <i>A7 Itemization - Offerings Worksheet</i> . The entries for these transactions will be obtained from the user's own accounting records.	NA	NA
A7 Other Offerings Rcvd from Donors	Reflects the total offerings received by the missionary directly from donors this quarter. The total for this line is automatically calculated from entries made on the <i>A7 Itemization - Offerings Worksheet</i> .	User records	<i>A7 - Itemization Offerings</i>
Grand Total Income	The amount on this line reflects the total of lines A1-A7. It is underlined in yellow to indicate that this figure also appears on line E2 in the Financial Summary Section of the <i>Quarterly Report</i> .	Total of lines A1 - A7	Automatic calculation

Section B - Personal Compensation

This section of the *Quarterly Report* summarizes the missionary's personal compensation--that portion of income allocated for personal use. Several of the entries used in calculating the totals in this section will remain the same from quarter to quarter. Therefore, users may want to consider entering these transactions on the *Recurring Entries Worksheet*. Otherwise, entries will be made on the *Detail Worksheet*. This is simply a matter of user preference. As with the previous section, Section A – Income, we have provided the following table to explain each line item within this section.

Reminder: As previously mentioned in the Spreadsheet Overview, users will not make manual entries in this section. As individual transactions are entered on the subsidiary sheets (*Detail Worksheet, A-7 Itemization and Recurring Entries*), line item totals are calculated and reflected on the appropriate lines of the *Quarterly Report*.

Line Item	Description	Data Source	Data Entry
B1 Quarterly Compensation	The amount on this line reflects the missionary's quarterly personal compensation. This is what has previously been referred to as Total Family Support. Each missionary's personal compensation amount is calculated by the Mission Office according to established guidelines. For more information about personal compensation, see Article VII, items one and six, in the <i>Missions Policy Booklet</i> .	<i>EOM Statement/Top of page one/line labeled B1</i>	<i>Detail or Recurring Entries Worksheet</i>
B2 Quarterly Housing	The amount on this line reflects the missionary's total quarterly housing expenses. This would include expenses for rent, maintenance and utilities for the missionary's current residence on the field. For more information about housing allowances, see the Frequently Asked Questions section on the Mission Office website.	<ul style="list-style-type: none"> • <i>EOM Statement/Section 101</i> • User Records 	<i>Detail or Recurring Entries Worksheet</i>
B3 Personal Offerings Retained	The amount on this line represents money from love offerings or ministry support that is used for personal needs beyond the family support amount indicated on line B1. Entries on this line would include, but are not limited to, 003 Specials with a memo indicating that the contribution is intended to be used for birthdays, Christmas or personal gifts.	<ul style="list-style-type: none"> • <i>EOM Statement/Section 101</i> • User Records 	<i>Detail or Recurring Entries Worksheet</i>
Total	The amount on this line reflects the total of lines B1-B3. It is underlined in green to indicate that this figure also appears on line E3 in the Financial Summary Section of the <i>Quarterly Report</i> .	Total of lines B1-B3	Automatic calculation

Section C - Personal Expenses

This section of the *Quarterly Report* summarizes the missionary's personal expenses disbursed from ministry funds. This section is not intended to report personal expenses for items such as food, clothing, personal care items, and so forth. It would be unusual to report expenses for items other than those listed on lines C1-C6, C8 and C9. Users may want to consider contacting the Mission Office before including other personal expenses on line C7. Several of the entries used in calculating the totals in this section will remain the same from quarter to quarter. Therefore, users may want to consider entering these transactions on the *Recurring Entries Worksheet*. Otherwise, entries will be made on the *Detail Worksheet*. The following table explains each line item within this section.

Reminder: As previously mentioned in the Spreadsheet Overview, users will not make manual entries in this section. As individual transactions are entered on the subsidiary sheets (*Detail Worksheet, A-7 Itemization and Recurring Entries*), line item totals are calculated and reflected on the appropriate lines of the *Quarterly Report*.

Line Item	Description	Data Source	Data Entry
C1 BBFI Medical/Life Program	Reflects deductions for BBFI medical / life program. Entries for this line item can be found on the line labeled C1 on the user's <i>EOM Statement</i> in Section 101. Medical expenses such as doctor/hospital visits, prescriptions and medical supplies are reported on line C9.	<i>EOM Statement/Section 101/Line C1</i>	<i>Detail or Recurring Entries Worksheet</i>
C2 BBFI Disability Program	Reflects deductions for BBFI disability program.	<i>EOM Statement/Section 101/Line C2</i>	<i>Detail or Recurring Entries Worksheet</i>
C3 Cancer/Intensive Care Premiums	Reflects premiums paid for cancer/intensive care policies.	User Records	<i>Detail Worksheet</i>
C4 Dental Premiums	Reflects premiums paid for dental insurance policies. Expenses for dental care such as periodic cleanings, fillings and other dental work are reported on line C9.	User Records	<i>Detail Worksheet</i>
C5 Retirement Contributions	Reflects contributions made to a retirement account.	User Records	<i>Detail Worksheet</i>
C6 Children's Schooling	Includes expenses related to children's schooling such as tuition, books, supplies, uniforms, etc.	User Records	<i>Detail Worksheet</i>
C7 Miscellaneous	Reflects funds disbursed for other qualifying personal expenses. When reporting these expenses on the <i>Detail Worksheet</i> , each transaction must be entered on a separate line. The description field on the <i>Detail Worksheet</i> should clearly state the purpose of this expense.	User Records	<i>Detail Worksheet</i>
C8 Income/Social Security Taxes	Reflects funds disbursed for stateside taxes such as Social Security and income taxes. The amount on this line should not include taxes paid for personal property or real estate.	<ul style="list-style-type: none"> • <i>EOM Statement/Section 005/Line C8</i> • User Records 	<i>Detail Worksheet</i>
C9 Medical/Dental Expenses	The amount on this line represents that portion of medical expenses not covered by the BBFI medical program. It would also include dental expenses not covered by the missionary's existing dental plan. This would include items such as co-pays, coinsurances, and deductibles.	User Records	<i>Detail Worksheet</i>
Total	The amount on this line reflects the total of lines C1-C9. It is underlined in blue to indicate that this figure also appears on line E4 in the Financial Summary Section of the <i>Quarterly Report</i> .	Total of lines C1-C9	Automatic calculation

Section D - Ministry Expenses

This section of the *Quarterly Report* summarizes ministry expenses. In most cases, users will obtain the information for these expenses from their own records. The following table explains each line item within this section.

Reminder: As previously mentioned in the Spreadsheet Overview, users will not make manual entries in this section. As individual transactions are entered on the subsidiary sheets (*Detail Worksheet, A-7 Itemization and Recurring Entries*), line item totals are calculated and reflected on the appropriate lines of the *Quarterly Report*.

Line Item	Description	Data Source	Data Entry
D1 Language Studies	Tuition or tutor salary; text books; reference materials	User Records	<i>Detail Worksheet</i>
D2 Postage	Newsletter mailing; communication with donors; ministry business	<ul style="list-style-type: none"> • EOM Statement/Section 101/Line D2 • User Records 	<i>Detail Worksheet</i>
D3 Printing	Promotional material for ministry work; prayer cards; newsletter; evangelistic materials (tracts)	User Records	<i>Detail Worksheet</i>
D4 Office Supplies	Work-related consumable items such as paper, pens, pencils, printer cartridges, etc.	User Records	<i>Detail Worksheet</i>
D5 Telephone	Land line and cell phone expenses	User Records	<i>Detail Worksheet</i>
D6 Equipment	Printers, computers, sound/video equipment, generators, and other large ticket items used for ministry	User Records	<i>Detail Worksheet</i>
D7 Shipping	Cost of shipping ministry items to or from the field	User Records	<i>Detail Worksheet</i>
D8 Evangelism/Ministry	Any expense related to evangelistic outreach, discipleship, ministry, Sunday School material, etc.	User Records	<i>Detail Worksheet</i>
D9 Gov't Fees & Taxes	Expenses related to visas, resident permits, non-US taxes	User Records	<i>Detail Worksheet</i>
D10 Buildings	Rent/purchase/construction expenses for churches; purchase or construction of Fellowship home	User Records	<i>Detail Worksheet</i>
D11 Subsidies (itemization required)	Contributions from ministry funds used for salaries for workers and pastors; help for Bible college students; subsidies to missions or churches being started; colleges; camps or to other ministries. Please note that because these come from ministry funds, none of them are deductible from personal income taxes.	User Records	<i>Detail Worksheet</i>
D12 Furlough Fund Deductions	Furlough fund deductions as reflected on EOM statement	EOM Statement/Section 101/Line D12	<i>Detail or Recurring Entries Worksheet</i>
D13 Deputation/Furlough Travel (itemization required)	Meals, lodging, and other incidentals related to deputation or furlough travel	User Records	<i>Detail Worksheet</i>
D14 Ministry Travel (itemization required)	Any ministry-related travel not included in D13 or D15	User Records	<i>Detail Worksheet</i>

continued on next page

Line Item	Description	Data Source	Data Entry
D15 Auto Expense	Taxes, repairs, maintenance, fuel, insurance, loan payments and vehicle purchases	User Records	<i>Detail Worksheet</i>
D16 Mission Office Support	Contributions made to the Mission Office for operational expenses. This does not include contributions designated for specific missionaries.	<ul style="list-style-type: none"> • EOM Statement/Section 101/Line D16 • User Records 	<i>Detail Worksheet</i>
D17 Personal Funds Repayment	Funds from ministry paid back to the missionary (yourself) reflecting details worked out in a pre-approved agreement with Paul Hylton, Director of Finance, and approved by Jon Konnerup, Missions Director. This amount may only be included on report if an agreement is on file prior to March 31, 2008 (this amount applies to pre-existing conditions prior to January 1, 2008).	User Records	<i>Detail Worksheet</i>
D18 Continuing Education	Tuition, books, and other miscellaneous charges related to educational expenses for the ministry of the missionary	User Records	<i>Detail Worksheet</i>
D19 Miscellaneous (itemization required)	<p>Users are not encouraged to use this category unless absolutely necessary. Occasionally, there are expenses that do not fall into any of the categories provided on lines D1-D18. However, the expense categories provided should be sufficient. Users are required to list each miscellaneous expense separately on the <i>Detail Worksheet</i>.</p> <p>For those who have previously recorded personal funds for birthdays, Christmas, and anniversaries in this section, these should now be reported on line B3 - Personal Offerings Retained (for additional information, see Section B - Personal Compensation).</p>	User Records	<i>Detail Worksheet</i>
Total	The amount on this line reflects the total of lines D1-D19. It is underlined in red to indicate that this figure also appears on line E5 in the Financial Summary Section of the <i>Quarterly Report</i> .	Total of lines D1-D19	Automatic calculation

Section E - Financial Summary

This section of the *Quarterly Report* summarizes the quarter's income and expenses and assures that the final balance on hand reconciles with the missionary's total cash and bank balances. The Beginning Balance, Balance in Reserve and +/- Adjustments cells are underlined in orange which indicates that these are manual entry cells. The other colored cells are linked to the totals in sections A-D of the *Quarterly Report* as previously mentioned. The following table explains each line item within this section.

Line Item	Description	Data Source	Data Entry
E1 Beginning Balance	The amount on line E1 is carried forward from the missionary's ending balance on the previous month's <i>Quarterly Report</i> . The user must enter this amount manually. Please note that the first quarter of 2008 must reflect the total of the December 2007 balance on hand <u>plus</u> the missionary's "Other Reserve" balance on the December 2007 <i>End of Month Statement</i> . Beginning quarter two and thereafter, this amount is obtained from the ending balance on line E6 of the previous <i>Quarterly Report</i> .	<i>Quarterly Report</i> previous month – line E6	User Entry
E2 Income	Line E2 reflects the total income for this quarter. This cell is underlined in yellow to indicate that the entry on this line is linked to the grand total (also underlined in yellow) in the Income section.	Section A - Total Income	Automated entry
E3 Personal Compensation	Line E3 reflects the total Personal Compensation for this quarter. This cell is underlined in green to indicate that the entry on this line is linked to the total (also underlined in green) in the Personal Compensation section.	Section B - Total Personal Compensation	Automated entry
E4 Personal Expenses	Line E4 reflects the total Personal Expenses for this quarter. This cell is underlined in blue to indicate that the entry on this line is linked to the total (also underlined in blue) in the Personal Expense section.	Section C - Total Personal Expenses	Automated entry
E5 Ministry Expenses	Line E5 reflects the total Ministry Expenses for this quarter. This cell is underlined in red to indicate that the entry on this line is linked to the total (also underlined in red) in the Ministry Expense section.	Section D - Total Ministry Expenses	Automated entry
E6 Ending Balance	Line E6 calculates the user's Ending Balance by taking the Beginning Balance on line E1 and adding or subtracting the entries on lines E2-E5.	Not Applicable	Automatic calculation
E7 Balance in Reserve	Users will enter the balance in their Reserve Account as of the last day of the quarter on this line. Please note that no entry is made on this line until the final month of each quarter (March, June, September and December).	<i>EOM Statement/Balances Section/Line E7</i>	User Entry
E8 -/+ Adjustments	The adjustment on line E8 will generally need to be made because of fluctuating exchange rates during the quarter. It should only be a few dollars unless there have been radical exchange rate swings in your field. If it is more than a few dollars and you have confirmed that there are no errors or omissions on the report, you should document for our auditors the extreme rate changes which led to the larger adjustment. If it is only a few dollars, no explanation is necessary.	Based on individual circumstances	User Entry
Reconciled Balance	The amount on this line should agree with the user's total cash and bank balances they currently have on hand for their ministry.	Not Applicable	Automatic calculation
E9 Checkbox	By checking the box on line E9, users verify that the reconciled balance on their <i>Quarterly Report</i> agrees with the total cash and bank balances they currently have on hand for their ministry. Users are required to check this box before their <i>Quarterly Report</i> will be accepted by the Mission Office.	Not applicable	User Entry

Section F - Work Summary

The information in this section is used to report ministry figures for statistical purposes. According to BBFI Missions Policy, all missionaries are required to submit this information at least annually. Because of individual circumstances and personal preference, users can decide if they would like to submit this information on an annual or quarterly basis. For those missionaries who choose to report ministry totals annually, they will complete lines F3-F11 on the fourth Quarterly Report only. However, every quarter they must complete lines F1 and F2.

The table below provides a line-by-line explanation of the entries to be made in this section. Notice that there are two sub-headings within this section:

- Totals for this Quarter/Year
- Cumulative Ministry Totals

Line Item/Section	Description
F1	This line indicates whether the missionary has chosen to submit ministry totals on lines F3-F11 on an annual or quarterly basis. Users will indicate their choice by placing an "X" beside the applicable response.
F2	This line indicates whether the missionary was in language school during this quarter. Users will indicate their response by placing an "X" beside the applicable answer.
Subheading: Totals for this Quarter/Year	Lines F3-F8 fall under the subheading titled "Totals for this Quarter/Year." Users will report numbers here for the current reporting period only -- the choice they made on line F1. Let's say you have chosen to report Work Summary information annually. On your fourth quarter report, you would determine the totals for January through December in each category listed and record them in this section. For those reporting figures on a quarterly basis, the amount on these lines would reflect totals for the <u>current</u> quarter only.
F3 – Professions of Faith	Enter the number of professions of faith for this reporting period.
F4 – Baptisms	Enter the number of baptisms performed during this reporting period.
F5 – Leaders in Training	Enter the total number of leaders in training involved in your ministry at this time.
F6 – New Mission Churches/Bible Studies	Enter the number of new Mission Churches/Bible Studies established during this reporting period.
F7 – New Churches Organized	Enter the number of new churches organized during this reporting period.
F8 – Combined Average Weekly Attendance	Enter the combined average weekly attendance for this reporting period.
Subheading: Cumulative Ministry Totals	The last three lines fall under the subheading titled "Cumulative Ministry Totals." The numbers reported here are intended to be a snapshot of this point in time since your work as a missionary on the current field began. For instance, unless new Mission Churches or Bible Studies were organized since the last reporting period, this number would remain the same as the figures reported in the previous reporting period. However, if any new Mission Churches or Bible Studies were organized during the current reporting period, the number you enter on line F9 would increase accordingly.
F9 – Msn Churches/Bible Studies	Enter the total number of Mission Churches/Bible Studies that exist at this point in time as a result of your ministry.
F10 – Organized Churches	Enter the total number of organized churches that exist at this point in time as a result of your ministry.
F11 – Organized Churches no longer supervised or reporting results	Enter the number of organized churches no longer supervised or reporting results to you. These are churches that were organized as a result of your ministry, but they are now operating independently.

Unlabeled Sections

In the upper left-hand corner of the worksheet, users will simply fill in the information requested. Each field is self-explanatory. The missionary's name, number and field can be prefilled on the *Quarterly Report Template*, if desired, since this information is always the same.

_____ (Name)		_____ (Msnry No.)
Field _____	Qtr _____	Year _____

In the upper right-hand section, users will provide information regarding furlough and deputation. This information is shared with those who contact the Mission Office as they are planning mission conferences and such. Please enter date information in month/year format.

Deputation/Furlough this Quarter? Yes ___ No ___
 _____ OR _____
(Target Date to Field) (Scheduled Date to Field)
 Next Furlough? _____ to _____

Please note that providing this information here does not relieve the missionary of the responsibility to contact the Mission Office when they travel to and from the field for furlough and other reasons.

In the bottom center portion of the worksheet, users are required to mark "yes" or "no" in answer to the question asking if they were in the USA during any portion of this quarter. If so, a brief explanation of the reason along with dates is required in the space provided.

NOTE: The IRS requires different reporting practices from the Mission Office when missionaries are stateside. Were you in the USA during any portion of this quarter? Yes ___ No ___

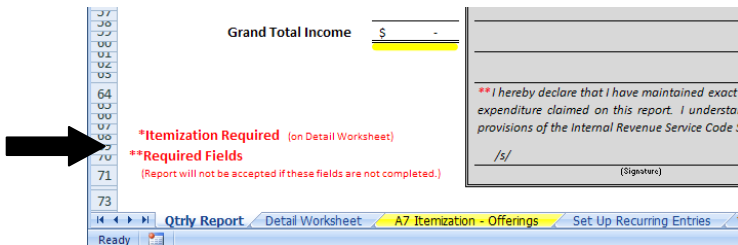
If yes, please give the dates and explanation below:

****** I hereby declare that I have maintained exact contemporaneous substantiation to support each and every expenditure claimed on this report. I understand that to do otherwise would place me in violation of the provisions of the Internal Revenue Service Code Section 274, as amended by the 1984 Tax Reform Act.

/s/ _____ (Signature) _____ (Date)

Before submitting the *Quarterly Report*, users are required to read the statement which states that they have maintained proper documentation to justify all entries on their *Quarterly Report* and that they understand the consequences of doing otherwise in light of IRS regulations. Finally, the missionary MUST sign and date this section acknowledging that they understand and agree with the preceding statement. More information regarding digital signatures will be addressed later in this guide.

Finally, the lower-left portion of the worksheet communicates the reason for the asterisks seen in various places on the *Quarterly Report*.



- * Any items on the *Quarterly Report* marked with a single asterisk require a line-by-line itemization on the *Detail Worksheet* for each individual transaction.
- ** Any areas on the *Quarterly Report* marked with a double asterisk are REQUIRED fields. *Quarterly Reports* submitted without this required information will not be accepted by the Mission Office.

We're now ready to move on to the next tab/sheet, the *Detail Worksheet*. Please refer to the sample provided.

Additional Information

Digitally Signing the Quarterly Report

Quarterly reports will not be accepted by the Mission Office if the missionary fails to provide a valid signature. Since a majority of users will submit their reports via email attachment, a physical signature is not possible. Therefore, the Mission Office will assign a unique PIN (personal identification number) to each missionary. In order to constitute a valid signature the missionary will need to type their digital signature using a universally recognized format for electronic signatures. This signature will consist of three basic components: the symbol /s/ which denotes that there is a written signature on file; the missionary's first and last name; and the missionary's unique PIN.

<p><i>** I hereby declare that I have maintained exact contemporaneous substantiation to support each and every expenditure claimed on this report. I understand that to do otherwise would place me in violation of the provisions of the Internal Revenue Service Code Section 274, as amended by the 1984 Tax Reform Act.</i></p>	
<p>/s/ John Doe 0123406789 (Signature)</p>	<p>9/30/2007 (Date)</p>

Submitting the Report

Once the report is signed and all entries have been verified, users are ready to submit their *Quarterly Report* as an email attachment to quarterlyreports@bbfmissions.com. Please note that the Mission Office requires users to send the entire workbook (*Quarterly Report, Detail Worksheet, A7-Itemization and Recurring Entries*). The following table provides helpful information regarding dates/deadlines.

Quarter	Reporting Period	Deadline
First	Jan – Mar	April 30
Second	Apr – Jun	July 30
Third	Jul – Sept	October 30
Fourth	Oct – Dec	January 30



Manual-Entry Reports Available

The Mission Office realizes that not every missionary will be able to use the Excel spreadsheet in completing their *Quarterly Reports*. Therefore, manual-entry forms along with written instructions are available upon request from the Mission Office.

Frequently Asked Questions

After completing this guide, you may have questions about various aspects of the *Quarterly Report*. In order to help answer some of the most commonly asked questions, the Mission Office has provided the *Quarterly Report Information Center* (QRIC). It is located on the Mission Office website, www.bbfmissions.com. Within the QRIC, you will find a link to the FAQ forum (see below) where you will find a searchable list of questions and answers that have already been submitted by other missionaries. You will also have the opportunity to submit questions of your own, if needed. Missionaries are encouraged to visit the *Quarterly Report Information Center* regularly.

Click here for Frequently Asked Questions

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