



**SUPPORT GOAL WORKSHEET 2011**

NAME: Sample  
 LOCATION: Cameroon  
 MANAGER: \_\_\_\_\_  
 LOCATION COST OF LIVING FACTOR: 60%  
 LAST SUPPORT GOAL UPDATE: \_\_\_\_\_

JOB TITLE: SVC  
 MINISTRY ACCOUNT NUMBER: \_\_\_\_\_

		<b>MONTHLY</b>	<b>ANNUAL</b>
<b>1</b>	<b>GROSS SALARY</b>	\$ 2,300.00	\$ 27,600.00
	<i>per pay period amount</i>	\$ 1,150.00	
<b>2</b>	<b>MINISTRY EXPENSE</b>	\$ 225.00	\$ 2,700.00
<b>3</b>	<b>EMPLOYER EXPENSES</b>	\$ 774.57	\$ 9,294.84
	<b>TOTAL MONTHLY SUPPORT GOAL</b>	\$ 3,299.57	\$ 39,594.84
<b>400</b>	<b>INITIAL ONE TIME GIFTS SUPPORT GOAL</b>		\$ 2,700.00

1.) We have room to adjust this. This is a salary based on the job you will do, but you still need to look at your personal budget and see if you feel this will adequately cover your needs. Use the country info on the training site to help get an idea of the cost of living of where you will be serving. Don't forget to also take into consideration any financial obligations that you will continue to have here in the US even while you serve elsewhere. If you do feel this needs to be increased, we can make adjustments within our guidelines. There is also room to lower the amount if you are able to live on less.

2.) This includes the basics for ongoing partnership development expenses and to save for future round trip tickets to and from the field. We can add to this area if you have other ministry expenses that you know of.

3.) This includes the cost for WA's insurance. This is not mandatory. If you do get insurance on your own, that full expense would be paid for out of your salary funds. The other employer expenses are for life insurance and the employer portion of taxes for your salary. These are mandatory expenses.

\_\_\_\_\_  
 EMPLOYEE SIGNATURE and DATE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE and DATE

\_\_\_\_\_  
 HR SIGNATURE and Date

<b>100</b>	<b>Gross Salary</b>	Gross monthly check, paid half on 15th and half on 30th Automatically deducted monthly from ministry account
<b>200</b>	<b>Ministry Expense</b>	Monthly goal for ministry items Use Expense Form to be reimbursed from ministry account
<b>300</b>	<b>Employer Expense</b>	Mandatory Items and expense based on benefit choices Automatically deducted monthly from ministry account
<b>400</b>	<b>One Time Goal</b>	Additional goal to raise before starting your ministry Use Expense Form to be reimbursed from ministry account

\*See page 2 below for the details for these different areas

**DETAIL SECTION OF THE WORK SHEET**

<b>100</b>	<b>Gross Salary</b>	<b>Monthly</b>	<b>Annual</b>
	101 Gross Salary	\$ 2,300.00	
	102 Voluntary Salary Reduction		
	<b>Total Salary</b>	\$ 2,300.00	
<b>200</b>	<b>Ministry Expense</b>		<b>Annual</b>
	201 Partnership Development		\$ 700.00
	202 Ministry Related Travel (in Country)		
	203 Furlough Savings (Cost of Airfare)		\$ 2,000.00
	204 Training		
	205 Other _____		
	206 Other _____		
	207 Other _____		
	<b>Total Ministry Expense</b>		\$ 2,700.00
<b>300</b>	<b>Employer Expenses</b>	<b>Monthly</b>	
	301 Employer Portion of Medical	\$791.02	Global with Spouse
	302 Employer Portion of Dental	\$0.00	Included with Medical
	303 Employer SS/Medicare Tax	\$ 175.95	
	304 Life & AD&D	\$ 27.60	
	305 LTD (only if in the US)	\$ -	
	306 WA Contribution	-\$220.00	
	<b>Total Employer Expenses</b>	\$774.57	
<b>400</b>	<b>One Time Expenses</b>		<b>Annual</b>
	401 PD Training		\$ 700.00
	402 Initial Travel (one way ticket cost)		\$ 2,000.00
	403 Set Up Cost		
	404 Language Learning Cost		
	405 Other _____		
	406 Other _____		
	407 Other _____		
	<b>Total One Time Expenses</b>		\$ 2,700.00

We encourage you to use the Sample Budget Sheet (available on the training site) as a starting point for figuring out your personal budget and expenses.

Comments: