



FUNDAMENTAL BAPTIST MISSIONS INTERNATIONAL

## Understanding the EOM Process: Step Four (Reporting)

Bro. Siemer

Review of the Communication Cycle as it pertains to the work of a missionary.

1. Requesting
2. Receiving
3. Reallocating
4. Reporting

Let's take a closer look at this fourth step, reporting.

1. It all begins with good recordkeeping.
  - a. Challenge: A quote that has motivated me: “Cheaters don’t keep good records.”
  - b. We all do things differently, but we each need a system that works for us.
    - i. Paper or digital
    - ii. Learned from others or original (usually a blend)
  - c. Deputation is a great training ground to develop and fine tune this system.
    - i. Starts simply and becomes more complex
    - ii. Countless opportunities to learn from successful leaders
    - iii. Growing opportunities to figure things out in order to teach
    - iv. Tailored to your family’s nature and needs
    - v. Like a living thing, always growing and more effective (provokes joy, hope and enthusiasm)
  - d. Elements
    - i. Schedule: meetings and other commitments
    - ii. Production: getting the work of life done
    - iii. Records: financial and otherwise
    - iv. Simplicity: KISS principle (“Keep it Simple,” with the last “S” → “servant of God”)
    - v. Flexibility: adaptable to the twists and turns of life
2. Consider to whom you will be reporting.
  - a. Family and friends: records of important dates (e.g. birthdays, anniversaries) and events for relationships to be strengthened in order to influence people for good; love gives

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- b. Donors: ministry service records are kept to reference when writing prayer letters
  - c. FBMI: mileage, ministry and financial records are kept for the completion of the monthly EOM (End of Month) report and the varying missionary questionnaires from churches
  - d. Governmental authorities: financial records for tax preparation, personal records for passport and visa applications,
3. Develop habit patterns that will help you to keep the best records. For example:
- a. Have a way to record mileage, and record it after you start the car, while the engine and components are warming up to operating temperature.
  - b. When buying something, always ask for a receipt and have a place to keep them until they can be filed.
  - c. Label receipts for ministry expenses accordingly (such as “WF” referring to “work fund”) with a notation indicating the purpose.
4. Focusing on FBMI’s monthly EOM report and reports FBMI and donors are likely to ask you to complete, what must be recorded on a daily basis?
- a. Mileage (beginning, ending and key points in between)
    - i. Each day, it will be a mix of personal and ministry mileage
    - ii. Your tax advisor will help you learn to discern.
  - b. Ministry and personal expenses with the receipts for documentation
    - i. Once again, your tax advisor will help you learn which expenses qualify as ministry expenses and which personal expense receipts should be saved for tax purposes.
  - c. Records of important events
    - i. Spiritual milestones (personal, family, etc.)
    - ii. Travel records (mileage, meals, etc.)
    - iii. Ministry records
      - 1. Teaching and preaching: title or topic, results
      - 2. Soul-winning: Gospel presentations, souls won, vignettes to prompt memory for prayer letters
      - 3. Visitors, baptisms, new members, discipleship, mentoring
      - 4. Surrender to full-time service or as missionaries
    - iv. Family records (important events, milestones)

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- v. Medical/dental records (health and dental maintenance, significant illnesses or treatment events, children, billing and payment, etc.)
  - vi. Major purchases or sale of property
  - vii. Change of residence
  - viii. National, international and legal (passports, visas, complications, etc.)
5. Understanding how FBMI missionaries report financially
- a. FBMI missionaries are considered employees. W-2s are issued instead of 1099s.
  - b. FBMI utilizes the Accountable Reimbursement Plan (ARP) for the full spectrum of missionary financial services. Briefly, missionaries are paid at the end of the month and they report in the EOM report how they utilized these funds in the following month.
  - c. FBMI's financial system (with the ARP) was developed and has been maintained to minimize the administrative burden on missionaries and to maximize their benefits.
  - d. FBMI missionaries fulfil the effectiveness of the ARP by completing their EOM reports.
6. How I have learned to utilize the EOM reporting process
- a. Developed a method of financial record-keeping that is an integral part of my overall record-keeping system.
  - b. Developed the habit of recording all expenses and keeping all receipts in an organized way. On ministry receipts and in the record, the purpose of each ministry expense is noted. Receipts and records are kept mindfully, looking forward to the day when they will be used, to make tax preparation and EOM report completion as simple as possible.
  - c. Developed a plan and procedure for the completion of the EOM report before the FBMI official deadline (the 24<sup>th</sup> of the following month.)
    - i. Where: someplace free of distractions; ideally the office or home office
    - ii. When: when the mind is fresh and there are no pressing responsibilities
    - iii. How: assembling everything necessary; completing the report systematically
7. Those who faithfully and effectively complete their EOM reports have developed a system that works for them. Some suggestions:
- a. Assemble everything that you will need.
    - i. All receipts and records
    - ii. The ministry checking account checkbook with the register up-to-date
    - iii. The payroll voucher from the preceding month
    - iv. Income records for the month

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- v. All income records for the month
- vi. The computer and other digital resources
- b. Have an ample work surface, with space for everything to be laid out (in stacks) in an organized way.
  - i. Personal receipts (one pile full sheet, one pile register receipts)
  - ii. Ministry/work fund receipts (two piles, likewise)
  - iii. Income receipts and records
  - iv. Medical, dental and vision receipts and records
  - v. Housing and utility receipts/records
  - vi. Ministry checking account checkbook and account statements
  - vii. Payroll voucher from the preceding month
- c. Develop a consistent, stepwise process that works for you.
  - i. Download the latest, current EOM report template from the FBMI web site.
  - ii. Open the template, enter your personal information on page one, and save it as a document with a consistent name (e.g. ExpRepMay2021.)
  - iii. Close the template and work from this saved document.
  - iv. Enter all ministry expenses in their appropriate locations (date, nature, etc.) from the first day to the last day of the month.
  - v. Enter all ministry mileage in a similar fashion.
  - vi. Enter the relevant fees paid (found on the payroll voucher) on the last calendar page of the EOM. (transaction fees, printing and mail services)
  - vii. Complete the Box B calculator with the information from last month's payroll voucher.
  - viii. Fill out the remainder of the first page of the EOM
- 8. Many people dread reports. But this is because they aren't ready to complete them. Reporting is wonderful when one is prepared.
  - a. Awareness of the greatness of God's work and the privilege to participate.
  - b. Appreciation for the communication cycle, which qualifies us to be a team player.
  - c. Gratitude for FBMI and for those who've gone before, setting up the tools for reporting.
  - d. Love for God, Who is worthy of our best service and Who inspires us to faithfulness.
  - e. Faith in Him and Hope in His promises, that He will reward our faithful service.

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