



SOUTH CENTRAL CONFERENCE RELOCATION INFORMATION PACKET

715 Youngs Lane • Nashville, TN 37207 • Phone: 615-226-6500 • Fax: 615-226-9837

NEW for 2019 Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended. **As a result, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are considered taxable income.**



MOVING

If the conference has notified you that you will be relocating to another district, there are benefits available to assist you with your move. Please use this packet as a guideline when preparing for your relocation.

When Moving - There are **TWO Options available**

1) Move yourself, or 2) Let us move you.

MOVE YOURSELF:

When moving yourself you must submit a written quote which includes your expenses for the following:

- Truck Rental quote from company (U-Haul, Budget or the like) including insurance and mileage
- Receipts for packing materials
- Payment amount to helpers to assist in packing and unpacking the truck (a maximum of two helpers @ \$50 per helper.)
- No moving company quotes are considered when moving yourself



LET US MOVE YOU:

Contact Marcy Danté, Relocation Specialist, with APEX Moving and Storage at: (615) 615-834-3992 or (800) 766-1902.

Please give APEX at ***LEAST 3 weeks*** prior notice to schedule your move and ***4 weeks during the summer months.*** **Note the following restrictions:**

- We do not cover the cost of packing, except for flat screen TVs.
- Packing materials are supplied upon the employee's request.
- We will move you with a maximum 16k pounds. Anything over 16k pounds will be the responsibility of the employee.
- We will cover the expense to move 1 (one) car.
- Any items requested to be moved by the moving company that are not covered by South Central Conference will become the responsibility of the employee to pay.
- **Exclusion: Disconnection** - We do not cover the cost for third party services to crate items, disconnect frontload washers and dryers or refrigerators.

*All requests must
be made in writing
and emailed to the
Treasury
Department.*

HOUSE-HUNTING EXPENSES

SEARCHING FOR HOUSING:



When you begin your search for housing, the conference will cover the following expenses incurred when making house-hunting trips:

- ✓ 2 ½ Trips (not including introduction weekend)
- ✓ Hotel costs for a **maximum of 14 nights**
- ✓ Per diem (based on overnight stay **with hotel receipt**)

Reimbursable Items include:

Per Diem	Current Rate (<i>Contact Treasury</i>)
Mileage	Current Rate (<i>Contact Treasury</i>)
*Tolls	Actual Expenses -
*Parking	Actual Expenses
*Airline Ticket	Actual Expenses
*Car Rental	Actual Expenses (Must fit within the estimated mileage)
*Lodging	Actual Expenses or Funds for Family/Friend Stay (Hotel cost must not exceed \$129 + tax, unless prior approval has been given by treasury)

Please provide receipts when seeking reimbursement for any expenses incurred by your move

Items marked with asterisk (*) indicate that receipts are required for reimbursement. A Worker Report with receipts attached must be submitted to Payroll for reimbursement.

Please note the following:

- Per Diem is granted based on an overnight stay- with a copy of hotel receipts.
- **All travel by airline and car rentals must be pre-approved by Treasury prior to booking.**
- We can provide an advance to assist you with moving expenses.

MOVING ADVANCES:

Advances on moving expenses are available upon request. All requests are to be **submitted in writing** to the Treasury Department by the close of business on Tuesdays. Checks are processed and mailed every Thursday when requests are submitted on time. If there are special needs concerning your request, please indicate those needs in writing.

The advance should be calculated on the following items:

- Hotel expenses
- Estimate Mileage **or** Car Rental plus gas (pre-approval by Treasury, provide receipts)
- Airline Ticket (must be pre-approved by Treasury)
- Tolls
- Parking

Please make sure to indicate the exact address of where you want the check to be sent. This will help ensure that your check is received in a timely manner.

Please read the document in full and if there are any questions feel free to contact Valerie Reid @ Ext. 118

RELOCATION ALLOWANCE/MOVING SUBSIDY

Relocation Allowance is only available **AFTER** you have relocated. Please submit proof that your move has been completed. (I.E. copy of apartment lease and/or utility bill).

It is the responsibility of the Conference to address the expenses of the pastors it has called or reassigned. The actual expense of moving the contents of your home from point "A" to point "B" is covered with limitations (see page one for detail).

The Relocation Allowance/Moving Subsidy is designed to help defray the other expenses associated with your move, i.e. utilities, car tags, down payments, etc.



Increasingly moves are becoming difficult especially in cases where the spouse is employed outside the home. To reduce some of the stress placed on our ministers and their families, the following policy is in place:

1. If you are being transferred - You are allowed the SCC Family Relocation Allowance for a total of three months. If you are a new employee, the allowance is available for one month. The allowance is based on the following formula:
 - a. Ministers with a spouse working outside the home receive an allowance up to an amount equal to 56% of the Conference approved percentage rate of the denominational remuneration scale.
 - b. The allowance is not payable for working spouses who are on medical leave at the time of the move.
 - c. If the spouse does not work outside the home, the allowance shall be in an amount equal to 28% of the Conference approved percentage rate of the denominational remuneration scale.
 - d. If you are entering the ministry for the first time, returning to the ministry after an extended separation from denominational employment, or are coming to the Conference on an internship from the seminary, the allowance is paid for a period of one month only.
 - e. The allowance is only paid in instances where the family relocates to a different city.
 - f. That the current "curtain allowance" is included in, not added to, the relocation allowance.
2. Implementation of this policy is based on fund availability, but in no event shall a pastoral assignment be deferred based on any lack of funds.

If you would like a copy of the policy for exact terms and conditions, please contact the Treasurer.



DUPLICATE HOUSING/RENT SUBSIDY



When South Central moves you from one location to another and you are required to pay mortgages at two locations [due to failure to sell or rent a home, or other significant cause] an allowance may be granted to cover payments at the previous location providing both homes are habitable.

Duplicate Housing/Rent Subsidy:

- May be granted for up to 24-months under normal circumstances.
- Is paid through payroll.
- Is subject to Federal withholding and FICA taxes for non-clergy employees.
- Is limited to one allowance per family.

Duplicate Housing (Owned)

In order to receive the duplicate housing:

1. The previous home must be vacated and placed on the market prior to the beginning of the benefit.
2. Written documentation must be submitted indicating that the asking price for said home has been lowered and that the amount is no more than 100% of the appraisal provided by an independent appraiser.
3. Reasonable costs for an appraisal will be reimbursed by the Conference.
4. Every **three months** an assessment will be performed on this benefit and evidence must be provided [in writing] that the list price of the home has been reduced by at least 5% before the allowance is continued.
5. Your Mortgage statement must be submitted monthly to ensure accuracy of benefit payment.

Duplicate Housing (Renting)

For employees who are renting upon the time of their relocation and if required to break the current lease agreement, the conference will pay the full amount of that obligation according to stipulations listed in the agreement provided by the rental agency. The lease agreement must be submitted to receive this benefit. Please submit a copy of the lease agreement to receive this benefit if renting.

Rent Subsidy

In order to receive the rent subsidy benefit, employees must submit a copy of the full lease agreement of the rented property. Please be reminded, in order to receive duplicate housing, we must receive:

1. A Listing Agreement or proof that your home is on the market.
2. A copy of your mortgage statement.

Employees will have the opportunity to be reimbursed the cost of the difference between the mortgage amount and the lease amount up to \$400.00.

WORKER'S REPORT SAMPLE

Below is a sample of detailed worker report. **Please REMEMBER** that this monthly worker's report with **ALL RECEIPTS** attached is needed **in the Payroll office by the 15th of the month** to ensure that your payroll check is not compromised.

If you have received moving advance - this will mean, if the proper documentation has not been submitted to Payroll with your report by the 15th explaining the expenses **the full amount of any advances received WILL BE deducted from your check** and you will only be reimbursed for expenses with valid receipts.



South Central Conference of Seventh-day Adventists
715 Youngs Lane, Nashville, TN 37207
Phone: 615-226-6500 * Fax: 615-226-9837

Worker's Monthly Report

Report Deadline: 12 Noon on the 15th of each Month

Year 2019 Month June/July

Name

Address
(Click Here if New Address)

City/State/Zip
Cell #

SAMPLE REPORT

123 My Street

Louisville, KY 40203

502-123-4567

PERSONAL USE							Location		Special Travel Expenses							(Purpose of Trip) Explanation of Expenditures	
Sermons	Baptisms	Missions	Board Meetings	Prayer Meetings	Staff/Departmental Meetings	Dates Traveled	City and State (Place of Travel)	District Travel	Trip Approval**	Special Mileage (# of Miles)	Lodging/Hotel (Attach Receipt)	Per Diem (Based on Overnight Stay w/ hotel receipt)	Airline Travel	Car Rental	Miscellaneous (Gas, Tolls, Uber, Taxi, Etc.)		Dept. Charged
						16											
						17	New City, AL		A	485	125.22	75.00					House Hunting
						18	New City, AL		A	10	125.22	75.00					
						19	New City, AL		A	15	125.22	75.00					Use this column to explain any expenses related to your move.
						20	New City, AL		A	28	125.22	75.00					
						21	New City, AL		A	15	125.22	758.00					
						22	New City, AL		A	485							
						23											
						24	Louisville KY		22								Meetings with Deacons
						25											
						26											
						27	Louisville KY		139								Member Visitation & Prayer Meeting
						28											
						29											
						30											
						31											
						1	Louisville KY		22								Sabbath Preparation
						2	Louisville KY		22								
						3											
						4	Nashville TN		A	175	scc pd	50.00					Orientation at SCC
						5	Nashville TN		A	42	scc pd	50.00					Orientation at SCC
						6	Nashville TN		A	42	scc pd	50.00					Orientation at SCC
						7	Louisville KY		A	175							
						8											
						9	Louisville KY		25								
						10	Louisville KY		22								
						11											
						12											
						13	Louisville KY		87								Member Visitation & Prayer Meeting
						14											
						15	Louisville KY		22								Sabbath Preparation
4	3	12	1	3	0		Totals		361		1,472	626.10	1,208.00	0.00	0.00	0.00	
1. Due BY 12 NOON - on the 15th of each month										618.24		\$2,452.34					
2. Please observe and follow Reporting Instructions										2019 Rates							
3. Classify all Expense Items under proper Headings										Mileage: .42							
4. **Trip Approved by A=President, B=Secretary, C=Treasurer										Per Diem: Single \$50/Family: \$75 (base on overnight stay)							

SAMPLE

TREASURY STAFF
www.iamsouthcentral.org

<p style="text-align: center;">Sonja Crayton Treasurer Phone: 615-226-500, x115 Email: scrayton@scc-sda.org</p>	<p style="text-align: center;">Valerie Reid Associate Treasurer Phone: 615-226-6500, x118 Email: vreid@scc-sda.org</p>
<p style="text-align: center;">Jasmine Best Accountant Phone: 615-226-6500, x 112 Email: jbest@scc-sda.org</p>	<p style="text-align: center;">Alicia Hunt Payroll Accountant Phone: 615-226-6500, x117 Email: ahunt@scc-sda.org</p>
<p style="text-align: center;">Marcia Metansingh Administrative Assistant Phone: 615-226-6500, x 113 Email: mmetansingh@scc-sda.org</p>	<p style="text-align: center;">Keisha Stubbs Senior Accountant/Auditor Phone: 615-226-6500, x 116 Email: kstubbs@scc-sda.org</p>