



# SOUTH CENTRAL CONFERENCE RELOCATION INFORMATION PACKET

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

**\*NEW for 2018\*** 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 from January 1, 2018 through December 31, 2025. **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 taxable income to the individual.**



## 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.

There are TWO Options available when moving:

- 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
- Amount of payment to helpers (a maximum of 2 helpers on each side to be paid up to \$50 per person)
- 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:

- Packing Materials will be supplied upon the employee's request.
- We will move you with a maximum 16k pounds.
- We do not cover the cost of packing, except for flat screen TVs.
- 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 submitted in writing and emailed or faxed to the Treasury Department.*

# HOUSE-HUNTING EXPENSES

## SEARCHING FOR HOUSING:



*Receipts must be provided when seeking reimbursement for any expenses incurred by your move.*

When you begin your search for housing, the conference will cover expenses incurred when making house-hunting trips for a **maximum of 14 nights lodging** at a hotel plus per diem and **2 ½ trips** not including introduction weekend.

### Reimbursable Items include:

Per Diem	Current Rate (Contact Treasury)
Mileage	Current Rate (Contact Treasury)
*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)

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

### Please note the following:

- Per Diem is granted based on an overnight stay- with receipt copies.
- **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 if needed. All requests must 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.

Attached you will find a sample of detailed worker report. **Please REMEMBER** that this monthly worker's report with **ALL RECEIPTS** attached is needed in our office by the 15<sup>th</sup> of the month to ensure that your payroll check is not compromised.

This means, if the proper documentation (i.e. worker report) is not received by the 15<sup>th</sup> explaining the expenses **the full amount of the advance WILL BE TAKEN from your check.**

**Please read the document in full and if there are any questions feel free to contact Jasmine Best @ Ext.111**

## 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, utility or telephone 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 was designed to help defray the other expenses associated with your move, i.e. utilities, car tags, down payments for home or apartment, mortgage rate differential, loss of equity, wear and tear on furniture, etc.



Increasingly moves are becoming difficult especially in those cases where the wife 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. 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. That the families 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 for this policy.
  - 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 for this policy.
  - 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. This allowance may be granted for up to 24-months under normal circumstances. This benefit is paid via payroll and is subject to Federal withholding and FICA taxes for non-clergy employees. This benefit is limited to one allowance per family.

### Duplicate Housing (Owned)

To receive the duplicate housing the previous home must be vacated and placed on the market prior to the beginning of the benefit being received. All employees must submit written documentation 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, reasonable costs for an appraisal will be reimbursed by the Conference. Once this information is received, the employee is eligible to receive the benefit. Every **three months** an assessment will be performed on this benefit and evidence must be provided that the list price of the home has been reduced by at least 5% before the allowance is continued. 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 a Listing Agreement or proof that your home is on the market and 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.

## Treasury Staff

### Sonja Crayton, Treasurer

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### Robert Chandler, Associate Treasurer

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### Jasmine Best, Accountant/Risk Manager

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### Alicia Hunt, Payroll Accountant

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### Keisha Stubbs, Senior Accountant

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### Marcia Metansingh, Administrative Assistant

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# Worker's Monthly Report

(Due Monthly by the 15th)

South Central Conference of Seventh-day Adventists  
 715 Youngs Lane, Nashville, TN 37207  
 Phone: 615-226-0300 ~ Fax: 615-226-9837

Year **2018** Month **SAMPLE**

Name  
 Address  
 City/State/Zip  
 Cell #

MY NAME  
 MY ADDRESS  
 MY CITY/STATE/ZIP  
 MY CELL

PERSONAL USE										Location	Special Travel Expenses										*When seeking reimbursement for travel, use this column to explain the purpose of the trip or expense.  (Purpose of Trip) Explanation of Expenditures
Sermons	Baptisms	Visitations	Board Meetings	Prayer Meetings	Staff/Department	Dates Traveled	City and State (Place of Travel)	Personal Mileage (not for trip approval)	Special Mileage (# of Miles)	Lodging/Hotel	Per Diem (based on overnight stay w/ board receipt)	Airline Travel	Car Rental	Miscellaneous (Gas, Tolls, etc.)	Dept. Charged						
						16										USE THIS COLUMN TO EXPLAIN ANY EXPENSES RELATED TO YOUR MOVE					
						17															
						18	Anytown, MS		485	125.00	75.00										
						19	Anytown, MS		15	125.00	75.00					House hunting					
						20	Anytown, MS		10	125.00	75.00										
						21	Anytown, MS		28	125.00	75.00					DIEM					
						22	Anytown, MS		20	125.00	75.00					YOU MUST SUPPLY A COPY OF THE HOTEL STAY.					
						23	Anytown, MS		485	125.00											
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<b>Totals</b>									<b>1,043</b>	<b>750.00</b>	<b>375.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>							
<b>1. Due BY 12 NOON - on the 15th of each month</b>									<b>438.06</b>								<b>\$1,563.06</b>				
2. Please observe and follow Reporting Instructions 3. Classify all Expense Items under proper Headings 4. **Trip Approved by A=President, B=Secretary, C=Treasurer								<b>2018 Rates</b> <b>Mileage: .42</b> <b>Per Diem: Single \$50/Famil: \$75 (based on overnight stay)</b>													

SAMPLE REPORT