

# INSTRUCTIONS FOR COMPILING THE GIRLS MINISTRIES QUARTERLY REPORT

The quarterly report is an account of Girls Ministries giving from which district and national statistics are computed for permanent records.

## WHAT TO REPORT

The quarterly report shows all cash offerings and the actual money spent on merchandise purchased for projects by the local group during the 3-month period.

## HOW TO REPORT

**CASH GIVEN COLUMN:** Enter the amount of *actual cash given* (*honorariums, other offerings*) to a missionary, speaker, institution, district administrative support, or project in the space opposite the proper category (*such as Foreign Missions, Benevolences, District, Local, etc.*).

**CASH SPENT COLUMN:** Report *actual money spent* for gifts, Hands On Projects, supplies for making other items, literature distribution, postage and shipping, etc. Include records of donated purchases by members of the group. Base value of handmade items upon the actual cost of materials used-**NOT** on the retail value of the finished product. The Cash Spent report is recognized in lieu of actual money placed in the offering; therefore, it must show **only cash spent**, not cash value. No value is to be reported on used items.

**LOCAL CATEGORY:** In this space report the following ministries:

1. Approved projects for the local church, parsonage, and pastor's family;
2. Cost of literature and Bibles distributed *locally*;
3. Community benevolences-include food for the needy, food for bereaved families, and emergency assistance such as a family whose home has burned, etc. Do not report food for local church or sectional fellowship meetings or wedding or baby shower gifts for persons within the church.

## WHERE TO REPORT

Send quarterly reports to the District Girls Ministries office. *Do not send to the national office.*

**Mail quarterly reports to:**

Girls Ministries Department  
P.O. Box 28470  
Macon, Georgia 31221-8470

## WORLD MINISTRIES CREDIT

The General Council of the Assemblies of God has a system of recognition for local churches and districts for World Ministries giving. Giving by Women's Ministries and Girls Ministries (*both cash given and cash spent*) is included in the total church and district giving.

Consistent reporting is necessary to insure proper credit given to both churches and districts.