



Finance FAQ

If you have specific questions regarding your 2022 conference funds or travel expenses, please contact Paula Byrd at 720.354.4681 or email Paula.Byrd@Cadence.org.

1. How can I determine how much money is in my conference subaccount?

- Review your conference subaccount (-121) in Intacct on the Account Balances with Subaccounts report on your dashboard. If you do not use Intacct, please refer to the monthly balance report that you receive from headquarters, or contact Paula Byrd for a copy of your missionary subaccount balances.
- Any unused conference funds will roll over to be used for future conferences.

2. I would like to raise funds using the *allocation free* option, are there any special instructions?

- Instruct donors to give to the 2022 Conference Fund in your work account (subaccount -121).
- Only gifts designated to this subaccount will be processed without allocations.
- Donors giving by credit card should check the box to *Add instructions to the finance team* and reference 2022 Conference in the instructions box.
- Any funds available in your -121 subaccount may be used for conference costs and travel expenses.

3. When are my conference costs due? The headquarters will transfer the costs from your account in three installments:

- A \$200 non-refundable deposit shortly after registration closes.
- One half of your remaining conference costs in March 2022.
- Final balance in May 2022.

4. What if I don't have enough funds to cover my conference costs and travel expenses?

- You can request assistance from the Financial Assistance Fund. Click [here](#) to access the [Financial Assistance Request Form](#). Requests will be accepted through May 15, 2022.

5. I have extra funds available; may I help other Cadence staff with their conference and travel expenses?

- Yes! You may request a transfer directly to a missionary needing extra conference funds or to a Conference Assistance Fund at headquarters. Contact Paula Byrd for more information.

6. What if I need to cancel my attendance?

- We realize that unforeseen circumstances may arise. Please contact Stacy Wiens as soon as possible.
- Depending on the timing and release of rooms, we may be able to reimburse some of your payments (minus the non-refundable \$200).
- We will continue to monitor the impact of COVID-19 on travel and attendance at conference. Cancellations and refunds will be reviewed on a case-by-case basis.

7. Travel Expenses

- The cost for you and your family to travel to conference will vary greatly depending on your location and family size. We encourage you to research your travel costs now so you can plan accordingly.
- All expenses to attend the 2022 Conference can be paid from your -121 subaccount or -100 work account.
- Please note: The IRS requires that we report and withhold appropriate taxes on payment of non-appointed spouses and dependent travel and other expenses if they are not performing an essential business function. When submitting 2022 Conference expenses, please split out these expenses and charge them to z(Taxable) Dependent and Non-Appointed Spouse Travel in ExpenseWire, or GL 7246 when reconciling your Cadence credit card. (See the Spouse and Dependent Conference/Retreat Policy in the File Repository for additional details.)