

FREQUENTLY ASKED QUESTIONS

about congregational finances related to the Saint Paul Area Synod & ELCA



Whom do I contact if I have questions about sending money to the Saint Paul Area Synod or the ELCA?

Email Financial Administrator David Roinas at david.roinas@spas-elca.org or 651-224-4313.

What address do I use when sending money to the offices of the Saint Paul Area Synod?

Send checks along with a remittance form to Saint Paul Area Synod, P.O. Box 64689, St. Paul, MN 55164-0689.

Is there a remittance form available online?

A generic remittance form is available at <https://spas-elca.org/resources/forms-reports>. If you would like your individual congregational remittance form, with congregation number, name, and address sent to you either online or mailed, contact David Roinas.

What are the responsibilities of the congregational treasurer and the bookkeeper?

The website of the [ELCA Office of the Treasurer](#) provides information for treasurers and bookkeepers relating to responsibilities, accounting systems, fund recording, payroll tax obligation and audits.

Where do I find ELCA codes for contributions to be sent through the Saint Paul Area Synod to the ELCA?

A quick way to denote the designation of a gift (eg. World Hunger, Disaster Response, etc.) is by using the ELCA Fund IDs; a list is available through the ELCA Office of the Treasurer. [Click here for the direct link](#). These Fund IDs can be sorted or printed. When sending money to the synod, it is helpful to include a code and a description.

Resources for Congregational Treasurers:

Evangelical Lutheran Church in America - Office of the Treasurer

1-800-638-3522

<https://www.elca.org/About/Churchwide/Office-of-the-Treasurer>

Evangelical Lutheran Church in America - General Counsel's Office (in Office of the Secretary)

1.800.638.3522

<https://www.elca.org/About/Churchwide/Office-of-the-Secretary/Legal-Issues>

Portico Benefit Services - A ministry of the ELCA

800-352-2876

www.porticobenefits.org

Regional Representative: The Rev. Tim Schroeder - tschroeder@porticobenefits.org

For questions regarding clergy/staff health and pension benefit packages. Be sure you have a conversation with a customer service representative before finalizing numbers in an employee's salary package.

Church Law & Tax

www.churchlawandtax.com

Offers resources for treasurers and planning tools. One particularly helpful book is the *Church and Clergy Tax Guide*, updated each year and available as a book or a PDF. This resource gives answers to many tax questions and also gives example situations that present questions.