

## Financial Services for HNI Partners

### **Financial services for HarvestSENT:**

HNI offers specific fundraising and accounting services for five-fold ministers and missionaries who have entered into a Partnership Agreement to carry out ministry through HarvestSENT. We trust the following services will enable you to thrive, grow and be fruitful in the Kingdom as you minister under the covering of HarvestNET.

1. Fundraising Services: The ability to raise funds designated for your ministry
  - Solicitation: You may communicate to donors that your ministry is conducted through HNI and instruct donors to send contributions to HNI. Gifts received by HNI are tax-deductible in accordance with US law. According to U.S. IRS regulations all gifts remain under the jurisdiction and control of HNI and HNI maintains the right to disperse designated funds at their discretion and in alignment with donor intent.
  - Gift Processing: HNI will receive contributions by postal service, electronic means, credit card or EFT transactions. HNI will process gifts and provide donors with receipts in accordance with USA laws. HNI will maintain donors personal and donation information in accordance with USA laws. HNI retains complete ownership of all donor information and release of donor information is solely at HNI's discretion. HNI is committed to providing you with regular reports of all gifts designated to your ministry.
  
2. Communication and Marketing Services:
  - HNI will provide you with the necessary donor information to communicate effectively with your donors.
  - HNI reserves the right to send all donors HNI newsletters unless a donor requests to not receive such communication.
  - Website: HNI will provide you with the opportunity to list your name on the HNI online giving page.
  
3. Training: You will have opportunity to participate in training related to fundraising, tax law for self-employed minister, donor communications, ministry marketing.
  
4. Accounting Services: HNI will provide accounting and reporting for all contributions received and all payments provide to you as self-employed minister/missionary.
  - Designated contributions will be processed and credited to a HNI fund designated for the partner's HarvestSENT ministry.
  - Compensation: HNI will provide compensation for ministry activity in accordance with an established self-employment contract (a partnership agreement) and after all ministry expenses have been reimbursed. Because all individuals serving under HarvestSENT are considered by the US tax law to be self employed ministers, you are responsible to ensure your compliance with US tax income tax law.
  - Ministry Expenses: HNI will reimburse you for expenses directly related to HNI activities carried out by you. HNI will not pay any vendors or bills on your behalf. You may request reimbursement by submitting the monthly **HNI Ministry Expense Report Form** (with attached receipts) by the 15<sup>th</sup> of each month. Receipts or requests for reimbursement submitted without this form will not be processed. Reimbursement will be processed before the 30<sup>th</sup> of the month. The IRS does not consider reimbursed ministry expenses as taxable income for self employed ministers; you are responsible to ensure reimbursed expenses comply with IRS regulations.
  - Dispersal of Funds:
    - Reimbursement of ministry expenses will occur monthly
    - Compensation payments are provided on the 1<sup>st</sup> and 15<sup>th</sup> of the month.

5. Administrative fees: HNI is committed to providing these services for as little cost as possible.
  - A fee is charged based on funds received
    - o \$15 per month for accounts with average monthly income less than \$750 (\$0-749.99).
    - o 2% of funds received for accounts with average monthly income of \$750 or greater
  - A 3% fee is charged for all funds received through HNI's electronic processing merchant bank (online, credit card or EFT transactions).
  - A \$100 one-time online set up fee for online giving

### **Financial services for International Partners:**

HNI recognizes that the needs of international ministries can be unique and challenging. Therefore HNI offers specific fundraising and accounting services to assist international partners who possess formal non-profit status in the USA or in their home country. We are pleased to be able to offer these services and we trust that it enables our partners to thrive, grow and be fruitful in the Kingdom. Please inquire with the HNI Office for the necessary signature documents to establish these services.

1. Fundraising Services: The ability to raise funds designated for your ministry
  - Solicitation: You may communicate to donors that HNI is accepting funds to support your ministry and instruct donors to send contributions to HNI. Gifts received by HNI are tax-deductible in accordance with US law. According to U.S. IRS regulations all gifts remain under the jurisdiction and control of HNI and HNI maintains the right to disperse designated funds at their discretion and in alignment with donor intent.
  - Gift Processing; HNI will receive contributions by postal service, electronic means, credit card or EFT transactions. HNI will process gifts and provide donors with receipts in accordance with USA laws. HNI will maintain donors personal and donation information in accordance with USA laws. HNI retains complete ownership of all donor information and release of donor information is solely at HNI's discretion. HNI is committed to providing you with regular reports of all gifts designated to your ministry.
2. Communication and Marketing Services:
  - HNI will provide you with the necessary donor information to communicate effectively with your donors.
  - HNI reserves the right to send all donors HNI newsletters unless a donor requests to not receive such communication.
  - Website: HNI will provide you with the opportunity to list your name on the HNI online giving page.
3. Accounting Services: HNI will provide accounting and reporting for all contributions received and all payments to the partner's ministry.
  - o Donations received via mail or online giving will be processed and credited to a HNI fund designated for the partner's ministry.
  - o According to U.S. IRS regulations all gifts remain under the jurisdiction and control of HNI and HNI maintains the right to disperse designated funds at their discretion and in alignment with donor intent. HNI will provide donors with receipts for tax deductible giving to HNI in accordance with US law.
  - o Dispersal of Funds: All payments will be dispersed electronically and occur monthly. Funds will only be deposited electronically into a bank account established by you. The accounting office will provide an electronic monthly statement of account activity provided you provide a valid email account to receive this report.

4. Administrative fees: HNI is committed to providing these services for as little cost as possible.
- A fee is charged based on funds received
    - \$15 per month for accounts with average monthly income less than \$750 (\$0-749.99), plus any international wire transfer costs.
    - 2% of funds received for accounts with average monthly income of \$750 or greater, plus any international wire transfer costs.
  - A 3% fee is charged for all funds received through HNI's electronic processing merchant bank (online, credit card or EFT transactions).
  - A \$100 one-time online set up fee for online giving

**Financial Services for church or Para-church ministries:**

HNI recognizes that smaller churches or nonprofit ministries (501c3) may desire access to employee benefits or payroll services that cost prohibitive because of the size or capacity of their ministry.

1. Employee leasing and payroll services: For partners who already have official nonprofit or church status. HNI and the partner church or ministry, enter into a legal employee lease agreement, in which HNI hires employees and leases them to the partner. This allows the partner to outsource the administration of payroll and human resources management to HNI, while retaining oversight of employee performance and responsibility for the financial cost of the employee payroll, taxes and benefits. The administrative fee for this service is 2% of the amount of the employment contract.

2. Accounting and Bookkeeping services: For new or small churches in the USA, HNI is able to provide bookkeeping services until they are ready to assume responsibility themselves. These services may include management of various ministry expenses accounts and are established through a written agreement that specifies the needs of the partner and the commitments of each party. The administrative fee for this service may range from 2% to 10% depending on the extent of the services required.

I have read the guidelines and fees associated with my new HarvestSENT account.

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Name

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Date