



## SETTING YOUR SALARY & OTHER MONEY RELATED ITEMS

**Setting your Monthly Pay:** We recommend that you set your salary slightly less than your monthly amount fundraised so that you have money accruing each month in your Doulos account for any potential emergencies.

**We recommend you to raise the following in monthly support:**

**\$1250-\$1700 for single staff.**

**\$2400-\$3400 for married staff.**

**+\$800 per child.**

**We also recommend that you raise \$25,000 (\$11,000 if you plan on buying a moto instead of a car) in one-time gifts. This covers your various moving and start-up expenses.**

If you are paying off a student loan, you can increase your maximum allowable salary by the amount of your minimum payment. It is encouraged that you free yourself from all consumer debt if possible before you arrive (this includes car loans and credit cards).

Please be sure to review the provided budget suggestions for singles, married couples, and families (found in [Monthly Expenses](#)). In order to create your own "[Personal Monthly Budget](#)." Be sure to "make a copy" so that you can edit and tailor it to your specific needs. Please consult with [Tim Stanley](#) as you create that budget.

Also, review the expense rules (found in [Expensing Guidelines](#)). When setting your pay remember that those things that cannot be expensed should be accounted for in your monthly living budget.

**How you'll be paid:** You will be paid once a month around the 20th. You will be paid in American dollars via direct deposit into your US checking account. You should aim to have this set up prior to your arrival with our financial department ([finance@doulosdiscovery.org](mailto:finance@doulosdiscovery.org)).

**"Cash culture."** You will use cash here more than you most likely do in the US. Many businesses now allow you to pay with a credit and/or debit card but cash is always a safe alternative. Before you come, check with your bank about international fees for using your debit/ credit card. Try to avoid banks/ credit card companies that charge extra fees (American Express is a great option!). Most staff do not open a Dominican checking account because of the difficulty around getting one. To get cash to use around town, there is a "money changing" business close to Doulos where you can write a personal check for either US dollars or DR pesos.

### **Exchange Rate (updated 3/11/25)**

\$1.00 US (1 US dollar) = \$62 RD (62 pesos). This rate can change daily but not drastically.

**US Taxes.** You will receive your paycheck from Doulos Ministries, a registered US Not-for-profit 501(c)3. You will fill out a W4 tax form before your arrival. At the end of the tax year, you will receive a W2 from Doulos Ministries.

As an American living and working outside the US, the only taxes taken out are Social Security and Medicare. This equals 7.65% of your monthly payment for your employee portion and 7.65% for the employer's portion. You are responsible for both halves. Your portion will be deducted from your monthly take-home pay, the employer portion will be deducted from your support raising. State taxes may vary so check with your state of residence. Please note: In your first year at Doulos, you may still owe the IRS end-of-the-year income taxes on earned income prior to your arrival at Doulos.

**Administrative Fees.** There is a roughly 7% administration fee that comes out of your support raising to cover bank fees, accounting programs, mailings, etc.

**Giving Report.** Once a week while you are fundraising, you will receive a spreadsheet of all donations received from our Kindful giving platform. **If you need a "quick" update, you can always email Tim Stanley .**

**Balance Report.** You will receive a report once a month informing you of the current donations generated on your behalf and the distributions made on your behalf (salary and expenses). **It is important to note that money in and out of a registered 501c3 legally CANNOT operate as a personal bank account. All tax-deductible donations into a 501c3 must be given as general donations to the non-profit.** On our DM accounting side, we apply donations to specific missionaries for the purpose of paying approved monthly salary and expenses. Money raised above and beyond approved salary and expenses is not refundable or personally transferable. Funds can be held for the intended use at a later date (missionary salary for the following year).

**What happens with excess funds when you transition from Doulos.** When a missionary leaves Doulos, the balance of their fundraising account will be paid out to them in a lump sum, and is subject to the 7% administrative fee (this is similar to other "payments" from their personal fundraising account - i.e. payroll, large expenses).