

Frequently Asked Questions

Comprehensive Benefit Funding Plan (CBFP)

Q. What is a Comprehensive Benefit Funding Plan?

A. A Comprehensive Benefit Funding Plan (CBFP) is a formal funding plan that describes how to pay for benefit obligations, including those obligations that depend on the conference continuing its current benefit programs. This plan balances benefit design with benefit funding—realistically aligning design expectations with funding patterns. As a result, the conference is better able to plan for the payment of all benefit obligations.

Q. Why is it necessary to create a funding plan?

A. Long-term financial obligations for the Church were discussed by the Council of Bishops, attendees of the Financial Leadership Forum, and the Sustainability Advisory Group. A common theme was the necessity of transparency concerning benefit funding. As a result, Conferences and General Agencies have been preparing CBFP's since 2012. Additionally, Wespath Benefits and Investments (Wespath) has been tasked with compiling conference information regarding funding for long-term conference benefit obligations for clergy and staff at the denominational level.

Q. Who should I contact if I have questions?

A. Wespath offers webinars to discuss Comprehensive Benefit Funding Plans. While your Client Relationship Manager (CRM) is your first line of support, Wespath's actuaries are available to discuss any funding plan questions you may have.

Q. Will I be able to raise the Pre-82 Past Service Rate (PSR) if I do not complete a funding plan?

A. No. In order to raise your Pre-82 PSR or contingent annuitant percentage (CA%, also known as the surviving spouse percentage), a conference must:

1. Submit and fulfill the minimum standards of a Pre-82 funding plan (*The Book of Discipline*, 1506.6).
2. Pay for any increase in the unfunded liability prior to the PSR or CA% effective date.

Q. What are the minimum standards for a Pre-82 funding plan?

A. The standards for sections related to the Pre-82 Plan have not changed significantly from previous years. Specific requirements are outlined in the Pre-82 section of the application.

Q. What is the deadline to submit the funding plan to Wespath for review?

A. While funding plans must be submitted a minimum of two weeks before you need a response from Wespath, you should consider allowing at least six weeks to accommodate revisions and subsequent reviews. Please keep in mind that all U.S. annual conferences meet within a two-month period and, therefore, will be preparing their funding plans in the same general time frame. We will respond as soon as administratively possible; however, the amount of time required for reviews may be greater during this time.

Q. What constitutes approval by the annual conference?

A. Before 2012, your completed funding plan was required by *The Book of Discipline* to be included in conference journals. This requirement was intended to provide transparency both within and between the annual conferences. While this requirement is no longer in place, each annual conference must approve its Comprehensive Benefit Funding Plan prior to the effective date as defined by the annual conference.

Q. Where can I find the actual language in *The Book of Discipline*?

A. The language related to funding plan requirements can be found in Paragraph 1506.6 of *The Book of Discipline* and S3.1.4b of the Clergy Retirement Security Program (CRSP) Defined Benefit plan document.

Q. When do increases in PSR need to be funded?

A. The CRSP plan document requires that conferences pay for PSR or CA% increases in unfunded liability prior to the effective date of the increase.

Q. Does the Comprehensive Benefit Funding Plan need to include supplemental life benefits?

A. If a supplemental life benefit is currently offered on an ongoing basis, and funded in whole or in part by the conference, then it must be included in the Comprehensive Benefit Funding Plan.

Q. Our conference is self-funded for health care. Do I need to include the cost of health care benefits in the funding plan?

A. Yes, since the self-funded health care is a benefit obligation for the conference, it must be included in the conference Comprehensive Benefit Funding Plan.

Q. What if our most recent retiree medical valuation was done two years ago?

A. It is common practice to complete a medical valuation every two years, and *The Book of Discipline* requires it every two years (Paragraph 1506.19). You should use the most recent valuation to complete your funding plan.

Q. Do the obligations we list in the Comprehensive Benefit Funding Plan have to be 100% funded?

A. No. However, your Comprehensive Benefit Funding Plan must show how you will attain a fully funded status for any unfunded benefit.

Q. How do I report the new Compass Retirement Plan?

A. The Compass plan has been populated on the Other DC Obligations page. You will need to input the estimated total employer contribution which is comprised of 3% of compensation, the flat dollar contribution and a 4% employer match. A rule of thumb estimate for the employer contribution is 9.5% of compensation.

Guide for Completing the CBFP

A CBFP is required to be completed per the Book of Discipline, ¶1506.6 which states “ Each conference shall develop, adopt, and implement a formal comprehensive funding plan or plans for funding all of its benefit obligations.” Additionally, the Pre-82 portion is required prior to increasing benefit levels.

It is essentially a budget showing what your expected benefit costs will be and how you plan to pay for them. They are for the upcoming year <YYYY>, not the current year.

The CBFP on-line tool was created to enable you to complete the CBFP and has functionality for Wespath to review and give approval. Once the CBFP has been approved by Wespath, you can download a copy of the Final Report as a pdf file. You can also download a Summary Report as a Word document that can be modified as needed for your conference journal or other communications.

The CBFP tool is pre-populated as follows to assist in your completion:

- Asset values held at Wespath on the Accounts page were updated as of 12/31/2025
- CRSP, MPP and Pre-82 pages reflect your most recent actuarial valuation reports
- Most other benefit program pages were rolled forward from your prior year’s CBFP

While the CBFP is pre-populated, there are still some inputs needed by you on certain pages. You will also need to show how each cost will be funded on the “Allocation” page. You should review each page to ensure it contains your best expectation of what your benefit costs will be.

Helpful prep work before completing the CBFP

- Print prior year’s CBFP Final Report that can be used as a reference:
 - Go to “Reports”, select latest year in “Funding Plan Year” dropdown box, select “Final Report” from “Report” dropdown box. Save as pdf.
- Gather recent billings for benefit programs
- Obtain latest Post-Retirement Medical (PRM) plan actuarial valuation report

Completion steps – Summary

- Complete the CBFP
 - Review and update each page under “Funding Sources” and “Benefit Obligations”
 - Details for how to update each page are shown in sections below
 - Feel free to add comments in the Comments box at the bottom of each page which can help in Wespath’s review
 - Amounts can be changed by clicking Edit button
 - If you change an amount, a rationale must be input in the Rationale box so that it saves
 - Some pages have an “Initial” column. This represents the initial amount pre-populated into the CBFP, any changes you make will show in the Final column which is what will show in your final CBFP.
 - A red warning triangle will appear when a change you made impacts the Pre-82 or PRM funding plan contribution. If it appears, simply read the message and follow what it says to do which is usually going to the Pre-82 or PRM page, clicking the Edit button, reviewing the numbers and then clicking the “Cancel” button. It is a warning to alert you that something has changed and wants you to review the calculation.
 - On “Allocation” page, show how each cost will be funded
 - At bottom of each page, click the box stating “I have reviewed this page”; doing so will cause a green check mark to appear by the page name on the right side of screen. All pages need a green check mark in order to submit for Wespath review.

- Submit for Wespath review
 - On “Submission” page: Click the box “I have completed the review”. This acknowledges your review of the CBFP and submits it for Wespath review.
- Wespath Review
 - Wespath will review the CBFP within two (2) weeks and will either send comments back to you with changes needed/suggested or that the CBFP has been approved. You will receive an email notification that the CBFP is back with you.
- If changes are needed/suggested, make changes as needed and submit back to Wespath
- Wespath approval
 - Wespath provides either full approval, Pre-82 only approval, or All but Pre-82 approval. You will receive an email notification that the CBFP has been approved and needs your plan sponsor signatures.
- Plan Sponsor signatures
 - There are four (4) allowable signatures, obtained by clicking the box next to the title
 - Conference Benefit Officer (CBO), Conference Treasurer, Conference Board of Pension (CBOP) Chair, Council on Finance and Administration (CFA) Chair
 - CBO, Treasurer and CBOP chair must sign, while CFA Chair is optional
 - The same person can sign as CBO and Treasurer but both boxes MUST be clicked at the same time
 - If there is an extenuating circumstance where there is no current CBOP Chair and there aren’t three signers available, then have one person sign as CBO and Treasurer and another sign as CBOP Chair. Talk to your CRM for more help with this.
- Final documents
 - Final Report: This is a pdf document containing a printout of the pages in the CBFP and shows Wespath approval
 - Summary Report: This is an editable Word document that can be presented in your journal at Annual Conference. It contains descriptions of the benefit programs, their costs and how funded.

Completion Tips – By page

- Accounts
 - Look at red wording at top of page to see the expected PRM asset amount. Designate assets to PRM in at least this amount by clicking Edit button for an account and inputting the amount in “PRM designated assets” field; you can designate assets from multiple accounts; if the total amount designated is less than the expected amount in red, provide rationale in Comments box at bottom of page. Note that designating a lesser amount could result in a qualified Pre-82-only approval from Wespath.
 - Look at prior year’s CBFP Final Report to see how much was designated to Pre-82, these are known as outside assets. If still have outside assets, designate assets to Pre-82 by clicking Edit button and inputting asset amount in “Pre-82 designated assets” field; if designating a lesser amount, provide rationale in Comments box at bottom of page.
 - Input Non-Wespath account balances by clicking Edit button and entering amount in the Market Value as of 12/31/<YYYY-2> field; Review Actual Allocation and update percentages as needed.
 - For all accounts, review Investment Objective and update if needed
 - If you don’t want to use or show an account in the CBFP, change “Include in CBFP?” to No.
 - Add any new Non-Wespath accounts by clicking the “Add Account” button
- Incoming Money
 - Update expected Apportionments amount by clicking the “Edit” button and entering the apportionment amount and collection percentage.
 - Add any other sources of funds in the Other Sources section
 - Note that Direct Billing and Other Sources do not have an amount, rather you can use as much as needed on the “Allocation” page

- CRSP
 - Nothing to do here as CRSP contribution has been populated. Still need to click the Review box at the bottom of the page.
- MPP
 - Nothing to do here as MPP contribution has been populated. Still need to click the Review box at the bottom of the page.
- Pre-82
 - Ensure the Final column contains the PSR and CA% your conference has elected for the upcoming year YYYY. If the PSR or CA% shown is not correct, click Edit to see if there is a valuation for this PSR and CA%. If not, go to the bottom of the page and request a Pre-82 valuation. Results will be loaded into the CBFP within two weeks.
 - When requesting a Pre-82 valuation, enter: PSR for YYYY, expected *long-term* PSR increase rate (not the one-year increase rate), CA% for YYYY, expected redirection/swap at end of this year, any additional contributions made to date during this year.
 - Funding Plan Contribution section: If your Pre-82 plan has an unfunded liability, you can fund it with outside assets designated on the Accounts page. If there is still an unfunded liability, the CBFP tool is designed to fund it over five (5) years through a Funding Plan contribution schedule; it is a 5-year amortization of the unfunded liability, with credit given for the expected minimum contribution to be paid in those years. You can modify the amounts in the schedule by clicking the “Edit” button and changing the amounts in the third column, making sure that the present value of the new amounts is at least as large as the present value of the original schedule. You can check this by clicking the “Recalculate” button. The first-year contribution amount will flow through to the Allocation page as an “Ongoing Funding Contribution” and you will need to show how it will be funded.
- UMPIP Lay, UMPIP Clergy
 - Update the contribution amount if needed to be based on your latest billings and expectations for the upcoming year YYYY.
 - Update the increase rate to be your expectation for next year. This increase rate will be used in populating next year’s CBFP.
- Other DC Obligations
 - This page includes the Compass Retirement Plan. You should input the estimated total employer contribution which is comprised of 3% of compensation, the flat dollar contribution and a 4% employer match. A rule of thumb estimate for the employer contribution is 9.5% of compensation.
 - It should also include all benefit programs that are not already a page in the CBFP and that are not reported in the Other DB page.
 - Update the contribution amount if needed to be based on your latest billings and expectations for the upcoming year YYYY.
 - Update the increase rate to be your expectation for next year. This increase rate will be used in populating next year’s CBFP.
 - Add any new benefit programs as needed by clicking the “Add Other DC Obligation” button.
- Other DB Obligations
 - This page should include all benefit programs that are not already a page in the CBFP and that provide a lifetime benefit to participants, such as grant programs.
 - Update the contribution amount if needed to be based on your latest billings and expectations for the upcoming year YYYY.
 - Update the increase rate to be your expectation for next year. This increase rate will be used in populating next year’s CBFP.
 - Update the liability based on latest actuarial valuation report/letter. If you don’t have a liability amount, this can be estimated by: contribution amount divided by (discount rate less increase rate).
 - Add any new benefit programs as needed by clicking the “Add Other DB Obligation” button.

- Health Active
 - Review the cost for YYYY and update as needed based on your latest billings and expectations for the upcoming year YYYY.
 - If in HealthFlex:
 - The YYYY cost was determined from the Premium Credit (i.e., the plan sponsor portion of the costs) for the year just ended (shown in the first row) increased two (2) years to YYYY based on increase rate. The premium credit rather than total billings is used since it represents just the plan sponsor portion of the costs not the employee portion.
 - If not in HealthFlex
 - The YYYY cost was determined from the amount in last year’s CBFP (shown in the first row) increased two (2) years to YYYY based on increase rate.
- Health Additional
 - This page must get updated as numbers for year YYYY are not pre-populated. However, information reported in your prior year’s CBFP is shown as reference.
 - The information requested is as of the year just ended. A total cost is calculated which is then used to calculate an estimated annual cost for year YYYY.
 - This page reports other types of health benefits provided during periods of non-employment.
- Health IBNR
 - This page only appears if your active health plan is Non-HealthFlex self-insured.
 - IBNR means “Incurred but Not Reported”; this represents claims that lag into the next year
 - The amount for YYYY comes from the Health Active page.
 - Review and update as needed the “Percentage of total claims assumed for IBNR value”. This percentage is used to calculate the IBNR claims for YYYY.
 - Note that this IBNR claims amount does not show in the “Allocation” page since it is already included in the Health Active costs, it is shown for transparency.
- Post-Retirement Medical (PRM)
 - Information shown is populated from last year’s CBFP.
 - A new PRM valuation is required biennially or once every two (2) years. The date of your next required valuation is shown at the top of this section.
 - If a new valuation is required, input the requested information from your PRM actuarial valuation report. If your valuation report does not have EPBO, input the APBO as the EPBO. For “Annual plan benefit cost”, input the expected benefit payments shown in the valuation report.
 - In the Elections and Estimates section: Review the “Projected annual plan benefit cost for YYYY” and update the increase rate as needed to get the amount needed for YYYY. Most PRM valuation reports show a schedule of projected benefit payments for 10 years which can be referenced to estimate the YYYY cost.
 - Funding Plan Contribution section: Wespath is expecting your PRM plan to be funded to 100% over time. The PRM assets expected are shown in red font in this section (which is the same as that shown on the Accounts page); this is the smallest amount we expect to be designated to PRM on the Accounts page. If your PRM plan has an unfunded liability, the CBFP tool is designed to fund it over a number of years that you can choose (5,10, 15, or 20). This Funding Plan Contribution will flow through to the Allocation page as an “Ongoing Funding Contribution” and you will need to show how it will be funded.
- CPP
 - Update the contribution amount if needed to be based on your latest billings and expectations for the upcoming year YYYY.
 - Update the increase rate to be your expectation for next year. This increase rate will be used in populating next year’s CBFP.

- Allocation
 - The rows on this page show all the benefit programs and their YYYY costs (use scroll bar up and down), while the columns show all the funding sources that can be used to fund them (use scroll bar right and left).
 - Click the “Edit” button; for each Benefit program (row), type in the amount from the funding source (column) that will be used to pay the cost. All benefit programs must be funded to receive Wespath approval. The “Funding Needed” column should show as zero, meaning no more funding is needed.
 - You cannot use more than the available balance of an account; will get a warning message.
 - For Direct Billing: simply type in the amount needed, there is no limit on how much can be used, total used will appear in the.
 - Pre-82 Surplus funding source can only be used to pay CRSP DB and MPP.
 - Pre-82 Outside Assets can only be used to pay Pre-82. If used to pay Pre-82, it will reduce the outside assets used toward the Pre-82 Ongoing Funding Contribution.
 - PRM In-Plan & Outside Assets can only be used to pay PRM. If used to pay PRM, it will reduce the outside assets used toward the PRM Ongoing Funding Contribution.