

National Ministries Allocation Clarification Form

General comments:

1. In order to be deductible, an expense must be included in the general expenses of the parish. For example, if you show a fundraiser as a net in your income, you cannot deduct the expenses. You would have to show the gross income and the gross expenses and then deduct the expenses.
2. Forms MUST be accompanied by proper financial statements. Balance Sheet and Income Statement.
3. Figures on financial documents must correspond to numbers on Allocation form. If they are not self evident there should be an explanation.

Total Parish Income:

1. Stewardship, candles, all parish fundraising events, trays, holiday offerings, special trays, restricted and unrestricted funds.
2. Rental Income, interest income, income from parish endowment.
3. School income.
4. Any other income not listed above.

Total Parish Expenditures:

1. All expenses paid by the parish for any purpose.

Allowable Deductions:

1. Funds paid to the archdiocese for parish National Ministries Allocation.
 - A. Actual amount paid during the calendar year.
2. Funds donated to national ministries of the Archdiocese.
 - A. Hellenic College/Holy Cross School of Theology, St. Basil Academy, St. Michael Home, St. Photios Shrine, Ionian Village, Order of St. Andrew.
 - B. Attach list and amount donated by year.
3. Funds Donated to SCOBA ministries.
 - A. IOCC (International Orthodox Christian Charities), OCMC (Orthodox Christian Mission Center), OCF (Orthodox Christian Fellowship), Orthodox Christian Prison Ministries, EOCS (Eastern Orthodox Committee on Scouting), OCN (Orthodox Christian Network), OCEC (Orthodox Christian Education Commission), OCAMPR (Orthodox Christian Association of Medicine, Psychology and Religion), Orthodox Christian Education Commission.
4. Funds Donated to the Metropolis and it's Ministries
5. Funds Donated to Ecumenical Patriarchate
 - A. Directly to EP, Patriarchal Institutions, Order of St. Andrew

6. Funds Paid for facility Construction
 - A. Iconography, Interior décor (pews, iconostasion, proskinitaria etc.)
 - B. Land purchase
 - C. Capital improvements
 - D. Must include a list of projects including start date and estimated completion, estimated total cost and date approved by the metropolis.
7. Funds paid for interest on construction loan
8. Funds paid for mortgage
9. Funds paid to hold any fundraiser
 - A. Festival, dinner dances, community dinners, golf outing.
10. Funds paid to operate a day school
 - A. Must operate 5 days per week at least 3 hours per day.
 - B. Must be paid from parish general fund to be deductible
 - C. Teacher's salaries, payroll taxes, insurance, equipment, supplies, books etc. Any expense directly attributable to the operation of the school.
11. Funds paid to for Religious Education
 - A. Must be paid from parish general fund to be deductible.
 - B. Teacher's salaries, payroll taxes, insurance, equipment, supplies, books etc. Any expense directly attributable to the operation of the program.
 - C. Catechism classes, lecture series, seminars.
12. Funds paid to operate a Greek School
 - D. Must be paid from parish general fund to be deductible
 - E. Teacher's salaries, payroll taxes, insurance, equipment, supplies, books etc. Any expense directly attributable to the operation of the school.
13. Funds paid for catastrophic risk insurance (not routine liability or property insurance).
 - A. Hurricane, Earthquake, Flood zone
14. Funds paid for moving expenses of clergy
 - A. To bring a new priest to your parish
15. Funds paid to outreach programs of the parish
 - A. Charitable contributions
 - B. Outreach to the community
 - C. Evangelism
16. Funds paid in connection to National Clergy Laity Congress
 - A. Registration, travel, lodging, ad book etc.
 - B. This is NOT the Metropolis Clergy Laity Assembly
17. Other
 - A. Special items including those approved by the hierarch.
 1. Details must accompany this form.

Most Common Errors:

1. Financial statement numbers do not match numbers on allocation forms.
2. Numbers for the same year are often different from one year's form to the next.
 - A. 2011 allocation form has info from 2008 and 2009
 - B. 2010 allocation form has info from 2007 and 2008
 - C. Often times the overlapping year does not match from one year to the next.
 - D. If there is a reason, it must be indicated
3. Insurance
 - A. A parish may NOT deduct routine liability or property insurance
4. Capital improvements
 - A. A Capital improvement, in short, is an improvement made to extend the useful life of a property or add to its value. Roof replacement, HVAC unit replacement, parking lot resurfacing, window replacement, tuck pointing etc. are examples of capital improvements.
 - B. A Parish may NOT deduct routine maintenance or cleaning.
5. Attempting to allocate Clergy expenses as deductible.
 - A. Time spent with schools
 - B. Time spent with fundraising activities.