

Current Month Income/Expense Report

Month/Year _____ Parish Assessment Percentage: _____

Parish Name & Location: _____

Treasurer Name: _____ Treasurer email: _____

1. Please complete this form using data from your monthly income/expense (cash basis) report.

1	Enter your parish Gross Income . (<i>Includes ALL Operating, Capital Campaign, Restricted, Charity and Pass Through income, donations from fellowship or sisterhood groups. Includes net income from bookstore/candles/rentals/fundraisers.</i>)		
2	Enter the total amount of any Capital Campaign Contributions . (<i>Contributions to buy property, build a church, and furnish the church.</i>)		
3	Enter the total amount of Donor Restricted Contributions NOT included in line 2. (<i>Funds which the donor has directed for specific non-operating use.</i>)		
4	Enter total amount of Charitable Expenses over and above Donor Restricted income for charities.		
5	Enter the total amount of any Pass Through income (<i>Do not include any charities</i>)		
6	Enter the total of lines 2 through 5		
7	Subtract line 6 from line 1		

Line 7 is your parish monthly eligible income. Apply your 2016 parish assessment percentage to line 7 and enter the amount below:

Assessment Due for the Month Reported: _____

Make check payable to:

The Diocese of the West
1520 Green St
San Francisco, CA 94123-5102

Definitions

Gross Income

- All forms of income received by the parish (e.g., donations, tithes, pledges, or dues), except stocks, bonds, and in-kind donations.
- Also includes NET income from bookstore, candle stand, fundraising and rental activities.

Funds received from a loan are not considered as gross income.

Capital Campaign Contributions – contributions to the parish for the acquisition of land and buildings for worship and fellowship.

Donor Restricted Contributions

- Contributions to the parish for the acquisition of donor specified items to beautify the church.
- Any contributions to the parish for specific items or activities.
- Donor contributions for a charitable purpose.
- Pay-as-you-go donations for specific construction expenses.

Although a parishioner might donate funds for utilities, repairs, or other operating expenses, these donations may NOT be considered Donor Restricted Contributions under this policy.

Charitable Expenses – Expenses paid out for a charitable purpose over and above the amount collected as Donor Restricted Contributions.

Pass Through Income

- Sisterhood or Fellowship donations to the parish, IF donation was included in Gross Income.