

MINISTERIAL PARSONAGE REPORT

For The Year _____

NAME: _____ **DATE:** ___/___/___

Ordination Status: (select one) MINISTERIAL CREDENTIALS or MINISTERIAL LICENSE

Housing Status: Owing for ___ Months of year and/or Renting for ___ Months of year

Employment Status: ___ Months Employed in Northeastern Conference

Section 1 - Actual Yearly Housing Expenses - Renters & Homeowners

- 1. Purchase of Home (Down Payment, etc.) _____
- 2. Yearly Rent or Mortgage Payments _____
- 3. Utilities Expense _____
- 4. Furniture Expense _____
- 5. Other Parsonage Expenses _____

TOTAL _____ **A**

****Renters you are Finished.... Homeowners Please Proceed to Section 2****

Section 2 - Fair Market Value Computation - Homeowners Only

- 1. Monthly Fair Rental Value of Unfurnished Home
(What price would you rent your home for without furniture?) _____
- 2. Monthly Furniture Rental Value (suggested 20% of item #1) _____
- 3. Number of Months Home Owned During Year _____
- 4. Total of items #1 and #2 multiplied by #3 _____
- 5. Actual Cost of Utilities (#3 from Section 1, above) _____
- 6. Total Fair Rental Value Plus Utilities (#4 plus #5) _____
- 7. Add any actual rent paid during the year
(Total rent paid for the period before or after home ownership) _____
- 8. Add Additional Housing Expenses attributable to rent _____
- 9. Total Fair Rental Value Plus Utilities Plus Rental Expense _____ **B**
(Sum of #'s 6,7,& 8)

Section 3 - COMPUTATION OF ALLOWANCE - OFFICE USE ONLY

- 1. Parsonage Allowance Per Policy _____ *****
- 2. Additional Amount - Year of Move (If voted) _____
- 3. Total Parsonage allowance Available _____ **C**
- 4. Computed Allowance - Lowest of A, B, or C _____
- 5. Less Amount Already Considered Non-Taxable _____
- 6. Year End Adjustment to Taxable Wages _____

***Parsonage Exclusion shall not exceed 80% of your yearly salary, including cost of living, rounded to the nearest thousand.**

ORDAINED MINISTER'S PARSONAGE EXPENSE WORKSHEET

For the Year _____

Expense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Sub-Total	TOTAL
Purchase of Home:														
Down payment														
Closing costs														
Other related costs														
Rent/House payment														
Utilities expense:*														
Electricity														
Fuel														
Cable TV														
Non-business internet														
Cell Phone														
Heat/Gas														
Water & Sewer														
Garbage														
Parsonage & Furniture Expense:														
Furniture Purchases														
Home/Rent Insurance*														
Maintenance/Repairs														
Other Expenses:														
Property Taxes*														
Pest Control														
Lawn Care														
Other:														
TOTAL EXPENSES														

* If not already included in Rent or House Payment.

NOTE: This is a worksheet for the minister's convenience. Totals from this worksheet should be reported to your employing organization at the close of November (some expenses for December will have to be estimated) on the Ordained Minister's Parsonage Expense Report form and will be excluded, up to a ceiling determined by the Union from the worker's taxable income. **Should the IRS question the amounts presented it will be the worker's responsibility to provide proof of these expenditures.**