

DIOCESE OF SOUTHEAST FLORIDA PARISH FINANCE AND ASSESSMENT COMMISSION

2008 APPLICATION CHECKLIST

Please submit all of the following documentation:

Date
Completed

Summary of Request

Convention Approved Assessment	\$	
Assessment Reduction Request	()
Difference (New Assessment Amount)	\$	<hr/> <hr/>

Mission, Evangelism and Outreach (Previously known as Aid to Congregations)	\$	
--	----	--

Financial History Form (Attached)

Detailed **2007 Income Statement with budget variance**
Diocesan Form
Parish Actual Financials

Balance Sheet **Form** (Attached)

Detailed **2008 Budget**

2006 Audit

Ministry Plan - What are you doing to grow your ministry?

List of Financial Committee Members -Please provide Name, Email and best contact phone number

Requested attendees: Rector; Priest-in-charge; Deacon-in-charge, Senior Warden, Treasurer and/or someone who has thorough financial knowledge and history of the church records

***This information must be received by this office no later than Tuesday,
January 14, 2008***

The meetings are scheduled for January 29-31, 2008 at the diocesan office and video conferencing

Please call Jessy Soria (305-373-0881) if you need to reschedule.

DIOCESE OF SOUTHEAST FLORIDA
 PARISH FINANCE AND ASSESSMENT COMMISSION
 FINANCIAL HISTORY FORM

Date: _____
 Parish: _____
 City: _____

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Diocesan Assessment			
Convention Approved Amount	\$ _____	\$ _____	\$ _____
Executive Board Adjusted Assessment	_____	_____	_____
Past Due Amount	_____	_____	_____
Diocesan Aid Amount			
_____	_____	_____	_____
Human Needs Grant Amount			
_____	_____	_____	_____
Smith Grant Amount			
_____	_____	_____	_____
Diocesan Loans			
Balance	_____	_____	_____
Monthly Pmt. Amount	_____	_____	_____
Past Due Amount	_____	_____	_____
Non Diocesan Loans (Including mortgages)			
Balance	_____	_____	_____
Past Due Amount	_____	_____	_____
Rector's Pension			
Past Due Amount	_____	_____	_____
Rector's Health Insurance Premium			
Past Due Amount	_____	_____	_____
Balance of Other Funds			
Total Endowments *			
Restricted	_____	_____	_____
Unrestricted	_____	_____	_____
Total Savings Accounts *	_____	_____	_____

* Please attach copy of statement from broker or bank

DIOCESE OF SOUTHEAST FLORIDA
 PARISH FINANCE AND ASSESSMENT COMMISSION

Profit and Loss Form

Date: _____
 Parish: _____
 City: _____

Income Statement

	Actual For the twelve months ended 12/31/07	2007 Annual Budget	Over/Under
<u>REVENUE:</u>			
<i>Operating Income:</i>			
Pledge receipts	\$ _____	\$ _____	\$ _____
Plate offering	_____	_____	_____
Investment Income	_____	_____	_____
Other Income	_____	_____	_____
Undesignated gifts and bequest	_____	_____	_____
Assistance from Diocese	_____	_____	_____
Total Operating Income	_____	_____	_____
Other Revenues			
Capital Fund receipts	_____	_____	_____
Restricted gifts not for Operations	_____	_____	_____
Outreach Mission Revenue	_____	_____	_____
Transmittal Revenue	_____	_____	_____
Total Non-Operating Revenues	_____	_____	_____
TOTAL REVENUES	_____	_____	_____
<u>EXPENSES</u>			
<i>Operating Expenses:</i>			
Clergy Salaries	_____	_____	_____
Clergy Housing allowanse	_____	_____	_____
Lay employee salaries	_____	_____	_____
Payroll tax expenses	_____	_____	_____
Benefits (pension, health ins., etc.)	_____	_____	_____
Diocesan Assessment	_____	_____	_____
Utilites	_____	_____	_____
Office supplies	_____	_____	_____
Outreach	_____	_____	_____
Other Expenses	_____	_____	_____
Total Operating Expenses	_____	_____	_____
Other Expenses			
Capital Improvements	_____	_____	_____
Depreciation expense	_____	_____	_____
Mission Outreach	_____	_____	_____
Seminary Contribution	_____	_____	_____
Transmittal Expense	_____	_____	_____
Total Non-Operating Expenses	_____	_____	_____
TOTAL EXPENSES	_____	_____	_____
NET INCOME / (LOSS)	\$ _____	\$ _____	\$ _____

DIOCESE OF SOUTHEAST FLORIDA
PARISH FINANCE AND ASSESSMENT COMMISSION

Date: _____
Parish: _____
City: _____

Balance Sheet
12/31/2007

ASSETS

Cash and cash equivalents	\$ _____
Accounts Receivable	_____
Prepaid expenses	_____
Contributions receivable	_____
Unrestricted Funds	_____
Restricted Funds	_____
Land	_____
Buildings	_____
Furniture and Equipment	_____
Less: Accumulated Depreciation	_____
Other Assets	_____
TOTAL ASSETS \$	_____

LIABILITES AND NET ASSETS

Accounts Payable	\$ _____
Notes Payable	_____
Mortgage Payable	_____
TOTAL LIABILITES \$	_____

Net Assets (Deficit)	\$ _____
TOTAL LIABILITIES AND NET ASSETS	\$ _____