

ASSESSABLE REVENUE/EXEMPTIONS: OTHER ITEMS FOR CLARIFICATION

Religious Education Allowable Exemptions

Religious Education Books, Supplies, and Materials
Religious Education Classes – Not Adult
Religious Education Copies of Materials
Religious Education Refreshments and Food
Religious Education Sacramental Preparation
Religious Education Salary, FICA, Insurance and Retirement for portion that relates to the Rel Educ employee
Religious Education Seminars and Retreats (student seminars/retreats only)
Religious Education Travel and Transportation (student travel only)
Vacation Bible School Expenses

Religious Education Non-Allowable Exemptions

Equipment, Furniture, Toner, Membership & Subscription Fees
Building Costs
Repairs and Maintenance
Utilities
Youth Ministry Costs
RCIA
Janitor Salary & Supplies
Children's Liturgy
Confirmation gifts to Bishop Medley

Note: **NCYC & Youth 2000 are fundraising trips and do not belong in the Religious Education accounts**

Other Items to Clarify:

- Interest on savings paid from the Diocese to a parish should be included in revenue.
- Money collected by the parish as a gift to the Pastor is not exempt from assessment.
- Subsidies to and from parishes are exempt for both parishes.
- Fundraising revenue is to be reported as revenue with the fundraising expenses reported in an expense account. Fundraising expenses are exempt up to the amount of revenue reported.
- No netting of Revenue and Expense in the same GL account (i.e., flower funds, donut funds, etc.)
Exceptions: Diocese special collections, Mass Stipends, which can be recorded in a liability account, and books purchased for a specific group which are being fully reimbursed by participants, which can offset the book expense account.
- All donations/contributions (from parishioners or otherwise) are revenue and should be recorded in the Sunday collections account or the individual contributions account, not as an offset to an expense.
- Special Parish collections (not Diocesan) should be recorded in a revenue account and are assessed.
- St. Vincent DePaul collections earmarked for a **St. Vincent DePaul organization or store operated like a St. Vincent DePaul** are recorded in income and then exempted under item E on the Calculation for Net Assessable Revenue worksheet, along with other qualified Parish charitable donations (refer to policy on website.)
- Grants are to be recorded as revenue but will be exempt from assessment if an appropriate grant application is filed.
- Diocese reimbursements/subsidies for a priest or deacon salary are exempt.
- Parish Trips/Group Activities – When a parish raises funds for a parish or Youth Group trip these funds are to be recorded as revenue. All expenses of the trip are, like fundraising expenses, exempt, up to the amount of revenue recorded. **Exception:** if the funds are collected in one fiscal year and the trip/activity occurs in the subsequent fiscal year, the funds raised should be included in total operating revenue and deducted as Other in item I for assessment purposes in the current year. In the subsequent year when the trip actually occurs, the revenue (from prior year) should be shown in the Carryover Items line while the current year trip expense should be included under Fundraising Expense. If the trip or activity is canceled in the subsequent year, the full amount of the revenue (net of refunds) is included in the Carryover Items line that year.