



## ARCHDIOCESE OF PHILADELPHIA ASSESSMENT CALCULATION

### Definition

Each parish pays an annual assessment to the Pastoral Center to fund the work of the Archbishop, the operations and support functions of the Pastoral Center and to maintain the apostolic ministries and programs shared by the local Church. Ordinary income is the main factor considered in arriving at the individual parish assessment.

### Calculation

The assessment is calculated as 12.25% of the following parish income categories:

- Sunday Collections
- Other Collections<sup>1</sup>
- Socials & Donations, Net<sup>2</sup>
- Interest, Dividends & Rentals
- Cemetery Income, Net

It is important to note that only those proceeds received from an approved capital campaign and those proceeds received for a school endowment fund should be recorded as Extraordinary Collections (Account #47791). Internal designation as to the use of proceeds collected from an Annual Stewardship Appeal and/or Annual Capital/Maintenance Budget Campaign does not qualify income to be viewed as extraordinary. Income derived from ordinary means, including earnings from an endowment, should always be recorded in the traditional operating income accounts.

<sup>1</sup> Other Collections for Parish Use (Account #41120) is used to record total proceeds from Block Collections, Holy Day Collections, and Daily Mass Collections. Offerings for candles/vigil lights, shrines, poor boxes, memorial funds, etc. should be credited to this account in addition to any regular parish second collections. Ongoing collections that are designated for general maintenance and utility purposes of the parish facilities or even reduction of parish debt should also be credited to this account. When a Holy Day is observed on Sunday, collection receipts may be apportioned as follows: Funds received in the Sunday Collection envelope should be recorded as Sunday receipts and be credited to Account 41110 - Sunday Collections for Parish Use. Funds received in the Holy Day envelope should be credited to Account 41120 - Other Collections for Parish Use.

<sup>2</sup>The amount included in *Socials and Donations, Net*, (Accounts #41130), should generally be reported *net* of *Fund-Raising Expenses*. Functions and activities conducted to raise funds for general parish use should be recorded as church income. Fund-raisers should not lose money, but if this should occur, the event becomes an expense of the parish and not a reduction to socials and donations. For ongoing opportunity drawings, such as raffles and lotteries, as income is received and the prize value increases, a corresponding liability should also be recorded and reflected on the balance sheet and Parish Debt Summary. If you do not currently have a liability on your QuickBooks records, you must add this to your records by preparing a journal entry to credit a “prize” liability and debit Socials and Donations.