

**The Diocese of Nova Scotia and Prince Edward Island
Parochial Return Form**



Filing for the year ending
December 31, 2019

DEADLINE: March 31, 2020 (as per Canon 16)

The Parish of: _____

Parish Number: _____

Region Name: _____

Region Number: _____

Parish Contact Person and Phone Number regarding this Parochial Return: _____

for Parish use

for Diocesan use

<p>Gross Income \$</p> <hr/> <p>Total Exemptions \$</p> <hr/> <p>Assessable Income: \$</p> <hr/>	<p>Date Received by Diocesan Office: _____</p> <p>Date Acknowledgement Mailed: _____</p> <hr/> <p>Adjusted Figures: Page 3 Total: _____</p> <hr/> <p>Adjusted Figures: Page 4 Total: - _____</p> <hr/> <p>Adjusted Assessable Income: _____</p> <hr/> <p>Verified by: _____</p>
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This new document is prepared in MS Excel. It can be completed manually or electronically. The electronic version contains some formulas to assist your work. This Parochial Return Form consists of several Sections for completion: Cover, Financials, Bank Accounts. The Checklist for Financial Review is under separate cover but must be submitted with this return.

The original, signed document must be submitted to the Diocesan Office by **March 31, 2020** COMPLETE WITH a cross-referenced copy of the Parish Financial Statements. A duplicate or photocopy must also be sent by the Parish to your Regional Dean.

Return completed form to:

SYNOD Office, 1340 Cathedral Lane, Halifax NS B3H 2Z1

GENERAL INFORMATION

Cross Referencing:

Please be sure to record the Line Number(s) from the Income and Exemption sheets (pages 4 & 5) beside each applicable line item on the Parish/Church Financial Statements which must accompany this form as part of the Parochial Return. The purpose of cross-referencing is to make it possible for the Synod Office to determine what figures from the financial statement(s) were used to arrive at the totals recorded on each line of the Return Form.

Each congregation is allotted a column on each of the two financial sheets. The completion of these sheets will require considerable cooperation between Parish and Congregational Treasurers.

The "Instructions for Completing Parochial Return Forms" booklet contains essential information for completing the Parochial Return Form, including instructions on how to transfer data from the Parish's financial statements to that form. Refer to it section by section as you deal with each entry. If you require assistance, please call the Diocesan Office: (902) 420-0717; fax: (902) 425-0717; email: ggreencorn@nspeidiocese.ca

DEADLINES

For all parishes, the Parochial Return Form is due by **March 31, 2020**, as per Canon 16.

The cooperation of the parishes is greatly appreciated. The information contained on the Parochial Return Form is required in a timely way for the preparation of next year's Diocesan budget. The deadlines are set with this in mind.

CHECKLIST BEFORE MAILING

- This Parochial Return Form, all pages completed and signed and dated where applicable
- Financial Statements - CROSS REFERENCED - for each congregation listed in columns 1-6 on the Income and Claimed
- Copy of letter(s) from Parish Relations received by Parish approving exemptions included on lines 204 and 210 of this return
- Copy of the Parish's 2020 proposed budget, clearly identifying the sources of anticipated revenue and the proposed expenditures
- Copy of entire return provided to Regional Dean
- Copy of entire return for Pertinent Parish Files

PARISH GROSS RECEIPTS REPORTING PAGE										
LINE NO.	Description	Canon 16	PARISH	CHURCH #1	CHURCH #2	CHURCH #3	CHURCH #4	CHURCH #5	TOTAL	Portion for Calculation of Allotment
	<i>Gifts from Individuals</i>									
101	Regular Offerings	1(4)(a)							\$	
102	Donations	1(4)(a)							\$	
103	Specific Appeals	1(4)(a)							\$	
104		1(4)(a)							\$	
105		1(4)(a)							\$	
106		1(4)(a)							\$	
	Sub-Total Gifts from Individuals									\$
	<i>Investment and Endowment Income</i>									
107	Interest and other Gains	1(4)(a)							\$	
108	Redemption of Principal	1(4)(a)							\$	
	Sub-Total Investment Income									\$
	<i>Gifts from Organizations</i>									
109	ACW (Gross Receipts)	1(4)(b)							\$	
110		1(4)(b)							\$	
111		1(4)(b)							\$	
112		1(4)(b)							\$	
	Sub-Total Gifts from Organizations									\$
	<i>Other Income</i>									
113	Special Events (Gross Receipts)	1(4)(a)							\$	
114	Rental Income	1(4)(a)							\$	
115	Cemetary Income	1(4)(a)							\$	
116	Grants	1(4)(a)							\$	
117	Loan Receipts	1(4)(a)							\$	
118	HST/GST Rebates Received	1(4)(a)							\$	
119	Insurance Claims	1(4)(a)							\$	
120	All Other	1(4)(a)							\$	
	Sub-Total Other Income									\$
	Total Gross Income									\$

PARISH GROSS EXPENSES REPORTING PAGE										
LINE NO.	Description	Canon 16	PARISH	CHURCH #1	CHURCH #2	CHURCH #3	CHURCH #4	CHURCH #5	TOTAL	Calculation of Allotment
<i>Ministry Costs</i>										
201	Stipendary Costs (Salary, Benefits, Pension)	4(1)(h)							\$	\$
202	Housing Costs (Rectory Expenses or Allowance)	4(1)(g)							\$	\$
	Sub-Total Ministry Costs								\$	\$
203	Other Salary Costs (Music, Administrators, Office)								\$	\$
<i>Building Costs (Excluding Rectory)</i>										
206	Utilities (Heat, Electricity, Water - Not Exempt)								\$	\$
207	Snow Removal and Landscaping (not exempt)								\$	\$
208	Repairs and Maintenance	4(1)(h)							\$	\$
209	Capital Improvements	4(1)(h)							\$	\$
	Sub-Total Building Costs								\$	\$
<i>Other Costs</i>										
210	Clergy Travel Reimbursement	4(1)(i)							\$	\$
211	Christian Education Expenses	4(1)(j)							\$	\$
212	Fund Raising Expenses (113)	4(1)(f)							\$	\$
213	Rental Expenses (114)								\$	\$
214	Office (Stationery, Postage, etc.)								\$	\$
215	Church Supplies								\$	\$
216									\$	\$
217									\$	\$
	Sub-Total Other Costs								\$	\$
	Total Operating Costs								\$	\$
<i>Receipts Exempt From Allotment</i>										
218	Flow Through Funds (include specific appeals)	4(1)(b)							\$	\$
219	Cemetery Funds (see line 115 above)	4(1) c)							\$	\$
220	Bequests Placed in Endowment Funds	4(1)(d)							\$	\$
221	Grants	4(1) e)							\$	\$
222	Memorial Donations (must be approved by Parish Relations)	4(2)							\$	\$
223	Loan Repayments (Principal and Interest)								\$	\$
224	HST/GST Refunds								\$	\$
225									\$	\$
	Sub-Total Other Exemptions								\$	\$
	Net Assessible before Basic Exemption									\$
230	Basic Exemption (to be determined)									\$
	Assessible Income									\$

MISSIONAL ACTIVITY (MA) is INTENTIONAL EFFORT of a Parish/Church to address (in pursuit of) any of the 5 MARKS OF MISSION

The **MA EXEMPTION** is based on the **DIRECT and INCREMENTAL expenses** incurred by the Parish/Church associated with those **INTENTIONAL EFFORTS**

Line Number	Mark #	Activity	Incremental Expense Description	Cost (before HST)	1/2 HST	Total
MA1						
MA2						
MA3						
MA4						
MA5						
MA6						
MA7						
MA8						
MA9						
MA10						
MA11						
MA12						
Sub-Total Missional Activities						

MISSIONAL ACTIVITY (MA) is INTENTIONAL EFFORT of a Parish/Church to address (in pursuit of) any of the 5 MARKS OF MISSION

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THE FIVE MARKS OF MISSION

1 Proclaiming the Good News of the Gospel (TELL)

Examples:

Summer camps, Vacation Bible Schools; Summer Book Clubs, Community Worship & BBQ; Worship @ Campground, on the beach, in public park, Spirituality on Tap, pub gathering to discuss ethical/faith topics; Free hotdogs & pop at soccer games, available as 'chaplains' to parents, coaches and kids.

Seniors' friendship group meets for breakfast & share a devotional; Mental health support group, offers pastoral prayer for healing, hope; Free sewing classes with leaders introducing prayer; Workshops on planning funerals, wills, etc.; Diocesan Youth Conference and Encounter weekends; GriefShare, DivorceCare and Single & Parenting series; Movie discussion nights; Ashes-to-Go (Ash Wednesday); Christmas Caroling in the town square; Prayer shawl ministry; Welcome baskets to new residents; Celebration cakes for people having their final cancer treatment; 'Thank You' cards and muffins to local businesses;

2 Teach, Baptize and Nurturing new disciples (TEACH)

Examples:

Alpha Course; Dinner Church; Sewing Community Together; Small group studies on themes related to stress, grief, parenting, etc.; Couples enrichment weekends; Meditation and contemplative prayer groups; Cursillo retreats, reunions; Bible studies (ex. Animate, Living Faith, Living the Questions, etc); Workshops on labyrinths, art & prayer, choir singing, etc.; Christian book clubs; Baptism & Confirmation preparation (ex. Pilgrim); Messy Church multi-generational worship; 'I Intend' discipleship/stewardship series; 'Revive: Equipping Lay Leaders to be Spiritual Leaders' program; Education For Ministry course; Godly Play; The Parenting Children, The Parenting Teens courses

3 Responding to Human Need (TEND)

Examples:

Clothing Bank, Food Bank, Soup Kitchen; Paying for power/oil, food, prescriptions; Sponsoring kids for a summer camp; Free tax preparation; English-as-a-Second Language classes; Christmas hampers; Missions to Seafarers shoeboxes; Drives to appointments for elderly, people with disabilities; Cooking classes; Odd-job squad; Community clean-up; Knitting pneumonia vests, Izzy dolls; PWRDF; Free hall rental for Brownies/Beavers/Guides/Scouts, Alanon, AA, NA, etc

4 Challenging Unjust Structures (TRANSFORM)

Examples:

Community Event to Educate on Current Issues of Injustice (ex. use of pronouns related to LGBTQ Community); Participate in PRIDE celebrations, parade; Blanket Exercise, etc., to educate about Indigenous issues; Involvement in Youth Justice Diversion program; Support for John Howard, Elizabeth Frye Societies, Stepping Stone; Refugee sponsorship; Special events for Black History Month; Workshops on mental health awareness, human trafficking, etc.; KAIROS Canada; Ethical investing; Social enterprise projects

5 Safeguarding the Integrity of Creation (TREASURE)

Examples:

Tree Planting Session; Use of Compostable Utensils and Plates; Education on Greening your Home/Church, Living a Plastic-Free Life, Reducing Paper and Copies; Eco-Justice Fairs; Green cemetery; Community gardens; Ugly Food campaign; Alternative energy workshops