



The Episcopal Church in Wyoming

Diocesan Assessments: How to figure your assessment

What is the assessment based on:

The assessment is based on your total operating revenue from the previous month (items #1 through #4) less items #5 through 8.

What is operating revenue?

All funds, from whatever source, that are used for the general operation of the congregation are operating revenue (items #1 through #4).

How do I calculate the operating income?

Operating income includes plate and pledge income (item #1), investment income (item # 2), donations, and unrestricted gifts used for operating purposes (item #3). Examples of money to be included in operating revenue are below.

- Loose offerings
- All pledge payments
- All amounts in offering envelopes
- All unpledged or undesignated offerings, including Easter, Christmas, etc. if used for operating purposes
- All donations "restricted" for operating purposes: e.g., flowers, fuel oil, support of clergy, nursery staff, office equipment, etc.
- Donations from visitors or persons not members of the congregation

What income does not get included in operating revenue?

Gifts/donations or grants restricted for capital improvements or discretionary funds , in kind donations, grants for outreach and money used for outreach are not included in the operating revenue. The subtractions are based on actual dollars contributed to Capital improvements, investments, outreach or other organizations from the previous month's income.

What about rental income?

If a congregation has a rental property and they are using that income to help supplement their operating budget, then yes the rental income would be assessed (item #3). If the money is being held in a capital improvement fund and going to be used for maintenance or repairs on the property, then the rental income would not be assessed (item #5).

When is the assessment due?

The assessment is based on the prior month income and due on the 10th of the following month. An example would be the assessment for January is due January 10th and is based on December's operating income.

Do I need to send financial statements to the diocese each month?

Yes, please send a copy of your balance sheet and budget vs. actual to the diocese each month.