

The Diocese of Ogdensburg collects an assessment from parishes; this is used to meet a variety of expenses of the Church.

The current assessment rate is 8.5% of the five-year average assessable income of the parish. The following provisions govern the application of this assessment:

- I All *Ordinary Regular Receipts* are assessed including but not limited to:
 - A Envelopes
 - B Plate Offerings
 - C Fuel Collections
 - D Votive Candle Receipts
 - E Stole Fees
 - F School Collections
 - G Lenten Folders
 - H All other regular receipts such as Debt Reduction Collections, Second Collections for the benefit of the general fund (including second collection for local support when Christmas day is on a Sunday), Second Collections to subsidize operating expenses of the parish, etc.

- II All *Parish Auxiliary Receipts* are assessed after netting out the operating cost of fundraising, including but not limited to:
 - A Missions, Novenas, and special services
 - B Societies
 - C Interest, dividends, and other investment income
 - D Parish Bingo receipts, net of prizes and expenses
 - E Other parish fundraising including Bingo concessions, net of expenses
 - F All other parish auxiliary receipts such as bulletin ads.

- III Extraordinary Receipts are assessed:
 - A Miscellaneous Donations

- IV Bequests are assessed at 8.5%. However, this assessment is sent to the diocese as the bequests are received. Cf. #406.3 of this *Pastoral Handbook*

- V A 100% reduction is given for the parish subsidy of Christian Formation.

- VI A 100% reduction is given for the parish subsidy of Catholic schools.

- VII After computation of the five-year assessable income, a credit is given for 10% of any parish debt owed as of June 30 of the most recent of the five years used in the computation of the five-year average assessable income.

All parish major fund drives must receive prior authorization from the Chancellor before the drive may be initiated in a parish. The proceeds from any major capital appeal that is held in a parish with the approval of the Chancellor are exempt from the base on which the diocesan assessment is collected. This exemption does not include parish stewardship or increased offering campaigns.

All parish income must be reported on the annual Financial Report. If, after a thorough review, it has been determined that a parish or a parish school has received income that has not been reported on the annual financial report, a retroactive assessment of 8.5% will be due and payable immediately to the diocese. If unreported income is discovered in a parish, the diocese reserves the right to retroactively assess any income not reported for a period of up to five years at the rate of 8.5%. At the discretion of the diocese, the schedule of payment may be negotiated so as to assure that the financial impact on the parish is not excessively burdensome. No money is to be isolated in separate accounts which are left unreported to the diocese.

The annual Parish Financial Reports must be received by the Diocesan Fiscal Office by August 15th. Should extenuating circumstances arise, written permission for an extension must be obtained from the prior to August 15th. In order to complete the assessable income calculations for the purpose of budgeting for the next fiscal year and to ensure the timely release of assessment figures to the parishes, it will be necessary to increase the assessable income by 10% over the prior fiscal year, should this procedure not be followed. Also, a complete financial review of parish finances by the Diocesan Fiscal Office may be scheduled for those parishes that fail to submit their annual Financial Report before the August 15th deadline without approved extensions.

The Diocesan Coordinator of Parish Audits and Fiscal Support Services and the Diocesan Fiscal Officer are available to answer any questions regarding the classification of income and expenses on the annual Parish Financial Report.

7/1/14

In the Diocese of Ogdensburg it remains the practice that the diocesan assessment on bequests is collected on the full amount at the time an unrestricted bequest is received, rather than having the bequest factored into the assessable income of the parish as was customary at one time. The diocesan assessment on any unrestricted bequest to a parish is payable at the time the bequest is received. The current assessment rate is 8.5%.

This assessment is *not* applied to funds that are restricted, e.g. bequests left for Masses, or money that is restricted by the donor in such a way that the gift is not to be used for the general purposes of the parish. The assessment *is* applied to non-cash bequests such as stocks and bonds. In such a case it is payable in the year in which the non-cash item is received. According to diocesan policy, such holdings should be liquidated when they are received and the proceeds used toward parish expenses or debt, or deposited in the Deposit and Loan Fund.

When notification of any bequest is received by the parish, the following procedures are to be followed:

- I Inform the Moderator of the Curia immediately that the parish has been named a beneficiary in a Will. A copy of the Will, or at least the pertinent paragraph detailing the specific bequest, should be forwarded. This copy is to be sent even if the bequest is restricted and no diocesan assessment payable. As part of the notification, complete the *Parish Bequest Form* (posted on the diocesan *Pastoral Documentation Site*) and forward it to the Moderator of the Curia, keeping a copy for reference or further use.
- II Once proceeds from a bequest have been received, notify the Moderator of the Curia of this fact, by forwarding an additional copy of the same *Parish Bequest Form* indicating the amount of the payment received. Payment of diocesan assessment on the amount received is due then, even if some further payment on the bequest will be received at a later date. If assessment is due the Diocese, please forward your check and the form to the Diocese at our lockbox address (Diocese of Ogdensburg, PO Box 106, Canajoharie, NY 13317). If no payment is due, send the form directly to the Moderator of the Curia.
- III Once final payment of the bequest has been received, forward the final copy of the same *Parish Bequest Form* with the notation that the bequest is complete. Payment of any outstanding amount due in assessment on bequests is to be made. The form and payment should be forwarded to the lockbox address. A form with no payment due should be sent to the Moderator of the Curia.

Note that proceeds from charitable gift annuities, life insurance policies, and similar gifts to parishes are treated in the same manner as bequests and are assessable on the same basis. If questions arise about any of these provisions, please contact the Moderator of the Curia.