

DATA FOR 2010 ARCHDIOCESE ALLOTMENTS -- METROPOLIS OF ATLANTA

Due date: April 29, 2009. Please print or type all information on this form.

This form is designed to include all revenues and expenditures of the parish during the respective year, except for those funds received and used by the parish's Philoptochos. Must include GOYA, Greek School, day school, etc.

This form should not be submitted until the funds for the respective year has been reviewed by the Audit Committee.

The Current Audit Committee must review the completed form and sign it assuring the Metropolis that the information is complete and accurate.

The Priest and Parish Council Treasurer must sign this form thereby assuring the Metropolis that the form has been reviewed by the Audit Committee, immediately proceeding year's allocation for this year is current as of the submission of this form.

Date: _____

Please print telephone numbers and e-mail addresses very clearly.

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Name of Parish _____ Telephone _____ E-mail _____

Address _____ City _____ State _____ Zip _____

Person Preparing this Form _____ Telephone _____ E-mail _____

Signature of Person Preparing this Form _____

Parish Council Treasurer _____ Telephone _____ E-mail _____

Parish Council President _____ Telephone _____ E-mail _____

Include all fiscal funds within the Parish except those funds held by the Philoptochos.

I. FISCAL ASSETS as of December 31, 2008 excluding all real property and their furnishings but including

checking accounts, savings accounts. Securities and all other fiscal assets: \$ _____

II. LIABILITIES as of December 31, 2008: \$ _____

III. GENERAL FUNDS (for the operation of the Parish)

NOTE: Do not include any income to or expenditures from the Building Fund.

A. General Fund Income

	2007	2008
1 Parishioners'/Visitors'/Friends' Donations:		
a Stewardship/Pledges	a _____	a _____
b Cash Donations	b _____	b _____
c Candles	c _____	c _____
d Other	d _____	d _____
2 Greek School/Hellenic Studies	2 _____	2 _____
3 Parochial School (if operated by Parish and/or received from it)	3 _____	3 _____
4 From Parish Ministries/Organizations (excluding Philoptochos)		
a Registration/travel to conferences, retreats, etc. paid by parent/youth	a _____	a _____
b Other revenue raised by parish Ministries/Organizations (GOYA, Choir, etc.)	b _____	b _____
5 Festival (gross) (not included elsewhere in income)	5 _____	5 _____
6 Other Fund-Raisers/Events (gross; and not included elsewhere in income)	6 _____	6 _____
7 Rental/Parking	7 _____	7 _____
8 Interest	8 _____	8 _____
9 Income from insurance claims	9 _____	9 _____
10 All other income of the parish during the year	10 _____	10 _____

TOTAL GENERAL FUND INCOME of Parish

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B. General Fund Expenditures

2007

2008

1 Salaries/Benefits

a First Priest

(1) Base salary paid to this Priest and/or honorariums to a temporary Priest

(1) _____ (1) _____

(2) Housing allowance for this Priest in not included in Item 1a(1)

(2) _____ (2) _____

(3) FICA paid for this Priest

(3) _____ (3) _____

(4) Health insurance paid for this Priest

(4) _____ (4) _____

(5) Auto allowance or expenses paid to this Priest and/or travel expense

(5) _____ (5) _____

paid to a temporary Priest

(5) _____ (5) _____

b. Second Priest, if applies (including housing, FICA, insurance, auto allowance)

b _____ b _____

c Other Priests, if applies (including all benefits, e.g., housing, auto allowance, insurance, FICA)

c _____ c _____

d Priest's Travel to Clergy Retreats/Meetings, etc. (NOTE: not deductible)

d _____ d _____

e All Other Employed Personnel (including benefits)

e _____ e _____

f All other Contracted Personnel Services

f _____ f _____

g Archdiocese Retirement/Benefit Service Payments

g _____ g _____

2 Facilities

a Utilities

a _____ a _____

b Hazard/Liability Insurance

b _____ b _____

c All Other Operational Expenses (cleaning, ground keeping, etc.)

c _____ c _____

d Expenditures for Construction/Icons/Land (if paid from General Fund)

d _____ d _____

(Attach a list of projects -- including name, start and end dates, and estimated total cost for each.)

e Interest on Construction Loan(s) (if paid from General Fund)

e _____ e _____

f Repairs paid for by insurance claim (if paid from General Fund)

f _____ f _____

g Major renovations of land or facilites (if paid from General Fund)

g _____ g _____

(Attach a list of projects -- including name, start and end dates, and estimated total cost for each.)

h Repairs paid for by parish funds(if paid from General Fund)

h _____ h _____

i Mortgage Principle and Interest (if paid from General Fund)

i _____ i _____

3 Office and Communication Expenses (telephone, postage, supplies, etc.)

3 _____ 3 _____

4 Vehicles Operated by Parish

4 _____ 4 _____

5 Registrations/Travel to Clergy-Laity Congresses/Assemblies

5 _____ 5 _____

6 Ministry Expenses

a Religious/Liturgical

a _____ a _____

b Parish Life/Fellowship

b _____ b _____

c Religious Education

c _____ c _____

d Greek/Hellenic Education

d _____ d _____

e Youth

(1) Registration/travel to conferences, retreats, etc. paid by parent/youths

(1) _____ (1) _____

(2) other youth expenditures paid by parish funds, including funds from youth ministries fund-raising

(2) _____ (2) _____

f Stewardship/Outreach

f _____ f _____

g All other Ministries

g _____ g _____

7 Parochial School

7 _____ 7 _____

(School must operate at least three hours daily between the hours of 8:00 AM and 3:30 PM.)

8 Festival

8 _____ 8 _____

9 Other Fund-Raising Expenses

9 _____ 9 _____

(attach a list of fund-raisers, dates and amount of expenses by each year)

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B. General Fund Expenditures continued

10 Charities

- a Archdiocese Allocation/Donations
- b Donations to Metropolis
- c Donations to Archdiocese National Ministries (e.g., Holy Cross)
(attach a list of national ministries and the amount donated by each year)
- d Donations to SCOBA Ministries (IOCC, OCMC, etc.)
(attach a list of SCOBA ministries and the amount donated by each year)
- e Donations to Ecumenical Patriarchate
- f Donations to all other charities
(attach a list of charities and the amount donated by each year)

11 All Other Expenses of the Parish during the year

2007

2008

- a _____ a _____
- b _____ b _____
- c _____ c _____
- d _____ d _____
- e _____ e _____
- f _____ f _____

11 _____ 11 _____

TOTAL GENERAL FUND EXPENDITURES

IV. BUILDING FUNDS (includes all Capital Campaigns)

NOTE: Do not include any income to or expenditures from the General Fund.

A. Income

1 Parishioners/Visitors/Friends:

- a Stewardship/pledges
- b Cash Donations
- c Other

2 Festival (gross)

3 Other Fund-Raisers/Events (gross)

4 Rental/Parking

5 Interest

6 Income from insurance claims

7 All other income

2007

2008

- a _____ a _____
- b _____ b _____
- c _____ c _____
- 2 _____ 2 _____
- 3 _____ 3 _____
- 4 _____ 4 _____
- 5 _____ 5 _____
- 6 _____ 6 _____
- 7 _____ 7 _____

TOTAL BUILDING FUND INCOME

B. Expenditures (if paid from the Building Fund rather than the Gen. Fund)

1 Facilities

- a Operation/Cleaning/etc. (if paid from the Building Fund)
- b Hazard/Liability Insurance (if paid from the Building Fund)
- c Expenditures for Construction/Icons/Land
(Attach a list of projects -- including name, start and end dates, and estimated total cost for each.)

- d Interest on Construction Loan(s)
- e Repairs paid for by insurance claim (if paid from Building Fund)
- f Major renovations of land or facilities (if paid from Building Fund)

(Attach a list of projects -- including name, start and end dates, and estimated total cost for each.)

- g Repairs paid for by parish funds (if paid from Building Fund)
- h Mortgage Principle and Interest

2 Festival Expenses

3 Other Fund-Raising Expenses

(attach a list of fund-raisers, dates and amount of expenses by each year)

4 All Other Expenses

2007

2008

- a _____ a _____
- b _____ b _____
- c _____ c _____
- d _____ d _____
- e _____ e _____
- f _____ f _____
- g _____ g _____
- h _____ h _____
- 2 _____ 2 _____
- 3 _____ 3 _____
- 4 _____ 4 _____

TOTAL BUILDING FUND EXPENDITURES

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Parish Members:

1 How many pledges did your Parish have in 2008?

1 _____

a. If a couple makes a joint pledge, does it count as one or two pledges in your parish?

a. ___one pledge (1)___two pledges (2)

2 How many households on your mailing list on December 31, 2008, excluding people living outside your service area receiving complimentary mailings but not excluding 'snow- or summer-birds'?

2 _____

The Priest and Parish Council Treasurer are to sign this form, thereby assuring the Metropolis that the form has been reviewed by the Audit Committee. Please note the form will be returned if the required list(s) is (are) not attached.

The Current Audit Committee must review the completed form and sign it assuring the Metropolis that the information is complete and accurate.

We certify by our signatures that the information on this form is complete and accurate:

Chair of Parish Audit Committee: (signature)_____

Members of Parish Audit Committee: (signatures)_____

Treasurer: (signature)_____

Parish Priest: (signature)_____

Date: _____

E-mail the completed form to:

registry@atlmeteropolis.org

(but mail a copy containing signatures as well)

or FAX the completed form:

[404-634-2471](tel:404-634-2471)

or Mail completed form to:

**Greek Orthodox Metropolis of Atlanta
2480 Clairmont Road, NE
Atlanta, Georgia 30329**

ATTN: Fr. George Tsahakis, Chancellor