DATA FOR 2013 ARCHDIOCESE ALLOTMENTS -- METROPOLIS OF ATLANTA

Due date: April 30, 2012. 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 years, except for those funds received and used by the parish's Philoptochos. Thus the parish must include GOYA, Greek School, day school, etc.

Details regarding specified exemption items for 2011 must be provided on the sub-forms provided in order for these items to be excluded from the Net Expenditures.

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 in this report is accurate and complete.
The Priest and Parish Council Treasurer must sign this form thereby assuring the Metropolis that the form has been reviewed by the Audit Committee.

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

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, 2011, excluding all real property and their furnishings but including checking accounts, savings accounts, securities and all other fiscal assets: $_____

II. LIABILITIES (mortgages, loans, lines-of-credit, etc.) as of December 31, 2011: $_____

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	2010	2011
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; not included elsewhere in income)	6 _____	6 _____
7 Rental/Parking	7 _____	7 _____
8 Interest	8 _____	8 _____
9 Income from insurance claims	9 _____	9 _____
10 Income from Line-of-Credit/Loan(s)	10 _____	10 _____
11 All other income of the parish during the year	11 _____	11 _____
TOTAL GENERAL FUND INCOME of Parish	_____	_____

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B. General Fund Expenditures	2010	2011
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 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 housing, FICA, insurance, auto allowance)	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) **(Complete Capital Projects Form or no exclusion will be considered.)**	d _____	d XXXXXXXXX
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) **(Complete the Repair Projects Form or no exemption will be considered.)**	f _____	f XXXXXXXXX
g Major renovations of land or facilities (if paid from General Fund) **(Complete Renovation Projects Form or no exclusion will be considered.)**	g _____	g XXXXXXXXX
h Repairs paid for by parish funds(if paid from General Fund) **(Complete the Repair Projects Form or no exemption will be considered.)**	h _____	h XXXXXXXXX
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 (excluding vehicles reflected in Priests' auto expenses)	4 _____	4 _____
5 Registrations/Travel to Clergy-Laity Congresses/Assemblies (excluding expenses already reflected in Priests' expenses)	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 **(School must operate at least three hours daily between the hours of 8:00 AM and 3:30 PM.)**	7 _____	7 _____
8 Festival	8 _____	8 _____
9 Other Fund-Raising Expenses **(Complete the Fund-Raiser Form or no exclusion will be considered.)**	9 _____	9 XXXXXXXXX

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B. General Fund Expenditures continued	**2010**	**2011**
10 Charities		
a Archdiocese Allocation/Donations	a _____	a _____
b Donations to Metropolis	b _____	b _____
c Donations to Archdiocese National Ministries (e.g., Holy Cross Seminary		
(Complete the National Ministries Form or no exclusion will be considered.)	c _____	c XXXXXXXXX
d Donations to SCOBA Ministries (IOCC, OCMC , etc.)		
(Complete the SCOBA Ministries Form or no exclusion will be considered.)	d _____	d XXXXXXXXX
e Donations to Ecumenical Patriarchate	e _____	e _____
f Donations to all other charities		
(Complete the Other Charities From or no exclusion will be considered.)	f _____	f XXXXXXXXX
11 All Other General Fund Expenses of the Parish during the year	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	**2010**	**2011**
1 Parishioners/Visitors/Friends:		
a Stewardship/pledges	a _____	a _____
b Cash Donations	b _____	b _____
c Other	c _____	c _____
2 Festival (gross)	2 _____	2 _____
3 Other Fund-Raisers/Events (gross)	3 _____	3 _____
4 Rental/Parking	4 _____	4 _____
5 Interest	5 _____	5 _____
6 Income from insurance claims	6 _____	6 _____
7 Income from Loan(s)	7 _____	7 _____
8 All other income	8 _____	8 _____
TOTAL BUILDING FUND INCOME	_____	_____

B. Expenditures (if paid from the Building Fund rather than the General Fund)	**2010**	**2011**
1 Facilities		
a Operation/Cleaning/etc. (if paid from the Building Fund)	a _____	a _____
b Hazard/Liability Insurance (if paid from the Building Fund)	b _____	b _____
c Expenditures for Construction/Icons/Land		
(Complete Capital Projects Form or no exclusion will be considered.)	c _____	c XXXXXXXXX
d Interest on Construction Loan(s)	d _____	d _____
e Repairs paid for by insurance claim (if paid from Building Fund)		
(Complete the Repair Projects Form or no exemption will be considered.)	e _____	e XXXXXXXXX
f Major renovations of land or facilities (if paid from Building Fund)		
(Complete Renovation Projects Form or no exclusion will be considered.)	f _____	f XXXXXXXXX
g Repairs paid for by parish funds(if paid from Building Fund)		
(Complete the Repair Projects Form or no exemption will be considered.)	g _____	g XXXXXXXXX
h Mortgage Principle and Interest	h _____	h _____
2 Festival Expenses	2 _____	2 _____
3 Other Fund-Raising Expenses		
(Complete the Fund-Raiser Form or no exclusion will be considered.)	3 _____	3 XXXXXXXXX
4 All Other Expenses	4 _____	4 _____
TOTAL BUILDING FUND EXPENDITURES	_____	_____

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The following forms have been included to ensure the responding parishes provide all of the required information upon its initial submission of this form. If your parish desires the respective exemption, then complete the respective form.

2011 CAPITAL PROJECTS FORM

	Project Type & Description (land purchase, construction, or installation of a permanent icon -- list a specific title,.e.g.; purchased parking lot, built education building, installed icon of Holy Transfiguration)	Date Stated	Date Completed (or will be)	Expenditure
1				
2				
3				
4				
5				
Total Expenditures				

2011 RENOVATION PROJECTS FORM

	Faculty Being Renovated (Don't list repairs -- list major overhauls of a facility or upgrading of land)	Date Stated	Date Completed (or will be)	Expenditure
1				
2				
3				
4				
Total Expenditures				

2011 REPAIR PROJECTS FORM

	Ministry Name (e.g., kitchen fan, replace john, etc.)	Date	Donation
1			
2			
3			
4			
5			
6			
7			
Total Expenditures			

2011 NATIONAL MINISTRIES FORM

	Ministry Name (e.g., St Basil, Holy Cross Seminary, etc.)	Date	Donation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Expenditures			

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2011 SCOBA MINISTRIES FORM

	Ministry Name (e.g., IOCC, OCMC, OCF, OCN, etc.)	Date	Donation
1			
2			
3			
4			
Total Expenditures			

2011 OTHER CHARITIES FORM

	Charity Name (Red Cross, United Way, etc.)	Date	Donation
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Total Expenditures			

FUND-RAISER FORM

	Type of Fund-Raiser/Event (types are either rental or parish-sponsored fund-raiser; events are dances, wedding reception, etc. -- **rentals subject to future approval.**)	Date	Total Expense
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
Total Exemption			

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Parish Members:

1 How many pledges did your Parish have in 2011? 1 _____

a. May a couple make a joint pledge in your parish? a. ____yes(1) ___ no(2)

b. What was the total amount pledged in 2011 by these pledges (i.e., item1)? b. $_____

2 How many households on your mailing list on December 31, 2011, including your 'snow-birds'? 2 _____

(It would be helpful if you would exclude special non-parishioners to whom you send mailings, such as the Metropolis, other parishes, etc.)

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 that the desired exclusions from the Net Expenditures will not be considered if the appropriate detail Forms have not been completed.

The Current Audit Committee MUST REVIEW THE COMPLETED FORM AND SIGN IT assuring the Metropolis that the information in this report 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)_____

Parish Council Treasurer: (signature)_____

Parish Priest: (signature)_____ **Date:** _____

ALL FORMS MUST BE SIGNED BEFORE MAILING OR FAXING TO THE METROPOLIS:

Please mail the completed form to:

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

ATTN: Fr. George Tsahakis, Chancellor

or FAX the completed form to:

404-634-2471 ATTN: Fr. George Tsahakis, Chancellor