

About Apportioned Shares

A Reference Guide for Congregations



The
Episcopal Diocese
of New York

About Apportioned Shares

This Presentation is divided into six parts :

- 1) What is our Apportioned Share?
- 2) How is our Apportioned Share calculated?
- 3) Is there an Appeal/Adjustment Process?
- 4) Are there Incentives for payment?
- 5) What happens if we default on our Apportioned Share?
- 6) What does our Apportioned Share fund?



The
Episcopal Diocese
of New York

What is our Apportioned Share?

Each congregation in union with the Diocese of New York contributes to our annual diocesan budget in support of our common mission and ministry.

The contribution is referred to as an Apportioned Share, and the amount of the Apportioned Share is determined by the Canons of the Diocese of New York, which are approved by Convention. The most recent version of the Canons was approved in 2016.

The phrase “Apportioned Share” is meant to underscore the reality that every congregation is sharing and supporting our common mission and ministry in the Diocese of New York.

Assessment or Apportioned Share?

Historically, dioceses in the Episcopal Church have referred to Apportioned Shares as Assessments.

Prior to the 2016 revision of the Canons “Assessment” and “Apportioned Share” were used interchangeably.

In 2016 we tried to clean up the language of the Canons and used “Apportioned Shares”. However, there are still two references to “The Assessment Budget” in the Canons – oversights of the 2016 Revisions.

Who pays an Apportioned Share?

Every congregation in the diocese pays an Apportioned Share, and the same formula is applied to every congregation.

The Canons state that “any Congregation in union with the Diocese of New York, including a Congregation that is a Congregation in a Strategic Setting or a Vulnerable Congregation in union with the Diocese of New York” pays an Apportioned Share. [Canon 17.2.1]

What about Mission Congregations or CSS or CSP?

Every congregation in the diocese pays an Apportioned Share, and the same formula is applied to every congregation – that includes CSS (Congregations in Strategic Settings). See the Canon on the previous slide.

The CSP (Congregational Support Plan) and Canons governing that Plan were eliminated in 2016. As of 2016 every Congregation pays an apportioned share and it is always calculated the same way.

What about Campus Ministries?

Campus Ministries do not pay an Apportioned Share as they are not organized as Congregations, and they are fully funded by the Diocese – actually, they are funded by our Apportioned Shares.

What about Monastic Communities/Seminaries?

Monastic Communities do not pay an Apportioned Share as they are not organized as Congregations, and they exist independent from any diocesan structure.

How is our Apportioned Share Calculated?

A given congregation's Apportioned Share is based on Normal Operating Income (NOI).

Normal Operating Income “includes all funds, from whatever source, that are used for the general operation of a Congregation, including payment of the Congregation's Apportioned Share, compensation of clergy and lay staff, operation and insurance of buildings, altar supplies, and administrative expenses. Sources of operating income include contributions from individuals, contributions from organizations within the Congregation, income from the Congregation's trusts or foundations or amounts drawn from a Congregation's invested funds, whether income, principal, or a percentage takeout; space use income (net of direct costs of providing space); and excess revenues available for general operations derived from the Congregation's schools, cemeteries, or other enterprises.” [Canon 17.3.1]

How is our Apportioned Share Calculated?

A formula is applied to “the average Normal Operating Income for the two latest years as reported by the Congregation on the Parochial Report.”

The current formula applied to every congregation incorporates a four-tiered progressive rate which applies higher rates to higher amounts.

**4% of income from \$1 to \$50,000, plus
10% of income from \$50,000 to \$200,000, plus
15% of income from \$200,000 to \$500,000, plus
20% of all income above \$500,000.**

[Canon 17.3.2]

How is our Apportioned Share Calculated?

No Congregation's computed Apportioned Share for any year shall increase by more than **12.5%** over its computed Apportioned Share for the immediately preceding year, in each case as computed in accordance with the immediately preceding subsection, **without reference to any adjustment or appeal**, unless the Bishop and Trustees specifically authorize a larger increase.

[Canon 17.3.3]

If the Apportioned Share of any Congregation shall exceed **25% of the total budget** of Diocesan expenditures in any one budget year, the excess shall be applied to the Diocesan General Endowment Fund.

[Canon 17.3.4]

Samples of Apportioned Share Calculations – Saint Cardinal

Normal Operating Income	First \$50000 at 4%	\$50000 to \$200000 at 10%	\$200000 to \$500000 at 15%	Above \$500000 at 20%	Calculated Apportioned Share	% Increase Before Cap	Calculated Including possible 12.5 % Cap Number	% Increase after Cap	NOTES
\$5,000,000	\$2,000	\$15,000	\$45,000	\$900,000	\$962,000		\$962,000		Starting Year has no prior reference in % Increase and Cap Columns
\$5,100,000	\$2,000	\$15,000	\$45,000	\$920,000	\$982,000	2.08%	\$982,000	2.08%	
\$5,200,000	\$2,000	\$15,000	\$45,000	\$940,000	\$1,002,000	2.04%	\$1,002,000	2.04%	
\$5,300,000	\$2,000	\$15,000	\$45,000	\$960,000	\$1,022,000	2.00%	\$1,022,000	2.00%	
\$5,350,000	\$2,000	\$15,000	\$45,000	\$970,000	\$1,032,000	0.98%	\$1,032,000	0.98%	
\$5,400,000	\$2,000	\$15,000	\$45,000	\$980,000	\$1,042,000	0.97%	\$1,042,000	0.97%	
\$7,000,000	\$2,000	\$15,000	\$45,000	\$1,300,000	\$1,362,000	30.71%	\$1,172,250	12.50%	Sold \$50,000,000 Air Rights!
\$7,100,000	\$2,000	\$15,000	\$45,000	\$1,320,000	\$1,382,000	1.47%	\$1,318,781	12.50%	
\$7,200,000	\$2,000	\$15,000	\$45,000	\$1,340,000	\$1,402,000	1.45%	\$1,402,000	6.31%	
\$7,200,000	\$2,000	\$15,000	\$45,000	\$1,340,000	\$1,402,000	0.00%	\$1,402,000	0.00%	
\$7,250,000	\$2,000	\$15,000	\$45,000	\$1,350,000	\$1,412,000	0.71%	\$1,412,000	0.71%	
\$7,260,000	\$2,000	\$15,000	\$45,000	\$1,352,000	\$1,414,000	0.14%	\$1,414,000	0.14%	

Part 2 – How is our Apportioned Share calculated?

Samples of Apportioned Share Calculations – Saint Growing Fast

Sample Parish 2 - SAINT GROWING FAST	Normal Operating Income	First \$50000 at 4%	\$50000 to \$200000 at 10%	\$200000 to \$500000 at 15%	Above \$500000 at 20%	Calculated Apportioned Share	% Increase Before Cap	Calculated Including possible 12.5 % Cap Number	% Increase after Cap	NOTES
2011	\$300,000	\$2,000	\$15,000	\$15,000	\$0	\$32,000		\$32,000		Starting Year has no prior reference in % Increase and Cap Columns
2012	\$330,000	\$2,000	\$15,000	\$19,500	\$0	\$36,500	14.06%	\$36,000	12.50%	
2013	\$380,000	\$2,000	\$15,000	\$27,000	\$0	\$44,000	20.55%	\$40,500	12.50%	
2014	\$430,000	\$2,000	\$15,000	\$34,500	\$0	\$51,500	17.05%	\$45,563	12.50%	
2015	\$450,000	\$2,000	\$15,000	\$37,500	\$0	\$54,500	5.83%	\$51,258	12.50%	
2016	\$480,000	\$2,000	\$15,000	\$42,000	\$0	\$59,000	8.26%	\$57,665	12.50%	
2017	\$490,000	\$2,000	\$15,000	\$43,500	\$0	\$60,500	2.54%	\$60,500	4.92%	
2018	\$510,000	\$2,000	\$15,000	\$45,000	\$2,000	\$64,000	5.79%	\$64,000	5.79%	Uh Oh! We hit the max rate....
2019	\$520,000	\$2,000	\$15,000	\$45,000	\$4,000	\$66,000	3.13%	\$66,000	3.13%	
2020	\$525,000	\$2,000	\$15,000	\$45,000	\$5,000	\$67,000	1.52%	\$67,000	1.52%	
2021	\$540,000	\$2,000	\$15,000	\$45,000	\$8,000	\$70,000	4.48%	\$70,000	4.48%	
2022	\$550,000	\$2,000	\$15,000	\$45,000	\$10,000	\$72,000	2.86%	\$72,000	2.86%	

Samples of Apportioned Share Calculations – Saint Village

Sample Parish 3 - SAINT VILLAGE	Normal Operating Income	First \$50000 at 4%	\$50000 to \$200000 at 10%	\$200000 to \$500000 at 15%	Above \$500000 at 20%	Calculated Apportioned Share	% Increase Before Cap	Calculated Including possible 12.5 % Cap Number	% Increase after Cap	NOTES
2011	\$250,000	\$2,000	\$15,000	\$7,500	\$0	\$24,500		\$24,500		Starting Year has no prior reference in % Increase and Cap Columns
2012	\$230,000	\$2,000	\$15,000	\$4,500	\$0	\$21,500	-12.24%	\$21,500	-12.24%	
2013	\$235,000	\$2,000	\$15,000	\$5,250	\$0	\$22,250	3.49%	\$22,250	3.49%	
2014	\$245,000	\$2,000	\$15,000	\$6,750	\$0	\$23,750	6.74%	\$23,750	6.74%	
2015	\$250,000	\$2,000	\$15,000	\$7,500	\$0	\$24,500	3.16%	\$24,500	3.16%	
2016	\$255,000	\$2,000	\$15,000	\$8,250	\$0	\$25,250	3.06%	\$25,250	3.06%	
2017	\$240,000	\$2,000	\$15,000	\$6,000	\$0	\$23,000	-8.91%	\$23,000	-8.91%	
2018	\$230,000	\$2,000	\$15,000	\$4,500	\$0	\$21,500	-6.52%	\$21,500	-6.52%	
2019	\$240,000	\$2,000	\$15,000	\$6,000	\$0	\$23,000	6.98%	\$23,000	6.98%	
2020	\$245,000	\$2,000	\$15,000	\$6,750	\$0	\$23,750	3.26%	\$23,750	3.26%	
2021	\$400,000	\$2,000	\$15,000	\$30,000	\$0	\$47,000	97.89%	\$26,719	12.50%	New Treasurer & Warden don't understand NOI
2022	\$245,000	\$2,000	\$15,000	\$6,750	\$0	\$23,750	-49.47%	\$23,750	-11.11%	NOI issue corrected, a year late. NOTE: Past year NOI still in play unless the congregation formally appeals to the Adjustment Board if it wishes to reexamine prior year NOIs.

Samples of Apportioned Share Calculations – Saint Mission

Sample Parish 4 - SAINT MISSION	Normal Operating Income	First \$50000 at 4%	\$50000 to \$200000 at 10%	\$200000 to \$500000 at 15%	Above \$500000 at 20%	Calculated Apportioned Share	% Increase Before Cap	Calculated Including possible 12.5 % Cap Number	% Increase after Cap	NOTES
2011	\$45,000	\$1,800	\$0	\$0	\$0	\$1,800		\$1,800		Starting Year has no prior reference in % Increase and Cap Columns
2012	\$43,000	\$1,720	\$0	\$0	\$0	\$1,720	-4.44%	\$1,720	-4.44%	
2013	\$43,500	\$1,740	\$0	\$0	\$0	\$1,740	1.16%	\$1,740	1.16%	
2014	\$44,000	\$1,760	\$0	\$0	\$0	\$1,760	1.15%	\$1,760	1.15%	
2015	\$35,000	\$1,400	\$0	\$0	\$0	\$1,400	-20.45%	\$1,400	-20.45%	
2016	\$50,000	\$2,000	\$0	\$0	\$0	\$2,000	42.86%	\$1,575	12.50%	
2017	\$44,000	\$1,760	\$0	\$0	\$0	\$1,760	-12.00%	\$1,760	11.75%	
2018	\$46,000	\$1,840	\$0	\$0	\$0	\$1,840	4.55%	\$1,840	4.55%	
2019	\$47,000	\$1,880	\$0	\$0	\$0	\$1,880	2.17%	\$1,880	2.17%	
2020	\$43,000	\$1,720	\$0	\$0	\$0	\$1,720	-8.51%	\$1,720	-8.51%	
2021	\$44,000	\$1,760	\$0	\$0	\$0	\$1,760	2.33%	\$1,760	2.33%	
2022	\$45,000	\$1,800	\$0	\$0	\$0	\$1,800	2.27%	\$1,800	2.27%	

Your “new” income is always assessed at the highest rate you are in.

One of the side effects of an apportioned share is the reality that when a congregation increases income, a portion of every “new” dollar goes to the diocese.

The example of “Saint Growing Fast” is indicative in how the tier can complicate that ever further.

Their initial growth happened in when they were used to the 15% rate. For every \$10,000 in “new” income, the Apportioned Share increased by \$1,500.

When they cross \$500,000 NOI, every new dollar was subject to the 20% rate. For every \$10,000 in “new” income, the Apportioned Share increased by \$2,000.

What is an Adjustment or Appeal?

Any Congregation may appeal to the Adjustment Board for a reduction in or deferral of payment to a future year of part or all of its Apportioned Share for any year in accordance with the guidelines established by the Adjustment Board and approved by the Trustees.

The Adjustment Board, which shall be a committee of the Trustees consisting of not fewer than seven members appointed by the Bishop, shall conduct all adjustment hearings and may affirm, temporarily reduce, or defer payment of part or all of the Apportioned Share payable for any year by any Congregation requesting a hearing. The Adjustment Board shall inform each Congregation requesting a hearing of its decision within a reasonable time after such hearing.

Any Congregation may appeal the decision of the Adjustment Board to the Trustees, which may affirm or modify any decision of the Adjustment Board. Appeals to the Trustees must be made within 30 days after receipt by such Congregation of the decision of the Adjustment Board. (Canon 17.4)

Is it worth requesting an Adjustment?

Of course. There is no shame in having an Adjustment and there is no harm in asking for one... but the process of requesting an Adjustment requires a fair amount of work on your end.

My current congregation got a one-year Adjustment in the aftermath of the 2008 financial collapse, and that greatly aided the congregation.

If you think your congregation needs a short-term Adjustment contact that Finance Office of the Diocese and ask what you need to do.

How long does an Adjustment last?

The Adjustment Board isn't going to give any congregation a permanent adjustment.

Some Adjustments are for a single year. Others are for a few years. Adjustments are given with the specific situation of a given congregation in mind.

Sometimes a congregation will request an additional Adjustment or extra the timeline for an Adjustment, and depending on the circumstances, that may or may not be granted.

How long does an Adjustment last?

Adjustments are not subject to the 12.5% year over year cap that is applied to calculated Apportioned Shares.

If your apportioned share is Adjusted for one year from \$100,000 to \$50,000, you return to your normal calculated Apportioned Share as soon as the Adjustment period (in this case, one year) has ended.

Likewise, if your congregation is Adjusted for three years from \$100,000 to \$50,000 in the first year, \$60,000 in the second year, and \$70,000 in the third year, you return to your normal calculated Apportioned Share as soon as the Adjustment period (in this second case, three years) has ended.

We might need a permanent Adjustment?

Part of applying for an adjustment is mapping out a reasonable plan for getting back to full payment of your Apportioned Share in the near future.

If you think you need a permanent Adjustment, then you might need to have a different conversation with the Bishop's Office about your congregation's long-term viability.

In general, it isn't appropriate or fair to other congregations to underpay your Apportioned Share so that you can pay your bills, do capital improvements, or hire new staff.

Are there Incentives for payment?



Payment Standards

Each Congregation's Apportioned Share for a year shall be paid in four equal installments, no later than the fifth days of January, April, July and October, and it shall be the duty of the Chief of Finance and Operations to attend to the collection thereof.

Payments made after the fifth days of January, April, July and October shall be deemed by the Chief of Finance and Operations to be late.

Canon 17.5

Incentives for Payment - “Access to Grants” and “Staying off the List”

A Congregation that pays for any year its entire annual Apportioned Share or adjusted Apportioned Share as determined by Sections 3 and Section 4 of this Canon and has no arrears may apply in the following year for grants that are funded by the Apportioned Share budget.

It shall be the duty of the Chief of Finance and Operations to report quarterly to the Bishop, the Trustees, and the Council of the Diocese, all Congregations that have not paid in full any payment required by Section 5.

Canon 17.6.1-2

Incentives for Payment – The Big Convention Checklist

The Chief of Finance and Operations shall produce a list which the Secretary of Convention shall publish in the Calendar of Convention. The list shall include each Congregation of the Diocese and:

- a. whether or not such Congregation has filed an **audit** for the preceding year;
- b. whether or not such Congregation has filed a **Parochial Report** as required by the Canons of General Convention for the preceding year;
- c. whether or not such Congregation has submitted **stipend information** for the Journal of Convention.
- d. whether or not such Congregation has provided evidence that proper **insurance** is in place covering all parish property and activities;
- e. such Congregation's **Apportioned Share** for the preceding and current year as calculated by Section 3;
- f. any **adjustment of such Congregation's Apportioned Share** made by the Adjustment Board;
- g. whether or not such Congregation's Apportioned Share or adjusted Apportioned Share **payments are current**;
- h. whether such Congregation is **in default** as specified by Section 7.

Canon 17.6.3

Reasons churches might give why they don't pay their full Apportioned Share

- “We need to grow our endowment.”
- “We need to do building projects.”
- “We need to transition from a half time priest to a full time priest.”
- “We need to hire a new staff member.”
- “We don't approve of the Episcopal Church's position on _____.”
- “We think the Diocese is wasting money on _____.”
- “We get nothing back from the Diocese.”
- “Our pledges have remained flat for 20 years and all of our other expenses are increasing, so we feel the Apportioned Share is discretionary.”

Your Apportioned Share is not Discretionary. Its an essential part of being an Episcopal Church. On top of that, those are not good reasons not to pay your Apportioned Share.

Ripple Effects of Non-Payment

When you don't pay your Apportioned Share, you undercut Mission and Evangelism done everywhere outside of your congregation (Campuses, Missions, etc.)... and it isn't fair to the Congregation in the next town or down the road which is paying its full Apportioned Share.

When you don't pay or under pay your Apportioned Share AND IF you don't seek an Adjustment, you run the risk of defaulting on your Apportioned Share.

What happens if we default on our Apportioned Share

Prior to each annual Convention the Chief of Finance and Operations shall notify the Bishop of any Congregation that does not satisfy any of the conditions listed in clauses a-d below, noting that the Congregation may be designated as a Congregation In Default In Apportioned Share. The Bishop, with the concurrence of the Trustees of the Diocese, **may** then designate the Congregation as a Congregation In Default In Apportioned Share. No Congregation shall be designated as a Congregation In Default In Apportioned Share, and no Congregation designated as a Congregation In Default In Apportioned Share shall remain a Congregation In Default in Apportioned Share, if the Congregation satisfies any of the following conditions:

Canon 17.7.1

What happens if we default on our Apportioned Share

- a. The Congregation is **current in the payment of its Apportioned Share** through all but the most recently due quarterly installment, or
- b. The Congregation has a completed application pending with the **Adjustment Board**, is actively participating in the Adjustment Board process by meeting with its members and representatives of the Diocese as requested by the Adjustment Board, and is making payments on account of its Apportioned Share in a minimum amount specified by the Adjustment Board for Congregations that have applications pending, or
- c. If the Adjustment Board has made its decision and the Congregation has chosen to **appeal** the decision, the Congregation has a completed appeal pending with the Trustees, or
- d. If the Adjustment Board has made its decision on the application that, after any appeal to and any modification by the Trustees, is final and no longer subject to appeal, the Congregation is **current in its payment of all its Apportioned Share as they may have been adjusted through all but the most recently due installment** and is in compliance with any conditions imposed by the Adjustment Board or the Trustees in approving any adjustment, which conditions may include participation in programs organized by the Diocese to help a Congregation address problems in the Congregation.

Canon 17.7.1a-d

What happens if we default on our Apportioned Share

When a Congregation has been **designated as a Congregation In Default In Apportioned Share**, the following remedies are applied.

- i. The **Chancellor shall inform the annual Convention** that the Congregation is a Congregation In Default In Apportioned Share;
- ii. The **lay delegates from a Congregation In Default In Apportioned Share shall be denied any vote** in Convention;
- iii. The **Rector or Priest-in-Charge of the Congregation In Default In Apportioned Share shall be denied a vote** in Convention;
- iv. As provided in Canon 29, Section 3, Subsection (g), the Congregation In Default In Apportioned Share may be **designated a Vulnerable Congregation** in accordance with Canon 29.

Canon 17.7.1e

NOTE: The Canons state that “any Congregation in union with the Diocese of New York, including a Congregation that is a Congregation in a Strategic Setting or a Vulnerable Congregation in union with the Diocese of New York” pays an Apportioned Share. You are not off the hook if you are a Vulnerable Congregation.

What does our Apportioned Share fund?

90% of annual Diocesan Income comes from Apportioned Shares.



The Diocesan Budget & Income

Budget Line	Description	2017 Budget	2018 Convention Budget	2018 Revised Budget	2019 Proposed Budget	2019 Budget vs 2018 Revised Budget
INCOME FROM APPORTIONED SHARES						
001	Gross Calculated Apportioned Shares	\$ 12,204,000	\$ 12,272,549	\$ 12,709,926	\$ 12,805,844	\$ 95,918
002	Total Adjustments due to 12.5% Cap & Adjustment Board	\$ (1,447,000)	\$ (1,249,434)	\$ (1,456,897)	\$ (666,714)	\$ 790,183
003	CSP Transition Apportioned Share Reductions	\$ (57,000)	\$ -	\$ (32,012)	\$ (29,616)	\$ 2,396
004	Reserve: Bad Debt & Projected Adjustments	\$ (834,000)	\$ (1,104,150)	\$ (750,000)	\$ (1,500,000)	\$ (750,000)
005	Net Income From Apportioned Shares	\$ 9,866,000	\$ 9,918,965	\$ 10,471,017	\$ 10,609,514	\$ 138,497
INCOME FROM OTHER SOURCES						
006	Allocation from the General Endowment	\$ 725,000	\$ 815,000	\$ 815,000	\$ 851,218	\$ 36,218
007	Trust Income	\$ 106,700	\$ 97,000	\$ 97,000	\$ 97,000	\$ -
008	Fee Income	\$ 97,700	\$ 97,700	\$ 97,700	\$ 97,000	\$ (700)
009	Diocesan Convention Fee Income	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
010	Trinity Grant in Support of Liaison for Global Mission	\$ 82,700	\$ 82,700	\$ 82,700	\$ -	\$ (82,700)
011	Matching Transfer of Trinity Grant (from other funds available to the Bishop)	\$ 82,800	\$ -	\$ -	\$ -	\$ -
012	Fundraising Income - Year of Lamentations	\$ -	\$ -	\$ 43,400	\$ -	\$ (43,400)
013	Net Income From Other Sources	\$ 1,169,900	\$ 1,167,400	\$ 1,210,800	\$ 1,120,218	\$ (90,582)
014	Contribution to General Endowment (25% Cap)	\$ (103,125)	\$ (299,541)	\$ (95,430)	\$ (206,875)	\$ (111,445)
015	Contingency	\$ (100,000)	\$ (500,000)	\$ (158,166)	\$ (350,356)	\$ (192,190)
016	Total Income	\$ 10,832,775	\$ 10,286,825	\$ 11,428,221	\$ 11,172,501	\$ (255,720)
DISBURSEMENTS SUMMARY						
100	Canonical Requirements of a Diocese in the Episcopal Church	\$ 1,057,500	\$ 1,102,386	\$ 1,102,386	\$ 1,285,500	\$ 183,114
200	The Episcopate and Support	\$ 1,727,500	\$ 1,733,000	\$ 1,733,000	\$ 1,774,000	\$ 41,000
300	Staff & Support for Ministries & Congregations	\$ 1,261,500	\$ 1,293,000	\$ 1,293,000	\$ 1,126,000	\$ (167,000)
400	Total Funding for Clergy in Strategic Settings	\$ 2,601,500	\$ 2,304,400	\$ 2,478,824	\$ 2,549,000	\$ 70,176
500	Grants & Programs for Congregations	\$ 649,000	\$ 527,500	\$ 527,500	\$ 537,500	\$ 10,000
600	Diocesan Ministry & Outreach Programs	\$ 350,500	\$ 285,500	\$ 383,900	\$ 410,500	\$ 26,600
700	Diocesan Administration	\$ 2,801,000	\$ 2,765,000	\$ 3,308,620	\$ 2,765,001	\$ (543,619)
800	Communications & Archives	\$ 386,000	\$ 414,500	\$ 414,500	\$ 372,500	\$ (42,000)
900	Diocesan Convention Costs and Meetings	\$ 178,000	\$ 178,000	\$ 178,000	\$ 177,500	\$ (500)
1000	Provision for Salary & Benefit Increase	\$ 175,000	\$ 75,000	\$ 75,000	\$ 175,000	\$ 100,000
1100	Total Disbursements	\$ 11,187,500	\$ 10,678,286	\$ 11,494,730	\$ 11,172,501	\$ (322,229)
1200	SURPLUS (DEFICIT)	\$ (354,725)	\$ (391,462)	\$ (66,509)	\$ 0	\$ 66,509
1300	Transfers from Reserves	\$ 354,725	\$ 391,462	\$ 66,509	\$ (0)	\$ (66,509)

The Diocesan Budget & Income

Budget Line	Description	2019 Proposed Budget
INCOME FROM APPORTIONED SHARES		
001	Gross Calculated Apportioned Shares	\$ 12,805,844
002	Total Adjustments due to 12.5% Cap & Adjustment Board	\$ (666,714)
003	CSP Transition Apportioned Share Reductions	\$ (29,616)
004	Reserve: Bad Debt & Projected Adjustments	\$ (1,500,000)
005	Net Income From Apportioned Shares	\$ 10,609,514
INCOME FROM OTHER SOURCES		
006	Allocation from the General Endowment	\$ 851,218
007	Trust Income	\$ 97,000
008	Fee Income	\$ 97,000
009	Diocesan Convention Fee Income	\$ 75,000
010	Trinity Grant in Support of Liaison for Global Mission	\$ -
011	Matching Transfer of Trinity Grant (from other funds available to the Bishop)	\$ -
012	Fundraising Income - Year of Lamentations	\$ -
013	Net Income From Other Sources	\$ 1,120,218
014	Contribution to General Endowment (25% Cap)	\$ (206,875)
015	Contingency	\$ (350,356)
016	Total Income	\$ 11,172,501

The Diocesan Budget & Expenses - What do we spend all that money on?

Budget Line	Description	2019 Proposed Budget
101	Assessment to The Episcopal Church	\$ 1,220,000
102	Assessment to Province II	\$ 15,500
103	Reserve for Deputies to General Convention	\$ 15,000
104	Reserve for Delegates to Provincial Synod	\$ 5,000
105	Reserve for Future Episcopal Elections	\$ 25,000
106	Reserve for Lambeth	\$ 5,000
100	Total Canonical Requirements of a Diocese in The Episcopal Church	\$ 1,285,500
201	Bishop of New York	\$ 285,000
202	Bishop Suffragan	\$ 244,000
203	Bishop Assistant	\$ 244,000
204	Bishops' Office Expenses (TOTAL)	\$ 508,000
205	Reserve for Discretionary Fund-Hospitality	\$ 30,000
206	Bishops' Shared Travel	\$ 50,000
207	Canon to the Ordinary (Expenses & Compensation)	\$ 238,000
208	Canon for Pastoral Care (Expenses & Compensation)	\$ 175,000
200	Total Episcopate & Support	\$ 1,774,000
301	Director of Strategic Planning (Expenses & Compensation)	\$ -
302	Canon for Ministry (Expenses & Compensation)	\$ 235,000
303	Canon for Transition Ministry (Expenses & Compensation)	\$ 235,000
304	Canon for Congregational Vitality (Expenses & Compensation)	\$ 185,000
305	Liaison for Global Mission (Expenses & Compensation)	\$ 180,000
306	Property Support Director (Expenses & Compensation)	\$ 154,000
307	Mid Hudson Region (Expenses & Compensation)	\$ 137,000
300	Total Staff & Support for Ministries & Congregations	\$ 1,126,000
401	CSP Transition Clergy Compensation	\$ 50,000
402	Harlem Initiative	\$ 160,000
403	South Bronx Initiative	\$ 75,000
404	Regional Pastorate Initiative	\$ 450,000
405	Hispanic Clergy Compensation	\$ 440,000
406	Congregations in Strategic Settings Clergy Compensation	\$ 1,000,000
407	Campus Ministry Clergy (Expenses & Compensation)	\$ 374,000
408	Wisdom Year Seminarian for Canturbury Downtown	\$ -
400	Total Funding for Clergy in Strategic Settings	\$ 2,549,000

Budget Line	Description	2019 Proposed Budget
501	Congregational Development Commission Programs	\$ 10,000
502	First Step Grants	\$ 10,000
503	Next Step Grants	\$ -
504	Christian Formation Commission Programs / Young Adult Ministry	\$ 65,000
505	Property Support Committee Grants	\$ 365,000
506	Hispanic Ministries Grants	\$ 50,000
507	Operational Support for Strategic Hispanic Congregation	\$ 25,000
508	Multicultural Ministries (New Community)	\$ 12,500
500	Total Grants & Programs For Congregations	\$ 537,500
601	Commission on Ministry Programs	\$ -
601	Ecumenical and Multi-Faith Councils Contribution	\$ 10,500
602	Ecumenical & Interfaith Commission	\$ 10,000
603	Global Mission Commission	\$ 50,000
604	Sustainable Development Goal Grants	\$ 45,000
605	Rural and Migrant Ministry	\$ 50,000
606	Social Concerns Commission	\$ 80,000
607	Support for Episcopal Charities	\$ 100,000
608	New York Service & Justice Collaborative	\$ 25,000
609	Companion Diocese Relationship	\$ 40,000
600	Total Diocesan Ministry & Outreach Programs	\$ 410,500
701	Cathedral Cost Sharing and Rent	\$ 1
702	Office Services (Expenses & Compensation)	\$ 315,000
703	Administration (Expenses & Compensation)	\$ 1,600,000
704	Special Projects of the Finance Committee	\$ 400,000
705	IT Expenses	\$ 150,000
706	Overhead and Fixed Obligations	\$ 300,000
700	Total Diocesan Administration	\$ 2,765,001
801	Public Affairs & Archives (Expenses & Compensation)	\$ 313,500
802	Episcopal New Yorker	\$ 54,500
803	Web Management	\$ 4,500
800	Total Communications & Archives	\$ 372,500
901	Journal and Directory	\$ -
902	Diocesan Convention Reserve	\$ 175,000
903	Council/Convention Meetings	\$ 2,500
900	Total Diocesan Convention Costs and Meetings	\$ 177,500
1000	Provision for Salary & Benefit Increase	\$ 175,000
	Grand Total Expenditures	\$ 11,172,501

The Diocesan Budget & Expenses - What do we spend all that money on?

In ballpark amounts....

12% – Wider work of the Episcopal Church

16% – EDNY Episcopate (Bishops, immediate staff, and all expenses)

10% – Diocesan Program Staff (Canons and their offices)

23% – Congregations & Communities in Strategic Setting (Missions, Campus Ministry, Etc.)

9% – Programs, Grants & Outreach

25% – Administration (Finances, Legal, IT, Office Services)

5% – Communications, Archives, Meetings

The Diocesan Budget & Expenses – Ways it benefits your congregation

- Grants (Property, Sustainability, etc.)
- Bishops & Staff Support and Oversight
- Paycheck service, financial, HR and legal advise, etc.
- Ensuring Congregations in lower income areas are served
- Campus Ministry
- Being part of the Episcopal Church & Anglican Communion
- Being part of a larger and diverse diocese rather than a congregational church
- Making the big list at Convention as a Congregation that is modelling best practices and health.

Suggestions for looking at your congregation's budget

Divide your Budget into four categories.

- 1) **Mandatory Expenses** – things like your Apportioned Share, Insurance, Utilities, Audit/Legal, Office Expenses, Etc.
 - 2) **Personnel Expenses** – Clergy (Parish & Supply), Staff, Benefits, Travel, Etc.
 - 3) **Buildings & Grounds** – Regular Repairs & Maintenance, Snowplows, Landscaping, Planned Capital Projects, Hoped For Capital Projects, Etc.
 - 4) **Program** – Worship, Outreach, Education, Music, Fellowship, Etc.
- **RED** –Zero or very limited room to cut expenses without shutting the church down.
 - **BLUE** –Cutting expenses will change administration/pastoral care/ministries.
 - **BROWN** – Limited room to trim without deferring or creating safety concerns.
 - **GREEN** – Discretionary items that support the ministries of the Church, and to a large degree make up the identity of the Congregation.