

Housing Allowance Statement and Board Meeting Minutes

What it is:

- An exclusion from income tax of the total cost of maintaining a pastor's home.
- A benefit to pastors approved **annually** by the board of directors.
- **Salary!** Click the link for more information!

What it *isn't*:

- A *separate* amount paid to the pastor to cover housing expenses.
- **Retroactive!** Click the link for more information!

The StartCHURCH Housing Allowance Statement for ministers is a tool that will allow you to correctly document the Housing Allowance. Please follow the instructions below to properly complete these documents:

Don't trouble yourself with doing the math, **this form will do the calculating for you!**

Actual Expenses:

- When does it need to be calculated?: January of **each year**
- What do I do?: Look back at _____ and enter amounts for each category provided. *Some categories won't apply to you - that's ok! Simply enter zero*
- Things to Remember: It is always a good idea to maintain accurate records to substantiate your expenses.

Estimated:

- When does it need to be calculated?: January of **each year**
- What do I do?: Estimate your expenses for _____. Enter amounts for each category provided. *Some categories won't apply to you - that's ok! Simply enter zero*
- Things to Remember: Consider changes to your cost of living. Some categories (such as structural maintenance & repairs) may not have applied to you last year, but might this year.

Fair Market Rental Value:

- When does it need to be calculated?: January of **each year**
- What do I do?: You've already done the work! With the values you already added, the form will be able to calculate the Fair Market Rental Value for you!
- Things to Remember: The form did the math for you. Here's an example of how it was calculated:

Estimated Mortgage/Rent amount for _____	=	\$10,000.00
Cost of rent including furnishings = 50% of mortgage/rent =		\$5,000.00
Fair market rental value is the sum of both numbers =		\$15,000.00

You'll notice the **lesser of all three** amounts has been automatically entered as the total qualifying housing allowance.

Congrats, you've successfully complete the Housing Allowance worksheet!

You will need to sign and date the Housing Allowance Statement in the space provided at the bottom of the second page and submit the completed Statement to the board of directors at your next board meeting. Once approved, the treasurer should sign and date the minutes of the board meeting

Minister's Housing Allowance Worksheet

Submitted by:		Calendar Year	
Submitted to:			

	Actual Annual Expenses	Estimated Annual Expenses
Mortgage/Rent Payment		
Home/Condo Owners' Association		
Taxes		
Real Estate Taxes		
Personal Property Taxes		
Insurance		
Fire		
Homeowner/Renter Insurance		
Other:		
Structural Maintenance & Repairs		
Roof (Replacement or Repairs)		
Additions (garage, carport, fencing, etc.)		
Driveway, Paving, Sealing		
Repairs to Appliances		
Plumbing		
Landscaping, Lawn Mower, Lawn Equipment		
Other:		

	Actual Annual Expenses	Estimated Annual Expenses
Utilities		
Gas		
Electricity		
Internet		
Water & Sewer		
Satellite or Cable TV		
Garbage Removal		
Other:		
Decorative & Household Items		
Curtains, Blinds		
Throw Rugs		
Wallpaper, Paint, Molding, Shelving,		
Paintings, Pictures, Other decorative items		
Other:		
Miscellaneous		
Home Cleaning Supplies		
Broom, Mops, Sweepers, etc.		
Home Supplies (light bulbs, filters, etc.)		
Other:		
Column Totals		

DO NOT INCLUDE: The cost of labor for lawn maintenance or maid services, vehicle payments, vehicle insurance, vehicle maintenance or repair costs, cell phones, groceries, personal toiletries or paper products, personal clothing, toys, computer/video games or gaming consoles, or DVD/Blu-Ray movies.

Fair Market Rental Value

Mortgage/Rent	
Cost of Rent of home including furnishings	
Utilities	
Structural Maintenance & Repairs	
Total Fair Market Rental Value	

Please accept this as my request for a housing/parsonage allowance in the amount of _____ for the calendar year _____. This request is made pursuant to Internal Revenue Code Section 107, and I represent that I am qualified, pursuant to said section and the regulations thereunder, to receive the same.

I certify that, to the best of my knowledge, the information provided above is both accurate and truthful, and I submit it as the basis for a housing/parsonage allowance, which will be excluded from my taxable salary.

 President _____
 Date

 Treasurer _____
 Date

Minutes of the Meeting of the Board of Directors of

A meeting of the board of directors was held on pursuant to notice thereof. It was determined that a quorum was present, and the following matter of corporate business was transacted.

WHEREAS, under provisions of Section 107 of the Internal Revenue Code, a minister of the gospel is not subject to federal income tax on the housing or parsonage allowance paid to him as part of his compensation, to the extent that it is used by him to rent, buy or maintain a home.

THEREFORE, BE IT RESOLVED that, unless otherwise revoked, qualifies for the housing allowance pursuant to Section 107 of the Internal Revenue Code, and is hereby designated, on his behalf, a housing allowance of up to 100 percent of his entire salary, or up to the actual cost of providing a home for him, or the fair market rental value of the home, whichever is less.

is required to submit to the board of directors, no later than January 1 of each year, a signed statement that outlines the estimated housing costs projected to be incurred by him during the coming tax year. The board will provide such a statement for him to complete and submit by said deadline.

All disqualified individuals recused themselves from voting on this issue.

Dated this _____ day of _____, 20__.
