

Housing Allowance Worksheet For Ministers of the Pacific Conference

**-Minister Living in a Parsonage-
Owned by or Rented by the Church**

Minister's Name _____

For the fiscal year _____ to _____

Date designation approved _____

Allowable Housing Expenses (*expenses paid by minister from current income*)

	Estimated Expenses	Actual
1. Utilities (gas, electricity, water) and trash collection	_____	_____
2. Local telephone expense (base charge)	_____	_____
3. Decoration and redecoration	_____	_____
4. Structural maintenance and repair	_____	_____
5. Landscaping, gardening, and pest control	_____	_____
6. Furnishings (purchase, repair, replacement)	_____	_____
7. Personal property <i>taxes</i> on contents	_____	_____
8. Personal property <i>insurance</i> on minister-owned contents	_____	_____
9. Umbrella liability insurance	_____	_____
 Subtotal		
10% allowance for unexpected expenses	_____	
TOTAL	\$ _____	\$ _____ (A)
Properly designated housing allowance (from church budget)		\$ _____ (B)

*Note: The amount excludable from income for federal income tax purposes is the **lowest** of A or B.*

INSTRUCTIONS

1. Prior to a new calendar year, the minister should complete the Housing Worksheet to calculate the request for Housing Allowance from the Pastor Parish Relations Committee.
2. Prior to the new calendar year, meet with the Pastor Parish Relations Committee to assist them in developing the Designated Housing Allowance to bring to the Council for approval. You do not need to share your worksheet with the committee. A statement such as:
 - a. *I, _____, reasonably expect to spend \$_____ to provide a home this year, and therefore respectfully request the designation of the above amount as "housing allowance" as provided for by Section 107 of the Internal Revenue code for Ministers of the Gospel.*
3. Each calendar year, preferably in January, the church council must adopt a written Housing Allowance designation (usually in the form of a church budget) based on the Pastor Parish Relations Committee's recommendations. The church should never approve a retroactive adjustment in the housing designation for a prior tax year.
4. The minister must keep a record of actual allowable housing expenses for tax purposes.
5. Include the entire housing designation in the computation of your social security tax on Schedule SE unless you have opted out of social security.