

## Minister's Allotment of Income

Pursuant to consensual and contractual agreement, \_\_\_\_\_, a religious organization, agrees to advance and to pay the following allowances and reimbursements for each calendar year, in particular, on behalf of this organization, and to pay the stated annual salary herein to \_\_\_\_\_, clergy person, for the benefit of this organization, from this date, to wit.

### Allowances, Advances, or Reimbursements (Separately Stated)

Housing and utilities allowances are furnished by this organization, for its benefit, as its property, which is required herein to be used for ministerial services as a condition of employment. Cash allowances are advanced for furnishings and miscellaneous maintenance provided for in this use:

Cash housing allowance \$ \_\_\_\_\_  
Utilities estimated per year \$ \_\_\_\_\_

Automobile allowances for use in ministerial services are made on condition clergy person furnishes and operates said vehicle, which is a condition of employment and continuing ministerial services in ministry:

Auto allowance for local transportation and travel away from home for ministerial services \$ \_\_\_\_\_

Medical expenses and hospitalization insurance for clergy person as key person, and family:

Medical and insurance expenses \$ \_\_\_\_\_

Pension/retirement plan for clergy person (annual amount to cover 100% contribution for plan) \$ \_\_\_\_\_

Professional expenses (office supplies, books, dues, subscriptions, group activities, religious dress items, misc.)  
Annual estimate \$ \_\_\_\_\_

Telephone/Mobile phone required for work in ministry and Church \$ \_\_\_\_\_

Travel away from home overnight for ministry \$ \_\_\_\_\_

Continuing education for improvement in skills of ministry, including attendance at professional schools \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Allowances, Advances or Reimbursements for year** \$ \_\_\_\_\_

Salary (annual amount) to be reported to IRS on Form 1099-MISC or Form W-2 (see accountant for details) \$ \_\_\_\_\_

Total Remunerations (including allowances and salary payable by this organization annually) \$ \_\_\_\_\_

It is also agreed that clergy person shall furnish an annual report to the clerk of the governing body herein on the amounts paid out by clergy person on each allowance.

The Total Remunerations payable to the clergy person shall be divided by the number of pay periods per year, and it is agreed that this amount shall be paid to the clergy person per pay period. This payment includes the pro-ration of allowances and salary. The amount of the payment is

\_\_\_\_\_

Date

\_\_\_\_\_

Clerk/Chairman

\_\_\_\_\_

Clergy Person

\_\_\_\_\_