

Insert for Minutes of Meeting to Approve the Housing/Parsonage Allowance

1. It was discussed that under tax law a minister of the gospel is not subject to federal income tax on the “housing allowance paid to him as part of his compensation to the extent used by him to rent or provide a home.”
2. The parsonage owned by the church has a rental value of \$_____ and is provided for the convenience of the church. Actual utility expenses will be paid by the church and they will amount to approximately \$_____ for the year.
3. After considering the statement “Pastor’s Estimate of Home Expenses” (see next page) prepared by _____, a motion was made and seconded and passed to adopt the following resolution:
4. Resolved, that Pastor _____ is to receive a total cash remuneration of \$_____ (salary) for the year 20___. Of this amount, \$_____ (housing expenses paid from salary) is hereby designated as housing allowance.
5. Resolved that as long as Pastor _____ is our employee the above amount of housing/parsonage allowance shall apply to all future years until modified.

Date _____ Signed _____

Note: Using the above insert for the minutes is probably the most convenient for church use. The names of the individuals making the motions and seconding it should be included. If the church does not provide the home and pay the utilities, then the second paragraph is to be omitted. All out of pocket costs in providing your home are to be included in paragraph 4.

***Please notify our office involving any
IRS notices regarding your tax return.***

