

Church Number _____

**REQUEST FOR 2016 EXEMPTION OF EXPENSES
RELATED TO PROVIDING DAY CARE FOR CHILDREN OR ADULTS
FROM THE SHARES OF MINISTRY CALCULATION FORMULA**

Church: _____ Pastor: _____

Charge: _____ District: _____

Name of Ministry: _____

Tax Id # of Ministry (if different from the Church tax id#) _____

Age Group Served: _____

		TOTAL REPORTED ON TABLE II	-	EXEMPT EXPENSES	=	NET EXPENSES FOR SHARES CALCULATION
Line 55a	Daycare STAFF COMPENSATION AND EXPENSES	\$	-	\$	=	\$
Line 56	CURRENT EXPENSES FOR PROGRAM (INCLUDING CHURCH SCHOOL)	\$	-	\$	=	\$
Line 57	OTHER OPERATING EXPENSES (NOT INCLUDED IN LINE 56 ABOVE)	\$	-	\$	=	\$
		\$	-	\$	=	\$
		GRAND TOTAL		EXEMPT TOTAL		NET TOTAL USED FOR SHARES CALCULATION

Pastor's Signature

Date

Finance Committee Chair Signature

Date

**Please submit this form to the Susquehanna Conference Finance Office, FAX 717-766-7696
no later than March 1, 2017.**

Approved by CFA _____

Exemption Form Directions

This form is to request exemption of qualifying expenses of daycares and preschools from the Shares of Ministry calculation. In 1999 the Annual Conference amended the 1996 action regarding exemptions as follows: *“Expenses associated with church provided pre-school and daycare programs, elder-care programs and college campus ministries which are under the direct, complete and active control of the local church shall be included in statistical information, but they may be exempt from the formula calculations upon completion of a form to be provided by the Conference Finance Office.”*

Criteria:

- The daycare/preschool, elder-care program or college campus ministry is a ministry of the Church. Entities that operate independent of the Church do not qualify for exemption.
- The expenses of the qualifying daycare/preschool, elder-care program or college campus ministry have been included in the statistics reported for the year.
- The exemption request form is submitted to the finance office by March 1 of the subsequent year.

Form Directions:

Complete the top section to properly identify your daycare/preschool, elder-care program or college campus ministry including the Tax ID # of Ministry if it is different from the Church Tax ID#.

- In the first column of the boxed section, enter the amounts that were reflected for each line on the statistical report.
- In the middle (shaded) column, enter the expense attributable to the daycare/preschool, elder-care program or college campus ministry. Please note, these must not exceed the amounts entered in the first column. The bottom figure in this column will be the amount that will reduce your total expenses prior to the Shares of Ministry Calculation.
- Subtract column 2 from column 1.
- Provide the proper signatures. By signing this document, you attest the information presented is accurate.
- Submit the form to the finance office by the first of March.