

# SURPLUS FUNDS REQUEST

Isaiah 61:1

THE LORD

HAS ANOINTED  
ME TO BRING

*good news*  
TO THE POOR.

The TIA Goal Surplus is any funds your parish raises over your TIA Goal.

## SURPLUS FUNDS GUIDELINES

- Choose how the funds will be allocated (see How to Allocate Surplus Funds)
- Notify parishioners of the use of any potential surplus funds in bulletins and/or pulpit announcements
- Complete and submit the required form along with supporting documents by the April deadline

## HOW TO ALLOCATE SURPLUS FUNDS

The following outlines how surplus funds can be allocated and if exempt from assessment.

### 1. Deferred Revenue

Surplus Funds are directed towards an Approved Building Fund (new church, major renovation/expansion). The surplus funds are exempt.

E.g. your parish is approved to build a new church and wants to save the surplus towards this project.

### 2. Building Fund / Central Fund Loan

Surplus Funds are directed towards your parishes current Building Fund/Central Fund Loan.

The surplus funds are exempt.

E.g. your parish has a current central fund loan and wants to use the surplus to pay down the loan's principal.

### 3. Surplus returned not allocated to Deferred Revenue or a Building Fund/Central Fund Loan

In all other cases, the returned surplus is considered assessable and should be recorded as Miscellaneous Income.

### 4. Assessable surplus

Repair and maintenance expenses to preserve / improve the ongoing operation / functionality of parish buildings and property are NOT exempt from being assessable.

E.g. the parish will use the funds to buy a new fridge, upgrade lighting, carpet, painting, etc.



**TOGETHER**  
IN ACTION 2019

ROMAN CATHOLIC DIOCESE OF CALGARY  
120 17 AVE. SW, CALGARY, AB T2S-2T2  
T: 403-218-5500 | F: 403-264-0526  
TIA.CALGARYDIOCESE.CA  
CHARITABLE No. 10790 RR0076

5. Exceptions

Where the parish determines it will use its returned surplus for one of the allowable deductions below (updated 2018), the parish will receive an exemption on the amount expensed, which may or may not be equal to the amount of the surplus returned.

Note: the exemption will be on the expense, not on the revenue.

Allowable Deductions:	
5372	Refugee family*
5378	Welfare* / **
5385	World Youth Day, Net of Revenue, >0
	4600 Youth (for WYD)
	5385 World Youth Day cost*
5804	Parishes in need*
5806	Retired priests fund*

E.g. The parish received \$4,000 as a returned surplus. It is recorded as Miscellaneous Income, \$4,000, and is assessable.

The parish then spends \$4,000 on its Welfare program and receives an allowable deduction of \$4,000. Net assessment income becomes zero.

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# SURPLUS FUNDS REQUEST FORM

## INSTRUCTIONS

1. Complete this form
2. Advise your parishioners, in writing, (ex. bulletin/pulpit talk) what project the surplus will fund.
3. Mail, fax, or scan and email the required documents to the TIA Coordinator at the Catholic Pastoral Centre by the deadline of **April 12, 2019**
4. Include bulletin and / or pulpit announcements copies informing parishioners of how any potential surplus funds will be used.  
**Note:** Without these copies, your request will **NOT** be processed.  
**Note:** TIA contributions are designated gifts, and in order for them to be reallocated, the Canada Revenue Agency requires donors to be informed.
5. If you surpass your campaign goal and have requested your surplus funds, a cheque will automatically be sent to you in the spring of the following year (**you do not need to request these funds again**) (if you have any questions about this, contact the TIA Coordinator)
6. Send your documents to:

TIA Coordinator	Phone:	(403) 218-5522
RC Diocese of Calgary	Fax:	(403) 264-0526
120 17 Ave SW		Doreen.Thibeault@CalgaryDiocese.ca
Calgary, AB T2S 2T2		

Parish

Pastor (If different from the TIA Administrator) or Parish TIA Administrator

Surplus to be used in 20\_\_\_\_(Year)

Surplus will be used for: \_\_\_\_\_



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