

SAMPLE HOUSING ALLOWANCE RESOLUTION

(For a full explanation, worksheet, and instructions, see the Local Church Treasurer Handbook,
available at: <http://desertsouthwestconference.org/churchforms>)

(The following language is to be inserted in the minutes of the meeting)

The chairperson informed the meeting that under the tax law, a minister of the gospel is allowed to exclude from gross income: (1) the rental value of a home furnished to him or her as part of his or her compensation; or (2) a housing allowance paid to him or her as part of his or her compensation, to the extent used by him or her to rent or provide a home and to the extent such allowance does not exceed the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities.

The (charge conference or church council) on the _____ day of _____, after discussing the amount to be paid to Rev. _____ as a housing allowance, on motion duly made and seconded, adopted the following resolution:

Rev. _____ shall receive salary of \$_____ for the year. Rev. _____ shall also receive a housing allowance of \$_____ for the year _____ and all future years unless otherwise provided.

(If the clergy person is to have rent-free use of a home, also state:

"Rev. _____ shall also have rent-free use of the home located at _____ for the year _____ and for every year thereafter so long as he/she is minister of the _____ United Methodist Church unless otherwise provided.")

Attested to this _____ day of _____, _____, the foregoing resolution is hereby accepted.

Chairperson, Administrative Board/Council

The housing allowance (and/or rent-free use of a home) shall be so designated in the official church records.