



Apportionment Reduction Request Form

due May 15th



Mail completed form with required documents to

EDWM

Attn: Apportionment Review Committee

535 S. Burdick St. #1

Kalamazoo, MI 49007

This form contains fields for typed-in answers, so click your mouse in the space and begin typing, or select from the drop-down menu. You may also print and complete by hand.

Parish Name:

Please select from the drop-down menu.

Name of person completing this form: _____ Title: _____

All of financial information listed below is required for consideration. Please check the box to indicate that each document is enclosed.

Click to check box.

- Copy of Complete Current Year Operating Budget, including YTD Actual Revenues and Expenses as of April 30
- Copies of Year End Financial Statements, including Budgeted and Actual Revenues and Expenses for 2 Previous Years
- All Checking, Savings and Investment Fund Account Balances as of April 30 (note whether they are Restricted & Unrestricted)
- Balance Sheet as of April 30 Attached page with narrative (see below)

Calculated Apportionment Amount: \$ _____ Apportionment Reduction Amount Requested: \$ _____

Current Operating Budgeted Revenues: \$ _____ Current Operating Budgeted Expenses: \$ _____

Last Year's Actual Total Revenues: \$ _____

Checking Account Balance as of April 30: \$ _____ Savings Account(s) Balance as of April 30: \$ _____

Restricted Investment Fund(s) Total as of April 30: \$ _____

Unrestricted Investment Fund(s) Total as of April 30: \$ _____

On an attached page, please provide a narrative of why the parish is unable to fulfill its full apportionment. Please include what steps you are you taking, or plan to take, to fully meet your apportionment in the coming years.

Please provide some dates your vestry can meet with the Apportionment Review Committee between June 15th and August 15th:

Date #1: _____ Date #2: _____ Date #3: _____

Signature of Senior Warden or Treasurer

Signature of Rector/Priest in Charge

No request will be considered if all requested information is not received by May 15th.

Form updated 4/2016