



**The Diocese  
of Southern Ohio**  
Episcopalians in Connection

## Parochial Reporting Webinar Q&A

January 14, 2020

**Q.** Sometimes we do weekday prayers, not a formal prayer book offer, but scripture and prayer, do we include this on line 14?

**A.** Yes, include it under daily office.

**Q.** On number 9 (section – 2020 Worship during the Pandemic) our parish although urban feels a digital divide. Half can participate digitally, and the other half cannot. How do I report that?

**A.** Go with the worst-case scenario in that case. If it is 50/50 go with no, because it is important for them to know how big the problem is.

**Q.** How are PPP loans treated? Are they forgiven?

**A.** We did answer the questions on the PPP loan if it is forgiven or not. This is covered in the workbook for the Parochial Report. If you received a loan and the loan has not been forgiven by the SBA then report it on line 22. If you received a loan and it has been forgiven report it on lines 5 and 22. For some congregations, they may be reporting the forgiveness portion in 2021 on line 5.

**Q.** Will you Repeat line 7 on that keeps it out of mission share?

**A.** Page 4, box A is where we take the number for your mission share, along with Box E. Box 4 is what the percentage is multiplied upon. So, you will see that line 7 is under box A and line 7 gets calculated with A to form box B. We only use Box A and E. That's why assistance from the diocese for your operating budget, which is the COVID grants fall there. It stays out of the mission share calculation because it is not in the calculation for box A.

**Q.** Where do you put ECF grants for building repairs?

**A.** You can do it two ways. You could do it under assistance for operation budget, if you have it budgeted for that. We believe the better placement is under capital funds, gifts and additions, because that money is going toward capital improvements.

**Q.** The next question pertains to the second round of PPP

**A.** We need to do more do more research. We'll try to either give you links to good webinars hosted by CEEP, or by our auditors, or we will provide you guidance. Our finance department is still just reading through the 80+ page document that was received Friday night.

**Q.** If there is a transition and our Rector retired in September, do we still list them as clergy?

**A.** If you look at the second to the last page, I will say yes, list them. It doesn't give you the opportunity to there say when they left, but it does say for the year.

**Q.** Why would the diocese include the PPP loan for forgiveness in our mission share?

**A.** This was not a decision that was made by our diocese, this is a decision that was made by the Episcopal Church in New York (<https://reports.dfms.org/>). This is their form, so we have to abide by their guidance. It is also seen as replacing part of your plate and pledge that didn't happen this year. The easiest way to look at it is PPP replaced plate and pledge that you probably didn't receive this year. That money was used for normal operating expenditures, so it is considered normal operating income. Using the word forgiveness muddles it. The Government did that, they got into church language and they shouldn't have. The Government forgave the obligation to pay them back, but we have to account for it on our parochial reports and in financial records.

**Q.** Do we record our plate offerings for the whole year or just from January 1 through March 1?

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**A.** It is for the whole year. You are discounting your ASA for question 7 on page 2. It is very specific to that question that it is restricted from January 1 through March 1. Your plate offering is for the whole year. Your parochial report is for the entire year. You must report plate, pledge for the whole year. It's just the ASA is the best way to get a feel for how your parish is doing on Sunday attendance. There is a difference between ASA and financials.

**Q.** What is the difference between the parochial report and the annual report?

**A.** The parochial report is the one we are looking at now that is due by March 1<sup>st</sup> and is out of the Episcopal Church of New York and all Episcopal Church's need complete the report. The Annual Report is more specific to our diocese and that gets sent out later this year and is due April 1. When we are closer to that deadline, we will schedule another webinar that is specific to that report.

**Q.** Where can we find the guidelines for the mission share incentive program?

**A.** It can be found on our website and convention website.

**Q.** Is there any difference between in person in the church or in person services outdoors, or on church property?

**A.** They did not make distinction at all. If you did it outside instead vs inside your church that should be considered a normal Sunday service, the location doesn't matter.

**Q.** Will PPP loans impact mission share?

**A.** Yes, it will impact the mission share. We have to abide by the guidelines from the Episcopal Church on how to deal with it.

**Q.** If you have time can you let us know if the diocese offers free online giving?

**A.** We are currently working on putting a system in place where people can contribute through our diocesan website. We are working on a solution where churches can set this up on their own websites and the funds will be deposited directly into their accounts. You can speak directly to Susan about that. We hope to host a webinar in a couple months to give you more information. In the interim you can make use of the current systems and I encourage you to reach out to Susan who can help you.

We are also looking to make available on our website through the same online giving platform, Shelby, which is our financial platform, where instead of sending us a check for your mission share payments, you can make payments online, making our life and your life easier.

**Q.** What about ECM Grants?

**A.** ECM grants through February this year, will go online 10 because it is for outreach, but if you received a church foundation grant, that will go under line 8.

**Q.** If you got a loan through EDSO would that go on line 7?

**A.** The difference is very specific that grants given by the diocese through COVID 19 assistance is assistance for the operating budget, and the loans that came through the COCL through the DSO taskforce is specific for operating income and that is why it is included in line 8. If you refer to the workbook, line 7 only talks about diocesan grants. That is why we went with specifically with the grant portion going on line 7 and the loan portion going on line 8 because it needs to be repaid. The PPP loans came from the government and that guidance came through New York.

**Q.** We had to return deposits for rentals. Can rental income be negative?

**A.** It may depend on what year you receive the income and had to refund it. You can contact us offline on that one.



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**Q.** Do I understand correctly that PPP loan only gets included if it is forgiven?

**A.** Yes, the PPP loan only gets included if it is forgiven (lines 5 & 22), according to the guidance for in the year it is forgiven. There have been a few churches who received their forgiveness in 2020, but the bulk of parishes will receive it in 2021. When you do your parochial reports for next year, it will be included next year. But you still need to include the information on page 5, question 22, that you applied and received it, but not forgiven so it is not included in the financials.

**Q.** Will you please say again what you want us to track about online and mail in giving?

**A.** If you look at operating revenue on page 4, Plate offering, pledge payments & regular support, that will include if you received it in cash, checks online however it came into your books that will be included in your books there. What they will ask you for in 2021, is that you track online donation giving units received from your online video presence separately from standard pledging units. So, they are asking you to just track that track that and they will probably be looking at that in the parochial report and through a question that way so they can see if online video presence is generating a return in dollars.

**Q.** Should we respond yes to number 7, page 3, if we briefly returned to in person worship in 2020?

**A.** I am responding yes. Because we did return but then we went back to online only.

**Q.** Can you explain online giving again?

**A.** Online giving refers to your online video presence not an electronic payment portal for parishioners to donate their regular offerings. If you are using Facebook live, or streaming, and people are sending money because they are watching and supporting your ministry is the online giving we are referring to. It is tied to online video worship specifically.

**Q.** With regard to online donations, are you expecting us to do gross or net?

**A.** It is gross and then the expense side of that comes to the parish because the percentage charged goes under your expenditures. It nets out. So, if you get \$100, I record \$100 donation, if I have \$5.00 in bank fees, I record that on my expense side.

**Q.** Can I offset my BWC rebates against expenses?

**A.** No. You can't have a negative expense when it comes to BWC. The rebates they have sent you need to go under other income. If you overpaid your bill and they sent you an overpayment refund, then that is different.