

Salary Report Form

Use this form to: verify current salary and/or report annual salary updates

The effective salary with updates must be reported annually, preferably at the start of your fiscal year. Please complete the below and forward a copy to Colette Ramm at the Presbytery office – cramm@thepresbytery.org

This information is used to produce the average and median salary reports we are required to provide to the BOP on a yearly basis. It is also used to verify compliance with the Presbytery minimum salary guide. The information is not available for public distribution and will not be shared beyond the Presbytery Staff and members of the Committee on Ministry.

A. Minister Information

Name: _____

Congregation

Name _____

B. Annual Salary Information

Effective Date of Salary Reported here _____

Number of hours expected to work per week _____

Please enter annual amounts or zero if not applicable.

- 1. Cash salary (including employee contributions to 403(b)(9) plans; tax-sheltered annuity plans; unvouchered book, car, and study allowances; vacation pay and overtime) 1. \$ _____
- 2. Housing allowance, utilities, and furnishings allowances (if manse provided see below) 2. \$ _____
- 3. Employing organization contributions to 403(b)(9) plans, tax-sheltered annuity plans, and equity allowances (Matching contributions to the Board's Retirement Savings Plan should not be included.) 3. \$ _____
- 4. Bonus (will be included in the year in which the bonus is paid; if continuing, you will need to report annually) 4. \$ _____
 Year in which bonus is paid _____
- 5. Reimbursement **in excess of 50%** of the minister's SECA tax obligation) 5. \$ _____
- 6. Other allowances (including copayment and medical expense reimbursement allowances) 6. \$ _____
 Do not include expenses reimbursed through vouchers or Benefits Plan dues.
- 7. Manse amount (fair market rental value plus any utility or furniture allowance; at least 30% of lines 1-6 for members residing in a manse) 7. \$ _____
- 8. Total Effective Salary (total of lines 1-7) 8. \$ _____**
- 9. Board of Pensions (37% of line 8) 9. \$ _____
- 10. SECA offset (FICA 7.65% of line 8) 10. \$ _____
- 11. Total Cash Salary (sum of lines 1 - 11) 11. \$ _____
- 12. Continuing Education (vouchered) 12. \$ _____
- 13. Professional expenses (vouchered) 13. \$ _____
- 14. Mileage allowance at IRS effective rate- 14. \$ _____

Total Package (sum of lines 1 – 14) _____

You may use the Total Effective Salary Calculator and the Dues Calculator on Pensions.org to determine the impact the reported effective salary has on dues.

Effective salary is any compensation a member receives during a plan year from an employing organization. This does not include vouchered expenses. For more information, see the *Understanding Effective Salary* booklet, available on Pensions.org.