

## Other Finance and Budget Information

### 1. Travel

The cost of operating a car is subject to fluctuations in operating costs, primarily fuel. The Diocese regularly reviews the travel reimbursement rate for diocesan volunteer and staff by considering the policies of other dioceses, comparable not-for-profit organizations, and the Canada Revenue Agency guidelines.

The rate should never be lower than the rate set by Diocesan Council which is 60 cents per kilometer for the first 5,000 km and 55 cents per km thereafter.

Travel between home and church is not eligible for reimbursement. A log must be kept for all church related travel and include addresses at the beginning and end of the trip, the total kilometers, and the reason for travel. Expense claim forms must include the same information or have attached a photocopy of the relevant pages of the travel log. See Appendix D

There are tax implications if the reimbursement rate exceeds what is deemed reasonable by the Canada Revenue Agency (CRA). If the amount exceeds that rate, the entire allowance will be deemed a taxable benefit, and must be included in one's report of taxable income. In turn the individual may then be able to claim automobile expenses by filing Form T2200, which may be obtained from the diocesan payroll office (call 416-363-6021 / toll-free, 1-800-668-8932, ext. 239). The rates can be found on CRA's website at [www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/llwnc/rts-eng.html](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/llwnc/rts-eng.html).

### 2. Utility Costs

(Heat, Hydro, Water, Basic Phone (including Parish related calls) and Internet Connection; Passed at Synod 2012). Rectory utilities paid by the parish. This should be the actual amount or as close as possible.

### 3. Loans

Any loan agreement between a parish or its members and priest or employee must be authorized by the Bishop and reported as a taxable benefit.