

Instructions:

AMD will follow the Fiscal year beginning July 1, 2023. The AMD assessment will be calculated based on prior year numbers. Amounts from 7/1/21-6/30/22 will be used to calculate the 7/1/23-6/30/24 assessment. You may reference your End of Year Financial Report submitted to the Diocese in August 2022.

This is the form to be used to calculate your 2023-2024 AMD Assessment. Attached is an Excel spreadsheet as well as a PDF version of the form. You may enter the your figures directly into the Excel spreadsheet (recommended) or you may print the PDF form and handwrite your figures onto the form.

Please submit your completed form and any additional required documentation to Carrie Wills (cwills@dioceseofpueblo.org) by June 30, 2023.

Specific Line Item Instructions:

Line #1 - Input your 2021-2022 Total Income from the End of Year Financial Report submitted to the Diocese or the Statement of Activities.

Line #2 - Input the amount of AMD expense paid to the Diocese for the 2021-2022 year.

Line #3 - Input the amount spent on capital improvements over \$15,000 that have been approved by FAC. Input the date of FAC presentation in the Date box.

Line #4 - Input the total amount of all grants received in 2021-2022 that are included in Line #1. Please include grant award letters. We recommend having a grant income account for easier tracking.

Line #5 - Input the total amount of expense related to all fundraising activities in 2021-2022. Including this expense as a deduction provides for AMD being assessed on your net fundraising income. We recommend having activities income and activities expense accounts for easier tracking.

Line #6 - Investment market value changes are excluded from AMD. If you have investments accounts and record the valuation changes in an income account, please input that amount for the year here.

Line #7 - This is your calculated total deductions. This amount will be subtracted from Total Income. No input needed on this line item if you are using the Excel spreadsheet.

Line #8 - This is your calculated Net Income. AMD for 2023-2024 will be assessed from this amount. No input needed on this line item if you are using the Excel spreadsheet.

Line #9 - This is your calculated AMD expense for 2023-2024. The rate for 2023-2024 is 15%. This is what is owed to the Diocese for 2023-2024 . No input needed on this line item if you are using the Excel spreadsheet.

Line #10 - This is your monthly AMD assessment for 2023-2024. No input needed on this line item if you are using the Excel spreadsheet.