

Episcopal Housing Allowance Agreement

This agreement is entered into between the General Council on Finance and Administration (“GCFA”) and _____ (“Conference”) for the purpose of distributing funds to its bishop for housing purposes for the year_____.

Conference hereby agrees that it shall determine the annual amount it will contribute to its bishop’s housing-related compensation and that it shall transfer such annual amount to GCFA in four equal installments. GCFA will invoice Conference on a quarterly basis. Invoices shall be generated on the first business day of the month immediately preceding the beginning of each fiscal calendar quarter (i.e., December, March, June & September). Such invoices must be paid within ten (10) days via ACH transaction. If funds are not received by GCFA by the 15th day of the invoice month, GCFA will not process the housing allowance payments to the bishop for that quarter. GCFA Banking information is as follows:

Account Name: GCFA
Bank Name: First Tennessee Bank
Bank Address: PO Box 84 Memphis, TN 38101
Bank ACH Routing: 064005203
Bank Account Number: 184503810

Conference further agrees that it shall determine, and then communicate to GCFA by completing and signing this agreement, the annual amount it will contribute for any given year by no later than October 31 of the preceding year so that GCFA may have sufficient time to designate the amount to be paid to the bishop as a housing allowance. GCFA will then distribute the designated housing allowance with the regular bishops’ payroll.

The annual amount determined by Conference is set forth in Exhibit A.

ACKNOWLEDGED:

Signature

Name

Title

Date

Exhibit A

Housing Allowance Determination:

Annual amount: _____

Monthly Amount: _____

Bishop's Name: _____

Episcopal Area: _____

Contact Name: _____

Email: _____

Phone: _____

Address: _____