

<b>Policy name:</b> revenues/assessments	<b>Date approved:</b> April 14, 2009 <b>Revised:</b> April 13, 2011
<b>Policy type:</b> Executive Secretary Limitations	<b>Review date:</b> 2014-2015
<b>Purpose of the policy:</b> This policy includes the Conference's processes to be used with regard to assessments.	

The Executive Secretary shall provide information to the Executive to enable it to determine the annual assessment of the Presbyteries within the Conference's boundaries and for the Executive to make recommendations to the general meeting of Conference. (2011)

The Executive Secretary shall ensure that...

1. Toronto Conference will prepare and send out to each Presbytery an invoice on an annual basis outlining the assessment levies for each Presbytery including how the calculation was determined and the actual numbers involved. (2011)
2. On behalf of the Presbyteries and upon request from the Presbytery, Toronto Conference will prepare and send out to each Pastoral Charge a letter and an invoice on an annual basis outlining the assessment levies for each Pastoral Charge as determined by each Presbytery. (2011)
3. Assessments will be due to the Conference in quarterly payments – on the first day of February, May, August, and November.
4. Assessments are based on the statistics received from the General Council *Year Book* as submitted by each Pastoral Charge. Statistics used for assessment purposes are based on the numbers from 2 years previous. (e.g. the 2011 assessments will be based on the 2009 statistics).
5. Conference Office will provide each Presbytery with reports on the Pastoral Charges that are delinquent in paying assessments and the Presbytery shall contact these Pastoral Charges for follow-up. By October 31, the Presbytery will determine whether assessments in arrears will be paid by the Presbytery through its budget or through a special assessment. (2011)
6. Any Pastoral Charge that wishes to appeal its assessment shall do so through its Presbytery.
7. Each Presbytery may determine an additional assessment for Presbytery purposes. The additional assessment will be included in the assessments of that Presbytery.