

Canon D-4: THE APPORTIONMENT

*calculation of the Apportionment:*

1. a) The Executive Committee shall determine, at a meeting in the autumn of each year, the total amounts required for the General Fund for the following year.
- b) The required amounts for the General Fund, having been consolidated as a unified assessment, shall then be levied upon all parishes within the Diocese as provided in section I(c) of this canon.
- c) Parishes shall be assessed for the Apportionment on the basis of a pro-rata levy on the parish income from open offerings and identifiable offerings towards the operating expenses as shown on the annual Financial Report.

*notification of parishes:*

2. The Treasurer of the Synod shall advise the churchwardens of each parish at least one month prior to the Annual Vestry Meeting, of the amount of the Apportionment for that parish for the ensuing year.

*raising and forwarding of the Apportionment:*

3. The churchwardens of every parish shall ensure that the necessary steps are taken for raising the Apportionment and forwarding it to the Synod Office in regularly scheduled instalments, monthly.

*Apportionment due:*

4. The Apportionment shall be paid by December 31st in each year.

*default of payment of Apportionment:*

5. a) A parish shall be deemed to be in default when it has failed to remit by January 31 its Apportionment for the preceding year or years.
- b) The Treasurer of the Synod shall give to the Executive Committee the names of the defaulting parishes, as soon as the same can be ascertained, for such action as the Executive shall decide.

(Rescinded and replaced 1993)  
Amended 1999

[formerly Canon 35]