

2023 Comparative Budget

Church & City:

Round to the nearest dollar. Year-end entries on starred* lines are entered on the Parochial Report financial pg.

Giving Information		2022 Actual	2023 Budget	2023 Change
*1.	Number signed pledge cards for Operating Budget (both years)	23	27	4
*2.	Total dollars pledged to Operating Budget (both years)	\$ 50,586	\$ 54,460	3,874
3.	Average pledge	\$ 2,199	\$ 2,017	(182)
*4.	Avg. Sunday Attendance in 2022		 	
		2022 Actual	2023 Budget	2023 Change
REVENUES				
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 78,029	\$ 85,008	\$ 6,979
Operating Revenues				
6.	Undesignated plate offerings & regular non-pledge support	10,796	7,200	(3,596)
7.	Pledge payments to operating budget	55,869	49,014	(6,855)
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	66,665	56,214	(10,451)
*9.	Money from investments, used for operations			-
*10.	Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, rental income, fees, misc activities	6,210 11,667	9,000 13,200	2,790 1,533
*11.	Unrestricted bequests used for operations			-
*A	Normal operating income, or NOI (lines 8:11)	84,542	78,414	(6,128)
*12.	Assistance from diocese for operating budget			-
*B	TOTAL OPERATING REVENUES (lines A+12)	84,542	78,414	(6,128)
Non-Operating Revenues				
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)			-
*14.	Additions to endowment & other investment funds (including earnings)	71	100	29
*14a.	Gifts for other designated funds: discretionary fd, memorial fd, ECW fd, scholarship fund, organ fund, youth fund, ins. proceeds, etc.	760	600	(160)
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 102)	4,000 4,088	1,400	(4,000) (2,688)
*16.	Funds rec'd for transmittal to other organizations (disbursements on line 104)	240		(240)
*C	Subtotal non-operating revenues (lines 13:16)	9,159	2,100	(7,059)
*D	TOTAL ALL REVENUES (lines B+C)	93,701	80,514	(13,187)
SVG				
	Prior years' operating surplus transferred from savings			-
17.	New loan proceeds: Commercial loan and/or line of credit			-
18.	Diocesan Development Program (DDP) loan			-
19.	Other (Interfund loans within the church's funds)			-
20.	Total cash available (lines 5+D+SVG+17:19)	171,730	165,522	(6,208)
EXPENSES				
Outreach				
*21.	Pledge to Diocese = 10.5% of Actual 2022 Normal Operating Income	7,549	8,298	749
*22.	Additional Camp Mitchell support beyond diocesan commitment			-
*23.	Budgeted congregational outreach, e.g., St. Francis House, food pantry, etc.	6,812	3,600	(3,212)
24.	Total outreach (lines 21:23)	14,361	11,898	(2,463)
Program & Liturgy				
25.	Evangelism & congregational development	50	60	10
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.			-
27.	Communications: bulletins, newsltr, website design, ads, signs, etc.		300	300
28.	Christian formation for all ages			-
29.	Young adult & youth ministries			-
30.	Music & choirs (instrument maintenance on line 95)	48	55	7
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	277		(277)
32.	Altar supplies & flowers	1,286	500	(786)
33.	Diocesan convention delegates expense		550	550

2023 Comparative Budget

	2022 Actual	2023 Budget	2023 Change
34. Stewardship & capital campaign expense			-
35. Other (list)			-
36. Total program & liturgy (lines 25:35)	1,661	1,465	(196)
Parochial Clergy			
37. Cash Stipend - 2023 minimum clergy comp standards on dio website	14,081	15,562	1,481
38. Cash Housing & Utilities allowance based on Fair Rental Value	15,000	15,000	-
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng if any)	2,220	2,338	118
40. Other clergy comp - exp allwncs, hsng equity, 403(b), YE bonus, etc.	200		(200)
41. Pension=18% X (stipend+hsng/util+SECA reimb+othr assessable comp)	5,671	5,922	251
Call diocesan office for pension calculation when housing is provided.			
42. Health insurance with Medical Trust - plan options/rates on dio website			-
43. Dental insurance with Delta Dental of AR - rates on dio website			-
44. \$40,000 group term life insurance with AD&D at \$25.20 per month			-
45. Long term disability ins @ 0.092% of comp on Lines 37-40; short term @ 0.456%			-
46. Continuing education (\$2,000 minimum for fulltime clergy)		1,000	1,000
47. Travel/business reimb - IRS business mileage rate (65.5¢/mile in 2023)		500	500
48. Clergy compensation & benefits (lines 37:47)	37,172	40,322	3,150
49. Clergy search expense/moving expense			-
50. Funds paid to another church for shared clergy			-
51. Less funds received for shared clergy (enter as negative number)			-
52. Total parochial clergy (lines 48:51)	37,172	40,322	3,150
Supply Clergy			
53. Supply Clergy stipend (minimum: \$200 per Sunday)		800	800
54. Travel reimb f/Supply Clergy=IRS bus mileage rate (65.5¢/mile in 2023)		140	140
55. See Supply Clergy policy at https://www.episcopalarkansas.org/supply-clergy			-
56. Total supply clergy (lines 53:55)	-	940	940
Lay Personnel			
57. Parish Administrator/Church Secretary			-
58. Financial Secretary/Treasurer			-
59. Organist/Choir Director	4,850	5,700	850
60. Program Director/Christian Formation Director			-
61. Youth Director			-
62. Child Care Workers			-
63. Sexton/Custodian			-
64. Grounds Maintenance Workers			-
65. Other (list)	200		(200)
Benefits (Details at https://episcopalarkansas.org/employee-benefits/)			
66. Social Security & Medicare taxes = 7.65% of lay employee wages	378	436	58
67. Pension contributions--5% to 9% of lay employees' salaries; see website			-
68. Health insurance-Lay emp working 1,500 hrs must enroll in Medical Trust			-
69. Delta Dental insurance--diocese's group plan not with the Medical Trust			-
70. Group life @ \$25.20/mo; Disability insurance - see disability margin note			-
71. Wrkrs Comp: clergy/clerical = wages X .0033; sxtns/grnds = wages X .0210;	94	125	31
childcare workers = wages X .0071; Multiply total by Prem Adj Factor of 0.79 f/final bdgt		-	-
72. Lay employee trvl/training - Reimb up to IRS bus mileage rate of 65.5¢/mi	151	175	24
73. Other (list)-Reimburse volunteers at IRS charitable mileage rate of 14¢/mi	(18)		18
74. Total lay personnel & benefits (lines 57:73)	5,655	6,436	781
Administrative Expense			
75. Contract services: bookkeeping, audit, legal, etc.	1,620	1,680	60
76. Kitchen/Hospitality expense	358		(358)
77. Office supplies & equipment		100	100
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.		63	63
79. Telephone & fax expense			-

2023 Summary Report of Activities

Church/City:		Mo/Day/Yr: 1/31/23		
Year-end balances on starred* lines go in the Parochial Report. Starred lines here match lines on the PR financial page.				
This report assumes that the revenues and expenses below are run through the operating account. Activity in other accounts is entered on the Assets & Liabilities report (tab 4) and also included in the annual Parochial Report.				
1	Giving Information for current year:			
2	Average Sunday Attendance (ASA) to date	0		
3	*1 Number signed pledge cards for report year	27		
4	*2 Total dollars pledged for report year	\$ 54,460		
5			Current	2023
6			Month	Actual YTD
7	Operating Revenues			
8	*3 Plate offerings, pledge payments & regular support	\$ 5,474	\$ 5,474	\$ 56,214
9	*4 Money from investments used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations)	(6,170)	(6,170)	(4,000)
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	(696)	(696)	52,214
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	(696)	(696)	52,214
16				
17	Operating Expenses			
18	*12 Commitment to support Diocesan ministries	1,383	1,383	8,298
19	*13 Outreach programs funded through operating budget	368	368	3,600
20	All other operating expense:			
21	Program & Liturgy expense	578	578	1,465
22	Clergy expense	470	470	41,262
23	Lay Personnel & Benefits expense	18	18	6,436
24	Administrative expense	153	153	2,280
25	Property & Facilities expense	10,042	10,042	30,140
26	*14 Total other operating expenses	11,261	11,261	81,583
27	*E Total Operating Expenses	13,012	13,012	93,481
28				
29	Surplus or (Deficit) from Operating Activity	\$ (13,708)	\$ (13,708)	\$ (41,267)
30				
31	Non-Operating Revenues			
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	23	23	100
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	-	-
36	*C Total Non-Operating Revenues	23	23	100
37	Non-Operating Expenses			
38	*15 Major improvements & capital expenditures (includes loan principal)	-	-	-
39	*16 Outreach & mission NOT funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	-	-	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	-	-	-
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 23	\$ 23	\$ 100
47				
48	-----			
49	Beginning cash in operating account	78,029	78,029	85,008
	Prior years' operating surplus transferred from savings	-	-	-
50	*D Total All Revenues	7,617	7,617	80,514
51	*G Total All Expenses	13,012	13,012	7,790
52	Ending cash in operating account	\$ 72,634	\$ 72,634	\$ 83,927
53				
54	*19 Total cash in all checking and savings accounts as of:	\$ 83,477		
55	*20 Total investments (not line 19 cash) at market value as of:	-		
56	Total cash and investments	\$ 83,477		

2023 Detailed Report of Activities

Church/City:		Mo/Day/Yr: 1/31/23			
Round to the nearest dollar. Year-end entries on starred* lines are entered on the Parochial Report financial page.					
Giving Information					
*1.	Number signed pledge cards for 2023 Operating Budget	27			
*2.	Total dollars pledged to 2023 Operating Budget	\$ 54,460			
3.	Average pledge for 2023	2017.037037			
*4.	Average Sunday Attendance (ASA) to date				
			Current mo	Actual YTD	Bdgt YTD
			2023 Bdgt		
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	78,029	78,029	85,008	85,008
Operating Revenues					
6.	Undesignated plate offerings & regular non-pledge support	1,122	1,122	600	7,200
7.	Pledge payments to operating budget	4,352	4,352	4,085	49,014
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	5,474	5,474	4,685	56,214
*9.	Money from investments, used for operations	-	-	-	-
*10.	Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, rental income, fees, misc activities	700	700	750	9,000
		1,150	1,150	1,100	13,200
*11.	Unrestricted bequests used for operations	-	-	-	-
*A	Normal operating income, or NOI (lines 8:11)	7,324	7,324	6,535	78,414
*12.	Assistance from diocese for operating budget	-	-	-	-
*B	TOTAL OPERATING REVENUES (lines A+12)	7,324	7,324	6,535	78,414
Non-Operating Revenues					
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)	-	-	-	-
*14.	Additions to endowment & other investment funds (including earnings)	23	23	8	100
*14a.	Gifts for other designated funds: discretionary fd, memorial fd, ECW fd, scholarship fund, organ fund, youth fund, ins. proceeds, etc.	65	65	50	600
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 102)	-	-	-	-
		205	205	117	1,400
*16.	Funds rec'd for transmittal to other organizations (disbursements on line 104)	-	-	-	-
*C	Subtotal non-operating revenues (lines 13:16)	293	293	175	2,100
*D	TOTAL ALL REVENUES (lines B+C)	7,617	7,617	6,710	80,514
SVG	Prior years' operating surplus transferred from savings	-	-	-	-
17.	New loan proceeds: Commercial loan and/or line of credit	-	-	-	-
18.	Diocesan Development Program (DDP) loan	-	-	-	-
19.	Other (Interfund loans within the church's funds)	-	-	-	-
20.	Total cash available (lines 5+D+SVG+17:19)	85,646	85,646	91,718	165,522
EXPENSES					
Outreach					
*21.	Pledge to Diocese = 10.5% of Actual 2022 Normal Operating Income	1,383	1,383	692	8,298
*22.	Additional Camp Mitchell support beyond diocesan commitment	-	-	-	-
*23.	Budgeted congregational outreach, e.g., St. Francis House, food pantry, etc.	368	368	300	3,600
24.	Total outreach (lines 21:23)	1,751	1,751	992	11,898
Program & Liturgy					
25.	Evangelism & congregational development	-	-	5	60
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-
27.	Communications: bulletins, newsltr, website design, ads, signs, etc.	-	-	25	300
28.	Christian formation for all ages	-	-	-	-
29.	Young adult & youth ministries	-	-	-	-
30.	Music & choirs (instrument maintenance on line 95)	-	-	5	55
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	-	-	-	-
32.	Altar supplies & flowers	28	28	42	500
33.	Diocesan convention delegates expense	550	550	46	550
34.	Stewardship & capital campaign expense	-	-	-	-
35.	Other (list)	-	-	-	-
36.	Total program & liturgy (lines 25:35)	578	578	122	1,465
Parochial Clergy					
37.	Cash Stipend - 2023 minimum clergy comp standards on dio website	-	-	1,297	15,562

2023 Detailed Report of Activities

	Current mo	Actual YTD	Bdgt YTD	2023 Bdgt
38. Cash Housing & Utilities allowance based on Fair Rental Value	-	-	1,250	15,000
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng if any)	-	-	195	2,338
40. Other clergy comp - exp allwncs, hsng equity, 403(b), YE bonus, etc.	-	-	-	-
41. Pension=18% X (stipend+hsng/util+SECA reimb+otr assessable comp)	470	470	493	5,922
Call diocesan office for pension calculation when housing is provided.				-
42. Health insurance with Medical Trust - plan options/rates on dio website	-	-	-	-
43. Dental insurance with Delta Dental of AR - rates on dio website	-	-	-	-
44. \$40,000 group term life insurance with AD&D at \$25.20 per month	-	-	-	-
45. Long term disability ins @ 0.092% of comp on Lines 37-40; short term @ 0.456%	-	-	-	-
46. Continuing education (\$2,000 minimum for fulltime clergy)	-	-	83	1,000
47. Travel/business reimb - IRS business mileage rate (65.5¢/mile in 2023)	-	-	42	500
48. Clergy compensation & benefits (lines 37:47)	470	470	3,360	40,322
49. Clergy search expense/moving expense	-	-	-	-
50. Funds paid to another church for shared clergy	-	-	-	-
51. Less funds received for shared clergy (enter as negative number)	-	-	-	-
52. Total parochial clergy (lines 48:51)	470	470	3,360	40,322
Supply Clergy				
53. Supply Clergy stipend (minimum: \$200 per Sunday)	-	-	67	800
54. Travel reimb f/Supply Clergy=IRS bus mileage rate (65.5¢/mile in 2023)	-	-	12	140
55. See Supply Clergy policy at https://www.episcopalarkansas.org/supply-clergy	-	-	-	-
56. Total supply clergy (lines 53:55)	-	-	78	940
Lay Personnel (Gross payroll before withholdings & deductions)				
57. Parish Administrator/Church Secretary	-	-	-	-
58. Financial Secretary/Treasurer	-	-	-	-
59. Organist/Choir Director	-	-	475	5,700
60. Program Director/Christian Formation Director	-	-	-	-
61. Youth Director	-	-	-	-
62. Child Care Workers	-	-	-	-
63. Sexton/Custodian	-	-	-	-
64. Grounds Maintenance Workers	-	-	-	-
65. Other (list)	-	-	-	-
Benefits (Details at https://episcopalarkansas.org/employee-benefits/)	-	-	-	-
66. Social Security & Medicare taxes = 7.65% of lay employee wages	-	-	36	436
67. Pension contributions--5% to 9% of lay employees' salaries; see website	-	-	-	-
68. Health ins-Lay emp working 1,500 hrs must enroll in Medical Trust	-	-	-	-
69. Delta Dental insurance--diocese's group plan not with the Medical Trust	-	-	-	-
70. Group life @ \$25.20/mo; Disability premiums detailed on bdgt wrksht	-	-	-	-
71. Wrkrs Comp: clergy/clerical = wages X .0033; sxtns/grnds = wages X .0210; childcare workers = wages X .0071; Multiply total by Prem Adj Factor of 0.79 f/final bdgt	-	-	10	125
72. Lay employee trvl/training - Reimb up to IRS bus mileage rate of 65.5¢/mi	-	-	15	175
73. Other (list)-Reimburse volunteers at IRS charitable mileage rate of 14¢/mi	18	18	-	-
74. Total lay personnel & benefits (lines 57:73)	18	18	536	6,436
Administrative				
75. Contract services: bookkeeping, audit, legal, etc.	135	135	140	1,680
76. Kitchen/Hospitality expense	-	-	-	-
77. Office supplies & equipment	-	-	8	100
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	-	5	63
79. Telephone & fax expense	-	-	-	-
80. Internet & cable services	-	-	2	23
81. Website services	-	-	22	264
82. Computer software, updates, tech support	-	-	-	-
83. Office equipment lease	-	-	-	-
84. Service contracts on office equipment	-	-	13	150
85. Dues & Fees	18	18	-	-
86. Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87. Other (list)	-	-	-	-
88. Total administrative expense (lines 75:87)	153	153	190	2,280
Property & Facilities				
89. Interest payments on loans (principal recorded on line 101)	-	-	-	-

2023 Detailed Report of Activities

		Current mo	Actual YTD	Bdgt YTD	2023 Bdgt
90.	Property, casualty & liability insurance (CIC-VT package policy)	1,250	1,250	433	5,200
91.	Utilities	772	772	417	5,000
92.	Custodial & lawn supplies	-	-	42	500
93.	Repairs & maintenance on buildings	-	-	417	5,000
94.	Service contracts: heat/AC, termite, pest control, etc.	-	-	120	1,440
95.	Musical instrument maintenance	-	-	-	-
96.	Furnishings	-	-	-	-
97.	Rent expense on facilities	8,020	8,020	1,083	13,000
98.	Property taxes & fees	-	-	-	-
99.	Other (list)	-	-	-	-
100.	Total property & facilities expense (lines 89:100)	10,042	10,042	2,512	30,140
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	13,012	13,012	7,790	93,481
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(5,688)	(5,688)	(1,256)	(15,067)
	Non-Operating Expenses				
*101.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	-	-	-	-
*102.	Outreach & mission NOT funded through operating budget (see line 15)	-	-	-	-
*103.	Funds contributed to Episcopal seminaries	-	-	-	-
*104.	Funds sent to other organizations (offsets line 16)	-	-	-	-
105.	Non-op exp paid directly from designated funds: church discretionary fd, memorial fund, ECW fund, contingency fund, etc.	-	-	-	-
106.	Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)	-	-	-	-
*F	Total non-operating expenses (lines 101:106)	-	-	-	-
*G	TOTAL ALL EXPENSES (E+F)	13,012	13,012	7,790	93,481
107.	Ending Cash in op acct per books (same as next period Beginning Cas	72,634	72,634	83,927	72,041
	(line 20-line G) Always reconcile ending cash with bank statements.				
	* Year-end actual figures go in the Parochial Report.				

2023 Report of Certain Assets and Liabilities

Church/City:	Mo/Day/Yr: 1/31/23			
Round to the nearest dollar. Year-end entries on starred* lines are needed for the Parochial Report.				
Rename individual Designated Funds to fit your situation.				
	Beginning of period	Receipts to date	Disb'mnts to date	End of period
Cash & Cash Equivalents				
a. Cash in Operating Account	\$ 16,650	\$ 15,594	\$ 13,012	\$ 19,232
b. Cash in Other Checking, Savings, CDs, Money Markets	72,245		8,000	64,245
*1. Subtotal of All Cash on Hand (lines a + b)	88,895	15,594	21,012	83,477
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. Total Cash & Cash Equivalents (lines 1 + 2)	88,895	15,594	21,012	83,477
Cash & Cash Equivalents broken down as follows:				
4. Unrestricted Funds (includes operating account and prior years' surplus held in savings accounts)	76,630	7,389	12,644	71,375
Designated or Restricted Funds (re-name as needed)				
5. Building Fund	2,219			2,219
6. Columbarium Fund				-
7. Contingency Fund (for unexpected major expenses)				-
8. Discretionary Fund	1,395			1,395
9. Endowment Fund				-
10. Episcopal Churchwomen	578			578
11. Men's Group Fund				-
12. Memorial Fund	2,096			2,096
13. Organ Fund				-
14. Raise The Roof Capital Campaign Fund				-
15. Scholarship Fund				-
16. Stained Glass Fund				-
17. Youth Ministry Fund				-
18. Other (please name): DOLLARS TO OUTREACH	1,616			1,616
19. FOOD PANTRY	4,361	205	368	4,198
20. Total Unrestricted & Restricted Funds (lines 4:19)	88,895	7,594	13,012	83,477
(Line 20 must equal Line 3)				
Restricted Fund Pledges Not Yet Paid				
21. Building Fund				-
22. Capital Campaign				-
23. Other (please name):				-
24.				-
25. Total Restricted Pledges Not Yet Paid (lines 21:24)	-	-	-	-
Estimated Value of Fixed Assets & Real Estate				
26. Land				-
27. Church Buildings & Imprvmnts (including pipe organ)				-
28. Furniture, Fixtures, Equipment				-
29. Fine Arts				-
30. Vehicles				-
31. Rectory/Vicarage				-
32. Rental Property				-
33. Total Fixed Assets & Real Estate (lines 26:32)	-	-	-	-
Total Assets	\$ 88,895.00	\$ 15,594.00	\$ 21,012.00	\$ 83,477.00
Continued on next page				

2023 Report of Certain Assets and Liabilities

		Beginning of period	Receipts to date	Disb'mnts to date	End of period
	Loans, mortgages and other commitments	Amt borrowed	Additions	Princ Pmts	Balance
34.	Principal on Commercial Loan at _____ Bank				-
	Interest rate: Maturity date:				
	Collateral:				
35.	Diocesan Development Program Loan (DDP)				-
	Interest rate: Maturity date:				
	Collateral:				
36.	Other Liabilities (e.g., Interfund loans, private loans)				
37.	Total Loans, Mtgs, Other Commitments (lines 34:37)	-	-	-	-

Approved by the Vestry of _____, on _____, 20____.

Attested by Vicar or Warden: _____ Clerk or Treasurer: _____.

Please return signed copy by the 21st of April, July, and October, 2023, and January 21, 2024.

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