

2022 Comparative Budget

Church & City: St Matthew's, Benton

Round to the nearest dollar. Year-end entries on starred* lines are entered in the Parochial Report, page

Giving Information		2021	2022
*1.	Number signed pledge cards for Operating Budget (both years)	18	23
*2.	Total dollars pledged to Operating Budget (both years)	\$ 44,880	\$ 50,586
3.	Average pledge	\$ 2,493	\$ 2,199
*4.	Avg. Sunday Attendance in 2021 <i>(numbers affected by Covid-19 pandemic)</i>		
		2021	2022
REVENUES			
5.	Beginning Cash in operating acct (same as prior period Ending Cash)		\$ 78,745
Operating Revenues			
6.	Undesignated plate offerings & regular non-pledge support		6,000
7.	Pledge payments to operating budget		42,998
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	-	48,998
*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, forgiven PPP loan amt		6,710
			7,000
*11.	Unrestricted bequests used for operations		
*A	Normal operating income, or NOI (lines 8:11)	-	62,708
*12.	Assistance from diocese for operating budget		
*B	TOTAL OPERATING REVENUES (lines A+12)	-	62,708
Non-Operating Revenues			
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)		
*14.	Additions to endowment & other investment funds (including earnings)		
*14a.	Gifts for other designated funds: discretionary fd, memorial fd, ECW fd, scholarship fund, organ fund, youth fund, ins. proceeds, etc.		600
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 102); James' Pantry)		600
*16.	Funds rec'd for transmittal to other organizations (disbursements on line 104)		
*C	Subtotal non-operating revenues (lines 13:16)	-	1,200
*D	TOTAL ALL REVENUES (lines B+C)	-	63,908
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)	-	142,653
EXPENSES			
Outreach			
*21.	Pledge to Diocese = 10.5% of Actual 2021 Normal Operating Income		-
*22.	Additional Camp Mitchell support beyond diocesan commitment		
*23.	Budgeted congregational outreach, e.g., St. Francis House, food pantry, etc.		3,600
24.	Total outreach (lines 21:23)	-	3,600
Program & Liturgy			
25.	Evangelism & congregational development		125
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.		
27.	Communications: bulletins, newsltr, website design, ads, signs, etc.		418
28.	Christian formation for all ages		
29.	Young adult & youth ministries		
30.	Music & choirs (instrument maintenance on line 95)		60
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.		
32.	Altar supplies & flowers		600
33.	Diocesan convention delegates expense		300

2022 Comparative Budget

		2021	2022
34.	Stewardship & capital campaign expense		
35.	Other (list)		
36.	Total program & liturgy (lines 25:35)	-	1,503
	Parochial Clergy		
37.	Cash Stipend - 2022 minimum clergy comp standards on dio website		14,076
38.	Cash Housing & Utilities allowance based on Fair Rental Value		15,000
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/uttl+provided hsng if any)		2,224
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.		
41.	Pension=18% X (stipend+hsng/uttl+SECA reimb+othr assessable comp)		5,634
	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
47.	Travel/business reimb - IRS business mileage rate (56¢/mile in 2021)		500
48.	Clergy compensation & benefits (lines 37:47)	-	38,434
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)	-	38,434
	Supply Clergy		
53.	Supply Clergy stipend (minimum: \$150/Sunday srvc or \$180 for 2 srvc)		720
54.	Travel reimb f/Supply clergy-IRS business mileage rate (56¢/mile in 2021)		120
55.	See Supply Clergy policy at http://episcopalarkansas.org/clergy-compensation/		
56.	Total supply clergy (lines 53:55)	-	840
	Lay Personnel		
57.	Parish Administrator/Church Secretary		
58.	Financial Secretary/Treasurer		
59.	Organist/Choir Director		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		
66.	Social Security & Medicare taxes = 7.65% of lay employee wages		436
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 insurance & disability insurance - see disability margin note		
71.	Wrkrs Comp: clergy/clerical = wages X .0037; sxtns/grnds = wages X .0219;		177
	childcare workers = wages X .0068; Multiply total by Prem Adj Factor of 0.89 f/final bdgt		-
72.	Lay employee trvl/training - Reimb no more than IRS business mileage rate		
73.	Other (list)-Reimburse volunteers at IRS charitable mileage rate of 14¢/mi		150
74.	Total lay personnel & benefits (lines 57:73)	-	6,463
	Administrative Expense		
75.	Contract services: bookkeeping, audit, legal, etc.		1,680
76.	Kitchen/Hospitality expense		
77.	Office supplies & equipment		100
78.	Postage: including Fed Ex, P.O. box rental, meter lease, etc.		60
79.	Telephone & fax expense		

2022 Comparative Budget

3.
Variance
5
5,706
(294)
X
Variance
\$ 78,745
6,000
42,998
48,998
-
6,710
7,000
-
-
62,708
-
62,708
-
-
-
600
-
-
600
-
1,200
63,908
-
-
-
-
142,653
-
-
3,600
3,600
125
-
418
-
-
60
-
600
300

2022 Comparative Budget

Variance
-
-
1,503
14,076
15,000
2,224
-
5,634
-
-
-
-
1,000
500
38,434
-
-
-
38,434
720
120
-
840
-
-
5,700
-
-
-
-
-
436
-
-
-
-
177
-
-
150
6,463
1,680
-
100
60
-

2022 Summary Report of Activities

Church/City: St Matthew's, Benton		Mo/Day/Yr: 8/31/2022
Year-end entries on starred* lines go in the Parochial Report. Starred lines match page 3 of the Parochial Report.		
This report assumes that the revenues and expenses below are run through the operating account. Activity in other accounts is reported on the Assets & Liabilities report 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	23
4	*2 Total dollars pledged for report year	\$ 50,586
5		
6		
		Current Month
		2022 Actual YTD
		2022 Budget
7	Operating Revenues	
8	*3 Plate offerings, pledge payments & regular support	\$ 5,964
9	*4 Money from investments, used for operations	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from cong's orgs; forgiven PPP loan amt)	705
11		7,535
12	*6 Unrestricted bequests used for operations	-
13	*A Normal Operating Income (NOI)	6,669
14	*7 Assistance from diocese for operating budget	-
15	*B Total Operating Revenues	6,669
16		54,838
17		49,708
17	Operating Expenses	
18	*12 Commitment to support Diocesan ministries	629
19	*13 Outreach programs funded through operating budget	-
20	All other operating expense:	
21	Program & Liturgy expense	502
22	Clergy expense	3,078
23	Lay Personnel & Benefits expense	431
24	Administrative expense	158
25	Property & Facilities expense	1,543
26	*14 Total other operating expenses	5,210
27	*E Total Operating Expenses	5,839
28		56,934
29		73,500
29	Surplus or (Deficit) from Operating Activity	\$ 830
30		\$ (2,096)
30		\$ (23,792)
31	Non-Operating Revenues	
32	*8 Capital funds, gifts & additions	-
33	*9 Additions to endowment & other investment funds	260
34	*10 Contributions & grants for congregation-based outreach & mission	-
35	*11 Funds received for transmittal to other organizations	-
36	*C Total Non-Operating Revenues	260
37		2,530
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	75,000
44	*F Total Non-Operating Expenses	75,000
45		75,000
46	Surplus or (Deficit) from Non-Operating Activity	\$ (74,740)
47		\$ (72,470)
47		\$ -
48	-----	
49	Beginning cash in operating account	83,814
	Prior years' operating surplus transferred from savings	-
50	*D Total All Revenues	8,368
51	*G Total All Expenses	80,839
52	Ending cash in operating account	\$ 11,343
53		\$ 11,343
54	*19 Total cash in all checking and savings accounts as of:	\$ 87,236
55	*20 Total investments (not cash above) at market value as of:	-
56	Total cash and investments	\$ 87,236

2022 Detailed Report of Activities

Church/City: St Matthew's, Benton		Mo/Day/Yr: 8/31/2022			
Round to the nearest dollar. Year-end entries on starred* lines are entered in the Parochial Report, page 3.					
Giving Information					
*1. Number signed pledge cards for 2022 Operating Budget	23				
*2. Total dollars pledged to 2022 Operating Budget	\$ 50,586				
3. Average pledge for 2022	2199.391304				
*4. Average Sunday Attendance (ASA) to date					
		Current mo	Actual YTD	Bdgt YTD	2021 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		83,814	78,643	78,745	78,745
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support		966	6,543	4,000	6,000
7. Pledge payments to operating budget		4,998	40,760	28,665	42,998
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		5,964	47,303	32,665	48,998
*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, forgiven PPP loan amt		615	4,905	4,473	6,710
		1,100	7,267	4,667	7,000
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		7,679	59,475	41,805	62,708
*12. Assistance from diocese for operating budget		-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)		7,679	59,475	41,805	62,708
Non-Operating Revenues					
*13. Capital funds, gifts & additions (including grants from diocese for capital projects)		-	-	-	-
*14. Additions to endowment & other investment funds (including earnings)		-	-	-	-
*14a. Gifts for other designated funds: discretionary fd, memorial fd, ECW fd, scholarship fund, organ fund, youth fund, ins. proceeds, etc.		260	530	400	600
*15. Contributions & grants for congregation-based outreach & mission programs (see line 102)		-	2,000	-	-
		429	2,629	400	600
*16. Funds rec'd for transmittal to other organizations (disbursements on line 104)		-	-	-	-
*C Subtotal non-operating revenues (lines 13:16)		689	5,159	800	1,200
*D TOTAL ALL REVENUES (lines B+C)		8,368	64,634	42,605	63,908
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)		92,182	143,277	121,350	142,653
EXPENSES					
Outreach					
*21. Pledge to Diocese = 10.5% of Actual 2021 Normal Operating Income		629	5,033	-	-
*22. Additional Camp Mitchell support beyond diocesan commitment		-	-	-	-
*23. Budgeted congregational outreach, e.g., St. Francis House, food pantry, etc.		-	3,504	2,400	3,600
24. Total outreach (lines 21:23)		629	8,537	2,400	3,600
Program & Liturgy					
25. Evangelism & congregational development		-	60	83	125
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: bulletins, newsltr, website design, ads, signs, etc.		-	-	279	418
28. Christian formation for all ages		-	-	-	-
29. Young adult & youth ministries		-	-	-	-
30. Music & choirs (instrument maintenance on line 95)		-	48	40	60
31. Liturgical expense: acolytes, LEMs, lay readers, etc.		-	277	-	-
32. Altar supplies & flowers		-	117	400	600
33. Diocesan convention delegates expense		-	-	200	300
34. Stewardship & capital campaign expense		-	-	-	-
35. Other (list)		-	-	-	-
36. Total program & liturgy (lines 25:35)		-	502	1,002	1,503
Parochial Clergy					
37. Cash Stipend - 2022 minimum clergy comp standards on dio website		1,173	9,384	9,384	14,076

2022 Detailed Report of Activities

	Current mo	Actual YTD	Bdgt YTD	2021 Bdgt
38. Cash Housing & Utilities allowance based on Fair Rental Value	1,250	10,000	10,000	15,000
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng if any)	185	1,480	1,483	2,224
40. Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.	-	-	-	-
41. Pension=18% X (stipend+hsng/util+SECA reimb+otr assessable comp)	470	3,794	3,756	5,634
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)	-	-	667	1,000
47. Travel/business reimb - IRS business mileage rate (56¢/mile in 2021)	-	-	333	500
48. Clergy compensation & benefits (lines 37:47)	3,078	24,658	25,623	38,434
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)	3,078	24,658	25,623	38,434
Supply Clergy				
53. Supply Clergy stipend (minimum: \$150/Sunday srvc or \$180 for 2 srvc)	-	-	480	720
54. Travel reimb/supply clergy-IRS business mileage rate (56¢/mile in 2021)	-	-	80	120
55. See Supply Clergy policy at http://episcopalarkansas.org/clergy-compensation/	-	-	-	-
56. Total supply clergy (lines 53:55)	-	-	560	840
Lay Personnel (Gross payroll before withholdings & deductions)				
57. Parish Administrator/Church Secretary	-	-	-	-
58. Financial Secretary/Treasurer	-	-	-	-
59. Organist/Choir Director	400	2,900	3,800	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				
66. Social Security & Medicare taxes = 7.65% of lay employee wages	31	240	291	436
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 insurance & disability insurance - rates on budget worksheet	-	-	-	-
71. Wrkrs Comp: clergy/clerical = wages X .0037; sxtns/grnds = wages X .0219;	-	-	118	177
childcare workers = wages X .0068; Multiply total by Prem Adj Factor of 0.89 f/final bdgt	-	-	-	-
72. Lay employee trvl/training - Reimb no more than IRS business mileage rate	-	-	-	-
73. Other (list)-Reimburse volunteers at IRS charitable mileage rate of 14¢/mi	-	(18)	100	150
74. Total lay personnel & benefits (lines 57:73)	431	3,122	4,309	6,463
Administrative				
75. Contract services: bookkeeping, audit, legal, etc.	135	1,080	1,120	1,680
76. Kitchen/Hospitality expense	-	358	-	-
77. Office supplies & equipment	-	-	67	100
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	-	40	60
79. Telephone & fax expense	-	-	-	-
80. Internet & cable services	-	23	-	-
81. Website services	-	-	176	264
82. Computer software, updates, tech support	-	-	-	-
83. Office equipment lease	-	-	-	-
84. Service contracts on office equipment	-	-	-	-
85. Dues & Fees	23	63	23	35
86. Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87. Other (list)	-	-	-	-
88. Total administrative expense (lines 75:87)	158	1,524	1,426	2,139
Property & Facilities				
89. Interest payments on loans (principal recorded on line 101)	-	-	-	-

2022 Detailed Report of Activities

		Current mo	Actual YTD	Bdgt YTD	2021 Bdgt
90.	Property, casualty & liability insurance (CIC-VT package policy)	-	3,632	3,267	4,900
91.	Utilities	422	3,496	3,200	4,800
92.	Custodial & lawn supplies	-	-	333	500
93.	Repairs & maintenance on buildings	-	5,900	2,000	3,000
94.	Service contracts: heat/AC, termite, pest control, etc.	111	926	880	1,320
95.	Musical instrument maintenance	-	-	-	-
96.	Furnishings	-	-	-	-
97.	Rent expense on facilities	1,010	4,637	4,000	6,000
98.	Property taxes & fees	-	-	-	-
99.	Other (list)	-	-	-	-
100.	Total property & facilities expense (lines 89:100)	1,543	18,591	13,680	20,520
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	5,839	56,934	49,000	73,500
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	1,840	2,541	(7,194)	(10,792)
	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)	75,000	75,000	-	-
*F	Total non-operating expenses (lines 101:106)	75,000	75,000	-	-
*G	TOTAL ALL EXPENSES (E+F)	80,839	131,934	49,000	73,500
107.	Ending Cash in op acct per books (same as next period Beginning Cas	11,343	11,343	72,351	69,153
	(line 20-line G) Always reconcile ending cash with bank statements.				
	* Year-end actual figures go in the Parochial Report.				

2022 Report of Certain Assets and Liabilities

Church/City: St Matthew's, Benton		Mo/Day/Yr: 8/31/2022		
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	\$ 83,814	\$ 8,367	\$ 80,838	\$ 11,343
b. Cash in Other Checking, Savings, CDs, Money Markets	893	75,000		75,893
*1. Subtotal of All Cash on Hand (lines a + b)	84,707	83,367	80,838	87,236
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. Total Cash & Cash Equivalents (lines 1 + 2)	84,707	83,367	80,838	87,236
Cash & Cash Equivalents broken down as follows:				
4. Unrestricted Funds (includes operating account and prior years' surplus held in savings accounts)	73,621	7,678	5,838	75,461
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	1,055	110		1,165
9. Endowment Fund				-
10. Episcopal Churchwomen	578			578
11. Men's Group Fund				-
12. Memorial Fund	2,835	150		2,985
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):	1,966			1,966
19. Food Pantry	2,433	429	-	2,862
20. Total Unrestricted & Restricted Funds (lines 4:19)	84,707	8,367	5,838	87,236
(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	\$ 84,707.00	\$ 83,367.00	\$ 80,838.00	\$ 87,236.00
Continued on next page				

2022 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 Paycheck Protection Program (PPP) Loan at _____ Bank Date: _____ Amt forgiven: _____ Date: _____				-
35.	Principal on Commercial Loan at _____ Bank Interest rate: _____ Maturity date: _____ Collateral: _____				-
36.	Diocesan Development Program Loan (DDP) Interest rate: _____ Maturity date: _____ Collateral: _____				-
37.	Other Liabilities (e.g., Interfund loans, private loans)				
38.	Total Loans, Mtgs, Other Commitments (lines 34:37)	-	-	-	-
<p>Approved by the Vestry of _____, on _____, 20____.</p> <p>Attested by Vicar or Warden: _____ Clerk or Treasurer: _____.</p>					
<p>Please return signed copy by the 21st of April, July, and October, 2022, and January 21, 2023.</p>					
Mary Jane Hodges, Financial Coordinator		e-mail: mjhodges@episcopalarkansas.org			
Episcopal Diocese of Arkansas		phone: (501) 218-8807			
P.O. Box 164668		fax: (501) 372-2147			
Little Rock, AR 72216-4668					