

## 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 (numbers affected by Covid-19 pandemic)		<del>                    </del>
		2021	2022
<b>REVENUES</b>			
5.	<b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>		<b>\$ 78,745</b>
<b>Operating Revenues</b>			
6.	Undesignated plate offerings & regular non-pledge support		6,000
7.	Pledge payments to operating budget		42,998
*8.	<b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>	-	<b>48,998</b>
*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, <b>forgiven PPP loan amt</b>		6,710
			7,000
*11.	Unrestricted bequests used for operations		
<b>*A</b>	<b>Normal operating income, or NOI (lines 8:11)</b>	-	<b>62,708</b>
*12.	Assistance from diocese for operating budget		
<b>*B</b>	<b>TOTAL OPERATING REVENUES (lines A+12)</b>	-	<b>62,708</b>
<b>Non-Operating Revenues</b>			
*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)		
<b>*C</b>	<b>Subtotal non-operating revenues (lines 13:16)</b>	-	<b>1,200</b>
<b>*D</b>	<b>TOTAL ALL REVENUES (lines B+C)</b>	-	<b>63,908</b>
<b>SVG</b>	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.	<b>Total cash available (lines 5+D+SVG+17:19)</b>	-	<b>142,653</b>
<b>EXPENSES</b>			
<b>Outreach</b>			
*21.	Pledge to Diocese = <b>10.5% of Actual 2021 Normal Operating Income</b>		-
*22.	Additional Camp Mitchell support beyond diocesan commitment		
*23.	Budgeted congregational outreach, e.g., St. Francis House, food pantry, etc.		3,600
24.	<b>Total outreach (lines 21:23)</b>	-	<b>3,600</b>
<b>Program &amp; Liturgy</b>			
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.	<b>Total program &amp; liturgy (lines 25:35)</b>	-	<b>1,503</b>
	<b>Parochial Clergy</b>		
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/util+provided hsng if any)		2,224
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.		
41.	Pension=18% X (stipend+hsng/util+SECA reimb+othr assessable comp)		5,634
	<b>Call diocesan office for pension calculation when housing is provided.</b>		
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.	<b>Clergy compensation &amp; benefits (lines 37:47)</b>	-	<b>38,434</b>
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.	<b>Total parochial clergy (lines 48:51)</b>	-	<b>38,434</b>
	<b>Supply Clergy</b>		
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.	<b>See Supply Clergy policy at <a href="http://episcopalarkansas.org/clergy-compensation/">http://episcopalarkansas.org/clergy-compensation/</a></b>		
56.	<b>Total supply clergy (lines 53:55)</b>	-	<b>840</b>
	<b>Lay Personnel</b>		
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)		
	<b>Benefits</b>		
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 - <b>see disability margin note</b>		
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.	<b>Total lay personnel &amp; benefits (lines 57:73)</b>	-	<b>6,463</b>
	<b>Administrative Expense</b>		
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

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

## 2022 Comparative Budget

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



## 2022 Summary Report of Activities

Church/City: St Matthew's, Benton		Mo/Day/Yr:	
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 accounts is reported on the Assets & Liabilities report and also included in the annual Parochial Report.			
1	<b>Giving Information for current year:</b>		
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		<b>Current</b>	<b>2022</b>
6		<b>Month</b>	<b>Actual YTD</b>
7	<b>Operating Revenues</b>		
8	*3 Plate offerings, pledge payments & regular support	\$ 3,773	\$ 27,265
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)	1,605	2,015
11			
12	*6 Unrestricted bequests used for operations	-	-
13	<b>*A Normal Operating Income (NOI)</b>	5,378	29,280
14	*7 Assistance from diocese for operating budget	-	-
15	<b>*B Total Operating Revenues</b>	5,378	29,280
16			
17	<b>Operating Expenses</b>		
18	*12 Commitment to support Diocesan ministries	629	2,517
19	*13 Outreach programs funded through operating budget	372	1,573
20	All other operating expense:		
21	Program & Liturgy expense	191	502
22	Clergy expense	3,078	12,346
23	Lay Personnel & Benefits expense	462	1,184
24	Administrative expense	514	927
25	Property & Facilities expense	1,585	8,068
26	*14 Total other operating expenses	5,830	23,027
27	<b>*E Total Operating Expenses</b>	6,831	27,117
28			
29	<b>Surplus or (Deficit) from Operating Activity</b>	<b>\$ (1,453)</b>	<b>\$ 2,163</b>
30			
31	<b>Non-Operating Revenues</b>		
32	*8 Capital funds, gifts & additions	-	-
33	*9 Additions to endowment & other investment funds	50	155
34	*10 Contributions & grants for congregation-based outreach & mission	2,000	2,000
35	*11 Funds received for transmittal to other organizations	-	-
36	<b>*C Total Non-Operating Revenues</b>	2,050	2,155
37	<b>Non-Operating Expenses</b>		
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	<b>*F Total Non-Operating Expenses</b>	-	-
45			
46	<b>Surplus or (Deficit) from Non-Operating Activity</b>	<b>\$ 2,050</b>	<b>\$ 2,155</b>
47			
48	-----		
49	Beginning cash in operating account	86,936	78,643
	Prior years' operating surplus transferred from savings	-	-
50	<b>*D Total All Revenues</b>	7,963	36,542
51	<b>*G Total All Expenses</b>	6,831	27,117
52	<b>Ending cash in operating account</b>	<b>\$ 88,068</b>	<b>\$ 88,068</b>
53			
54	*19 Total cash in all checking and savings accounts as of:	\$ 88,961	
55	*20 Total investments (not cash above) at market value as of:	-	
56	Total cash and investments	\$ 88,961	

## 2022 Detailed Report of Activities

Church/City: <b>St Matthew's, Benton</b>		Mo/Day/Yr:		
Round to the nearest dollar. Year-end entries on starred* lines are entered in the Parochial Report, page 3.				
<b>Giving Information</b>				
*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				
		<b>Current mo</b>	<b>Actual YTD</b>	<b>Bdgt YTD</b>
<b>REVENUES</b>				
5. <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>		<b>86,936</b>	<b>78,643</b>	<b>78,745</b>
<b>Operating Revenues</b>				
6. Undesignated plate offerings & regular non-pledge support		1,073	2,582	2,000
7. Pledge payments to operating budget		2,700	24,683	14,333
*8. <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>		<b>3,773</b>	<b>27,265</b>	<b>16,333</b>
*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, <b>forgiven PPP loan amt</b>		615	2,445	2,237
		1,100	2,867	2,333
*11. Unrestricted bequests used for operations		-	-	-
*A <b>Normal operating income, or NOI (lines 8:11)</b>		<b>5,488</b>	<b>32,577</b>	<b>20,903</b>
*12. Assistance from diocese for operating budget		-	-	-
*B <b>TOTAL OPERATING REVENUES (lines A+12)</b>		<b>5,488</b>	<b>32,577</b>	<b>20,903</b>
<b>Non-Operating Revenues</b>				
*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.		50	155	200
		-	-	-
*15. Contributions & grants for congregation-based outreach & mission programs (see line 102)		2,000	2,000	-
		425	1,810	200
*16. Funds rec'd for transmittal to other organizations (disbursements on line 104)		-	-	-
*C <b>Subtotal non-operating revenues (lines 13:16)</b>		<b>2,475</b>	<b>3,965</b>	<b>400</b>
*D <b>TOTAL ALL REVENUES (lines B+C)</b>		<b>7,963</b>	<b>36,542</b>	<b>21,303</b>
<b>SVG</b> 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. <b>Total cash available (lines 5+D+SVG+17:19)</b>		<b>94,899</b>	<b>115,185</b>	<b>100,048</b>
<b>EXPENSES</b>				
<b>Outreach</b>				
*21. Pledge to Diocese = <b>10.5% of Actual 2021 Normal Operating Income</b>		629	2,517	-
*22. Additional Camp Mitchell support beyond diocesan commitment		-	-	-
*23. Budgeted congregational outreach, e.g., St. Francis House, food pantry, etc.		372	1,573	1,200
24. <b>Total outreach (lines 21:23)</b>		<b>1,001</b>	<b>4,090</b>	<b>1,200</b>
<b>Program &amp; Liturgy</b>				
25. Evangelism & congregational development		60	60	42
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-
27. Communications: bulletins, newsltr, website design, ads, signs, etc.		-	-	139
28. Christian formation for all ages		-	-	-
29. Young adult & youth ministries		-	-	-
30. Music & choirs (instrument maintenance on line 95)		48	48	20
31. Liturgical expense: acolytes, LEMs, lay readers, etc.		-	277	-
32. Altar supplies & flowers		83	117	200
33. Diocesan convention delegates expense		-	-	100
34. Stewardship & capital campaign expense		-	-	-
35. Other (list)		-	-	-
36. <b>Total program &amp; liturgy (lines 25:35)</b>		<b>191</b>	<b>502</b>	<b>501</b>
<b>Parochial Clergy</b>				
37. Cash Stipend - 2022 minimum clergy comp standards on dio website		1,173	4,692	4,692

## 2022 Detailed Report of Activities

	Current mo	Actual YTD	Bdgt YTD
38. Cash Housing & Utilities allowance based on Fair Rental Value	1,250	5,000	5,000
39. SE tax reimb. = 7.65% X (stipend+cash hsnng/uttl+provided hsnng if any)	185	740	741
40. Other clergy comp - exp allwncs, hsnng equity, 403(b), bonus, etc.	-	-	-
41. Pension=18% X (stipend+hsng/uttl+SECA reimb+otr assessable comp)	470	1,914	1,878
<b>Call diocesan office for pension calculation when housing is provided.</b>	-	-	-
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)	-	-	333
47. Travel/business reimb - IRS business mileage rate (56¢/mile in 2021)	-	-	167
48. <b>Clergy compensation &amp; benefits (lines 37:47)</b>	<b>3,078</b>	<b>12,346</b>	<b>12,811</b>
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. <b>Total parochial clergy (lines 48:51)</b>	<b>3,078</b>	<b>12,346</b>	<b>12,811</b>
<b>Supply Clergy</b>			
53. Supply Clergy stipend (minimum: \$150/Sunday srvc or \$180 for 2 srvc)	-	-	240
54. Travel reimb/supply clergy-IRS business mileage rate (56¢/mile in 2021)	-	-	40
55. <b>See Supply Clergy policy at <a href="http://episcopalarkansas.org/clergy-compensation/">http://episcopalarkansas.org/clergy-compensation/</a></b>	-	-	-
56. <b>Total supply clergy (lines 53:55)</b>	<b>-</b>	<b>-</b>	<b>280</b>
<b>Lay Personnel (Gross payroll before withholdings &amp; deductions)</b>			
57. Parish Administrator/Church Secretary	-	-	-
58. Financial Secretary/Treasurer	-	-	-
59. Organist/Choir Director	400	1,100	1,900
60. Program Director/Christian Formation Director	-	-	-
61. Youth Director	-	-	-
62. Child Care Workers	-	-	-
63. Sexton/Custodian	-	-	-
64. Grounds Maintenance Workers	-	-	-
65. Other (list)	-	-	-
<b>Benefits</b>			
66. Social Security & Medicare taxes = 7.65% of lay employee wages	62	102	145
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;	-	-	59
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)	50
74. <b>Total lay personnel &amp; benefits (lines 57:73)</b>	<b>462</b>	<b>1,184</b>	<b>2,154</b>
<b>Administrative</b>			
75. Contract services: bookkeeping, audit, legal, etc.	135	540	560
76. Kitchen/Hospitality expense	358	358	-
77. Office supplies & equipment	-	-	33
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	-	20
79. Telephone & fax expense	-	-	-
80. Internet & cable services	-	-	-
81. Website services	-	-	88
82. Computer software, updates, tech support	-	-	-
83. Office equipment lease	-	-	-
84. Service contracts on office equipment	-	-	-
85. Dues & Fees	21	29	12
86. Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-
87. Other (list)	-	-	-
88. <b>Total administrative expense (lines 75:87)</b>	<b>514</b>	<b>927</b>	<b>713</b>
<b>Property &amp; Facilities</b>			
89. Interest payments on loans (principal recorded on line 101)	-	-	-



## 2022 Report of Certain Assets and Liabilities

Church/City: <b>St Matthew's, Benton</b>		Mo/Day/Yr: <b>4/30/2022</b>		
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
<b>Cash &amp; Cash Equivalents</b>				
a. Cash in Operating Account	\$ 86,936	\$ 7,832	\$ 6,700	\$ 88,068
b. Cash in Other Checking, Savings, CDs, Money Markets	893			893
*1. <b>Subtotal of All Cash on Hand</b> (lines a + b)	<b>87,829</b>	<b>7,832</b>	<b>6,700</b>	<b>88,961</b>
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. <b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)	<b>87,829</b>	<b>7,832</b>	<b>6,700</b>	<b>88,961</b>
<b>Cash &amp; Cash Equivalents broken down as follows:</b>				
4. Unrestricted Funds (includes operating account and prior years' surplus held in savings accounts)	77,370	5,407	6,328	76,449
<b>Designated or Restricted Funds (re-name as needed)</b>				
5. Building Fund	2,219			2,219
6. Columbarium Fund				-
7. Contingency Fund (for unexpected major expenses)				-
8. Discretionary Fund	1,390	(450)		940
9. Endowment Fund				-
10. Episcopal Churchwomen	578			578
11. Men's Group Fund				-
12. Memorial Fund	2,835	-		2,835
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	1,471	2,875	372	3,974
20. <b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19)	<b>87,829</b>	<b>7,832</b>	<b>6,700</b>	<b>88,961</b>
(Line 20 must equal Line 3)				
<b>Restricted Fund Pledges Not Yet Paid</b>				
21. Building Fund				-
22. Capital Campaign				-
23. Other (please name):				-
24.				-
25. <b>Total Restricted Pledges Not Yet Paid</b> (lines 21:24)	-	-	-	-
<b>Estimated Value of Fixed Assets &amp; Real Estate</b>				
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. <b>Total Fixed Assets &amp; Real Estate</b> (lines 26:32)	-	-	-	-
<b>Total Assets</b>	<b>\$ 87,829.00</b>	<b>\$ 7,832.00</b>	<b>\$ 6,700.00</b>	<b>\$ 88,961.00</b>
Continued on next page				

## 2022 Report of Certain Assets and Liabilities

		Beginning of period	Receipts to date	Disb'mnts to date	End of period
	<b>Loans, mortgages and other commitments</b>	<b>Amt borrowed</b>	<b>Additions</b>	<b>Princ Pmts</b>	<b>Balance</b>
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.	<b>Total Loans, Mtgs, Other Commitments (lines 34:37)</b>	-	-	-	-
<p>Approved by the Vestry of _____, on _____, 20____.</p> <p>Attested by Vicar or Warden: _____ Clerk or Treasurer: _____.</p>					
<p><b>Please return signed copy by the 21st of April, July, and October, 2022, and January 21, 2023.</b></p>					
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