

## 2018 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 3.

#### Giving Information

*1.	Number signed pledge cards for 2018 Operating Budget	28			
*2.	Total dollars pledged to 2018 Operating Budget	\$ 62,880			
3.	Average pledge for 2018	\$ 2,246			
*4.	Avg. Sunday Attendance in 2017 (Parochial Rep. page 2)	44			
			<b>2017 Actual</b>	<b>2018 Budget</b>	<b>Variance</b>
<b>REVENUES</b>					
5.	<b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>		<b>\$ 7,014</b>	<b>10,000</b>	<b>\$ 2,986</b>
	<b>Operating Revenues</b>				
6.	Undesignated plate offerings & regular non-pledge support		12,030	6,000	(6,030)
7.	Pledge payments to operating budget		53,422	53,448	26
*8.	<b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>		<b>65,452</b>	<b>59,448</b>	<b>(6,004)</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, miscellaneous activities, etc.		6,025	6,290	265
*11.	Unrestricted bequests used for operations				-
*A	<b>Normal operating income, or NOI (lines 8:11)</b>		<b>71,477</b>	<b>65,738</b>	<b>(5,739)</b>
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)		-		-
*B	<b>TOTAL OPERATING REVENUES (lines A+12)</b>		<b>71,477</b>	<b>65,738</b>	<b>(5,739)</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: clergy DF, memorial fund, ECW fund, scholarship fund, organ fund, youth fund, ins. proceeds, etc.		3,735		(3,735)
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)		-		-
*16.	Funds received for transmittal to other organizations (see line 105)				-
*C	<b>Subtotal non-operating revenues (lines 13:16)</b>		<b>3,735</b>	<b>-</b>	<b>(3,735)</b>
*D	<b>TOTAL ALL REVENUES (lines B+C)</b>		<b>75,212</b>	<b>65,738</b>	<b>(9,474)</b>
17.	New loan proceeds: Commercial				-
18.	Diocesan				-
19.	Other (Interfund loans within the church)				-
20.	<b>Total cash available (lines 5+D+17:19)</b>		<b>82,226</b>	<b>75,738</b>	<b>(6,488)</b>
<b>EXPENSES</b>					
	<b>Outreach</b>				
*21.	Tithe to Diocese: 10% of 2017 Operating Income on Line A above		6,859	7,417	558
*22.	Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell				-
*23.	Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse		500	538	38
24.	<b>Total outreach (lines 21:23)</b>		<b>7,359</b>	<b>7,955</b>	<b>596</b>
	<b>Program &amp; Liturgy</b>				
25.	Evangelism & congregational development		60	100	40
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-
27.	Communications: Service leaflets, newsletter, website design		110	200	90
27a.	Ads, signs, public relations, etc.		138	300	162
28.	Christian formation for all ages			-	-
29.	Young adult & youth ministries		-	-	-
30.	Music & choirs (instrument maintenance on line 97)		36	-	(36)
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.		295	300	5

## 2018 Comparative Budget

		2017 Actual	2018 Budget	Variance
32.	Altar supplies & flowers	696	700	4
33.	Diocesan convention delegates expense	525	750	225
34.	Stewardship & capital campaign expense	-		-
35.	Other (list)	300		(300)
36.	<b>Total program &amp; liturgy (lines 25:35)</b>	<b>2,160</b>	<b>2,350</b>	<b>190</b>
	<b>Parochial Clergy</b>			-
37.	Cash Stipend - 2017 minimum clergy comp gdlines on dio website	15,888	12,886	(3,002)
38.	Cash Housing allowance	3,000	3,000	-
38a.	Cash Utilities allowance	3,000	3,000	-
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	1,788	1,791	3
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.		1,522	1,522
41.	Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)	4,027	5,201	1,174
	[Different pension calculation for provided housing. Call dio office.]	1,102		(1,102)
42.	Health insurance with Medical Trust - rates on diocesan website	1,523	-	(1,523)
43.	Dental insurance with Delta Dental - rates on diocesan website	-	-	-
44.	\$40,000 group term life insurance at \$25.20 per month	300	300	-
45.	Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46.	Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	800	800
47.	Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	-	1,600	1,600
48.	<b>Clergy compensation &amp; benefits (lines 37:47)</b>	<b>30,628</b>	<b>30,100</b>	<b>(528)</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>30,628</b>	<b>30,100</b>	<b>(528)</b>
	<b>Supply Clergy</b>			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	3,060	4,680	1,620
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile	425	676	251
55.	Pension for extended supply (Supply Clergy Policy on website)		780	780
56.	<b>Total supply clergy (lines 53:55)</b>	<b>3,485</b>	<b>6,136</b>	<b>2,651</b>
	<b>Lay Personnel</b>			-
57.	Church Secretary (Andrea Billingsley)	1,086	1,200	114
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	5,400	5,400	-
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	2,270	2,200	(70)
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	1,875	1,950	75
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	<b>Benefits</b>			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	351	414	63
67.	Pension contributions			-
68.	Health insurance			-
69.	Dental insurance	-	-	-
70.	Life insurance & disability insurance			-
71.	Workers' Compensation ins.: clergy, prof, clerical = wages x 0.47%	110	165	55
71a.	other employees = wages x 3.51%			-
72.	Lay employee travel & training			-
73.	Other (list)			-
74.	<b>Total lay personnel &amp; benefits (lines 57:73)</b>	<b>11,092</b>	<b>11,329</b>	<b>237</b>
	<b>Administrative Expense</b>			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,500	1,560	60
76.	Kitchen/Hospitality expense	60	150	90



## 2018 Detailed Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>July 2018</b>		
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 2018 Operating Budget	27			
*2. Total dollars pledged to 2018 Operating Budget	\$ 56,840			
*2a Discount of 13% for unpaid historical pledges	\$ 49,451			
3. Average pledge for 2018	\$ 2,105			
*4. Average Sunday Attendance (ASA) year-to-date	48			
		<b>Current mo.</b>	<b>2018 YTD</b>	<b>Bdgt YTD</b>
			<b>2018 Bdgt</b>	
<b>REVENUES</b>				
5. <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>		<b>15,283</b>	<b>9,064</b>	<b>5,000.00</b>
			<b>10,000</b>	
<b>Operating Revenues</b>				
6. Undesignated plate offerings & regular non-pledge support		546	4,932	3,000.00
7. Pledge payments to operating budget		4,660	38,388	26,724.00
*8. <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>		<b>5,206</b>	<b>43,320</b>	<b>29,724.00</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, miscellaneous activities, etc.		610	4,060	3,145.00
*11. Unrestricted bequests used for operations		-	-	-
*A <b>Normal operating income, or NOI (lines 8:11)</b>		<b>5,816</b>	<b>47,380</b>	<b>32,869.00</b>
*12. Assistance from diocese for operating budget		-	-	-
*B <b>TOTAL OPERATING REVENUES (lines A+12)</b>		<b>5,816</b>	<b>47,380</b>	<b>32,869.00</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: clergy DF, memorial fund, ECW fund, scholarship fund, organ fund, youth fund, ins. proceeds, etc.		-	500	-
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)		-	-	-
*16. Funds received for transmittal to other organizations (see line 105)		-	233	-
*C <b>Subtotal non-operating revenues (lines 13:16)</b>		<b>-</b>	<b>733</b>	<b>-</b>
*D <b>TOTAL ALL REVENUES (lines B+C)</b>		<b>5,816</b>	<b>48,113</b>	<b>32,869.00</b>
17. New loan proceeds: Commercial		-	-	-
18. Diocesan		-	-	-
19. Other (Interfund loans within the church)		-	-	-
20. <b>Total cash available (lines 5+D+17:19)</b>		<b>21,099</b>	<b>58,732</b>	<b>37,869.00</b>
<b>EXPENSES</b>				
<b>Outreach</b>				
*21. Tithe to Diocese: 10% of 2017 Operating Income on Line A above		618	4,326	3,708.50
*22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell		200	200	-
*23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse		-	-	-
24. <b>Total outreach (lines 21:23)</b>		<b>818</b>	<b>4,526</b>	<b>3,977.50</b>
<b>Program &amp; Liturgy</b>				
25. Evangelism & congregational development		-	78	50.00
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-
27. Communications: Service leaflets, newsletter, website design		-	-	100.00
27a. Ads, signs, public relations, etc.		-	-	150.00
28. Christian formation for all ages		-	-	-
29. Young adult & youth ministries		-	-	-
30. Music & choirs (instrument maintenance on line 97)		-	-	-
31. Liturgical expense: acolytes, LEMs, lay readers, etc.		54	260	100.00
32. Altar supplies & flowers		-	242	250.00
33. Diocesan convention delegates expense		-	660	375.00
34. Stewardship & capital campaign expense		-	-	-
35. Other (list) Commitment to Diocese/Outreach Program		-	-	-
36. <b>Total program &amp; liturgy (lines 25:35)</b>		<b>54</b>	<b>1,240</b>	<b>1,175.00</b>



## 2018 Detailed Activity Report

		Current mo.	2018 YTD	Bdgt YTD	2018 Bdgt
88.	<b>Total administrative expense (lines 75:87)</b>	<b>130</b>	<b>1,246</b>	<b>1,230.00</b>	<b>2,460</b>
	<b>Property &amp; Facilities</b>				
89.	Interest payments on loans (principal recorded on line 102)	5	39	40.00	80
90.	Property, casualty & liability insurance (includes D&O and bond)	1,075	3,083	2,008.00	4,016
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	-	1,606	1,350.00	2,700
92a.	Natural gas	36	857	600.00	1,200
93.	Custodial & lawn supplies	90	1,954	200.00	400
94.	Repairs & maintenance on buildings	457	1,468	1,250.00	2,500
95.	Service contracts: heat/AC, termite, pest control, etc.	-	553	450.00	900
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	-	-	-
101.	<b>Total property &amp; facilities expense (lines 89:100)</b>	<b>1,663</b>	<b>9,560</b>	<b>5,823.00</b>	<b>11,646</b>
<b>*E</b>	<b>TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>	<b>6,188</b>	<b>42,832</b>	<b>35,988.00</b>	<b>71,976</b>
<b>XXX</b>	<b>RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>	<b>(372)</b>	<b>4,548</b>	<b>(3,119.00)</b>	<b>(6,238)</b>
	<b>Non-Operating Expenses</b>				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	160	1,116	960.00	1,920
*103.	Outreach & mission not funded through operating budget (see line 15)	-	-	-	-
*104.	Funds contributed to Episcopal seminaries	-	-	-	-
*105.	Funds sent to other organizations (offsets line 16)	-	33	-	-
106.	Non-op exp paid directly from designated funds: clergy discretionary, memorial fund, ECW fund, contingency fund, etc.	-	-	-	-
107.	Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)	-	-	-	-
<b>*F</b>	<b>Total non-operating expenses (lines 102:107)</b>	<b>160</b>	<b>1,149</b>	<b>960.00</b>	<b>1,920</b>
<b>*G</b>	<b>TOTAL ALL EXPENSES (E+F)</b>	<b>6,348</b>	<b>43,981</b>	<b>36,948.00</b>	<b>73,896</b>
108.	<b>Ending Cash in operating acct (same as next period Beginning Cash)</b> (line 20 less line G) <i>Always reconcile ending cash with bank stmt.</i>	<b>14,751</b>	<b>14,751</b>	<b>921.00</b>	<b>1,842</b>
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

## 2018 Summary Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>July 2018</b>		
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 included in the annual Parochial Report.				
<b>1 Giving Information for 2017:</b>				
2	Average Sunday Attendance (ASA) year-to-date	48		
3	*1 Number signed pledge cards for report year	27		
4	*2 Total dollars pledged for report year	\$ 56,840		
5			<b>Current</b>	<b>2018</b>
6			<b>Month</b>	<b>YTD</b>
				<b>2018</b>
				<b>Budget</b>
<b>7 Operating Revenues</b>				
8	*3 Plate offerings, pledge payments & regular support	\$ 5,206	\$ 43,320	\$ 59,448
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations)	610	4,060	6,290
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	<b>*A Normal Operating Income (NOI)</b>	<b>5,816</b>	<b>47,380</b>	<b>65,738</b>
14	*7 Assistance from diocese for operating budget	-	-	-
15	<b>*B Total Operating Revenues</b>	<b>5,816</b>	<b>47,380</b>	<b>65,738</b>
16				
<b>17 Operating Expenses</b>				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	818	4,526	7,417
19	*13 Outreach programs funded through operating budget	-	-	538
20	Other operating expense:			
21	Program & Liturgy expense	54	1,240	2,350
22	Clergy expense	2,786	19,909	36,236
23	Lay Personnel & Benefits expense	737	6,351	11,329
24	Administrative expense	130	1,246	2,460
25	Property & Facilities expense	1,663	9,560	11,646
26	*14 Total other operating expenses	5,370	38,306	64,021
27	<b>*E Total Operating Expenses</b>	<b>6,188</b>	<b>42,832</b>	<b>71,976</b>
28				
29	<b>Surplus or (Deficit) from Operating Activity</b>	<b>\$ (372)</b>	<b>\$ 4,548</b>	<b>\$ (6,238)</b>
30				
<b>31 Non-Operating Revenues</b>				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	-	500	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	233	-
36	<b>*C Total Non-Operating Revenues</b>	<b>-</b>	<b>733</b>	<b>-</b>
<b>37 Non-Operating Expenses</b>				
38	*15 Major improvements & capital expenditures (includes loan principal)	160	1,116	1,920
39	*16 Outreach & mission not funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	-	33	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	<b>*F Total Non-Operating Expenses</b>	<b>160</b>	<b>1,149</b>	<b>1,920</b>
45				
46	<b>Surplus or (Deficit) from Non-Operating Activity</b>	<b>\$ (160)</b>	<b>\$ (416)</b>	<b>\$ (1,920)</b>
47				
48				
49	Beginning cash in operating account	\$ 15,283	\$ 9,064	\$ 10,000
50	<b>*D Total All Revenues</b>	<b>5,816</b>	<b>48,113</b>	<b>65,738</b>
51	<b>*G Total All Expenses</b>	<b>6,348</b>	<b>43,981</b>	<b>73,896</b>
52	<b>Ending cash in operating account</b>	<b>\$ 14,751</b>	<b>\$ 13,196</b>	<b>\$ 1,842</b>
53				
54	*19 <b>Total cash in all checking and savings accounts as of to date:</b>	<b>\$ 15,644</b>		
55	*20 Total investments at market value as of _____	\$ -		



## Report of Certain Assets & Liabilities

<b>Church &amp; City: St. Matthew's, Benton</b>		<b>Date: July 2018</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.					
	<b>Beginning of period</b>	<b>Receipts to date</b>	<b>Disb'mnts to date</b>	<b>End of period</b>	
<b>Cash &amp; Cash Equivalents</b>					
a. Cash in Operating Account	15,283.00	\$ 5,816	\$ 6,348	\$ 14,751	
b. Cash in Other Checking, Savings, CDs, Money Markets	893.00			893	
*1. <b>Subtotal of All Cash on Hand</b> (lines a + b)	<b>16,176.00</b>	<b>5,816</b>	<b>6,348</b>	<b>15,644</b>	
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-	
3. <b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)	<b>16,176.00</b>	<b>5,816</b>	<b>6,348</b>	<b>15,644</b>	
<b>Cash &amp; Cash Equivalents broken down as follows:</b>					
4. <b>Unrestricted Funds (includes operating account)</b>	13,517.00	5,816	6,348	12,985	
<b>Designated or Restricted Funds</b>					
5. Building Fund	2,219.00			2,219	
6. Contingency Fund (for unexpected major expenses)				-	
7. Discretionary Fund	-			-	
8. Endowment Fund				-	
8. Episcopal Churchwomen (ECW)	578.00			578	
9. ECW Cookbook Fund				-	
10. Men's Group Fund				-	
11. Memorial Fund	-			-	
12. Scholarship Fund				-	
13. Youth Ministry Fund				-	
14. Other (please name): LILY/BISHOP/MKT/COM HOPE	(250.00)			(250)	
15. SIGN/ROOF FUND	112.00			112	
16. <b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19)	<b>16,176.00</b>	<b>5,816.00</b>	<b>6,348.00</b>	<b>15,644</b>	
<b>(Line 16 must equal Line 3)</b>					
<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. Furniture, Fixtures, Equipment				-	
27. Fine Arts				-	
28. Automobiles				-	
29. Land				-	
30. Church Buildings & Imprvmnts (including pipe organ)				-	
31. Rectory/Vicarage				-	
32. Rental Property	-	-	-	-	
33. <b>Total Fixed Assets &amp; Real Estate</b> (lines 26:32)				-	
Continued on next page					



## Report of Certain Assets & Liabilities

<b>Loans, mortgages and other commitments</b>					
34.	Principal on Commercial Loan at _____ Bank				-
	Interest Rate:                      Maturity date:				
	What Bank?                      Secured or Unsecured?				
35.	Principal on Mortgage 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>	-	-	-	-

**Approved by the Vestry of \_\_\_\_\_, on \_\_\_\_\_, 20\_\_.**

**Attested by Vicar or Warden: \_\_\_\_\_ Clerk or Treasurer: \_\_\_\_\_**

**Please return signed copy by the 15th of April, July, and October, 2018, and January, 2019.**

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