

2011 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 2011 Operating Budget	30			
*2.	Total dollars pledged to 2011 Operating Budget	\$ 70,310			
3.	Average pledge for 2011	\$ 2,344			
*4.	Avg. Sunday Attendance in 2010 (Parochial Rep. page 2)	48			
			2010 Actual	2011 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 6,483	11,914.00	\$ 5,431	
Operating Revenues					
6.	Undesignated plate offerings & regular non-pledge support	13,398	10,000.00	(3,398)	
7.	Pledge payments to operating budget	61,596	63,000.00	1,404	
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	74,994	73,000.00	(1,994)	
*9.	Money from investments, used for operations	7,047		(7,047)	
*10.	Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, rental income, fees, miscellaneous activities, etc.	1,122		(1,122)	
*11.	Unrestricted bequests used for operations			-	
*A	Normal operating income, or NOI (lines 8:11)	83,163	73,000.00	(10,163)	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	2,700		(2,700)	
*B	TOTAL OPERATING REVENUES (lines A+12)	85,863	73,000.00	(12,863)	
Non-Operating Revenues					
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)	3,111		(3,111)	
*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.	410		(410)	
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	919		(919)	
*16.	Funds received for transmittal to other organizations (see line 105)	166		(166)	
*C	Subtotal non-operating revenues (lines 13:16)	4,606	-	(4,606)	
*D	TOTAL ALL REVENUES (lines B+C)	90,469	73,000.00	(17,469)	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	96,952	84,914.00	(12,038)	
EXPENSES					
Outreach					
*21.	Tithe to Diocese: 10% of 2008 Operating Income on Line A above	8,408	6,300.00	(2,108)	
*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	941	1,000.00	59	
24.	Total outreach (lines 21:23)	9,349	7,300.00	(2,049)	
Program & Liturgy					
25.	Evangelism & congregational development	87	87.00	-	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	45		(45)	
27.	Communications: Service leaflets, newsletter, website design	258	300.00	42	
27a.	Ads, signs, public relations, etc.			-	
28.	Christian formation for all ages	530	530.00	-	
29.	Young adult & youth ministries	31	-	(31)	
30.	Music & choirs (instrument maintenance on line 97)		100.00	100	
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	442	442.00	-	

2011 Comparative Budget

		2010 Actual	2011 Budget	Variance
32.	Altar supplies & flowers	621	621.00	-
33.	Diocesan convention delegates expense	681	500.00	(181)
34.	Stewardship & capital campaign expense		200.00	200
35.	Other (list)			-
36.	Total program & liturgy (lines 25:35)	2,695	2,780.00	85
	Parochial Clergy			-
37.	Cash Stipend - 2008 minimum clergy comp gdlines on dio website	21,655	21,655.00	-
38.	Cash Housing allowance	1,600	1,600.00	-
38a.	Cash Utilities allowance	4,900	4,900.00	-
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	2,345	2,345.00	-
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.			-
41.	Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)			-
	[Different pension calculation for provided housing. Call dio office.]	6,934	6,934.00	-
42.	Health insurance with Medical Trust - rates on diocesan website	2,000	6,000.00	4,000
43.	Dental insurance with Delta Dental - rates on diocesan website	1,225	1,362.00	137
44.	\$40,000 group term life insurance at \$25.20 per month	331	302.00	(29)
45.	Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46.	Professional exp reimb - continuing ed, books, etc. - \$2K minimum	1,132	2,000.00	868
47.	Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile		2,000.00	2,000
48.	Clergy compensation & benefits (lines 37:47)	42,122	49,098.00	6,976
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)	42,122	49,098.00	6,976
	Supply Clergy			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)		-	-
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile		-	-
55.	Pension for extended supply (Supply Clergy Policy on website)			-
56.	Total supply clergy (lines 53:55)	-	-	-
	Lay Personnel			-
57.	Church Secretary (Andrea Billingsley)	425	425.00	-
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	4,680	5,300.00	620
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	1,170	1,300.00	130
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	2,100	2,025.00	(75)
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	Benefits			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	635	692.00	57
67.	Pension contributions			-
68.	Health insurance			-
69.	Dental insurance	1,356	507.00	(849)
70.	Life insurance & disability insurance			-
71.	Workers' Compensation ins.: clergy, prof, clerical = wages x 0.47%	106	120.00	14
71a.	other employees = wages x 3.51%			-
72.	Lay employee travel & training			-
73.	Other (list)			-
74.	Total lay personnel & benefits (lines 57:73)	10,472	10,369.00	(103)
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,320	1,440.00	120

2011 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Sep, 2011		
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 2011 Operating Budget	30		
*2.	Total dollars pledged to 2011 Operating Budget	\$ 70,310		
3.	Average pledge for 2011	\$ 2,344		
*4.	Average Sunday Attendance (ASA) to date in 2011	43		
			Current mo.	2011 YTD
				Bdgt YTD
REVENUES				
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	5,949	11,914	8,936
	Operating Revenues	-		
6.	Undesignated plate offerings & regular non-pledge support	420	7,582	7,500
7.	Pledge payments to operating budget	4,310	47,308	47,250
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	4,730	54,890	54,750
*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.	-	1,731	-
*11.	Unrestricted bequests used for operations	-	-	-
*A	Normal operating income, or NOI (lines 8:11)	4,730	56,621	54,750
*12.	Assistance from diocese for operating budget	-	-	-
*B	TOTAL OPERATING REVENUES (lines A+12)	4,730	56,621	54,750
	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: clergy DF, memorial fund, ECW fund, scholarship fund, organ fund, youth fund, ins. proceeds, etc.	1,645	2,250	-
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	-	122	-
*16.	Funds received for transmittal to other organizations (see line 105)	-	10	-
*C	Subtotal non-operating revenues (lines 13:16)	1,645	2,382	-
*D	TOTAL ALL REVENUES (lines B+C)	6,375	59,003	54,750
17.	New loan proceeds: Commercial	-	-	-
18.	Diocesan	-	-	-
19.	Other (Interfund loans within the church)	-	-	-
20.	Total cash available (lines 5+D+17:19)	12,324	70,917	63,686
EXPENSES				
	Outreach	-		
*21.	Tithe to Diocese: 10% of 2011 Operating Income on Line A above	-	5,474	6,929
*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	-	771	638
24.	Total outreach (lines 21:23)	-	6,245	5,475
	Program & Liturgy	-		
25.	Evangelism & congregational development	-	54	65
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-
27.	Communications: Service leaflets, newsletter, website design	-	135	225
27a.	Ads, signs, public relations, etc.	125	555	-
28.	Christian formation for all ages	145	145	398
29.	Young adult & youth ministries	-	-	-
30.	Music & choirs (instrument maintenance on line 97)	-	-	75
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	56	223	150
32.	Altar supplies & flowers	-	53	375
33.	Diocesan convention delegates expense	-	500	375
34.	Stewardship & capital campaign expense	-	-	150
35.	Other (list) Commitment to Diocese	-	608	-
36.	Total program & liturgy (lines 25:35)	326	2,273	2,085

2011 Detailed Activity Report

	Current mo.	2011 YTD	Bdgt YTD
87. Other (list)	-	-	-
88. Total administrative expense (lines 75:87)	396	3,147	2,869
Property & Facilities			
89. Interest payments on loans (principal recorded on line 102)	-	33	30
90. Property, casualty & liability insurance (includes D&O and bond)	-	2,541	2,796
91. Umbrella liability insurance	-	-	-
92. Electricity, water & sewer	326	2,989	2,400
92a. Natural gas	51	1,361	1,200
93. Custodial & lawn supplies	36	358	390
94. Repairs & maintenance on buildings	-	2,967	-
95. Service contracts: heat/AC, termite, pest control, etc.	66	967	675
96. Musical instrument maintenance	-	-	-
97. Furnishings	-	-	-
98. Rent expense on facilities	-	-	-
99. Property taxes & fees	-	-	-
100. Other (list)	-	286	-
101. Total property & facilities expense (lines 89:100)	479	11,502	7,506
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	4,519	62,232	62,535
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	211	(5,611)	(7,785)
Non-Operating Expenses			
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	-	830	746
*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)	-	50	-
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)	-	-	-
*F Total non-operating expenses (lines 102:107)	-	880	746
*G TOTAL ALL EXPENSES (E+F)	4,519	63,112	63,281
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) <i>Always reconcile ending cash with bank stmt.</i>	7,805	7,805	405
* Year-end actual figures go in the Parochial Report.			
Vestry approved on:			
Attested by:			

2011 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Sep 2011		
Year-end entries on starred* lines go in the 2011 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.				
1 Giving Information for 2011:				
2	Average Sunday Attendance (ASA) year-to-date	43		
3	*1 Number signed pledge cards for report year	31		
4	*2 Total dollars pledged for report year	\$ 75,650		
5			Current	2011
6			Month	YTD
				2011
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 4,730	\$ 54,890	\$ 73,000
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	-	1,731	-
11	operations; contributions from congregation's organizations)			
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	4,730	56,621	73,000
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	4,730	56,621	73,000
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	-	5,474	6,300
19	*13 Outreach programs funded through operating budget	-	771	1,000
20	Other operating expense:			
21	Program & Liturgy expense	326	2,273	2,780
22	Clergy expense	2,565	31,199	49,098
23	Lay Personnel & Benefits expense	753	7,866	10,369
24	Administrative expense	396	3,147	3,825
25	Property & Facilities expense	479	11,502	10,008
26	*14 Total other operating expenses	4,519	55,987	76,080
27	*E Total Operating Expenses	4,519	62,232	83,380
28				
29	Surplus or (Deficit) from Operating Activity	\$ 211	\$ (5,611)	\$ (10,380)
30				
31 Non-Operating Revenues				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	1,645	2,250	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	122	-
35	*11 Funds received for transmittal to other organizations	-	10	-
36	*C Total Non-Operating Revenues	1,645	2,382	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	-	830	994
39	*16 Outreach & mission not funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	-	50	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	-	880	994
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 1,645	\$ 1,502	\$ (994)
47				
48				
49	Beginning cash in operating account	\$ 5,949	\$ 11,914	\$ 11,914
50	*D Total All Revenues	6,375	59,003	73,000
51	*G Total All Expenses	4,519	63,112	84,374
52	Ending cash in operating account	\$ 7,805	\$ 7,805	\$ 540
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 9,309		
55	*20 Total investments at market value as of _____	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Sep 1, 2011			
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	5,949.00	\$ 6,375	\$ 4,519	\$ 7,805
b.	Cash in Other Checking, Savings, CDs, Money Markets	1,504.00			1,504
*1.	Subtotal of All Cash on Hand (lines a + b)	7,453.00	6,375	4,519	9,309
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	7,453.00	6,375	4,519	9,309
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	4,312.00	4,730	4,519	4,523
Designated or Restricted Funds					
5.	Building Fund	1,018.00			1,018
6.	Contingency Fund (for unexpected major expenses)				-
7.	Discretionary Fund	-			-
8.	Endowment Fund				-
8.	Episcopal Churchwomen (ECW)	1,189.00			1,189
9.	ECW Cookbook Fund	211.00			211
10.	Men's Group Fund				-
11.	Memorial Fund	668.00			668
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name): COMMUNITY OF HOPE		1,645		1,645
15.					-
16.	Total Unrestricted & Restricted Funds (lines 4:19)	7,453.00	6,375.00	4,519.00	9,309
	(Line 16 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.	Furniture, Fixtures, Equipment				-
27.	Fine Arts				-
28.	Automobiles				-
29.	Land				-
30.	Church Buildings & Imprvmnts (including pipe organ)				-
31.	Rectory/Vicarage				-
32.	Rental Property	-	-	-	-
33.	Total Fixed Assets & Real Estate (lines 26:32)				-
Continued on next page					

Report of Certain Assets & Liabilities

Loans, mortgages and other commitments					
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.	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 15th of April, July, and October, 2011, and January, 2012.

Mary Jane Hodges, Financial Coordinator	e-mail: mjhodges@arkansas.anglican.org
Episcopal Diocese of Arkansas	phone: (501) 372-2168
P.O. Box 164668	in-state WATS: (866) 887-1114
Little Rock, AR 72216-4668	fax: (501) 372-2147