

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 2012 Operating Budget	30			
*2.	Total dollars pledged to 2012 Operating Budget	\$ 70,310			
3.	Average pledge for 2012	\$ 2,344			
*4.	Avg. Sunday Attendance in 2011 (Parochial Rep. page 2)	48			
			2011 Actual	2012 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 2011 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

		2011 Actual	2012 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 - 2011 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

2012 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Nov 2012			
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 2010	48				
		Current mo.	2012 YTD	Bdgt YTD	2012 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)	10,665	4,705	10,921.17	11,914	
Operating Revenues	-			-	
6. Undesignated plate offerings & regular non-pledge support	802	11,290	9,166.67	10,000	
7. Pledge payments to operating budget	4,685	67,649	57,750	63,000	
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)	5,487	78,939	66,916.67	73,000	
*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.	500	5,763	-	-	
*11. Unrestricted bequests used for operations	-	1,500	-	-	
*A Normal operating income, or NOI (lines 8:11)	5,987	86,202	66,916.67	73,000	
*12. Assistance from diocese for operating budget	-	-	-	-	
*B TOTAL OPERATING REVENUES (lines A+12)	5,987	86,202	66,916.67	73,000	
Non-Operating Revenues	-		-	-	
*13. Capital funds, gifts & additions (including grants from diocese for capital projects)	-	500	-	-	
*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.	30	3,006	-	-	
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)	-	-	-	-	
*16. Funds received for transmittal to other organizations (see line 105)	-	10	-	-	
*C Subtotal non-operating revenues (lines 13:16)	30	3,516	-	-	
*D TOTAL ALL REVENUES (lines B+C)	6,017	89,718	66,916.67	73,000	
17. New loan proceeds: Commercial	-	-	-	-	
18. Diocesan	-	-	-	-	
19. Other (Interfund loans within the church)	-	-	-	-	
20. Total cash available (lines 5+D+17:19)	16,682	94,423	77,837.83	84,914	
EXPENSES					
Outreach	-		-	-	
*21. Tithe to Diocese: 10% of 2011 Operating Income on Line A above	-	6,600	8,468	9,238	
*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	-	873	779.17	850	
24. Total outreach (lines 21:23)	-	7,473	6,691.67	7,300	
Program & Liturgy	-		-	-	
25. Evangelism & congregational development	-	182	79.75	87	
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-	
27. Communications: Service leaflets, newsletter, website design	-	472	275.00	300	
27a. Ads, signs, public relations, etc.	-	-	-	-	
28. Christian formation for all ages	10	10	485.83	530	
29. Young adult & youth ministries	-	-	-	-	
30. Music & choirs (instrument maintenance on line 97)	-	35	91.67	100	
31. Liturgical expense: acolytes, LEMs, lay readers, etc.	-	415	183.33	200	
32. Altar supplies & flowers	-	429	458.33	500	
33. Diocesan convention delegates expense	-	376	458.33	500	
34. Stewardship & capital campaign expense	-	200	183.33	200	
35. Other (list) Commitment to Diocese/Outreach Program	-	-	-	-	
36. Total program & liturgy (lines 25:35)	10	2,119	2,548.33	2,780	

2012 Detailed Activity Report

	Current mo.	2012 YTD	Bdgt YTD	2012 Bdgt
87. Other (list)	-	-	-	-
88. Total administrative expense (lines 75:87)	176	4,767	3,506.25	3,825
Property & Facilities				
89. Interest payments on loans (principal recorded on line 102)	-	17	36.67	40
90. Property, casualty & liability insurance (includes D&O and bond)	-	3,220	3,417.33	3,728
91. Umbrella liability insurance	-	-	-	-
92. Electricity, water & sewer	228	3,048	2,933.33	3,200
92a. Natural gas	92	1,272	1,466.67	1,600
93. Custodial & lawn supplies	11	168	476.67	520
94. Repairs & maintenance on buildings	-	4,038	-	-
95. Service contracts: heat/AC, termite, pest control, etc.	-	925	825.00	900
96. Musical instrument maintenance	-	-	-	-
97. Furnishings	-	-	-	-
98. Rent expense on facilities	-	-	-	-
99. Property taxes & fees	-	-	-	-
100. Other (list)	-	-	-	-
101. Total property & facilities expense (lines 89:100)	331	12,688	9,174	10,008
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	3,720	72,880	76,431.67	83,380
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	2,267	13,322	(9,515)	(10,380)
Non-Operating Expenses				
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	-	931	911.17	994
*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)	-	-	-	-
106. Non-op exp paid directly from designated funds: clergy discretionary, memorial fund, ECW fund, contingency fund, etc.	-	7,650	-	-
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)	-	8,581	911.17	994
*G TOTAL ALL EXPENSES (E+F)	3,720	81,461	77,342.83	84,374
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	12,962	12,962	495	540
* Year-end actual figures go in the Parochial Report.				
Vestry approved on:				
Attested by:				

2012 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Nov 2012		
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	61		
3	*1 Number signed pledge cards for report year	31		
4	*2 Total dollars pledged for report year	\$ 75,650		
5			Current	2012
6			Month	YTD
				2012
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 5,487	\$ 78,939	\$ 73,000
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations)	500	5,763	-
11				
12	*6 Unrestricted bequests used for operations	-	1,500	-
13	*A Normal Operating Income (NOI)	5,987	86,202	73,000
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	5,987	86,202	73,000
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	-	6,600	6,300
19	*13 Outreach programs funded through operating budget	-	873	1,000
20	Other operating expense:			
21	Program & Liturgy expense	10	2,119	2,780
22	Clergy expense	2,525	36,772	49,098
23	Lay Personnel & Benefits expense	678	9,061	10,369
24	Administrative expense	176	4,767	3,825
25	Property & Facilities expense	331	12,688	10,008
26	*14 Total other operating expenses	3,720	65,407	76,080
27	*E Total Operating Expenses	3,720	72,880	83,380
28				
29	Surplus or (Deficit) from Operating Activity	\$ 2,267	\$ 13,322	\$ (10,380)
30				
31 Non-Operating Revenues				
32	*8 Capital funds, gifts & additions	-	500	-
33	*9 Additions to endowment & other investment funds	30	3,006	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	10	-
36	*C Total Non-Operating Revenues	30	3,516	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	-	931	994
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	-	7,650	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	-	8,581	994
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 30	\$ (5,065)	\$ (994)
47				
48				
49	Beginning cash in operating account	\$ 10,665	\$ 4,705	\$ 11,914
50	*D Total All Revenues	6,017	89,718	73,000
51	*G Total All Expenses	3,720	81,461	84,374
52	Ending cash in operating account	\$ 12,962	\$ 12,962	\$ 540
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 14,322		
55	*20 Total investments at market value as of _____:	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Nov 2012			
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	10,665.00	\$ 6,017	\$ 3,720	\$ 12,962
b.	Cash in Other Checking, Savings, CDs, Money Markets	1,360.00			1,360
*1.	Subtotal of All Cash on Hand (lines a + b)	12,025.00	6,017	3,720	14,322
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	12,025.00	6,017	3,720	14,322
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	7,215.00	5,987	3,720	9,482
Designated or Restricted Funds					
5.	Building Fund	(582.00)			(582)
6.	Contingency Fund (for unexpected major expenses)				-
7.	Discretionary Fund	-			-
8.	Endowment Fund				-
8.	Episcopal Churchwomen (ECW)	1,045.00			1,045
9.	ECW Cookbook Fund	62.00			62
10.	Men's Group Fund				-
11.	Memorial Fund	1,008.00			1,008
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name): COMMUNITY OF HOPE	-			-
15.	SIGN/ROOF FUND	3,222.00	30	-	3,252
16.	Total Unrestricted & Restricted Funds (lines 4:19)	12,025.00	6,017.00	3,720.00	14,322
	<i>(Line 16 must equal Line 3)</i>				
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, 2012, and January, 2013.

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