

2018 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		
			2017 Actual	2018 Budget
			Variance	
REVENUES				
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 7,014	10,000	\$ 2,986
Operating Revenues				
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.	Plate offerings, pledge pmts. & regular support (lines 6+7)	65,452	59,448	(6,004)
*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	Normal operating income, or NOI (lines 8:11)	71,477	65,738	(5,739)
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-
*B	TOTAL OPERATING REVENUES (lines A+12)	71,477	65,738	(5,739)
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.	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	Subtotal non-operating revenues (lines 13:16)	3,735	-	(3,735)
*D	TOTAL ALL REVENUES (lines B+C)	75,212	65,738	(9,474)
17.	New loan proceeds: Commercial			-
18.	Diocesan			-
19.	Other (Interfund loans within the church)			-
20.	Total cash available (lines 5+D+17:19)	82,226	75,738	(6,488)
EXPENSES				
Outreach				
*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.	Total outreach (lines 21:23)	7,359	7,955	596
Program & Liturgy				
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 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.	Total program & liturgy (lines 25:35)	2,160	2,350	190
	Parochial Clergy			-
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.	Clergy compensation & benefits (lines 37:47)	30,628	30,100	(528)
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)	30,628	30,100	(528)
	Supply Clergy			-
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.	Total supply clergy (lines 53:55)	3,485	6,136	2,651
	Lay Personnel			-
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)			-
	Benefits			-
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.	Total lay personnel & benefits (lines 57:73)	11,092	11,329	237
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,500	1,560	60
76.	Kitchen/Hospitality expense	60	150	90

2018 Budget

	2017 Actual	2018 Budget	Variance
77. Office supplies & equipment	403	350	(53)
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	94	150	56
79. Telephone & fax expense	179	250	71
80. Internet & cable services			-
81. Website services			-
82. Computer software, updates, tech support	-		-
83. Office equipment lease		-	-
84. Service contracts on office equipment	-	-	-
85. Dues & Fees (Chamber of Commerce)	130		(130)
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)			-
88. Total administrative expense (lines 75:87)	2,366	2,460	94
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	105	80	(25)
90. Property, casualty & liability insurance (includes D&O and bond)	3,562	4,016	454
91. Umbrella liability insurance			-
92. Electricity, water & sewer	2,545	2,700	155
92a. Natural gas	845	1,200	355
93. Custodial & lawn supplies	471	400	(71)
94. Repairs & maintenance on buildings	1,253	2,500	1,247
95. Service contracts: heat/AC, termite, pest control, etc.	699	750	51
96. Musical instrument maintenance			-
97. Furnishings			-
98. Rent expense on facilities			-
99. Property taxes & fees	-		-
100. Other (list)			-
101. Total property expense (lines 89:100)	9,480	11,646	2,166
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	66,570	71,976	5,406
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	4,907	(6,238)	(11,145)
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)	1,875	1,920	45
*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.	3,615		(3,615)
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)	5,490	1,920	(3,570)
*G TOTAL ALL EXPENSES (E+F)	72,060	73,896	1,836
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	\$ 10,166	1,842	\$ (8,324)
* Year-end actual figures go in the Parochial Report.			

2018 Detailed Activity

Church & City: St. Matthew's, Benton					Month of: Mar 2018
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	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				
		Current mo.	2018 YTD	Bdgt YTD	2018 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)	7,908	9,064	2,500	10,000	
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support	466	2,499	1,500.00	6,000	
7. Pledge payments to operating budget	4,560	13,485	13,362.00	53,448	
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)	5,026	15,984	14,862.00	59,448	
*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	1,620	1,572.50	6,290	
*11. Unrestricted bequests used for operations	-	-	-	-	
*A Normal operating income, or NOI (lines 8:11)	5,636	17,604	16,434.50	65,738	
*12. Assistance from diocese for operating budget	-	-	-	-	
*B TOTAL OPERATING REVENUES (lines A+12)	5,636	17,604	16,434.50	65,738	
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.	-	-	-	-	
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)	-	-	-	-	
*16. Funds received for transmittal to other organizations (see line 105)	33	33	-	-	
*C Subtotal non-operating revenues (lines 13:16)	33	33	-	-	
*D TOTAL ALL REVENUES (lines B+C)	5,669	17,637	16,434.50	65,738	
17. New loan proceeds: Commercial	-	-	-	-	
18. Diocesan	-	-	-	-	
19. Other (Interfund loans within the church)	-	-	-	-	
20. Total cash available (lines 5+D+17:19)	13,577	28,256	18,934.50	75,738	
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2017 Operating Income on Line A above	618	1,854	1,854.25	7,417	
*22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discm, the Church in the US & abroad, Camp Mitchell	-	-	-	-	
*23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse	-	-	-	-	
24. Total outreach (lines 21:23)	618	1,854	1,988.75	7,955	
Program & Liturgy					
25. Evangelism & congregational development	-	-	25.00	100	
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-	
27. Communications: Service leaflets, newsletter, website design	-	-	50.00	200	
27a. Ads, signs, public relations, etc.	-	-	75.00	300	
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.	13	76	50.00	200	
32. Altar supplies & flowers	-	118	125.00	500	
33. Diocesan convention delegates expense	-	660	187.50	750	
34. Stewardship & capital campaign expense	-	-	-	-	
35. Other (list) Commitment to Diocese/Outreach Program	-	-	-	-	
36. Total program & liturgy (lines 25:35)	13	854	587.50	2,350	
Parochial Clergy					
37. Cash Stipend - 2018 minimum clergy comp gdlines on dio website	1,074	3,222	3,221.50	12,886	
38. Cash Housing Allowance	250	750	750.00	3,000	
38a. Cash Utilities Allowance	250	750	750.00	3,000	
39. SE tax reimb. = 7.65% X (stipend+cash hsnng/uttl+provided hsnng)	149	447	447.75	1,791	
40. Other clergy comp - exp allwncs, health ins, 403(b), bonus, etc.	127	381	380.50	1,522	
41. Pension = 18% X (stipend+hsng/uttl+SE tax reimb.+other comp)	498	1,494	1,300.25	5,201	
41a. [Different pension calculation for provided housing. Call dio office.]	-	-	-	-	
42. Health insurance with Medical Trust - rates on diocesan website	-	-	-	-	
43. Dental insurance with Delta Dental - rates on diocesan website	-	-	-	-	
44. \$40,000 group term life insurance at \$25.20 per month	25	75	75.00	300	
45. Long-term disability ins. Short-term disability is paid by Pension Fund.	-	-	-	-	
46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	-	200.00	800	
47. Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	-	-	400.00	1,600	
48. Clergy compensation & benefits (lines 37:47)	2,373	7,119	7,525.00	30,100	
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)	2,373	7,119	7,525.00	30,100	
Supply Clergy					
53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	360	1,080	1,170	4,680	
54. Travel reimbursement for supply clergy @ 50 cents/mile	52	156	169.00	676	

2018 Summary Activity

Church & City: St. Matthew's, Benton		Month of: Mar 2018		
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.				
1 Giving Information for 2017:				
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			Current	2018
6			Month	YTD
				2018
				Budget
7	Operating Revenues			
8	*3 Plate offerings, pledge payments & regular support	\$ 5,026	\$ 15,984	\$ 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	1,620	6,290
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	5,636	17,604	65,738
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	5,636	17,604	65,738
16				
17	Operating Expenses			
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	618	1,854	7,417
19	*13 Outreach programs funded through operating budget	-	-	538
20	Other operating expense:			
21	Program & Liturgy expense	13	854	2,350
22	Clergy expense	2,785	8,355	36,236
23	Lay Personnel & Benefits expense	807	3,078	11,329
24	Administrative expense	195	471	2,460
25	Property & Facilities expense	1,043	5,210	11,646
26	*14 Total other operating expenses	4,843	17,968	64,021
27	*E Total Operating Expenses	5,461	19,822	71,976
28				
29	Surplus or (Deficit) from Operating Activity	\$ 175	\$ (2,218)	\$ (6,238)
30				
31	Non-Operating Revenues			
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	-	-	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	33	33	-
36	*C Total Non-Operating Revenues	33	33	-
37	Non-Operating Expenses			
38	*15 Major improvements & capital expenditures (includes loan principal)	159	477	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	33	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	192	510	1,920
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ (159)	\$ (477)	\$ (1,920)
47				
48				
49	Beginning cash in operating account	\$ 7,908	\$ 9,064	\$ 10,000
50	*D Total All Revenues	5,669	17,637	65,738
51	*G Total All Expenses	5,653	20,332	73,896
52	Ending cash in operating account	\$ 7,924	\$ 6,369	\$ 1,842
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 8,817		
55	*20 Total investments at market value as of _____:	\$ -		

2018 Assets and Liabilities

Report of Certain Assets & Liabilities				
Church & City: St. Matthew's, Benton			Date: Mar 2018	
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	7,908.00	\$ 5,669	\$ 5,653	\$ 7,924
b. Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1. Subtotal of All Cash on Hand (lines a + b)	8,801.00	5,669	5,653	8,817
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. Total Cash & Cash Equivalents (lines 1 + 2)	8,801.00	5,669	5,653	8,817
Cash & Cash Equivalents broken down as follows:				
4. Unrestricted Funds (includes operating account)	6,642.00	5,669	5,653	6,658
Designated or Restricted Funds				
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	(388.00)			(388)
16. Total Unrestricted & Restricted Funds (lines 4:19)	8,801.00	5,669.00	5,653.00	8,817
(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				

2018 Assets and Liabilities

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, 2018, and January, 2019.					
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