

2016 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 2016 Operating Budget	26			
*2.	Total dollars pledged to 2016 Operating Budget	\$ 59,930			
3.	Average pledge for 2016	\$ 2,305			
*4.	Avg. Sunday Attendance in 2015 (Parochial Rep. page 2)	42			
			2015 Actual	2016 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 9,962	7,014	\$ (2,948)	
	Operating Revenues				
6.	Undesignated plate offerings & regular non-pledge support	18,986	13,500	(5,486)	
7.	Pledge payments to operating budget	54,423	52,139	(2,284)	
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	73,409	65,639	(7,770)	
*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.	7,270	6,000	(1,270)	
*11.	Unrestricted bequests used for operations			-	
*A	Normal operating income, or NOI (lines 8:11)	80,679	71,639	(9,040)	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-	
*B	TOTAL OPERATING REVENUES (lines A+12)	80,679	71,639	(9,040)	
	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.	2,400		(2,400)	
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	-		-	
*16.	Funds received for transmittal to other organizations (see line 105)	4,599		(4,599)	
*C	Subtotal non-operating revenues (lines 13:16)	6,999	-	(6,999)	
*D	TOTAL ALL REVENUES (lines B+C)	87,678	71,639	(16,039)	
17.	New loan proceeds: Commercial			-	
18.	Diocesan	2,800		(2,800)	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	100,440	78,653	(21,787)	
EXPENSES					
	Outreach				
*21.	Tithe to Diocese: 10% of 2015 Operating Income on Line A above	9,265	7,343	(1,922)	
*22.	Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell	25		(25)	
*23.	Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse	526		(526)	
24.	Total outreach (lines 21:23)	9,816	7,343	(2,473)	
	Program & Liturgy				
25.	Evangelism & congregational development	17	100	83	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	
27.	Communications: Service leaflets, newsletter, website design	156	500	344	
27a.	Ads, signs, public relations, etc.	110	350	240	
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.	558	200	(358)	

2016 Comparative Budget

		2015 Actual	2016 Budget	Variance
32.	Altar supplies & flowers	719	500	(219)
33.	Diocesan convention delegates expense	500	500	-
34.	Stewardship & capital campaign expense	-		-
35.	Other (list)			-
36.	Total program & liturgy (lines 25:35)	2,060	2,150	90
	Parochial Clergy			-
37.	Cash Stipend - 2015 minimum clergy comp gdlines on dio website	18,256	12,886	(5,370)
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)	1,864	1,791	(73)
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.	1,523	1,522	(1)
41.	Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)		5,032	5,032
	[Different pension calculation for provided housing. Call dio office.]	6,552		(6,552)
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	149	151	2
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)	34,344	29,782	(4,562)
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)	34,344	29,782	(4,562)
	Supply Clergy			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	1,980	2,700	720
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile	319	438	119
55.	Pension for extended supply (Supply Clergy Policy on website)			-
56.	Total supply clergy (lines 53:55)	2,299	3,138	839
	Lay Personnel			-
57.	Church Secretary (Andrea Billingsley)	1,398	1,300	(98)
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)	2,000	2,080	80
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	1,950	2,025	75
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	Benefits			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	419	417	(2)
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%	127	165	38
71a.	other employees = wages x 3.51%			-
72.	Lay employee travel & training			-
73.	Other (list)			-
74.	Total lay personnel & benefits (lines 57:73)	11,294	11,387	93
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,500	1,500	-
76.	Kitchen/Hospitality expense		300	300

2016 Comparative Budget

	2015 Actual	2016 Budget	Variance
77. Office supplies & equipment	343	300	(43)
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	102	150	48
79. Telephone & fax expense	541	200	(341)
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)	346		(346)
88. Total administrative expense (lines 75:87)	2,962	2,580	(382)
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	124	120	(4)
90. Property, casualty & liability insurance (includes D&O and bond)	3,614	2,812	(802)
91. Umbrella liability insurance			-
92. Electricity, water & sewer	2,770	3,230	460
92a. Natural gas	1286	1,862	576
93. Custodial & lawn supplies	361	250	(111)
94. Repairs & maintenance on buildings	5,645	500	(5,145)
95. Service contracts: heat/AC, termite, pest control, etc.	318	500	182
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)	14,118	9,274	(4,844)
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	76,893	65,654	(11,239)
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	3,786	5,985	2,199
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	1,191	-	(1,191)
*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)	4,389		(4,389)
106. Non-op exp paid directly from designated funds: clergy discretionary, memorial fund, ECW fund, contingency fund, etc.	10,663		(10,663)
107. Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)	290		(290)
*F Total non-operating expenses (lines 102:107)	16,533	-	(16,533)
*G TOTAL ALL EXPENSES (E+F)	93,426	65,654	(27,772)
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>	\$ 7,014	12,999	\$ 5,985
* Year-end actual figures go in the Parochial Report.			

2016 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Jan 2016			
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 2016 Operating Budget	27				
*2. Total dollars pledged to 2016 Operating Budget	\$ 56,840				
*2a Discount of 13% for unpaid historical pledges	\$ 49,451				
3. Average pledge for 2016	\$ 2,105				
*4. Average Sunday Attendance (ASA) year-to-date	48				
		Current mo.	2016 YTD	Bdgt YTD	2016 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		7,014	7,014	7,014	7,014
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support		811	811	1,125.00	13,500
7. Pledge payments to operating budget		4,130	4,130	4,344.92	52,139
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		4,941	4,941	5,469.92	65,639
*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	500	500.00	6,000
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		5,441	5,441	5,969.92	71,639
*12. Assistance from diocese for operating budget		-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)		5,441	5,441	5,969.92	71,639
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)		-	-	-	-
*C Subtotal non-operating revenues (lines 13:16)		-	-	-	-
*D TOTAL ALL REVENUES (lines B+C)		5,441	5,441	5,969.92	71,639
17. New loan proceeds: Commercial		-	-	-	-
18. Diocesan		-	-	-	-
19. Other (Interfund loans within the church)		-	-	-	-
20. Total cash available (lines 5+D+17:19)		12,455	12,455	6,554.42	78,653
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2014 Operating Income on Line A above		571	571	611.92	7,343
*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		-	-	-	-
24. Total outreach (lines 21:23)		571	571	611.92	7,343
Program & Liturgy					
25. Evangelism & congregational development		-	-	8.33	100
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		110	110	41.67	500
27a. Ads, signs, public relations, etc.		138	138	29.17	350
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.		-	-	16.67	200
32. Altar supplies & flowers		145	145	41.67	500
33. Diocesan convention delegates expense		-	-	41.67	500
34. Stewardship & capital campaign expense		-	-	-	-

2016 Detailed Activity Report

		Current mo.	2016 YTD	Bdgt YTD	2016 Bdgt
84.	Service contracts on office equipment	-	-	-	-
85.	Dues & Fees	-	-	10.83	130
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	Total administrative expense (lines 75:87)	190	190	215.00	2,580
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	2	2	10.00	120
90.	Property, casualty & liability insurance (includes D&O and bond)	-	-	234.33	2,812
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	-	-	269.17	3,230
92a.	Natural gas	123	123	155.17	1,862
93.	Custodial & lawn supplies	75	75	20.83	250
94.	Repairs & maintenance on buildings	-	-	41.67	500
95.	Service contracts: heat/AC, termite, pest control, etc.	-	-	75.00	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)	200	200	772.83	9,274
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	3,381	3,381	5,471.17	65,654
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	2,060	2,060	498.75	5,985
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	163	163	-	-
*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.	-	-	-	-
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)	163	163	-	-
*G	TOTAL ALL EXPENSES (E+F)	3,544	3,544	5,471.17	65,654
108.	Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	8,911	8,911	1,083	12,999
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2016 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Jan 2016		
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 2015:				
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	2015
6			Month	YTD
				2015
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 4,941	\$ 4,941	\$ 65,639
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	500	6,000
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	5,441	5,441	71,639
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	5,441	5,441	71,639
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	571	571	7,343
19	*13 Outreach programs funded through operating budget	-	-	-
20	Other operating expense:			
21	Program & Liturgy expense	393	393	2,150
22	Clergy expense	1,127	1,127	32,920
23	Lay Personnel & Benefits expense	900	900	11,387
24	Administrative expense	190	190	2,580
25	Property & Facilities expense	200	200	9,274
26	*14 Total other operating expenses	2,810	2,810	58,311
27	*E Total Operating Expenses	3,381	3,381	65,654
28				
29	Surplus or (Deficit) from Operating Activity	\$ 2,060	\$ 2,060	\$ 5,985
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	-	-	-
36	*C Total Non-Operating Revenues	-	-	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	163	163	-
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	*F Total Non-Operating Expenses	163	163	-
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ (163)	\$ (163)	\$ -
47				
48				
49	Beginning cash in operating account	\$ 7,014	\$ 7,014	\$ 7,014
50	*D Total All Revenues	5,441	5,441	71,639
51	*G Total All Expenses	3,544	3,544	65,654
52	Ending cash in operating account	\$ 8,911	\$ 8,911	\$ 12,999
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 9,803		
55	*20 Total investments at market value as of	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Jan 2016			
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	7,014.00	\$ 5,441	\$ 3,545	\$ 8,910
b.	Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1.	Subtotal of All Cash on Hand (lines a + b)	7,907.00	5,441	3,545	9,803
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	7,907.00	5,441	3,545	9,803
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	9,103.00	5,441	3,545	10,999
Designated or Restricted Funds					
5.	Building Fund	(1,136.00)			(1,136)
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)	7,907.00	5,441.00	3,545.00	9,803
(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					
Loans, mortgages and other commitments					
34.	Principal on Commercial Loan at _____ Bank				-
	Interest Rate: _____	Maturity date: _____			
	What Bank? _____	Secured or Unsecured? _____	8		

Report of Certain Assets & Liabilities

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, 2016, and January, 2017.

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