

2014 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 2014 Operating Budget	27			
*2.	Total dollars pledged to 2014 Operating Budget	\$ 56,840			
3.	Average pledge for 2014	\$ 2,105			
*4.	Avg. Sunday Attendance in 2013 (Parochial Rep. page 2)	48			
			2013 Actual	2014 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 11,167	3,393	\$ (7,774)	
Operating Revenues					
6.	Undesignated plate offerings & regular non-pledge support	16,431	12,000	(4,431)	
7.	Pledge payments to operating budget	63,339	50,019	(13,320)	
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	79,770	62,019	(17,751)	
*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.	6,287	6,000	(287)	
*11.	Unrestricted bequests used for operations			-	
*A	Normal operating income, or NOI (lines 8:11)	86,057	68,019	(18,038)	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-	
*B	TOTAL OPERATING REVENUES (lines A+12)	86,057	68,019	(18,038)	
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.	10,122		(10,122)	
*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)	10,122	-	(10,122)	
*D	TOTAL ALL REVENUES (lines B+C)	96,179	68,019	(28,160)	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	107,346	71,412	(35,934)	
EXPENSES					
Outreach					
*21.	Tithe to Diocese: 10% of 2013 Operating Income on Line A above	7,016	6,802	(214)	
*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	747	500	(247)	
24.	Total outreach (lines 21:23)	7,763	7,302	(461)	
Program & Liturgy					
25.	Evangelism & congregational development	509	450	(59)	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	
27.	Communications: Service leaflets, newsletter, website design	641	600	(41)	
27a.	Ads, signs, public relations, etc.			-	
28.	Christian formation for all ages	245	300	55	
29.	Young adult & youth ministries	-	-	-	
30.	Music & choirs (instrument maintenance on line 97)	-	-	-	
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	310	200	(110)	

2014 Comparative Budget

		2013 Actual	2014 Budget	Variance
32.	Altar supplies & flowers	577	600	23
33.	Diocesan convention delegates expense	470	500	30
34.	Stewardship & capital campaign expense	-	-	-
35.	Other (list)			-
36.	Total program & liturgy (lines 25:35)	2,752	2,650	(102)
	Parochial Clergy			-
37.	Cash Stipend - 2013 minimum clergy comp gdlines on dio website	25,656	18,357	(7,299)
38.	Cash Housing allowance	1,599	3,000	1,401
38a.	Cash Utilities allowance	4,401	3,000	(1,401)
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	2,606	2,093	(513)
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.]	9,668	6,027	(3,641)
42.	Health insurance with Medical Trust - rates on diocesan website	1,412	866	(546)
43.	Dental insurance with Delta Dental - rates on diocesan website	-	410	410
44.	\$40,000 group term life insurance at \$25.20 per month	326	302	(24)
45.	Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46.	Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	1,000	1,000
47.	Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	-	2,000	2,000
48.	Clergy compensation & benefits (lines 37:47)	45,668	37,055	(8,613)
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)	45,668	37,055	(8,613)
	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)	1,446	1,300	(146)
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	5,500	5,500	-
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	1,300	1,300	-
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	2,020	2,025	5
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	Benefits			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	231	635	404
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%	341	180	(161)
71a.	other employees = wages x 3.51%			-
72.	Lay employee travel & training			-
73.	Other (list)			-
74.	Total lay personnel & benefits (lines 57:73)	10,838	10,940	102
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,445	1,500	55
76.	Kitchen/Hospitality expense	66	625	559

2014 Comparative Budget

	2013 Actual	2014 Budget	Variance
77. Office supplies & equipment	381	400	19
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	200	200
79. Telephone & fax expense	696	700	4
80. Internet & cable services			-
81. Website services		500	500
82. Computer software, updates, tech support	299		(299)
83. Office equipment lease		-	-
84. Service contracts on office equipment	747	750	3
85. Dues & Fees (Chamber of Commerce)	130	150	20
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)			-
88. Total administrative expense (lines 75:87)	3,764	4,825	1,061
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	28	100	72
90. Property, casualty & liability insurance (includes D&O and bond)	3,285	3,500	215
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,647	3,700	53
92a. Natural gas	1668	1,550	(118)
93. Custodial & lawn supplies	88	100	12
94. Repairs & maintenance on buildings	14,680	550	(14,130)
95. Service contracts: heat/AC, termite, pest control, etc.	1,336	1,000	(336)
96. Musical instrument maintenance			-
97. Furnishings	-		-
98. Rent expense on facilities			-
99. Property taxes & fees	5		(5)
100. Other (list)			-
101. Total property expense (lines 89:100)	24,737	10,500	(14,237)
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	95,522	73,272	(22,250)
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(9,465)	(5,253)	4,212
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)	3,584	4,000 1,260	416 1,260
*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. Expenses paid directly from designated funds: clergy discretionary fnd, memorial fund, ECW fund, contingency fund, etc.	4,817		(4,817)
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)	8,401	5,260	(3,141)
*G TOTAL ALL EXPENSES (E+F)	103,923	78,532	(25,391)
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	\$ 3,423	(7,120)	\$ (10,543)
* Year-end actual figures go in the Parochial Report.			

2014 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Dec 2014			
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 2014 Operating Budget	27				
*2. Total dollars pledged to 2014 Operating Budget	\$ 56,840				
*2a Discount of 13% for unpaid historical pledges	\$ 49,451				
3. Average pledge for 2014	\$ 2,105				
*4. Average Sunday Attendance (ASA) year-to-date	48				
		Current mo.	2014 YTD	Bdgt YTD	2014 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		12,654	3,392	3,393.00	3,393
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support		3,106	19,771	12,000.00	12,000
7. Pledge payments to operating budget		6,810	58,496	50,019.00	50,019
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		9,916	78,267	62,019.00	62,019
*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.		-	6,826	6,000.00	6,000
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		9,916	85,093	68,019.00	68,019
*12. Assistance from diocese for operating budget		-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)		9,916	85,093	68,019.00	68,019
Non-Operating Revenues					
*13. Capital funds, gifts & additions (including grants from diocese for capital projects)		-	1,222	-	-
*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	4,290	-	-
*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)		410	5,512	-	-
*D TOTAL ALL REVENUES (lines B+C)		10,326	90,605	68,019.00	68,019
17. New loan proceeds: Commercial		-	-	-	-
18. Diocesan		-	4,888	-	-
19. Other (Interfund loans within the church)		-	-	-	-
20. Total cash available (lines 5+D+17:19)		22,980	98,885	71,412.00	71,412
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2013 Operating Income on Line A above		1,280	7,567	6,802.00	6,802
*22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell		-	223	-	-
*23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse		580	580	850.00	850
24. Total outreach (lines 21:23)		1,860	8,370	7,302.00	7,302
Program & Liturgy					
25. Evangelism & congregational development		-	108	450.00	450
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		-	364	600.00	600
27a. Ads, signs, public relations, etc.		-	-	-	-
28. Christian formation for all ages		-	33	300.00	300
29. Young adult & youth ministries		-	-	-	-
30. Music & choirs (instrument maintenance on line 97)		-	-	-	-
31. Liturgical expense: acolytes, LEMs, lay readers, etc.		494	873	200.00	200
32. Altar supplies & flowers		64	827	500.00	500
33. Diocesan convention delegates expense		-	376	500.00	500
34. Stewardship & capital campaign expense		-	-	200.00	200
35. Other (list) Commitment to Diocese/Outreach Program		-	108	-	-

2014 Detailed Activity Report

	Current mo.	2014 YTD	Bdgt YTD	2014 Bdgt
86. Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87. Other (list) Returned Check and Fee	-	640	-	-
88. Total administrative expense (lines 75:87)	299	5,395	4,825.00	4,825
Property & Facilities				
89. Interest payments on loans (principal recorded on line 102)	10	33	100.00	100
90. Property, casualty & liability insurance (includes D&O and bond)	760	3,432	3,500.00	3,500
91. Umbrella liability insurance	-	-	-	-
92. Electricity, water & sewer	361	3,686	3,700.00	3,700
92a. Natural gas	403	2,161	1,550.00	1,550
93. Custodial & lawn supplies	42	209	100.00	100
94. Repairs & maintenance on buildings	-	4,937	550.00	550
95. Service contracts: heat/AC, termite, pest control, etc.	372	961	900.00	900
96. Musical instrument maintenance	-	-	-	-
97. Furnishings	-	383	-	-
98. Rent expense on facilities	-	-	-	-
99. Property taxes & fees	-	-	-	-
100. Other (list)	-	-	-	-
101. Total property & facilities expense (lines 89:100)	1,948	15,802	10,500.00	10,500
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	13,585	81,532	73,271.88	73,272
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(3,669)	3,561	(5,252.88)	(5,253)
Non-Operating Expenses				
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	115	4,722	4,000.00	4,000
	-	-	1,260.00	1,260
*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.	-	3,351	-	-
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)	115	8,073	5,260.00	5,260
*G TOTAL ALL EXPENSES (E+F)	13,700	89,605	78,531.88	78,532
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	9,280	9,280	(7,119.88)	(7,120)
* Year-end actual figures go in the Parochial Report.				
Vestry approved on:				
Attested by:				

2014 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Nov 2014		
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 2014:				
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	2014
6			Month	YTD
				2014
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 9,916	\$ 78,267	\$ 62,019
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations)	-	6,826	6,000
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	9,916	85,093	68,019
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	9,916	85,093	68,019
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	1,280	7,790	6,802
19	*13 Outreach programs funded through operating budget	580	580	500
20	Other operating expense:			
21	Program & Liturgy expense	558	2,689	2,650
22	Clergy expense	7,255	39,047	37,055
23	Lay Personnel & Benefits expense	1,665	10,229	10,940
24	Administrative expense	299	5,395	4,825
25	Property & Facilities expense	1,948	15,802	10,500
26	*14 Total other operating expenses	11,725	73,162	65,970
27	*E Total Operating Expenses	13,585	81,532	73,272
28				
29	Surplus or (Deficit) from Operating Activity	\$ (3,669)	\$ 3,561	\$ (5,253)
30				
31 Non-Operating Revenues				
32	*8 Capital funds, gifts & additions	-	1,222	-
33	*9 Additions to endowment & other investment funds	410	4,290	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	-	-
36	*C Total Non-Operating Revenues	410	5,512	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	115	4,722	4,000
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	-	3,351	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	115	8,073	4,000
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 295	\$ (2,561)	\$ (4,000)
47				
48				
49	Beginning cash in operating account	\$ 12,654	\$ 3,392	\$ 3,393
50	*D Total All Revenues	10,326	90,605	68,019
51	*G Total All Expenses	13,700	89,605	77,272
52	Ending cash in operating account	\$ 9,280	\$ 4,392	\$ (5,860)
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 10,173		
55	*20 Total investments at market value as of _____	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: ONov 2014			
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	12,654.00	\$ 10,326	\$ 13,700	\$ 9,280
b.	Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1.	Subtotal of All Cash on Hand (lines a + b)	13,547.00	10,326	13,700	10,173
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	13,547.00	10,326	13,700	10,173
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	4,831.00	9,916	13,700	1,047
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)	578.00			578
9.	ECW Cookbook Fund	122.00	-		122
10.	Men's Group Fund				-
11.	Memorial Fund	205.00	-		205
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name): EASTER LILY/BISHOP	105.00			105
15.	SIGN/ROOF FUND/MARKET	8,233.00	410		8,643
16.	Total Unrestricted & Restricted Funds (lines 4:19)	13,547.00	10,326.00	13,700.00	10,173
	(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, 2014, and January, 2015.

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