

## 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)	44			
			<b>2011 Actual</b>	<b>2012 Budget</b>	<b>Variance</b>
<b>REVENUES</b>					
5.	<b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>	<b>\$ 6,483</b>	<b>11,914.00</b>	<b>\$ 5,431</b>	
<b>Operating Revenues</b>					
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.	<b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>	<b>74,994</b>	<b>73,000.00</b>	<b>(1,994)</b>	
*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	<b>Normal operating income, or NOI (lines 8:11)</b>	<b>83,163</b>	<b>73,000.00</b>	<b>(10,163)</b>	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	2,700		(2,700)	
*B	<b>TOTAL OPERATING REVENUES (lines A+12)</b>	<b>85,863</b>	<b>73,000.00</b>	<b>(12,863)</b>	
<b>Non-Operating Revenues</b>					
*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	<b>Subtotal non-operating revenues (lines 13:16)</b>	<b>4,606</b>	<b>-</b>	<b>(4,606)</b>	
*D	<b>TOTAL ALL REVENUES (lines B+C)</b>	<b>90,469</b>	<b>73,000.00</b>	<b>(17,469)</b>	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	<b>Total cash available (lines 5+D+17:19)</b>	<b>96,952</b>	<b>84,914.00</b>	<b>(12,038)</b>	
<b>EXPENSES</b>					
<b>Outreach</b>					
*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.	<b>Total outreach (lines 21:23)</b>	<b>9,349</b>	<b>7,300.00</b>	<b>(2,049)</b>	
<b>Program &amp; Liturgy</b>					
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	-	

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		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.	<b>Total program &amp; liturgy (lines 25:35)</b>	<b>2,695</b>	<b>2,780.00</b>	<b>85</b>
	<b>Parochial Clergy</b>			-
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.	<b>Clergy compensation &amp; benefits (lines 37:47)</b>	<b>42,122</b>	<b>49,098.00</b>	<b>6,976</b>
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.	<b>Total parochial clergy (lines 48:51)</b>	<b>42,122</b>	<b>49,098.00</b>	<b>6,976</b>
	<b>Supply Clergy</b>			-
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.	<b>Total supply clergy (lines 53:55)</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Lay Personnel</b>			-
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)			-
	<b>Benefits</b>			-
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.	<b>Total lay personnel &amp; benefits (lines 57:73)</b>	<b>10,472</b>	<b>10,369.00</b>	<b>(103)</b>
	<b>Administrative Expense</b>			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,320	1,440.00	120

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	2011 Actual	2012 Budget	Variance
76. Kitchen/Hospitality expense	106	120.00	14
77. Office supplies & equipment	367	400.00	33
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	365	400.00	35
79. Telephone & fax expense	599	600.00	1
80. Internet & cable services			-
81. Website services			-
82. Computer software, updates, tech support			-
83. Office equipment lease		-	-
84. Service contracts on office equipment	710	715.00	5
85. Dues & Fees (Chamber of Commerce)	150	150.00	-
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)			-
88. <b>Total administrative expense (lines 75:87)</b>	<b>3,617</b>	<b>3,825.00</b>	<b>208</b>
<b>Property expense</b>			-
89. Interest payments on loans (principal recorded on line 102)	87	40.00	(47)
90. Property, casualty & liability insurance (includes D&O and bond)	3,728	3,728.00	-
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,193	3,200.00	7
92a. Natural gas	1547	1,600.00	53
93. Custodial & lawn supplies	520	520.00	-
94. Repairs & maintenance on buildings	4,058		(4,058)
95. Service contracts: heat/AC, termite, pest control, etc.	918	920.00	2
96. Musical instrument maintenance			-
97. Furnishings	136		(136)
98. Rent expense on facilities			-
99. Property taxes & fees			-
100. Other (list)			-
101. <b>Total property expense (lines 89:100)</b>	<b>14,187</b>	<b>10,008.00</b>	<b>(4,179)</b>
<b>*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>	<b>82,442</b>	<b>83,380.00</b>	<b>938</b>
<b>XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>	<b>3,421</b>	<b>(10,380.00)</b>	<b>(13,801)</b>
<b>Non-Operating Expenses</b>			-
*102. Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)	947	994.00	47
*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)	454		(454)
106. Expenses paid directly from designated funds: clergy discretionary fnd, 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)	5,712		(5,712)
<b>*F Total non-operating expenses (lines 102:107)</b>	<b>7,113</b>	<b>994.00</b>	<b>(6,119)</b>
<b>*G TOTAL ALL EXPENSES (E+F)</b>	<b>89,555</b>	<b>84,374.00</b>	<b>(5,181)</b>
108. <b>Ending Cash in operating acct</b> (same as next period Beginning Cash) (line 20 less line G) <b>Always reconcile ending cash with bank stmt.</b>	<b>\$ 7,397</b>	<b>540.00</b>	<b>\$ (6,857)</b>
* Year-end actual figures go in the Parochial Report.			

## 2011 Detailed Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>Feb 2012</b>			
Round to the nearest dollar. Year-end entries on starred* lines are entered in the Parochial Report, page 3.					
<b>Giving Information</b>					
*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.	Average Sunday Attendance (ASA) to date in 2012	47			
			<b>Current mo.</b>	<b>2012 YTD</b>	<b>Bdgt YTD</b>
				<b>2012 Bdgt</b>	
<b>REVENUES</b>					
5.	<b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>	<b>5,008</b>	<b>4,705</b>	<b>993</b>	<b>11,914</b>
	<b>Operating Revenues</b>	-			-
6.	Undesignated plate offerings & regular non-pledge support	510	1,176	833	10,000
7.	Pledge payments to operating budget	4,620	14,285	5,250	63,000
*8.	<b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>	<b>5,130</b>	<b>15,461</b>	<b>6,083</b>	<b>73,000</b>
*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	1,000	-	-
*11.	Unrestricted bequests used for operations	-	-	-	-
<b>*A</b>	<b>Normal operating income, or NOI (lines 8:11)</b>	<b>5,630</b>	<b>16,461</b>	<b>6,083</b>	<b>73,000</b>
*12.	Assistance from diocese for operating budget	-	-	-	-
<b>*B</b>	<b>TOTAL OPERATING REVENUES (lines A+12)</b>	<b>5,630</b>	<b>16,461</b>	<b>6,083</b>	<b>73,000</b>
	<b>Non-Operating Revenues</b>	-			-
*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)	-	-	-	-
<b>*C</b>	<b>Subtotal non-operating revenues (lines 13:16)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>*D</b>	<b>TOTAL ALL REVENUES (lines B+C)</b>	<b>5,630</b>	<b>16,461</b>	<b>6,083</b>	<b>73,000</b>
17.	New loan proceeds: Commercial	-	-	-	-
18.	Diocesan	-	-	-	-
19.	Other (Interfund loans within the church)	-	-	-	-
20.	<b>Total cash available (lines 5+D+17:19)</b>	<b>10,638</b>	<b>21,166</b>	<b>7,076</b>	<b>84,914</b>
<b>EXPENSES</b>					
	<b>Outreach</b>	-			-
*21.	Tithe to Diocese: 10% of 2011 Operating Income on Line A above	-	-	770	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	-	323	71	850
24.	<b>Total outreach (lines 21:23)</b>	<b>-</b>	<b>323</b>	<b>608</b>	<b>7,300</b>
	<b>Program &amp; Liturgy</b>	-			-
25.	Evangelism & congregational development	-	-	7	87
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-
27.	Communications: Service leaflets, newsletter, website design	-	197	25	300
27a.	Ads, signs, public relations, etc.	-	-	-	-
28.	Christian formation for all ages	-	-	44	530
29.	Young adult & youth ministries	-	-	-	-
30.	Music & choirs (instrument maintenance on line 97)	-	-	8	100
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	9	128	17	200
32.	Altar supplies & flowers	-	26	42	500
33.	Diocesan convention delegates expense	-	376	42	500
34.	Stewardship & capital campaign expense	-	-	17	200
35.	Other (list) Commitment to Diocese/Outreach Program	-	-	-	-
36.	<b>Total program &amp; liturgy (lines 25:35)</b>	<b>9</b>	<b>727</b>	<b>232</b>	<b>2,780</b>

## 2011 Detailed Activity Report

	Current mo.	2012 YTD	Bdgt YTD	2012 Bdgt
<b>Parochial Clergy</b>				
37. Cash Stipend - 2011 minimum clergy comp gdlines on dio website	1,805	3,610	1,805	21,655
38. Cash Housing Allowance	133	266	133	1,600
38a. Cash Utilities Allowance	367	734	408	4,900
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	195	390	195	2,345
40. Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.	-	-	-	-
41. Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)	-	-	-	-
41a. [Different pension calculation for provided housing. Call dio office.]	-	2,561	578	6,934
42. Health insurance with Medical Trust - rates on diocesan website	-	353	500	6,000
43. Dental insurance with Delta Dental - rates on diocesan website	-	-	114	1,362
44. \$40,000 group term life insurance at \$25.20 per month	25	50	25	302
45. Long-term disability ins. Short-term disability is paid by Pension Fund.	-	-	-	-
46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	-	167	2,000
47. Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	-	-	167	2,000
48. <b>Clergy compensation &amp; benefits (lines 37:47)</b>	<b>2,525</b>	<b>7,964</b>	<b>4,092</b>	<b>49,098</b>
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. <b>Total parochial clergy (lines 48:51)</b>	<b>2,525</b>	<b>7,964</b>	<b>4,092</b>	<b>49,098</b>
<b>Supply Clergy</b>				
53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	-	-	-	-
54. Travel reimbursement for supply clergy @ 50 cents/mile	-	-	-	-
55. Pension for extended supply (Supply Clergy Policy on website)	-	-	-	-
56. <b>Total supply clergy (lines 53:55)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Lay Personnel</b>				
57. Parish Administrator/Church Secretary	-	168	35	425
58. Financial Secretary/Treasurer	-	-	-	-
59. Organist/Choir Director	400	900	442	5,300
60. Program Director/Christian Formation Director	-	-	-	-
61. Youth Director	-	-	-	-
62. Child Care Workers	100	225	100	1,200
63. Sexton/Custodian	225	375	169	2,025
64. Grounds Maintenance Workers	-	-	-	-
65. Other (list)	-	-	-	-
<b>Benefits</b>				
66. Social Security & Medicare taxes = 5.65% of wages	(23)	535	58	692
67. Pension contributions	-	-	-	-
68. Health insurance	-	-	-	-
69. Dental insurance	-	-	42	507
70. Life insurance & disability insurance	-	-	-	-
71. Workers' Compensation ins.: clergy, prof, clerical = wages x 0.47%	-	179	10	120
other employees = wages x 3.51%	-	-	-	-
72. Lay employee travel & training	-	-	-	-
73. Other (list)	-	-	-	-
74. <b>Total lay personnel &amp; benefits (lines 57:73)</b>	<b>702</b>	<b>2,382</b>	<b>864</b>	<b>10,369</b>
<b>Administrative</b>				
75. Contract services: bookkeeping, audit, legal, etc.	120	240	120	1,440
76. Kitchen/Hospitality expense	-	-	10	120
77. Office supplies & equipment	151	209	33	400
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	-	33	400
79. Telephone & fax expense	54	109	50	600
80. Internet & cable services	-	-	-	-
81. Website services	-	-	-	-
82. Computer software, updates, tech support	-	-	-	-
83. Office equipment lease	-	-	-	-
84. Service contracts on office equipment	-	747	60	715
85. Dues & Fees	-	-	13	150
86. Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-

## 2011 Detailed Activity Report

		Current mo.	2012 YTD	Bdgt YTD	2012 Bdgt
87.	Other (list)	-	-	-	-
88.	<b>Total administrative expense (lines 75:87)</b>	<b>325</b>	<b>1,305</b>	<b>319</b>	<b>3,825</b>
	<b>Property &amp; Facilities</b>				
89.	Interest payments on loans (principal recorded on line 102)	-	5	3	40
90.	Property, casualty & liability insurance (includes D&O and bond)	-	708	311	3,728
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	<b>256</b>	582	<b>267</b>	3,200
92a.	Natural gas	<b>281</b>	537	<b>133</b>	1,600
93.	Custodial & lawn supplies	<b>81</b>	93	<b>43</b>	520
94.	Repairs & maintenance on buildings	<b>109</b>	109	-	-
95.	Service contracts: heat/AC, termite, pest control, etc.	<b>367</b>	367	<b>75</b>	900
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	-	-	-
101.	<b>Total property &amp; facilities expense (lines 89:100)</b>	<b>1,094</b>	<b>2,401</b>	<b>834</b>	<b>10,008</b>
<b>*E</b>	<b>TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>	<b>4,655</b>	<b>15,102</b>	<b>6,948</b>	<b>83,380</b>
<b>XXX</b>	<b>RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>	<b>975</b>	<b>1,359</b>	<b>(865)</b>	<b>(10,380)</b>
	<b>Non-Operating Expenses</b>				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	-	81	<b>83</b>	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.	<b>1,600</b>	1,600	-	-
107.	Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)	-	-	-	-
<b>*F</b>	<b>Total non-operating expenses (lines 102:107)</b>	<b>1,600</b>	<b>1,681</b>	<b>83</b>	<b>994</b>
<b>*G</b>	<b>TOTAL ALL EXPENSES (E+F)</b>	<b>6,255</b>	<b>16,783</b>	<b>7,031</b>	<b>84,374</b>
108.	<b>Ending Cash in operating acct (same as next period Beginning Cash)</b> (line 20 less line G) <b>Always reconcile ending cash with bank stmt.</b>	<b>4,383</b>	<b>4,383</b>	<b>45</b>	<b>540</b>
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

## 2011 Summary Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>Feb 2012</b>		
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.				
<b>1 Giving Information for 2011:</b>				
2	Average Sunday Attendance (ASA) year-to-date	47		
3	*1 Number signed pledge cards for report year	30		
4	*2 Total dollars pledged for report year	\$ 70,310		
5			<b>Current</b>	<b>2011</b>
6			<b>Month</b>	<b>YTD</b>
				<b>2011</b>
				<b>Budget</b>
<b>7 Operating Revenues</b>				
8	*3 Plate offerings, pledge payments & regular support	\$ 5,130	\$ 15,461	\$ 73,000
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	500	1,000	-
11	operations; contributions from congregation's organizations)			
12	*6 Unrestricted bequests used for operations	-	-	-
13	<b>*A Normal Operating Income (NOI)</b>	5,630	16,461	73,000
14	*7 Assistance from diocese for operating budget	-	-	-
15	<b>*B Total Operating Revenues</b>	5,630	16,461	73,000
16				
<b>17 Operating Expenses</b>				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	-	-	6,300
19	*13 Outreach programs funded through operating budget	-	323	1,000
20	Other operating expense:			
21	Program & Liturgy expense	9	727	2,780
22	Clergy expense	2,525	7,964	49,098
23	Lay Personnel & Benefits expense	702	2,382	10,369
24	Administrative expense	325	1,305	3,825
25	Property & Facilities expense	1,094	2,401	10,008
26	*14 Total other operating expenses	4,655	14,779	76,080
27	<b>*E Total Operating Expenses</b>	4,655	15,102	83,380
28				
29	<b>Surplus or (Deficit) from Operating Activity</b>	<b>\$ 975</b>	<b>\$ 1,359</b>	<b>\$ (10,380)</b>
30				
<b>31 Non-Operating Revenues</b>				
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	<b>*C Total Non-Operating Revenues</b>	-	-	-
<b>37 Non-Operating Expenses</b>				
38	*15 Major improvements & capital expenditures (includes loan principal)	-	81	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	1,600	1,600	-
43	Transfers to non-operating funds	-	-	-
44	<b>*F Total Non-Operating Expenses</b>	1,600	1,681	994
45				
46	<b>Surplus or (Deficit) from Non-Operating Activity</b>	<b>\$ (1,600)</b>	<b>\$ (1,681)</b>	<b>\$ (994)</b>
47				
48				
49	Beginning cash in operating account	\$ 5,008	\$ 4,705	\$ 11,914
50	<b>*D Total All Revenues</b>	5,630	16,461	73,000
51	<b>*G Total All Expenses</b>	6,255	16,783	84,374
52	<b>Ending cash in operating account</b>	<b>\$ 4,383</b>	<b>\$ 4,383</b>	<b>\$ 540</b>
53				
54	*19 <b>Total cash in all checking and savings accounts as of to date:</b>	<b>\$ 5,363</b>		
55	*20 Total investments at market value as of _____:	\$ -		

## Report of Certain Assets & Liabilities

Church & City: <b>St. Matthew's, Benton</b>		Date: <b>Feb 2012</b>			
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
<b>Cash &amp; Cash Equivalents</b>					
a.	Cash in Operating Account	5,009.00	\$ 5,630	\$ 6,255	\$ 4,384
b.	Cash in Other Checking, Savings, CDs, Money Markets	979.00			979
*1.	<b>Subtotal of All Cash on Hand</b> (lines a + b)	<b>5,988.00</b>	<b>5,630</b>	<b>6,255</b>	<b>5,363</b>
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	<b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)	<b>5,988.00</b>	<b>5,630</b>	<b>6,255</b>	<b>5,363</b>
<b>Cash &amp; Cash Equivalents broken down as follows:</b>					
4.	<b>Unrestricted Funds (includes operating account)</b>	3,351.00	5,630	4,655	4,326
<b>Designated or Restricted Funds</b>					
5.	Building Fund	1,018.00		1,600	(582)
6.	Contingency Fund (for unexpected major expenses)				-
7.	Discretionary Fund	-			-
8.	Endowment Fund				-
8.	Episcopal Churchwomen (ECW)	664.00			664
9.	ECW Cookbook Fund	62.00			62
10.	Men's Group Fund				-
11.	Memorial Fund	868.00	-		868
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name): COMMUNITY OF HOPE	(30.00)			(30)
15.					-
16.	<b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19)	<b>5,988.00</b>	<b>5,630.00</b>	<b>6,255.00</b>	<b>5,363</b>
	<b>(Line 16 must equal Line 3)</b>				
<b>Restricted Fund Pledges Not Yet Paid</b>					
21.	Building Fund				-
22.	Capital Campaign				-
23.	Other (please name):				-
24.					-
25.	<b>Total Restricted Pledges Not Yet Paid</b> (lines 21:24)	-	-	-	-
<b>Estimated Value of Fixed Assets &amp; Real Estate</b>					
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.	<b>Total Fixed Assets &amp; Real Estate</b> (lines 26:32)				-
Continued on next page					



## Report of Certain Assets & Liabilities

	<b>Loans, mortgages and other commitments</b>				
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.	<b>Total Loans, Mtgs, Other Commitments (lines 34:37)</b>	-	-	-	-

**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.**

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