

2017 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 2017 Operating Budget	27		
*2.	Total dollars pledged to 2017 Operating Budget	\$ 61,880		
3.	Average pledge for 2017	\$ 2,292		
*4.	Avg. Sunday Attendance in 2016 (Parochial Rep. page 2)	42		
			2016 Actual	2017 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	11,000	(1,030)
7.	Pledge payments to operating budget	53,422	53,836	414
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	65,452	64,836	(616)
*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	5,000	(1,025)
*11.	Unrestricted bequests used for operations			-
*A	Normal operating income, or NOI (lines 8:11)	71,477	69,836	(1,641)
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-
*B	TOTAL OPERATING REVENUES (lines A+12)	71,477	69,836	(1,641)
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	69,836	(5,376)
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	79,836	(2,390)
EXPENSES				
Outreach				
*21.	Tithe to Diocese: 10% of 2016 Operating Income on Line A above	6,859	7,333	474
*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	7,871	512
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	130	20
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

2017 Comparative Budget

		2016 Actual	2017 Budget	Variance
32.	Altar supplies & flowers	696	600	(96)
33.	Diocesan convention delegates expense	525	500	(25)
34.	Stewardship & capital campaign expense	-		-
35.	Other (list)	300		(300)
36.	Total program & liturgy (lines 25:35)	2,160	1,930	(230)
	Parochial Clergy			-
37.	Cash Stipend - 2016 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	5,032	1,005
	[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	151	(149)
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	29,782	(846)
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	29,782	(846)
	Supply Clergy			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	3,060	4,320	1,260
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile	425	623	198
55.	Pension for extended supply (Supply Clergy Policy on website)			-
56.	Total supply clergy (lines 53:55)	3,485	4,943	1,458
	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	1,500	-
76.	Kitchen/Hospitality expense	60	150	90

2017 Comparative Budget

	2016 Actual	2017 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	200	21
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	2,350	(16)
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	3,936	374
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	11,566	2,086
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	66,570	69,771	3,201
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	4,907	65	(4,842)
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes principal 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	71,691	(369)
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	8,145	\$ (2,021)
* Year-end actual figures go in the Parochial Report.			

2017 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: May 2017			
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 2017 Operating Budget	27				
*2. Total dollars pledged to 2017 Operating Budget	\$ 56,840				
*2a Discount of 13% for unpaid historical pledges	\$ 49,451				
3. Average pledge for 2017	\$ 2,105				
*4. Average Sunday Attendance (ASA) year-to-date	48				
		Current mo.	2017 YTD	Bdgt YTD	2017 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)	10,753	9,081	4,166.67	10,000	
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support	396	2,856	4,583.33	11,000	
7. Pledge payments to operating budget	5,201	29,834	22,431.67	53,836	
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)	5,597	32,690	27,015.00	64,836	
*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.	1,030	2,560	2,083.33	5,000	
*11. Unrestricted bequests used for operations	-	-	-	-	
*A Normal operating income, or NOI (lines 8:11)	6,627	35,250	29,098.33	69,836	
*12. Assistance from diocese for operating budget	-	-	-	-	
*B TOTAL OPERATING REVENUES (lines A+12)	6,627	35,250	29,098.33	69,836	
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)	6,627	35,250	29,098.33	69,836	
17. New loan proceeds: Commercial	-	-	-	-	
18. Diocesan	-	-	-	-	
19. Other (Interfund loans within the church)	-	-	-	-	
20. Total cash available (lines 5+D+17:19)	17,380	45,416	33,265.00	79,836	
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2016 Operating Income on Line A above	1,222	3,055	3,055.42	7,333	
*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)	1,222	3,055	3,279.58	7,871	
Program & Liturgy					
25. Evangelism & congregational development	-	60	41.67	100	
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-	
27. Communications: Service leaflets, newsletter, website design	-	184	54.17	130	
27a. Ads, signs, public relations, etc.	-	-	125.00	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.	-	139	83.33	200	
32. Altar supplies & flowers	-	424	208.33	500	
33. Diocesan convention delegates expense	-	525	208.33	500	
34. Stewardship & capital campaign expense	-	-	-	-	

2017 Detailed Activity Report

		Current mo.	2017 YTD	Bdgt YTD	2017 Bdgt
84.	Service contracts on office equipment	-	-	-	-
85.	Dues & Fees	-	-	-	-
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	Total administrative expense (lines 75:87)	130	742	979.17	2,350
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	11	27	33.33	80
90.	Property, casualty & liability insurance (includes D&O and bond)	-	1,968	1,640.00	3,936
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	378	1,010	1,125.00	2,700
92a.	Natural gas	48	568	500.00	1,200
93.	Custodial & lawn supplies	-	90	166.67	400
94.	Repairs & maintenance on buildings	994	2,345	1,041.67	2,500
95.	Service contracts: heat/AC, termite, pest control, etc.	100	544	375.00	900
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	3,200	-	-
101.	Total property & facilities expense (lines 89:100)	1,531	9,752	4,819.17	11,566
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	6,243	33,800	29,071.25	69,771
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	384	1,450	27.08	65
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	319	798	800.00	1,920
*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)	319	798	800.00	1,920
*G	TOTAL ALL EXPENSES (E+F)	6,562	34,598	29,871.25	71,691
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>	10,818	10,818	3,393.75	8,145
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2017 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: May 2017		
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 2016:				
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	2017
6			Month	YTD
				2017
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 5,597	\$ 32,690	\$ 64,836
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations)	1,030	2,560	5,000
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	6,627	35,250	69,836
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	6,627	35,250	69,836
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	1,222	3,055	7,333
19	*13 Outreach programs funded through operating budget	-	-	538
20	Other operating expense:			
21	Program & Liturgy expense	-	1,978	1,930
22	Clergy expense	2,589	13,181	34,725
23	Lay Personnel & Benefits expense	771	5,092	11,329
24	Administrative expense	130	742	2,350
25	Property & Facilities expense	1,531	9,752	11,566
26	*14 Total other operating expenses	5,021	30,745	61,900
27	*E Total Operating Expenses	6,243	33,800	69,771
28				
29	Surplus or (Deficit) from Operating Activity	\$ 384	\$ 1,450	\$ 65
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)	319	798	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	-	-	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	319	798	1,920
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ (319)	\$ (798)	\$ (1,920)
47				
48				
49	Beginning cash in operating account	\$ 10,753	\$ 9,081	\$ 10,000
50	*D Total All Revenues	6,627	35,250	69,836
51	*G Total All Expenses	6,562	34,598	71,691
52	Ending cash in operating account	\$ 10,818	\$ 9,733	\$ 8,145
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 11,711		
55	*20 Total investments at market value as of	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: May 2017		
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	10,753.00	\$ 6,627	\$ 6,562	\$ 10,818
b. Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1. Subtotal of All Cash on Hand (lines a + b)	11,646.00	6,627	6,562	11,711
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. Total Cash & Cash Equivalents (lines 1 + 2)	11,646.00	6,627	6,562	11,711
Cash & Cash Equivalents broken down as follows:				
4. Unrestricted Funds (includes operating account)	12,842.00	6,627	6,562	12,907
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)	11,646.00	6,627.00	6,562.00	11,711
(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, 2017, and January, 2018.

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