

## 2015 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 2015 Operating Budget   | 27            |                    |                    |                 |
| *2.                           | Total dollars pledged to 2015 Operating Budget   | \$ 56,840     |                    |                    |                 |
| 3.                            | Average pledge for 2015  | \$ 2,105      |                    |                    |                 |
| *4.                           | Avg. Sunday Attendance in 2014 (Parochial Rep. page 2)   | 48            |                    |                    |                 |
|                               |  |               | <b>2014 Actual</b> | <b>2015 Budget</b> | <b>Variance</b> |
| <b>REVENUES</b>               |  |               |                    |                    |                 |
| 5.                            | <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>   | \$ -          | -                  | -                  | \$ -            |
| <b>Operating Revenues</b>     |  |               |                    |                    |                 |
| 6.                            | Undesignated plate offerings & regular non-pledge support  | 19,771        | 13,500             |                    | (6,271)         |
| 7.                            | Pledge payments to operating budget  | 58,496        | 54,027             |                    | (4,469)         |
| *8.                           | <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>   | <b>78,267</b> | <b>67,527</b>      |                    | <b>(10,740)</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. | 6,826         | 6,000              |                    | (826)           |
| *11.                          | Unrestricted bequests used for operations  |               |                    |                    | -               |
| *A                            | <b>Normal operating income, or NOI (lines 8:11)</b>  | <b>85,093</b> | <b>73,527</b>      |                    | <b>(11,566)</b> |
| *12.                          | Assistance from diocese for operating budget (\$2,552.19 RTR grant)  | -             |                    |                    | -               |
| *B                            | <b>TOTAL OPERATING REVENUES (lines A+12)</b>   | <b>85,093</b> | <b>73,527</b>      |                    | <b>(11,566)</b> |
| <b>Non-Operating Revenues</b> |  |               |                    |                    |                 |
| *13.                          | Capital funds, gifts & additions (including grants from diocese for capital projects)  | 1,222         |                    |                    | (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.  | 4,290         |                    |                    | (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                            | <b>Subtotal non-operating revenues (lines 13:16)</b>   | <b>5,512</b>  | <b>-</b>           |                    | <b>(5,512)</b>  |
| *D                            | <b>TOTAL ALL REVENUES (lines B+C)</b>  | <b>90,605</b> | <b>73,527</b>      |                    | <b>(17,078)</b> |
| 17.                           | New loan proceeds: Commercial  |               |                    |                    | -               |
| 18.                           | Diocesan   | 4,888         |                    |                    | (4,888)         |
| 19.                           | Other (Interfund loans within the church)  |               |                    |                    | -               |
| 20.                           | <b>Total cash available (lines 5+D+17:19)</b>  | <b>95,493</b> | <b>73,527</b>      |                    | <b>(21,966)</b> |
| <b>EXPENSES</b>               |  |               |                    |                    |                 |
| <b>Outreach</b>               |  |               |                    |                    |                 |
| *21.                          | Tithe to Diocese: 10% of 2014 Operating Income on Line A above   | 7,567         | 7,900              |                    | 333             |
| *22.                          | Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell  | 223           |                    |                    | (223)           |
| *23.                          | Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse   | 580           | 700                |                    | 120             |
| 24.                           | <b>Total outreach (lines 21:23)</b>  | <b>8,370</b>  | <b>8,600</b>       |                    | <b>230</b>      |
| <b>Program &amp; Liturgy</b>  |  |               |                    |                    |                 |
| 25.                           | Evangelism & congregational development  | 108           | 108                |                    | -               |
| 26.                           | Incorporation of new members: name tags, visitor cards, gifts, etc.  | -             | -                  |                    | -               |
| 27.                           | Communications: Service leaflets, newsletter, website design   | 364           | 500                |                    | 136             |
| 27a.                          | Ads, signs, public relations, etc.   |               |                    |                    | -               |
| 28.                           | Christian formation for all ages   | 33            | -                  |                    | (33)            |
| 29.                           | Young adult & youth ministries   | -             | -                  |                    | -               |
| 30.                           | Music & choirs (instrument maintenance on line 97)   | -             | -                  |                    | -               |
| 31.                           | Liturgical expense: acolytes, LEMs, lay readers, etc.  | 873           | 350                |                    | (523)           |

## 2015 Comparative Budget

|      |  | 2014 Actual   | 2015 Budget   | Variance       |
|------|--|---------------|---------------|----------------|
| 32.  | Altar supplies & flowers   | 827           | 850           | 23             |
| 33.  | Diocesan convention delegates expense                                    | 376           | 400           | 24             |
| 34.  | Stewardship & capital campaign expense                                   | -             | 100           | 100            |
| 35.  | Other (list)   | 108           |               | (108)          |
| 36.  | <b>Total program &amp; liturgy (lines 25:35)</b>                         | <b>2,689</b>  | <b>2,308</b>  | <b>(381)</b>   |
|      | <b>Parochial Clergy</b>  |               |               | -              |
| 37.  | Cash Stipend - 2014 minimum clergy comp gdlines on dio website           | 23,359        | 18,357        | (5,002)        |
| 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)           | 2,091         | 2,093         | 2              |
| 40.  | Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.        | 1,140         | 1,520         | 380            |
| 41.  | Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)             |               |               | -              |
|      | [Different pension calculation for provided housing. Call dio office.]   | 5,775         | 6,072         | 297            |
| 42.  | Health insurance with Medical Trust - rates on diocesan website          | 380           | -             | (380)          |
| 43.  | Dental insurance with Delta Dental - rates on diocesan website           | -             | -             | -              |
| 44.  | \$40,000 group term life insurance at \$25.20 per month                  | 302           | 302           | -              |
| 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.  | <b>Clergy compensation &amp; benefits (lines 37:47)</b>                  | <b>39,047</b> | <b>37,344</b> | <b>(1,703)</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>39,047</b> | <b>37,344</b> | <b>(1,703)</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)                                    | 876           | 1,300         | 424            |
| 58.  | Financial Secretary/Treasurer (Melinda Hood)                             |               |               | -              |
| 59.  | Organist/Choir Director (Virginia Strohmeyer)                            | 5,450         | 5,300         | (150)          |
| 60.  | Program Director/Christian Formation Director                            |               |               | -              |
| 61.  | Youth Director   |               |               | -              |
| 62.  | Child Care Workers (Helen Jones, Hanna Courtney)                         | 1,425         | 1,325         | (100)          |
| 63.  | Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)   | 2,025         | 2,025         | -              |
| 64.  | Grounds Maintenance Workers  |               |               | -              |
| 65.  | Other (list)   |               |               | -              |
|      | <b>Benefits</b>  |               |               | -              |
| 66.  | Social Security & Medicare taxes = 7.65% of wages (organist only)        | 288           | 635           | 347            |
| 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%       | 165           | 165           | -              |
| 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>10,229</b> | <b>10,750</b> | <b>521</b>     |
|      | <b>Administrative Expense</b>  |               |               | -              |
| 75.  | Contract services: bookkeeping, audit, legal, etc.                       | 1,405         | 1,505         | 100            |
| 76.  | Kitchen/Hospitality expense  | 694           | 625           | (69)           |

## 2015 Comparative Budget

|   | 2014 Actual     | 2015 Budget   | Variance          |
|---|-----------------|---------------|-------------------|
| 77. Office supplies & equipment   | 459             | 500           | 41                |
| 78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.   | 439             | 500           | 61                |
| 79. Telephone & fax expense   | 777             | 250           | (527)             |
| 80. Internet & cable services   |                 |               | -                 |
| 81. Website services  |                 | 140           | 140               |
| 82. Computer software, updates, tech support  | -               |               | -                 |
| 83. Office equipment lease  | 751             | -             | (751)             |
| 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)  | 640             |               | (640)             |
| 88. <b>Total administrative expense (lines 75:87)</b>   | <b>5,295</b>    | <b>3,650</b>  | <b>(1,645)</b>    |
| <b>Property expense</b>   |                 |               | -                 |
| 89. Interest payments on loans (principal recorded on line 102)   | 33              | 100           | 67                |
| 90. Property, casualty & liability insurance (includes D&O and bond)  | 3,432           | 4,255         | 823               |
| 91. Umbrella liability insurance  |                 |               | -                 |
| 92. Electricity, water & sewer  | 3,686           | 3,700         | 14                |
| 92a. Natural gas  | 1579            | 1,700         | 121               |
| 93. Custodial & lawn supplies   | 209             | 300           | 91                |
| 94. Repairs & maintenance on buildings  | 4,937           | 1,000         | (3,937)           |
| 95. Service contracts: heat/AC, termite, pest control, etc.   | 961             | 720           | (241)             |
| 96. Musical instrument maintenance  |                 |               | -                 |
| 97. Furnishings   | 383             |               | (383)             |
| 98. Rent expense on facilities  |                 |               | -                 |
| 99. Property taxes & fees   | -               |               | -                 |
| 100. Other (list)   |                 |               | -                 |
| 101. <b>Total property expense (lines 89:100)</b>   | <b>15,220</b>   | <b>11,775</b> | <b>(3,445)</b>    |
| <b>*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>  | <b>80,850</b>   | <b>74,427</b> | <b>(6,423)</b>    |
| <b>XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>   | <b>4,243</b>    | <b>(900)</b>  | <b>(5,143)</b>    |
| <b>Non-Operating Expenses</b>   |                 |               | -                 |
| *102. Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)                           | 4,722           | -             | (4,722)           |
| *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           |               | (3,351)           |
| 107. Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)                                   | -               |               | -                 |
| <b>*F Total non-operating expenses (lines 102:107)</b>  | <b>8,073</b>    | <b>-</b>      | <b>(8,073)</b>    |
| <b>*G TOTAL ALL EXPENSES (E+F)</b>  | <b>88,923</b>   | <b>74,427</b> | <b>(14,496)</b>   |
| 108. <b>Ending Cash in operating acct (same as next period Beginning Cash)</b><br>(line 20 less line G) <b>Always reconcile ending cash with bank stmt.</b> | <b>\$ 6,570</b> | <b>(900)</b>  | <b>\$ (7,470)</b> |
| * Year-end actual figures go in the Parochial Report.   |                 |               |                   |
|   |                 |               |                   |
|   |                 |               |                   |
|   |                 |               |                   |
|   |                 |               |                   |
|   |                 |               |                   |

## 2015 Detailed Activity Report

| Church & City: <b>St. Matthew's, Benton</b>   |           | Month of: <b>May 2015</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 2015 Operating Budget  | 27        |                           |                 |                  |                  |
| *2. Total dollars pledged to 2015 Operating Budget  | \$ 56,840 |                           |                 |                  |                  |
| *2a Discount of 13% for unpaid historical pledges   | \$ 49,451 |                           |                 |                  |                  |
| 3. Average pledge for 2015  | \$ 2,105  |                           |                 |                  |                  |
| *4. Average Sunday Attendance (ASA) year-to-date  | 48        |                           |                 |                  |                  |
|   |           | <b>Current mo.</b>        | <b>2015 YTD</b> | <b>Bdgt YTD</b>  | <b>2015 Bdgt</b> |
| <b>REVENUES</b>   |           |                           |                 |                  |                  |
| 5. <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>   |           | <b>6,118</b>              | <b>9,962</b>    | <b>-</b>         | <b>-</b>         |
| <b>Operating Revenues</b>   |           | -                         |                 | -                | -                |
| 6. Undesignated plate offerings & regular non-pledge support  |           | <b>1,890</b>              | 7,159           | <b>5,625.00</b>  | <b>13,500</b>    |
| 7. Pledge payments to operating budget  |           | <b>3,430</b>              | 21,378          | <b>22,511.25</b> | <b>54,027</b>    |
| *8. <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>  |           | <b>5,320</b>              | <b>28,537</b>   | <b>28,136.25</b> | <b>67,527</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. |           | <b>1,000</b>              | 3,750           | <b>2,500.00</b>  | 6,000            |
| *11. Unrestricted bequests used for operations  |           | -                         | -               | -                | -                |
| *A <b>Normal operating income, or NOI (lines 8:11)</b>  |           | <b>6,320</b>              | <b>32,287</b>   | <b>30,636.25</b> | <b>73,527</b>    |
| *12. Assistance from diocese for operating budget   |           | -                         | -               | -                | -                |
| *B <b>TOTAL OPERATING REVENUES (lines A+12)</b>   |           | <b>6,320</b>              | <b>32,287</b>   | <b>30,636.25</b> | <b>73,527</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.   |           | -                         | 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)   |           | -                         | -               | -                | -                |
| *C <b>Subtotal non-operating revenues (lines 13:16)</b>   |           | -                         | <b>2,400</b>    | -                | -                |
| *D <b>TOTAL ALL REVENUES (lines B+C)</b>  |           | <b>6,320</b>              | <b>34,687</b>   | <b>30,636.25</b> | <b>73,527</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>12,438</b>             | <b>44,649</b>   | <b>30,636.25</b> | <b>73,527</b>    |
| <b>EXPENSES</b>   |           |                           |                 |                  |                  |
| <b>Outreach</b>   |           | -                         |                 | -                | -                |
| *21. Tithe to Diocese: 10% of 2014 Operating Income on Line A above   |           | -                         | 3,459           | <b>3,291.67</b>  | 7,900            |
| *22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell  |           | -                         | 25              | -                | -                |
| *23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse   |           | -                         | -               | <b>354.17</b>    | 850              |
| 24. <b>Total outreach (lines 21:23)</b>   |           | -                         | <b>3,484</b>    | <b>3,583.33</b>  | <b>8,600</b>     |
| <b>Program &amp; Liturgy</b>  |           | -                         |                 | -                | -                |
| 25. Evangelism & congregational development   |           | -                         | -               | <b>45.00</b>     | 108              |
| 26. Incorporation of new members: name tags, visitor cards, gifts, etc.   |           | -                         | -               | -                | -                |
| 27. Communications: Service leaflets, newsletter, website design  |           | -                         | 156             | <b>208.33</b>    | 500              |
| 27a. Ads, signs, public relations, etc.   |           | -                         | 110             | -                | -                |
| 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.   |           | -                         | 249             | <b>83.33</b>     | 200              |
| 32. Altar supplies & flowers  |           | -                         | 364             | <b>208.33</b>    | 500              |
| 33. Diocesan convention delegates expense   |           | -                         | 500             | <b>166.67</b>    | 400              |
| 34. Stewardship & capital campaign expense  |           | -                         | -               | <b>83.33</b>     | 200              |
| 35. Other (list) Commitment to Diocese/Outreach Program   |           | -                         | -               | -                | -                |
| 36. <b>Total program &amp; liturgy (lines 25:35)</b>  |           | -                         | <b>1,379</b>    | <b>961.67</b>    | <b>2,308</b>     |

## 2015 Detailed Activity Report

|  | Current mo. | 2015 YTD      | Bdgt YTD         | 2015 Bdgt     |
|--|-------------|---------------|------------------|---------------|
| <b>Parochial Clergy</b>  |             |               |                  |               |
| 37. Cash Stipend - 2014 minimum clergy comp gdlines on dio website           | -           | 5,664         | <b>7,648.83</b>  | 18,357        |
| 38. Cash Housing Allowance   | -           | 1,000         | <b>1,250.00</b>  | 3,000         |
| 38a. Cash Utilities Allowance  | -           | 1,000         | <b>1,250.00</b>  | 3,000         |
| 39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)           | -           | 672           | <b>872.01</b>    | 2,093         |
| 40. Other clergy comp - exp allwncs, health ins, 403(b), bonus, etc.         | -           | 508           | <b>633.33</b>    | 1,520         |
| 41. Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)             | -           | -             | -                | -             |
| 41a. [Different pension calculation for provided housing. Call dio office.]  | -           | 4,688         | <b>2,530.00</b>  | 6,072         |
| 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                  | <b>25</b>   | 125           | <b>125.83</b>    | 302           |
| 45. Long-term disability ins. Short-term disability is paid by Pension Fund. | -           | -             | -                | -             |
| 46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum       | -           | -             | <b>416.67</b>    | 1,000         |
| 47. Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile         | -           | -             | <b>833.33</b>    | 2,000         |
| 48. <b>Clergy compensation &amp; benefits (lines 37:47)</b>                  | <b>25</b>   | <b>13,657</b> | <b>15,560.00</b> | 37,344        |
| 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>25</b>   | <b>13,657</b> | <b>15,560.00</b> | <b>37,344</b> |
| <b>Supply Clergy</b>   |             |               |                  |               |
| 53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)    | -           | 360           | -                | -             |
| 54. Travel reimbursement for supply clergy @ 50 cents/mile                   | -           | 58            | -                | -             |
| 55. Pension for extended supply (Supply Clergy Policy on website)            | -           | -             | -                | -             |
| 56. <b>Total supply clergy (lines 53:55)</b>                                 | -           | <b>418</b>    | -                | -             |
| <b>Lay Personnel</b>   |             |               |                  |               |
| 57. Parish Administrator/Church Secretary                                    | <b>102</b>  | 504           | <b>541.67</b>    | 1,300         |
| 58. Financial Secretary/Treasurer  | -           | -             | -                | -             |
| 59. Organist/Choir Director  | -           | 1,600         | <b>2,208.33</b>  | 5,300         |
| 60. Program Director/Christian Formation Director                            | -           | -             | -                | -             |
| 61. Youth Director   | -           | -             | -                | -             |
| 62. Child Care Workers   | -           | 560           | <b>500.00</b>    | 1,200         |
| 63. Sexton/Custodian   | <b>150</b>  | 750           | <b>843.75</b>    | 2,025         |
| 64. Grounds Maintenance Workers  | -           | -             | -                | -             |
| 65. Other (list)   | -           | -             | -                | -             |
| <b>Benefits</b>  |             |               |                  |               |
| 66. Social Security & Medicare taxes = 7.65% of wages                        | -           | 673           | <b>264.58</b>    | 635           |
| 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%       | <b>(8)</b>  | (8)           | <b>68.75</b>     | 165           |
| 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>244</b>  | <b>4,079</b>  | <b>4,479.17</b>  | <b>10,750</b> |
| <b>Administrative</b>  |             |               |                  |               |
| 75. Contract services: bookkeeping, audit, legal, etc.                       | <b>125</b>  | 625           | <b>627.08</b>    | 1,505         |
| 76. Kitchen/Hospitality expense  | -           | -             | <b>260.42</b>    | 625           |
| 77. Office supplies & equipment  | <b>57</b>   | 180           | <b>208.33</b>    | 500           |
| 78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.            | -           | 53            | <b>208.33</b>    | 500           |
| 79. Telephone & fax expense  | <b>42</b>   | 409           | <b>104.17</b>    | 250           |
| 80. Internet & cable services  | -           | -             | -                | -             |
| 81. Website services   | -           | -             | <b>58.33</b>     | 140           |
| 82. Computer software, updates, tech support                                 | -           | -             | -                | -             |
| 83. Office equipment lease   | -           | -             | -                | -             |
| 84. Service contracts on office equipment                                    | -           | -             | -                | -             |
| 85. Dues & Fees  | -           | -             | <b>54.17</b>     | 130           |
| 86. Church-owned auto expense: license, gas & oil, insurance, repairs        | -           | -             | -                | -             |
| 87. Other (list)   | -           | 346           | -                | -             |

## 2015 Detailed Activity Report

|            |  | Current mo.   | 2015 YTD      | Bdgt YTD         | 2015 Bdgt     |
|------------|--|---------------|---------------|------------------|---------------|
| 88.        | <b>Total administrative expense (lines 75:87)</b>  | <b>224</b>    | <b>1,613</b>  | <b>1,520.83</b>  | <b>3,650</b>  |
|            | <b>Property &amp; Facilities</b>   |               |               |                  |               |
| 89.        | Interest payments on loans (principal recorded on line 102)  | -             | 39            | 41.67            | 100           |
| 90.        | Property, casualty & liability insurance (includes D&O and bond)   | 760           | 1,520         | 1,772.92         | 4,255         |
| 91.        | Umbrella liability insurance   | -             | -             | -                | -             |
| 92.        | Electricity, water & sewer   | 166           | 917           | 1,541.67         | 3,700         |
| 92a.       | Natural gas  | 47            | 974           | 708.33           | 1,700         |
| 93.        | Custodial & lawn supplies  | -             | 120           | 125.00           | 300           |
| 94.        | Repairs & maintenance on buildings   | 150           | 306           | 416.67           | 1,000         |
| 95.        | Service contracts: heat/AC, termite, pest control, etc.  | -             | 343           | 375.00           | 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>1,123</b>  | <b>4,219</b>  | <b>4,906.25</b>  | <b>11,775</b> |
| <b>*E</b>  | <b>TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>  | <b>1,616</b>  | <b>28,849</b> | <b>31,011.25</b> | <b>74,427</b> |
| <b>XXX</b> | <b>RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>  | <b>4,704</b>  | <b>3,438</b>  | <b>(375.00)</b>  | <b>(900)</b>  |
|            | <b>Non-Operating Expenses</b>  |               |               |                  |               |
| *102.      | Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)                                   | -             | 115           | -                | -             |
| *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.                                  | -             | 4,823         | -                | -             |
| 107.       | Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)                                   | -             | 40            | -                | -             |
| <b>*F</b>  | <b>Total non-operating expenses (lines 102:107)</b>  | <b>-</b>      | <b>4,978</b>  | <b>-</b>         | <b>-</b>      |
| <b>*G</b>  | <b>TOTAL ALL EXPENSES (E+F)</b>  | <b>1,616</b>  | <b>33,827</b> | <b>31,011.25</b> | <b>74,427</b> |
| 108.       | <b>Ending Cash in operating acct (same as next period Beginning Cash)</b><br>(line 20 less line G) <b>Always reconcile ending cash with bank stmt.</b> | <b>10,822</b> | <b>10,822</b> | <b>(375)</b>     | <b>(900)</b>  |
|            |  |               |               |                  |               |
|            |  |               |               |                  |               |
|            | * Year-end actual figures go in the Parochial Report.  |               |               |                  |               |
|            |  |               |               |                  |               |
|            | Vestry approved on:  |               |               |                  |               |
|            |  |               |               |                  |               |
|            | Attested by:   |               |               |                  |               |
|            |  |               |               |                  |               |
|            |  |               |               |                  |               |
|            |  |               |               |                  |               |

## 2015 Summary Activity Report

| Church & City: <b>St. Matthew's, Benton</b>  |  | Month of: <b>May 2015</b> |                   |                 |
|--|--|---------------------------|-------------------|-----------------|
| 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. |  |                           |                   |                 |
| <b>1 Giving Information for 2014:</b>  |  |                           |                   |                 |
| 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  |  |                           | <b>Current</b>    | <b>2015</b>     |
| 6  |  |                           | <b>Month</b>      | <b>YTD</b>      |
|  |  |                           |                   | <b>2015</b>     |
|  |  |                           |                   | <b>Budget</b>   |
| <b>7 Operating Revenues</b>  |  |                           |                   |                 |
| 8  | *3 Plate offerings, pledge payments & regular support  | \$ 5,320                  | \$ 28,537         | \$ 67,527       |
| 9  | *4 Money from investments, used for operations   | -                         | -                 | -               |
| 10   | *5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations) | 1,000                     | 3,750             | 6,000           |
| 11   |  |                           |                   |                 |
| 12   | *6 Unrestricted bequests used for operations   | -                         | -                 | -               |
| 13   | <b>*A Normal Operating Income (NOI)</b>  | 6,320                     | 32,287            | 73,527          |
| 14   | *7 Assistance from diocese for operating budget  | -                         | -                 | -               |
| 15   | <b>*B Total Operating Revenues</b>   | 6,320                     | 32,287            | 73,527          |
| 16   |  |                           |                   |                 |
| <b>17 Operating Expenses</b>   |  |                           |                   |                 |
| 18   | *12 Tithe to Diocese and Sharing Our Bounty beyond the tithe   | -                         | 3,484             | 7,900           |
| 19   | *13 Outreach programs funded through operating budget  | -                         | -                 | 700             |
| 20   | Other operating expense:   |                           |                   |                 |
| 21   | Program & Liturgy expense  | -                         | 1,379             | 2,308           |
| 22   | Clergy expense   | 25                        | 14,075            | 37,344          |
| 23   | Lay Personnel & Benefits expense   | 244                       | 4,079             | 10,750          |
| 24   | Administrative expense   | 224                       | 1,613             | 3,650           |
| 25   | Property & Facilities expense  | 1,123                     | 4,219             | 11,775          |
| 26   | *14 Total other operating expenses   | 1,616                     | 25,365            | 65,827          |
| 27   | <b>*E Total Operating Expenses</b>   | 1,616                     | 28,849            | 74,427          |
| 28   |  |                           |                   |                 |
| 29   | <b>Surplus or (Deficit) from Operating Activity</b>  | <b>\$ 4,704</b>           | <b>\$ 3,438</b>   | <b>\$ (900)</b> |
| 30   |  |                           |                   |                 |
| <b>31 Non-Operating Revenues</b>   |  |                           |                   |                 |
| 32   | *8 Capital funds, gifts & additions  | -                         | -                 | -               |
| 33   | *9 Additions to endowment & other investment funds   | -                         | 2,400             | -               |
| 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>   | -                         | 2,400             | -               |
| <b>37 Non-Operating Expenses</b>   |  |                           |                   |                 |
| 38   | *15 Major improvements & capital expenditures (includes loan principal)  | -                         | 115               | -               |
| 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   | -                         | 4,823             | -               |
| 43   | Transfers to non-operating funds   | -                         | 40                | -               |
| 44   | <b>*F Total Non-Operating Expenses</b>   | -                         | 4,978             | -               |
| 45   |  |                           |                   |                 |
| 46   | <b>Surplus or (Deficit) from Non-Operating Activity</b>  | <b>\$ -</b>               | <b>\$ (2,578)</b> | <b>\$ -</b>     |
| 47   |  |                           |                   |                 |
| 48   |  |                           |                   |                 |
| 49   | Beginning cash in operating account  | \$ 6,118                  | \$ 9,962          | \$ -            |
| 50   | *D Total All Revenues  | 6,320                     | 34,687            | 73,527          |
| 51   | *G Total All Expenses  | 1,616                     | 33,827            | 74,427          |
| 52   | <b>Ending cash in operating account</b>  | <b>\$ 10,822</b>          | <b>\$ 10,822</b>  | <b>\$ (900)</b> |
| 53   |  |                           |                   |                 |
| 54   | *19 <b>Total cash in all checking and savings accounts as of to date:</b>  | <b>\$ 11,715</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>May 2015</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<br>of period | Receipts<br>to date | Disb'mnts<br>to date | End of<br>period |
| <b>Cash &amp; Cash Equivalents</b>   |   |                        |                     |                      |                  |
| a.   | Cash in Operating Account                                     | 6,119.00               | \$ 6,327            | \$ 1,624             | \$ 10,822        |
| b.   | Cash in Other Checking, Savings, CDs, Money Markets           | 893.00                 |                     |                      | 893              |
| *1.  | <b>Subtotal of All Cash on Hand</b> (lines a + b)             | <b>7,012.00</b>        | <b>6,327</b>        | <b>1,624</b>         | <b>11,715</b>    |
| *2.  | Total in Stocks, Bonds, Mutual Funds (@ market value)         |                        |                     |                      | -                |
| 3.   | <b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)        | <b>7,012.00</b>        | <b>6,327</b>        | <b>1,624</b>         | <b>11,715</b>    |
| <b>Cash &amp; Cash Equivalents broken down as follows:</b>   |   |                        |                     |                      |                  |
| 4.   | <b>Unrestricted Funds (includes operating account)</b>        | 209.00                 | 6,327               | 1,624                | 4,912            |
| <b>Designated or Restricted Funds</b>  |   |                        |                     |                      |                  |
| 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   | 90.00                  |                     |                      | 90               |
| 10.  | Men's Group Fund  |                        |                     |                      | -                |
| 11.  | Memorial Fund   | 1,887.00               | -                   | -                    | 1,887            |
| 12.  | Scholarship Fund  |                        |                     |                      | -                |
| 13.  | Youth Ministry Fund   | 55.00                  |                     |                      | 55               |
| 14.  | Other (please name): EASTER LILY/BISHOP/MKT                   | 120.00                 |                     |                      | 120              |
| 15.  | SIGN/ROOF FUND  | 5,209.00               |                     |                      | 5,209            |
| 16.  | <b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19) | <b>7,012.00</b>        | <b>6,327.00</b>     | <b>1,624.00</b>      | <b>11,715</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, 2015, and January, 2016.**

|   |  |
|---|--|
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| P.O. Box 164668                         | in-state WATS: (866) 887-1114  |
| Little Rock, AR 72216-4668              | fax: (501) 372-2147  |