

2020 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 2020 Operating Budget	21			
*2.	Total dollars pledged to 2020 Operating Budget	\$ 53,080			
3.	Average pledge for 2020	\$ 2,528			
*4.	Avg. Sunday Attendance in 2019 (Parochial Rep. page 2)	37			
			2019 Actual	2020 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 15,742	30,543	\$ 14,801	
Operating Revenues					
6.	Undesignated plate offerings & regular non-pledge support	11,530	6,000	(5,530)	
7.	Pledge payments to operating budget	47,761	45,118	(2,643)	
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	59,291	51,118	(8,173)	
*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.	13,236	15,000	1,764	
*11.	Unrestricted bequests used for operations			-	
*A	Normal operating income, or NOI (lines 8:11)	72,527	66,118	(6,409)	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-	
*B	TOTAL OPERATING REVENUES (lines A+12)	72,527	66,118	(6,409)	
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.	3,130		(3,130)	
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	-		-	
*16.	Funds received for transmittal to other organizations (see line 105)	295		(295)	
*C	Subtotal non-operating revenues (lines 13:16)	3,425	-	(3,425)	
*D	TOTAL ALL REVENUES (lines B+C)	75,952	66,118	(9,834)	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	91,694	96,661	4,967	
EXPENSES					
Outreach					
*21.	Tithe to Diocese: 10% of 2019 Operating Income on Line A above	7,668	7,615	(53)	
*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	949	450	(499)	
24.	Total outreach (lines 21:23)	8,617	8,065	(552)	
Program & Liturgy					
25.	Evangelism & congregational development	60	125	65	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	
27.	Communications: Service leaflets, newsletter, website design	-	-	-	
27a.	Ads, signs, public relations, etc.	-	-	-	
28.	Christian formation for all ages			-	
29.	Young adult & youth ministries	-	-	-	
30.	Music & choirs (instrument maintenance on line 97)	76	80	4	
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	440	450	10	

2020 Comparative Budget

	2019 Actual	2020 Budget	Variance
32. Altar supplies & flowers	449	450	1
33. Diocesan convention delegates expense	115	450	335
34. Stewardship & capital campaign expense	-	-	-
35. Other (list)	-	-	-
36. Total program & liturgy (lines 25:35)	1,140	1,555	415
Parochial Clergy			-
37. Cash Stipend - 2019 minimum clergy comp gdlines on dio website	6,444	12,180	5,736
38. Cash Housing allowance	1,500	500	(1,000)
38a. Cash Utilities allowance	1,500	-	(1,500)
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	894	970	76
40. Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.	761	-	(761)
41. Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)	2,598	2,457	(141)
[Different pension calculation for provided housing. Call dio office.]			-
42. Health insurance with Medical Trust - rates on diocesan website		2,464	2,464
43. Dental insurance with Delta Dental - rates on diocesan website	-	-	-
44. \$40,000 group term life insurance at \$25.20 per month	150	151	1
45. Long-term disability ins. Short-term disability is paid by Pension Fund.		133	133
46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	500	500
47. Travel/business reimb. - use IRS mileage rate of 59 cents/mile	-	500	500
48. Clergy compensation & benefits (lines 37:47)	13,847	19,855	6,008
49. Clergy search expense/moving expense		1,500	1,500
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)	13,847	21,355	7,508
Supply Clergy			-
53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	6,745	5,760	(985)
54. Travel reimbursement for supply clergy @ 59 cents/mile	933	957	24
55. Pension for extended supply (Supply Clergy Policy on website)	520	1,037	517
56. Total supply clergy (lines 53:55)	8,198	7,754	(444)
Lay Personnel			-
57. Church Secretary	930	1,400	470
58. Financial Secretary/Treasurer (Deborah Hansen)			-
59. Organist/Choir Director (Judith Matthews)	5,539	5,400	(139)
60. Program Director/Christian Formation Director			-
61. Youth Director			-
62. Child Care Workers (Victoria Meyer)	1,470	1,350	(120)
63. Sexton/Custodian	825	1,950	1,125
64. Grounds Maintenance Workers			-
65. Other (list)			-
Benefits			-
66. Social Security & Medicare taxes = 7.65% of wages (organist only)	349	413	64
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%	226	225	(1)
71a. other employees = wages x 3.51%			-
72. Lay employee travel & training			-
73. Other (list)			-
74. Total lay personnel & benefits (lines 57:73)	9,339	10,738	1,399
Administrative Expense			-
75. Contract services: bookkeeping, audit, legal, etc.	1,560	1,620	60
76. Kitchen/Hospitality expense	659	-	(659)

2020 Comparative Budget

	2019 Actual	2020 Budget	Variance
77. Office supplies & equipment	207	350	143
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	67	55	(12)
79. Telephone & fax expense	135	200	65
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)			-
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)			-
88. Total administrative expense (lines 75:87)	2,628	2,225	(403)
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	30	-	(30)
90. Property, casualty & liability insurance (includes D&O and bond)	4,365	4,650	285
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,530	3,000	(530)
92a. Natural gas	1589	1,500	(89)
93. Custodial & lawn supplies	894	600	(294)
94. Repairs & maintenance on buildings	4,785	3,000	(1,785)
95. Service contracts: heat/AC, termite, pest control, etc.	786	775	(11)
96. Musical instrument maintenance			-
97. Furnishings			-
98. Rent expense on facilities	74		(74)
99. Property taxes & fees	-		-
100. Other (list)			-
101. Total property expense (lines 89:100)	16,053	13,525	(2,528)
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	59,822	65,217	5,395
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	12,705	901	(11,804)
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	2,040	-	(2,040)
*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)	295		(295)
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)	2,335	-	(2,335)
*G TOTAL ALL EXPENSES (E+F)	62,157	65,217	3,060
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	\$ 29,537	31,444	\$ 1,907
* Year-end actual figures go in the Parochial Report.			

2020 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Dec 2020			
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 2020 Operating Budget	21				
*2. Total dollars pledged to 2020 Operating Budget	\$ 53,080				
*2a Discount of 13% for unpaid historical pledges	\$ 46,841				
3. Average pledge for 2020	\$ 2,528				
*4. Average Sunday Attendance (ASA) year-to-date	37				
		Current mo.	2020 YTD	Bdgt YTD	2020 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		67,691	30,543	30,543	30,543
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support		852	4,143	6,000.00	6,000
7. Pledge payments to operating budget		3,093	50,064	45,118.00	45,118
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		3,945	54,207	51,118.00	51,118
*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.		610	7,320	15,000.00	15,000
		1,000	12,000	-	-
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		5,555	73,527	66,118.00	66,118
*12. Assistance from diocese for operating budget		-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)		5,555	73,527	66,118.00	66,118
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.		250	700	-	-
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)		400	1,000	-	-
*16. Funds received for transmittal to other organizations (see line 105)		-	50	-	-
*C Subtotal non-operating revenues (lines 13:16)		650	1,750	-	-
*D TOTAL ALL REVENUES (lines B+C)		6,205	75,277	66,118.00	66,118
17. New loan proceeds: Commercial		-	-	-	-
18. Diocesan		-	-	-	-
19. Other (Interfund loans within the church)		-	-	-	-
20. Total cash available (lines 5+D+17:19)		73,896	105,820	96,661.00	96,661
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2019 Operating Income on Line A above		635	7,617	7,615	7,615
*22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell		-	237	-	-
*23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse		413	778	450.00	450
24. Total outreach (lines 21:23)		1,048	8,632	8,065.00	8,065
Program & Liturgy					
25. Evangelism & congregational development		-	123	125.00	125
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		-	119	-	-
27a. Ads, signs, public relations, etc.		-	-	-	-
28. Christian formation for all ages		-	-	-	-
29. Young adult & youth ministries		-	-	-	-
30. Music & choirs (instrument maintenance on line 97)		-	39	80.00	80
31. Liturgical expense: acolytes, LEMs, lay readers, etc.		-	292	450.00	450
32. Altar supplies & flowers		-	31	450.00	450
33. Diocesan convention delegates expense		-	230	450.00	450
34. Stewardship & capital campaign expense		-	-	-	-

2020 Detailed Activity Report

		Current mo.	2020 YTD	Bdgt YTD	2020 Bdgt
84.	Service contracts on office equipment	-	-	-	-
85.	Dues & Fees	8	45	-	-
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	Total administrative expense (lines 75:87)	138	1,703	2,225.00	2,225
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	-	-	-	-
90.	Property, casualty & liability insurance (includes D&O and bond)	-	4,558	4,650.00	4,650
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	184	2,490	3,000.00	3,000
92a.	Natural gas	109	1,105	1,500.00	1,500
93.	Custodial & lawn supplies	-	-	600.00	600
94.	Repairs & maintenance on buildings	-	454	3,000.00	3,000
95.	Service contracts: heat/AC, termite, pest control, etc.	-	1,162	775.00	775
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	100	1,897	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	-	-	-
101.	Total property & facilities expense (lines 89:100)	393	11,666	13,525.00	13,525
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	1,666	33,590	65,217.00	65,217
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	3,889	39,937	901.00	901
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)	-	-	-	-
*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)	50	50	-	-
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)	50	50	-	-
*G	TOTAL ALL EXPENSES (E+F)	1,716	33,640	65,217.00	65,217
108.	Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	72,180	72,180	31,444	31,444
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2020 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Dec 2020		
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 2019:				
2	Average Sunday Attendance (ASA) year-to-date	48		
3	*1 Number signed pledge cards for report year	22		
4	*2 Total dollars pledged for report year	\$ 53,840		
5			Current	2020
6			Month	YTD
				2020
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 3,945	\$ 54,207	\$ 51,118
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	610	7,320	15,000
11	operations; contributions from congregation's organizations)	1,000	12,000	
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	5,555	73,527	66,118
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	5,555	73,527	66,118
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	635	7,854	7,615
19	*13 Outreach programs funded through operating budget	413	778	450
20	Other operating expense:			
21	Program & Liturgy expense	-	834	1,555
22	Clergy expense	-	8,568	29,109
23	Lay Personnel & Benefits expense	87	2,187	10,738
24	Administrative expense	138	1,703	2,225
25	Property & Facilities expense	393	11,666	13,525
26	*14 Total other operating expenses	618	24,958	57,152
27	*E Total Operating Expenses	1,666	33,590	65,217
28				
29	Surplus or (Deficit) from Operating Activity	\$ 3,889	\$ 39,937	\$ 901
30				
31 Non-Operating Revenues				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	250	700	-
34	*10 Contributions & grants for congregation-based outreach & mission	400	1,000	-
35	*11 Funds received for transmittal to other organizations	-	50	-
36	*C Total Non-Operating Revenues	650	1,750	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	-	-	-
39	*16 Outreach & mission not funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	50	50	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	50	50	-
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 600	\$ 1,700	\$ -
47				
48				
49	Beginning cash in operating account	\$ 67,691	\$ 30,543	\$ 30,543
50	*D Total All Revenues	6,205	75,277	66,118
51	*G Total All Expenses	1,716	33,640	65,217
52	Ending cash in operating account	\$ 72,180	\$ 72,180	\$ 31,444
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 73,073		
55	*20 Total investments at market value as of	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Dec 2020		
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	67,692.00	\$ 6,096	\$ 1,608	\$ 72,180
b. Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1. Subtotal of All Cash on Hand (lines a + b)	68,585.00	6,096	1,608	73,073
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. Total Cash & Cash Equivalents (lines 1 + 2)	68,585.00	6,096	1,608	73,073
Cash & Cash Equivalents broken down as follows:				
4. Unrestricted Funds (includes operating account)	63,621.00	5,846	1,608	67,859
Designated or Restricted Funds				
5. Building Fund	2,219.00			2,219
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	2,305.00	250		2,555
12. Scholarship Fund				-
13. Youth Ministry Fund				-
14. Other (please name): LILY/BISHOP/MKT/COM HOPE	(250.00)			(250)
15. SIGN/ROOF FUND	112.00			112
16. Total Unrestricted & Restricted Funds (lines 4:19)	68,585.00	6,096.00	1,608.00	73,073
(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, 2020, and January, 2021.

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