

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			
			2014 Actual	2015 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ -	-	-	-
	Operating Revenues				
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.	Plate offerings, pledge pmts. & regular support (lines 6+7)	78,267	67,527		(10,740)
*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	Normal operating income, or NOI (lines 8:11)	85,093	73,527		(11,566)
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-			-
*B	TOTAL OPERATING REVENUES (lines A+12)	85,093	73,527		(11,566)
	Non-Operating Revenues				
*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	Subtotal non-operating revenues (lines 13:16)	5,512	-		(5,512)
*D	TOTAL ALL REVENUES (lines B+C)	90,605	73,527		(17,078)
17.	New loan proceeds: Commercial				-
18.	Diocesan	4,888			(4,888)
19.	Other (Interfund loans within the church)				-
20.	Total cash available (lines 5+D+17:19)	95,493	73,527		(21,966)
EXPENSES					
	Outreach				
*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.	Total outreach (lines 21:23)	8,370	8,600		230
	Program & Liturgy				
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.	Total program & liturgy (lines 25:35)	2,689	2,308	(381)
	Parochial Clergy			-
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.	Clergy compensation & benefits (lines 37:47)	39,047	37,344	(1,703)
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)	39,047	37,344	(1,703)
	Supply Clergy			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)		-	-
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile		-	-
55.	Pension for extended supply (Supply Clergy Policy on website)			-
56.	Total supply clergy (lines 53:55)	-	-	-
	Lay Personnel			-
57.	Church Secretary (Andrea Billingsley)	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)			-
	Benefits			-
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.	Total lay personnel & benefits (lines 57:73)	10,229	10,750	521
	Administrative Expense			-
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. Total administrative expense (lines 75:87)	5,295	3,650	(1,645)
Property expense			-
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. Total property expense (lines 89:100)	15,220	11,775	(3,445)
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	80,850	74,427	(6,423)
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	4,243	(900)	(5,143)
Non-Operating Expenses			-
*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)	-		-
*F Total non-operating expenses (lines 102:107)	8,073	-	(8,073)
*G TOTAL ALL EXPENSES (E+F)	88,923	74,427	(14,496)
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	\$ 6,570	(900)	\$ (7,470)
* Year-end actual figures go in the Parochial Report.			

2015 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Oct 2015			
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				
*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				
		Current mo.	2015 YTD	Bdgt YTD	2015 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		6,560	9,962	-	-
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support		1,480	14,267	11,250.00	13,500
7. Pledge payments to operating budget		2,830	42,533	45,022.50	54,027
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		4,310	56,800	56,272.50	67,527
*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.		520	6,270	5,000.00	6,000
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		4,830	63,070	61,272.50	73,527
*12. Assistance from diocese for operating budget		-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)		4,830	63,070	61,272.50	73,527
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.		-	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)		-	4,599	-	-
*C Subtotal non-operating revenues (lines 13:16)		-	6,999	-	-
*D TOTAL ALL REVENUES (lines B+C)		4,830	70,069	61,272.50	73,527
17. New loan proceeds: Commercial		-	-	-	-
18. Diocesan		-	2,800	-	-
19. Other (Interfund loans within the church)		-	-	-	-
20. Total cash available (lines 5+D+17:19)		11,390	82,831	61,272.50	73,527
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2014 Operating Income on Line A above		563	6,837	6,583.33	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		-	350	708.33	850
24. Total outreach (lines 21:23)		563	7,212	7,166.67	8,600
Program & Liturgy					
25. Evangelism & congregational development		17	17	90.00	108
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		-	156	416.67	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.		185	488	166.67	200
32. Altar supplies & flowers		65	502	416.67	500
33. Diocesan convention delegates expense		-	500	333.33	400
34. Stewardship & capital campaign expense		-	-	166.67	200
35. Other (list) Commitment to Diocese/Outreach Program		-	-	-	-
36. Total program & liturgy (lines 25:35)		267	1,773	1,923.33	2,308

2015 Detailed Activity Report

		Current mo.	2015 YTD	Bdgt YTD	2015 Bdgt
88.	Total administrative expense (lines 75:87)	229	2,555	3,041.67	3,650
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	12	100	83.33	100
90.	Property, casualty & liability insurance (includes D&O and bond)	-	2,812	3,545.83	4,255
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	555	2,323	3,083.33	3,700
92a.	Natural gas	30	1,136	1,416.67	1,700
93.	Custodial & lawn supplies	75	269	250.00	300
94.	Repairs & maintenance on buildings	-	5,430	833.33	1,000
95.	Service contracts: heat/AC, termite, pest control, etc.	-	343	750.00	900
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	-	-	-
101.	Total property & facilities expense (lines 89:100)	672	12,413	9,812.50	11,775
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	5,493	61,150	62,022.50	74,427
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(663)	1,920	(750.00)	(900)
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	153	885	-	-
*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)	40	4,389	-	-
106.	Non-op exp paid directly from designated funds: clergy discretionary, memorial fund, ECW fund, contingency fund, etc.	-	10,663	-	-
107.	Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)	-	40	-	-
*F	Total non-operating expenses (lines 102:107)	193	15,977	-	-
*G	TOTAL ALL EXPENSES (E+F)	5,686	77,127	638,831.75	74,427
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>	5,704	5,704	(750)	(900)
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2015 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Oct 2015		
Year-end entries on starred* lines go in the Parochial Report. Starred lines match page 3 of the Parochial Report.				
This report assumes that the revenues and expenses below are run through the operating account. Activity in other accounts is reported on the Assets & Liabilities report and included in the annual Parochial Report.				
1 Giving Information for 2014:				
2	Average Sunday Attendance (ASA) year-to-date	48		
3	*1 Number signed pledge cards for report year	27		
4	*2 Total dollars pledged for report year	\$ 56,840		
5			Current	2015
6			Month	YTD
				2015
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 4,310	\$ 56,800	\$ 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)	520	6,270	6,000
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	4,830	63,070	73,527
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	4,830	63,070	73,527
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	563	6,862	7,900
19	*13 Outreach programs funded through operating budget	-	350	700
20	Other operating expense:			
21	Program & Liturgy expense	267	1,773	2,308
22	Clergy expense	2,978	28,209	37,344
23	Lay Personnel & Benefits expense	784	8,988	10,750
24	Administrative expense	229	2,555	3,650
25	Property & Facilities expense	672	12,413	11,775
26	*14 Total other operating expenses	4,930	53,938	65,827
27	*E Total Operating Expenses	5,493	61,150	74,427
28				
29	Surplus or (Deficit) from Operating Activity	\$ (663)	\$ 1,920	\$ (900)
30				
31 Non-Operating Revenues				
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	-	4,599	-
36	*C Total Non-Operating Revenues	-	6,999	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	153	885	-
39	*16 Outreach & mission not funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	40	4,389	-
42	Non-operating expenses paid directly from designated funds	-	10,663	-
43	Transfers to non-operating funds	-	40	-
44	*F Total Non-Operating Expenses	193	15,977	-
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ (193)	\$ (8,978)	\$ -
47				
48				
49	Beginning cash in operating account	\$ 6,560	\$ 9,962	\$ -
50	*D Total All Revenues	4,830	70,069	73,527
51	*G Total All Expenses	5,686	77,127	74,427
52	Ending cash in operating account	\$ 5,704	\$ 2,904	\$ (900)
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 6,597		
55	*20 Total investments at market value as of _____	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Oct 2015			
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	6,560.00	\$ 4,830	\$ 5,686	\$ 5,704	
b. Cash in Other Checking, Savings, CDs, Money Markets	893.00			893	
*1. Subtotal of All Cash on Hand (lines a + b)	7,453.00	4,830	5,686	6,597	
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-	
3. Total Cash & Cash Equivalents (lines 1 + 2)	7,453.00	4,830	5,686	6,597	
Cash & Cash Equivalents broken down as follows:					
4. Unrestricted Funds (includes operating account)	8,399.00	4,830	5,686	7,543	
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				-	
15. SIGN/ROOF FUND	(388.00)			(388)	
16. Total Unrestricted & Restricted Funds (lines 4:19)	7,453.00	4,830.00	5,686.00	6,597	
(Line 16 must equal Line 3)					
Restricted Fund Pledges Not Yet Paid					
21. Building Fund				-	
22. Capital Campaign				-	
23. Other (please name):				-	
24.				-	
25. Total Restricted Pledges Not Yet Paid (lines 21:24)	-	-	-	-	
Estimated Value of Fixed Assets & Real Estate					
26. Furniture, Fixtures, Equipment				-	
27. Fine Arts				-	
28. Automobiles				-	
29. Land				-	
30. Church Buildings & Imprvmnts (including pipe organ)				-	
31. Rectory/Vicarage				-	
32. Rental Property	-	-	-	-	
33. Total Fixed Assets & Real Estate (lines 26:32)				-	
Continued on next page					

Report of Certain Assets & Liabilities

Loans, mortgages and other commitments					
34.	Principal on Commercial Loan at _____ Bank				-
	Interest Rate: Maturity date:				
	What Bank? Secured or Unsecured?				
35.	Principal on Mortgage Loan at _____ Bank				-
	Interest rate: Maturity date:				
	Collateral:				
36.	Diocesan Development Program Loan (DDP)				-
	Interest rate: Maturity date:				
	Collateral:				
37.	Other Liabilities (e.g., Interfund loans, private loans)				
38.	Total Loans, Mtgs, Other Commitments (lines 34:37)	-	-	-	-

Approved by the Vestry of _____, on _____, 20__.

Attested by Vicar or Warden: _____ Clerk or Treasurer: _____

Please return signed copy by the 15th of April, July, and October, 2015, and January, 2016.

Mary Jane Hodges, Financial Coordinator	e-mail: mjhodges@arkansas.anglican.org
Episcopal Diocese of Arkansas	phone: (501) 372-2168
P.O. Box 164668	in-state WATS: (866) 887-1114
Little Rock, AR 72216-4668	fax: (501) 372-2147