

2013 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 2013 Operating Budget	30			
*2.	Total dollars pledged to 2013 Operating Budget	\$ 70,310			
3.	Average pledge for 2013	\$ 2,344			
*4.	Avg. Sunday Attendance in 2012 (Parochial Rep. page 2)	48			
			2012 Actual	2013 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 10,665	12,528	\$ 1,863	
	Operating Revenues				
6.	Undesignated plate offerings & regular non-pledge support	10,000	10,000	-	
7.	Pledge payments to operating budget	63,000	66,800	3,800	
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	73,000	76,800	3,800	
*9.	Money from investments, used for operations	-		-	
*10.	Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, rental income, fees, miscellaneous activities, etc.	-	1,000	1,000	
*11.	Unrestricted bequests used for operations			-	
*A	Normal operating income, or NOI (lines 8:11)	73,000	77,800	4,800	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-	
*B	TOTAL OPERATING REVENUES (lines A+12)	73,000	77,800	4,800	
	Non-Operating Revenues				
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)	-		-	
*14.	Additions to endowment & other investment funds (including earnings)			-	
*14a.	Gifts for other designated funds: clergy DF, memorial fund, ECW fund, scholarship fund, organ fund, youth fund, ins. proceeds, etc.	-		-	
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	-		-	
*16.	Funds received for transmittal to other organizations (see line 105)	-		-	
*C	Subtotal non-operating revenues (lines 13:16)	-	-	-	
*D	TOTAL ALL REVENUES (lines B+C)	73,000	77,800	4,800	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	83,665	90,328	6,663	
EXPENSES					
	Outreach				
*21.	Tithe to Diocese: 10% of 2011 Operating Income on Line A above	6,300	7,780	1,480	
*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	1,000	1,000	-	
24.	Total outreach (lines 21:23)	7,300	8,780	1,480	
	Program & Liturgy				
25.	Evangelism & congregational development	87	220	133	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	50	50	
27.	Communications: Service leaflets, newsletter, website design	300	600	300	
27a.	Ads, signs, public relations, etc.			-	
28.	Christian formation for all ages	530	530	-	
29.	Young adult & youth ministries	-	-	-	
30.	Music & choirs (instrument maintenance on line 97)	100	50	(50)	
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	442	400	(42)	

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		2012 Actual	2013 Budget	Variance
32.	Altar supplies & flowers	621	515	(106)
33.	Diocesan convention delegates expense	500	450	(50)
34.	Stewardship & capital campaign expense	200	-	(200)
35.	Other (list)			-
36.	Total program & liturgy (lines 25:35)	2,780	2,815	35
	Parochial Clergy			-
37.	Cash Stipend - 2011 minimum clergy comp gdlines on dio website	21,655	21,655	-
38.	Cash Housing allowance	1,600	1,600	-
38a.	Cash Utilities allowance	4,900	4,400	(500)
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	2,345	2,345	-
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.			-
41.	Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)			-
	[Different pension calculation for provided housing. Call dio office.]	6,934	8,000	1,066
42.	Health insurance with Medical Trust - rates on diocesan website	6,000	1,412	(4,588)
43.	Dental insurance with Delta Dental - rates on diocesan website	1,362	-	(1,362)
44.	\$40,000 group term life insurance at \$25.20 per month	302	300	(2)
45.	Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46.	Professional exp reimb - continuing ed, books, etc. - \$2K minimum	2,000	2,000	-
47.	Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	2,000	2,000	-
48.	Clergy compensation & benefits (lines 37:47)	49,098	43,712	(5,386)
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)	49,098	43,712	(5,386)
	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)	425	600	175
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	5,300	5,280	(20)
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	1,300	1,300	-
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	2,025	2,100	75
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	Benefits			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	692	635	(57)
67.	Pension contributions			-
68.	Health insurance			-
69.	Dental insurance	507	-	(507)
70.	Life insurance & disability insurance			-
71.	Workers' Compensation ins.: clergy, prof, clerical = wages x 0.47%	120	180	60
71a.	other employees = wages x 3.51%			-
72.	Lay employee travel & training			-
73.	Other (list)			-
74.	Total lay personnel & benefits (lines 57:73)	10,369	10,095	(274)
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,440	1,440	-
76.	Kitchen/Hospitality expense	120	625	505

2013 Comparative Budget

	2012 Actual	2013 Budget	Variance
77. Office supplies & equipment	400	1,000	600
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	400	200	(200)
79. Telephone & fax expense	600	1,200	600
80. Internet & cable services			-
81. Website services			-
82. Computer software, updates, tech support			-
83. Office equipment lease		-	-
84. Service contracts on office equipment	715	750	35
85. Dues & Fees (Chamber of Commerce)	150	150	-
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)			-
88. Total administrative expense (lines 75:87)	3,825	5,365	1,540
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	40	300	260
90. Property, casualty & liability insurance (includes D&O and bond)	3,728	3,220	(508)
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,200	3,500	300
92a. Natural gas	1600	1,500	(100)
93. Custodial & lawn supplies	520	250	(270)
94. Repairs & maintenance on buildings	-	550	550
95. Service contracts: heat/AC, termite, pest control, etc.	920	925	5
96. Musical instrument maintenance			-
97. Furnishings	-		-
98. Rent expense on facilities			-
99. Property taxes & fees			-
100. Other (list)			-
101. Total property expense (lines 89:100)	10,008	10,245	237
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	83,380	81,012	(2,368)
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(10,380)	(3,212)	7,168
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	994	4,000	3,006
		1,260	1,260
*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. Expenses paid directly from designated funds: clergy discretionary fnd, memorial fund, ECW fund, contingency fund, etc.	-		-
107. Transfers to other non-operating funds, either restricted or unrestricted (show also on assets and liabilities page)	-		-
*F Total non-operating expenses (lines 102:107)	994	5,260	4,266
*G TOTAL ALL EXPENSES (E+F)	84,374	86,272	1,898
108. Ending Cash in operating acct (same as next period Beginning Cash)	\$ (709)	4,056	\$ 4,765
(line 20 less line G) <i>Always reconcile ending cash with bank stmt.</i>			
* Year-end actual figures go in the Parochial Report.			

2013 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Dec 2013			
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 2013 Operating Budget	34				
*2. Total dollars pledged to 2013 Operating Budget	\$ 77,800				
*2a Discount of 13% for unpaid historical pledges	\$ 68,800				
3. Average pledge for 2013	\$ 2,288				
*4. Average Sunday Attendance (ASA) year-to-date	52				
		Current mo.	2013 YTD	Bdgt YTD	2013 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)	6,015	11,167	12,528	12,528	
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support	2,057	16,431	10,000.00	10,000	
7. Pledge payments to operating budget	5,155	63,339	66,800.00	66,800	
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)	7,212	79,770	76,800	76,800	
*9. Money from investments, used for operations	-	-	-	-	
*10. Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, rental income , fees, miscellaneous activities, etc.	1,000	6,287	1,000.00	1,000	
*11. Unrestricted bequests used for operations	-	-	-	-	
*A Normal operating income, or NOI (lines 8:11)	8,212	86,057	77,800.00	77,800	
*12. Assistance from diocese for operating budget	-	-	-	-	
*B TOTAL OPERATING REVENUES (lines A+12)	8,212	86,057	77,800.00	77,800	
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.	320	10,122	-	-	
*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)	320	10,122	-	-	
*D TOTAL ALL REVENUES (lines B+C)	8,532	96,179	77,800.00	77,800	
17. New loan proceeds: Commercial	-	-	-	-	
18. Diocesan	-	-	-	-	
19. Other (Interfund loans within the church)	-	-	-	-	
20. Total cash available (lines 5+D+17:19)	14,547	107,346	90,328.00	90,328	
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2012 Operating Income on Line A above	1,200	7,016	7,780	7,780	
*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	647	747	850.00	850	
24. Total outreach (lines 21:23)	1,847	7,763	8,780.00	8,780	
Program & Liturgy					
25. Evangelism & congregational development	-	509	220.00	220	
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	50.00	50	
27. Communications: Service leaflets, newsletter, website design	206	641	600.00	600	
27a. Ads, signs, public relations, etc.	-	-	-	-	
28. Christian formation for all ages	-	245	530.00	530	
29. Young adult & youth ministries	-	-	-	-	
30. Music & choirs (instrument maintenance on line 97)	-	-	50.00	50	
31. Liturgical expense: acolytes, LEMs, lay readers, etc.	(753)	310	200.00	200	
32. Altar supplies & flowers	129	577	500.00	500	
33. Diocesan convention delegates expense	-	470	450.00	450	
34. Stewardship & capital campaign expense	-	-	200.00	200	

2013 Detailed Activity Report

		Current mo.	2013 YTD	Bdgt YTD	2013 Bdgt
84.	Service contracts on office equipment	-	747	750	750
85.	Dues & Fees	-	130	150	150
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	Total administrative expense (lines 75:87)	484	3,764	5,365.00	5,365
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	6	28	300	300
90.	Property, casualty & liability insurance (includes D&O and bond)	-	3,285	3,220	3,220
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	307	3,647	3,500	3,500
92a.	Natural gas	165	1,668	1,500	1,500
93.	Custodial & lawn supplies	50	88	250	250
94.	Repairs & maintenance on buildings	-	14,680	550	550
95.	Service contracts: heat/AC, termite, pest control, etc.	369	1,366	900	900
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	5	-	-
100.	Other (list)	-	-	-	-
101.	Total property & facilities expense (lines 89:100)	897	24,767	10,245.00	10,245
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	10,456	95,552	81,012	81,012
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(2,244)	(9,495)	(3,212.00)	(3,212)
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	153	3,584	4,000.00	4,000
		-	-	1,260.00	1,260
*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.	546	4,817	-	-
		-	-	-	-
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)	699	8,401	5,260.00	5,260
*G	TOTAL ALL EXPENSES (E+F)	11,155	103,953	86,272.00	86,272
108.	Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	3,392	3,393	4,056	4,056
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2013 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Dec 2013		
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 2013:				
2	Average Sunday Attendance (ASA) year-to-date	52		
3	*1 Number signed pledge cards for report year	34		
4	*2 Total dollars pledged for report year	\$ 66,800		
5			Current	2013
6			Month	YTD
				2013
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 7,212	\$ 79,770	\$ 76,800
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	6,287	1,000
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	8,212	86,057	77,800
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	8,212	86,057	77,800
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	1,200	7,016	7,780
19	*13 Outreach programs funded through operating budget	647	747	1,000
20	Other operating expense:			
21	Program & Liturgy expense	(418)	2,752	2,815
22	Clergy expense	6,116	45,668	43,712
23	Lay Personnel & Benefits expense	1,530	10,838	10,095
24	Administrative expense	484	3,764	5,365
25	Property & Facilities expense	897	24,767	10,245
26	*14 Total other operating expenses	8,609	87,789	72,232
27	*E Total Operating Expenses	10,456	95,552	81,012
28				
29	Surplus or (Deficit) from Operating Activity	\$ (2,244)	\$ (9,495)	\$ (3,212)
30				
31 Non-Operating Revenues				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	320	10,122	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	-	-
36	*C Total Non-Operating Revenues	320	10,122	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	153	3,584	4,000
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	546	4,817	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	699	8,401	4,000
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ (379)	\$ 1,721	\$ (4,000)
47				
48				
49	Beginning cash in operating account	\$ 6,015	\$ 11,167	\$ 12,528
50	*D Total All Revenues	8,532	96,179	77,800
51	*G Total All Expenses	11,155	103,953	85,012
52	Ending cash in operating account	\$ 3,392	\$ 3,393	\$ 5,316
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 4,285		
55	*20 Total investments at market value as of	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Dec 2013			
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	6,014.00	\$ 8,532	\$ 11,154	\$ 3,392
b.	Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1.	Subtotal of All Cash on Hand (lines a + b)	6,907.00	8,532	11,154	4,285
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	6,907.00	8,532	11,154	4,285
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	(1,557.00)	8,006	10,401	(3,952)
Designated or Restricted Funds					
5.	Building Fund	(582.00)			(582)
6.	Contingency Fund (for unexpected major expenses)				-
7.	Discretionary Fund	-			-
8.	Endowment Fund				-
8.	Episcopal Churchwomen (ECW)	578.00			578
9.	ECW Cookbook Fund	102.00	20		122
10.	Men's Group Fund				-
11.	Memorial Fund	1,008.00	-	753	255
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name): EASTER LILY/BISHOP	155.00			155
15.	SIGN/ROOF FUND/MARKET	7,148.00	506		7,654
16.	Total Unrestricted & Restricted Funds (lines 4:19)	6,907.00	8,532.00	11,154.00	4,285
	(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, 2013, and January, 2014.

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