

## 2019 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 2019 Operating Budget	22			
*2.	Total dollars pledged to 2019 Operating Budget	\$ 52,840			
3.	Average pledge for 2019	\$ 2,247			
*4.	Avg. Sunday Attendance in 2018 (Parochial Rep. page 2)	37			
			<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Variance</b>
<b>REVENUES</b>					
5.	<b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>	<b>\$ 10,619</b>	<b>-</b>	<b>\$ (10,619)</b>	
	<b>Operating Revenues</b>				
6.	Undesignated plate offerings & regular non-pledge support	9,160	6,000	(3,160)	
7.	Pledge payments to operating budget	59,384	45,764	(13,620)	
*8.	<b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>	<b>68,544</b>	<b>51,764</b>	<b>(16,780)</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.	7,110	6,000	(1,110)	
*11.	Unrestricted bequests used for operations			-	
*A	<b>Normal operating income, or NOI (lines 8:11)</b>	<b>75,654</b>	<b>57,764</b>	<b>(17,890)</b>	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-	
*B	<b>TOTAL OPERATING REVENUES (lines A+12)</b>	<b>75,654</b>	<b>57,764</b>	<b>(17,890)</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.	500		(500)	
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	-		-	
*16.	Funds received for transmittal to other organizations (see line 105)	233		(233)	
*C	<b>Subtotal non-operating revenues (lines 13:16)</b>	<b>733</b>	<b>-</b>	<b>(733)</b>	
*D	<b>TOTAL ALL REVENUES (lines B+C)</b>	<b>76,387</b>	<b>57,764</b>	<b>(18,623)</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>87,006</b>	<b>57,764</b>	<b>(29,242)</b>	
<b>EXPENSES</b>					
	<b>Outreach</b>				
*21.	Tithe to Diocese: 10% of 2018 Operating Income on Line A above	7,416	7,673	257	
*22.	Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell	81		(81)	
*23.	Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse	-	500	500	
24.	<b>Total outreach (lines 21:23)</b>	<b>7,497</b>	<b>8,173</b>	<b>676</b>	
	<b>Program &amp; Liturgy</b>				
25.	Evangelism & congregational development	135	150	15	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	
27.	Communications: Service leaflets, newsletter, website design	-	200	200	
27a.	Ads, signs, public relations, etc.	-	250	250	
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.	459	350	(109)	

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		2018 Actual	2019 Budget	Variance
32.	Altar supplies & flowers	488	900	412
33.	Diocesan convention delegates expense	660	375	(285)
34.	Stewardship & capital campaign expense	-	-	-
35.	Other (list)	-	-	-
36.	<b>Total program &amp; liturgy (lines 25:35)</b>	<b>1,742</b>	<b>2,225</b>	<b>483</b>
	<b>Parochial Clergy</b>			-
37.	Cash Stipend - 2018 minimum clergy comp gdlines on dio website	12,888	12,886	(2)
38.	Cash Housing allowance	3,000	3,000	-
38a.	Cash Utilities allowance	3,000	3,000	-
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	1,788	1,791	3
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.	1,524	1,522	(2)
41.	Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)	5,196	5,201	5
	[Different pension calculation for provided housing. Call dio office.]			-
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	300	300	-
45.	Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46.	Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	800	800
47.	Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	-	1,600	1,600
48.	<b>Clergy compensation &amp; benefits (lines 37:47)</b>	<b>27,696</b>	<b>30,100</b>	<b>2,404</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>27,696</b>	<b>30,100</b>	<b>2,404</b>
	<b>Supply Clergy</b>			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	4,860	4,680	(180)
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile	706	724	18
55.	Pension for extended supply (Supply Clergy Policy on website)	780	778	(2)
56.	<b>Total supply clergy (lines 53:55)</b>	<b>6,346</b>	<b>6,182</b>	<b>(164)</b>
	<b>Lay Personnel</b>			-
57.	Church Secretary (Andrea Billingsley)	1,236	1,400	164
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	5,300	5,400	100
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	2,040	2,160	120
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	1,650	2,025	375
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	<b>Benefits</b>			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	425	413	(12)
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>10,651</b>	<b>11,563</b>	<b>912</b>
	<b>Administrative Expense</b>			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,560	1,620	60
76.	Kitchen/Hospitality expense	21	150	129

## 2019 Comparative Budget

	2018 Actual	2019 Budget	Variance
77. Office supplies & equipment	148	350	202
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	75	150	75
79. Telephone & fax expense	163	250	87
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)			-
<b>88. Total administrative expense (lines 75:87)</b>	<b>1,967</b>	<b>2,520</b>	<b>553</b>
<b>Property expense</b>			-
89. Interest payments on loans (principal recorded on line 102)	63	28	(35)
90. Property, casualty & liability insurance (includes D&O and bond)	4,158	4,200	42
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,352	2,700	(652)
92a. Natural gas	1,243	1,200	(43)
93. Custodial & lawn supplies	364	400	36
94. Repairs & maintenance on buildings	3,268	2,500	(768)
95. Service contracts: heat/AC, termite, pest control, etc.	767	750	(17)
96. Musical instrument maintenance			-
97. Furnishings			-
98. Rent expense on facilities			-
99. Property taxes & fees	-		-
100. Other (list)			-
<b>101. Total property expense (lines 89:100)</b>	<b>13,215</b>	<b>11,778</b>	<b>(1,437)</b>
<b>*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>	<b>69,114</b>	<b>72,541</b>	<b>3,427</b>
<b>XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>	<b>6,540</b>	<b>(14,777)</b>	<b>(21,317)</b>
<b>Non-Operating Expenses</b>			-
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	1,917	2,042	125
*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)	233		(233)
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)			-
<b>*F Total non-operating expenses (lines 102:107)</b>	<b>2,150</b>	<b>2,042</b>	<b>(108)</b>
<b>*G TOTAL ALL EXPENSES (E+F)</b>	<b>71,264</b>	<b>74,583</b>	<b>3,319</b>
<b>108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.</b>	<b>\$ 15,742</b>	<b>(16,819)</b>	<b>\$ (32,561)</b>
* Year-end actual figures go in the Parochial Report.			

## 2019 Detailed Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>Nov 2019</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 2019 Operating Budget	22				
*2. Total dollars pledged to 2019 Operating Budget	\$ 53,840				
*2a Discount of 13% for unpaid historical pledges	\$ 46,841				
3. Average pledge for 2019	\$ 2,247				
*4. Average Sunday Attendance (ASA) year-to-date	37				
		<b>Current mo.</b>	<b>2019 YTD</b>	<b>Bdgt YTD</b>	<b>2019 Bdgt</b>
<b>REVENUES</b>					
5. <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>	<b>24,749</b>	<b>15,742</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Revenues</b>					
6. Undesignated plate offerings & regular non-pledge support	965	10,327	5,500.00	6,000	6,000
7. Pledge payments to operating budget	3,550	43,851	41,950.33	45,764	45,764
*8. <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>	<b>4,515</b>	<b>54,178</b>	<b>47,450.33</b>	<b>51,764</b>	<b>51,764</b>
*9. Money from investments, used for operations	-	-	-	-	-
*10. Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, <b>rental income</b> , fees, miscellaneous activities, etc.	610	10,873	5,500.00	6,000	6,000
*11. Unrestricted bequests used for operations	-	-	-	-	-
*A <b>Normal operating income, or NOI (lines 8:11)</b>	<b>5,125</b>	<b>65,051</b>	<b>52,950.33</b>	<b>57,764</b>	<b>57,764</b>
*12. Assistance from diocese for operating budget	-	-	-	-	-
*B <b>TOTAL OPERATING REVENUES (lines A+12)</b>	<b>5,125</b>	<b>65,051</b>	<b>52,950.33</b>	<b>57,764</b>	<b>57,764</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.	-	2,444	-	-	-
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)	-	-	-	-	-
*16. Funds received for transmittal to other organizations (see line 105)	-	110	-	-	-
*C <b>Subtotal non-operating revenues (lines 13:16)</b>	<b>-</b>	<b>2,554</b>	<b>-</b>	<b>-</b>	<b>-</b>
*D <b>TOTAL ALL REVENUES (lines B+C)</b>	<b>5,125</b>	<b>67,605</b>	<b>52,950.33</b>	<b>57,764</b>	<b>57,764</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>29,874</b>	<b>83,347</b>	<b>52,950.33</b>	<b>57,764</b>	<b>57,764</b>
<b>EXPENSES</b>					
<b>Outreach</b>					
*21. Tithe to Diocese: 10% of 2017 Operating Income on Line A above	639	7,029	7,033.58	7,673	7,673
*22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell	-	51	-	-	-
*23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse	-	-	-	-	-
24. <b>Total outreach (lines 21:23)</b>	<b>639</b>	<b>7,080</b>	<b>7,491.92</b>	<b>8,173</b>	<b>8,173</b>
<b>Program &amp; Liturgy</b>					
25. Evangelism & congregational development	-	60	137.50	150	150
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-	-
27. Communications: Service leaflets, newsletter, website design	-	-	183.33	200	200
27a. Ads, signs, public relations, etc.	-	-	229.17	250	250
28. Christian formation for all ages	-	-	-	-	-
29. Young adult & youth ministries	-	-	-	-	-
30. Music & choirs (instrument maintenance on line 97)	-	36	-	-	-
31. Liturgical expense: acolytes, LEMs, lay readers, etc.	-	355	183.33	200	200
32. Altar supplies & flowers	-	344	458.33	500	500
33. Diocesan convention delegates expense	-	115	343.75	375	375
34. Stewardship & capital campaign expense	-	-	-	-	-

## 2019 Detailed Activity Report

	Current mo.	2019 YTD	Bdgt YTD	2019 Bdgt
35. Other (list) Commitment to Diocese/Outreach Program	-	-	-	-
<b>36. Total program &amp; liturgy (lines 25:35)</b>	<b>-</b>	<b>910</b>	<b>2,039.58</b>	<b>2,225</b>
<b>Parochial Clergy</b>				
37. Cash Stipend - 2018 minimum clergy comp gdlines on dio website	-	6,444	11,812.17	12,886
38. Cash Housing Allowance	-	1,500	2,750.00	3,000
38a. Cash Utilities Allowance	-	1,500	2,750.00	3,000
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	-	894	1,641.75	1,791
40. Other clergy comp - exp allwncs, health ins, 403(b), bonus, etc.	-	761	1,395.17	1,522
41. Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)	-	3,031	4,767.58	5,201
41a. [Different pension calculation for provided housing. Call dio office.]	-	-	-	-
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	-	150	275.00	300
45. Long-term disability ins. Short-term disability is paid by Pension Fund.	-	-	-	-
46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	-	733.33	800
47. Travel/business reimb. - use IRS mileage rate of 58 cents/mile	-	-	1,466.67	1,600
<b>48. Clergy compensation &amp; benefits (lines 37:47)</b>	<b>-</b>	<b>14,280</b>	<b>27,591.67</b>	<b>30,100</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)	-	-	-	-
<b>52. Total parochial clergy (lines 48:51)</b>	<b>-</b>	<b>14,280</b>	<b>27,591.67</b>	<b>30,100</b>
<b>Supply Clergy</b>				
53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	900	5,365	4,290	4,680
54. Travel reimbursement for supply clergy @ 50 cents/mile	142	765	663.67	724
55. Pension for extended supply (Supply Clergy Policy on website)	-	585	713.17	778
<b>56. Total supply clergy (lines 53:55)</b>	<b>1,042</b>	<b>6,715</b>	<b>5,666.83</b>	<b>6,182</b>
<b>Lay Personnel</b>				
57. Parish Administrator/Church Secretary	-	930	1,283.33	1,400
58. Financial Secretary/Treasurer	-	-	-	-
59. Organist/Choir Director	500	4,839	4,950.00	5,400
60. Program Director/Christian Formation Director	-	-	-	-
61. Youth Director	-	-	-	-
62. Child Care Workers	100	1,320	1,906.67	2,080
63. Sexton/Custodian	-	825	1,856.25	2,025
64. Grounds Maintenance Workers	-	-	-	-
65. Other (list)	-	-	-	-
<b>Benefits</b>	-	-	-	-
66. Social Security & Medicare taxes = 7.65% of wages	(31)	403	378.58	413
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%	-	99	151.25	165
other employees = wages x 3.51%	-	-	-	-
72. Lay employee travel & training	-	-	-	-
73. Other (list)	-	-	-	-
<b>74. Total lay personnel &amp; benefits (lines 57:73)</b>	<b>569</b>	<b>8,416</b>	<b>10,599.42</b>	<b>11,563</b>
<b>Administrative</b>				
75. Contract services: bookkeeping, audit, legal, etc.	130	1,430	1,485.00	1,620
76. Kitchen/Hospitality expense	-	659	137.50	150
77. Office supplies & equipment	-	207	320.83	350
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	67	137.50	150
79. Telephone & fax expense	-	135	229.17	250
80. Internet & cable services	-	-	-	-
81. Website services	-	-	-	-
82. Computer software, updates, tech support	-	-	-	-
83. Office equipment lease	-	-	-	-

## 2019 Detailed Activity Report

		Current mo.	2019 YTD	Bdgt YTD	2019 Bdgt
84.	Service contracts on office equipment	-	-	-	-
85.	Dues & Fees	-	40	-	-
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	<b>Total administrative expense (lines 75:87)</b>	<b>130</b>	<b>2,538</b>	<b>2,310.00</b>	<b>2,520</b>
	<b>Property &amp; Facilities</b>				
89.	Interest payments on loans (principal recorded on line 102)	1	29	25.67	28
90.	Property, casualty & liability insurance (includes D&O and bond)	-	4,365	3,850.00	4,200
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	250	3,254	2,475.00	2,700
92a.	Natural gas	83	1,181	1,100.00	1,200
93.	Custodial & lawn supplies	-	894	366.67	400
94.	Repairs & maintenance on buildings	75	4,013	2,291.67	2,500
95.	Service contracts: heat/AC, termite, pest control, etc.	116	786	825.00	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>525</b>	<b>14,522</b>	<b>10,796.50</b>	<b>11,778</b>
<b>*E</b>	<b>TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>	<b>2,905</b>	<b>54,461</b>	<b>66,495.92</b>	<b>72,541</b>
<b>XXX</b>	<b>RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>	<b>2,220</b>	<b>10,590</b>	<b>(13,545.58)</b>	<b>(14,777)</b>
	<b>Non-Operating Expenses</b>				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	164	1,786	1,871.83	2,042
*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	-	-
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)	-	-	-	-
<b>*F</b>	<b>Total non-operating expenses (lines 102:107)</b>	<b>164</b>	<b>2,081</b>	<b>1,871.83</b>	<b>2,042</b>
<b>*G</b>	<b>TOTAL ALL EXPENSES (E+F)</b>	<b>3,069</b>	<b>56,542</b>	<b>68,367.75</b>	<b>74,583</b>
108.	<b>Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) <span style="color: red;">Always reconcile ending cash with bank stmt.</span></b>	<b>26,805</b>	<b>26,805</b>	<b>(15,417.42)</b>	<b>(16,819)</b>
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

## 2019 Summary Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>Nov 2019</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 2018:</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>2019</b>
6			<b>Month</b>	<b>YTD</b>
7				<b>2019</b>
8				<b>Budget</b>
<b>7 Operating Revenues</b>				
8	*3 Plate offerings, pledge payments & regular support	\$ 4,515	\$ 54,178	\$ 51,764
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	610	10,873	6,000
11	operations; contributions from congregation's organizations)			
12	*6 Unrestricted bequests used for operations	-	-	-
13	<b>*A Normal Operating Income (NOI)</b>	<b>5,125</b>	<b>65,051</b>	<b>57,764</b>
14	*7 Assistance from diocese for operating budget	-	-	-
15	<b>*B Total Operating Revenues</b>	<b>5,125</b>	<b>65,051</b>	<b>57,764</b>
16				
<b>17 Operating Expenses</b>				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	639	7,080	7,673
19	*13 Outreach programs funded through operating budget	-	-	500
20	Other operating expense:			
21	Program & Liturgy expense	-	910	2,225
22	Clergy expense	1,042	20,995	36,282
23	Lay Personnel & Benefits expense	569	8,416	11,563
24	Administrative expense	130	2,538	2,520
25	Property & Facilities expense	525	14,522	11,778
26	*14 Total other operating expenses	2,266	47,381	64,368
27	<b>*E Total Operating Expenses</b>	<b>2,905</b>	<b>54,461</b>	<b>72,541</b>
28				
29	<b>Surplus or (Deficit) from Operating Activity</b>	<b>\$ 2,220</b>	<b>\$ 10,590</b>	<b>\$ (14,777)</b>
30				
<b>31 Non-Operating Revenues</b>				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	-	2,444	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	110	-
36	<b>*C Total Non-Operating Revenues</b>	<b>-</b>	<b>2,554</b>	<b>-</b>
<b>37 Non-Operating Expenses</b>				
38	*15 Major improvements & capital expenditures (includes loan principal)	164	1,786	2,042
39	*16 Outreach & mission not funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	-	295	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	<b>*F Total Non-Operating Expenses</b>	<b>164</b>	<b>2,081</b>	<b>2,042</b>
45				
46	<b>Surplus or (Deficit) from Non-Operating Activity</b>	<b>\$ (164)</b>	<b>\$ 473</b>	<b>\$ (2,042)</b>
47				
48				
49	Beginning cash in operating account	\$ 24,749	\$ 15,742	\$ -
50	<b>*D Total All Revenues</b>	<b>5,125</b>	<b>67,605</b>	<b>57,764</b>
51	<b>*G Total All Expenses</b>	<b>3,069</b>	<b>56,542</b>	<b>74,583</b>
52	<b>Ending cash in operating account</b>	<b>\$ 26,805</b>	<b>\$ 26,805</b>	<b>\$ (16,819)</b>
53				
54	*19 <b>Total cash in all checking and savings accounts as of to date:</b>	<b>\$ 27,698</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>Nov 2019</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 of period	Receipts to date	Disb'mnts to date	End of period
<b>Cash &amp; Cash Equivalents</b>					
a.	Cash in Operating Account	24,749.00	\$ 5,125	\$ 3,069	\$ 26,805
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>25,642.00</b>	<b>5,125</b>	<b>3,069</b>	<b>27,698</b>
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	<b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)	<b>25,642.00</b>	<b>5,125</b>	<b>3,069</b>	<b>27,698</b>
<b>Cash &amp; Cash Equivalents broken down as follows:</b>					
4.	<b>Unrestricted Funds (includes operating account)</b>	22,983.00	5,125	3,069	25,039
<b>Designated or Restricted Funds</b>					
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	-			-
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.	<b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19)	<b>25,642.00</b>	<b>5,125.00</b>	<b>3,069.00</b>	<b>27,698</b>
(Line 16 must equal Line 3)					
<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					
<b>Loans, mortgages and other commitments</b>					
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.	<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, 2019, and January, 2020.**

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