

2010 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 2011 Operating Budget	31			
*2.	Total dollars pledged to 2011 Operating Budget	\$ 75,650			
3.	Average pledge for 2011	\$ 2,440			
*4.	Avg. Sunday Attendance in 2010 (Parochial Rep. page 2)	45			
			2009 Actual	2010 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 17,632	6,483.00	\$ (11,149)	
Operating Revenues					
6.	Undesignated plate offerings & regular non-pledge support	18,827	10,000.00	(8,827)	
7.	Pledge payments to operating budget	72,476	74,074.00	1,598	
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	91,303	84,074.00	(7,229)	
*9.	Money from investments, used for operations	3		(3)	
*10.	Other operating income: unrestricted gifts, restricted gifts used for operations, contributions from congregation's organizations, rental income, fees, miscellaneous activities, etc.			-	
*11.	Unrestricted bequests used for operations	171		(171)	
*A	Normal operating income, or NOI (lines 8:11)	91,477	84,074.00	(7,403)	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	6,004	3,000.00	(3,004)	
*B	TOTAL OPERATING REVENUES (lines A+12)	97,481	87,074.00	(10,407)	
Non-Operating Revenues					
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)	17,000		(17,000)	
*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.	5,355		(5,355)	
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	86		(86)	
*16.	Funds received for transmittal to other organizations (see line 105)	57		(57)	
*C	Subtotal non-operating revenues (lines 13:16)	22,498	-	(22,498)	
*D	TOTAL ALL REVENUES (lines B+C)	119,979	87,074.00	(32,905)	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	137,611	93,557.00	(44,054)	
EXPENSES					
Outreach					
*21.	Tithe to Diocese: 10% of 2008 Operating Income on Line A above	9,287	7,667.00	(1,620)	
*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	487	750.00	263	
24.	Total outreach (lines 21:23)	9,774	8,417.00	(1,357)	
Program & Liturgy					
25.	Evangelism & congregational development	51	350.00	299	
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.			-	
27.	Communications: Service leaflets, newsletter, website design	773	300.00	(473)	
27a.	Ads, signs, public relations, etc.		200.00	200	
28.	Christian formation for all ages	488	500.00	12	
29.	Young adult & youth ministries		-	-	
30.	Music & choirs (instrument maintenance on line 97)	531	275.00	(256)	
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	(399)	200.00	599	

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		2009 Actual	2010 Budget	Variance
32.	Altar supplies & flowers	810	675.00	(135)
33.	Diocesan convention delegates expense	500	650.00	150
34.	Stewardship & capital campaign expense		-	-
35.	Other (list)			-
36.	Total program & liturgy (lines 25:35)	2,754	3,150.00	396
	Parochial Clergy			-
37.	Cash Stipend - 2008 minimum clergy comp gdlines on dio website	36,544	21,655.00	(14,889)
38.	Cash Housing allowance	1,732	1,600.00	(132)
38a.	Cash Utilities allowance	5,311	4,400.00	(911)
39.	SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	4,082	2,345.11	(1,737)
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.]	10,317	6,933.63	(3,383)
42.	Health insurance with Medical Trust - rates on diocesan website	13,512	3,000.00	(10,512)
43.	Dental insurance with Delta Dental - rates on diocesan website	1,434	1,362.00	(72)
44.	\$40,000 group term life insurance at \$25.20 per month	302	302.40	0
45.	Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46.	Professional exp reimb - continuing ed, books, etc. - \$2K minimum	50	2,000.00	1,950
47.	Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile		2,000.00	2,000
48.	Clergy compensation & benefits (lines 37:47)	73,284	45,598.14	(27,686)
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)	73,284	45,598.14	(27,686)
	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	1,200.00	324
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	5,600	5,700.00	100
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	1,235	1,400.00	165
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	1,875	2,000.00	125
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	Benefits			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	580	800.00	220
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%	106	288.10	182
71a.	other employees = wages x 3.51%		70.20	70
72.	Lay employee travel & training			-
73.	Other (list)			-
74.	Total lay personnel & benefits (lines 57:73)	10,272	11,458.30	1,186
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,440	1,500.00	60
76.	Kitchen/Hospitality expense	217	300.00	83

2010 Comparative Budget

	2009 Actual	2010 Budget	Variance
77. Office supplies & equipment	228	400.00	172
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	383	700.00	317
79. Telephone & fax expense	615	1,300.00	685
80. Internet & cable services			-
81. Website services			-
82. Computer software, updates, tech support	116	325.00	209
83. Office equipment lease		-	-
84. Service contracts on office equipment	677	700.00	23
85. Dues & Fees (Chamber of Commerce)	130	130.00	-
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)			-
88. Total administrative expense (lines 75:87)	3,806	5,355.00	1,549
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	126	-	(126)
90. Property, casualty & liability insurance (includes D&O and bond)	2,612	2,850.00	238
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,053	3,800.00	747
92a. Natural gas	1673	2,200.00	527
93. Custodial & lawn supplies	812	600.00	(212)
94. Repairs & maintenance on buildings	3,179	1,500.00	(1,679)
95. Service contracts: heat/AC, termite, pest control, etc.	1,175	1,000.00	(175)
96. Musical instrument maintenance		500.00	500
97. Furnishings		100.00	100
98. Rent expense on facilities			-
99. Property taxes & fees			-
100. Other (list)			-
101. Total property expense (lines 89:100)	12,630	12,550.00	(80)
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	112,520	86,528.44	(25,992)
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(15,039)	545.56	15,585
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	18,408	2,500.00	(15,908)
*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)	25		(25)
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)	175		(175)
*F Total non-operating expenses (lines 102:107)	18,608	2,500.00	(16,108)
*G TOTAL ALL EXPENSES (E+F)	131,128	89,028.44	(42,100)
108. Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	\$ 6,483	4,528.56	\$ (1,954)
* Year-end actual figures go in the Parochial Report.			

2010 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Jan, 2011			
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 2011 Operating Budget	31				
*2. Total dollars pledged to 2011 Operating Budget	\$ 75,650				
3. Average pledge for 2011	\$ 2,440				
*4. Average Sunday Attendance (ASA) to date in 2010	36				
		Current mo.	2011 YTD	Bdgt YTD	2011 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		11,914	11,914	540	6,483
Operating Revenues					
6. Undesignated plate offerings & regular non-pledge support		440	440	833	10,000
7. Pledge payments to operating budget		5,255	5,255	6,173	74,074
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		5,695	5,695	7,006	84,074
*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.		-	-	-	-
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		-	5,695	7,006	84,074
*12. Assistance from diocese for operating budget		-	-	250	3,000
*B TOTAL OPERATING REVENUES (lines A+12)		5,695	5,695	7,256	87,074
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)		5,695	5,695	7,256	87,074
17. New loan proceeds: Commercial		-	-	-	-
18. Diocesan		-	-	-	-
19. Other (Interfund loans within the church)		-	-	-	-
20. Total cash available (lines 5+D+17:19)		17,609	17,609	7,796	93,557
EXPENSES					
Outreach					
*21. Tithe to Diocese: 10% of 2011 Operating Income on Line A above		-	-	770	9,238
*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		-	-	71	850
24. Total outreach (lines 21:23)		-	-	701	8,417
Program & Liturgy					
25. Evangelism & congregational development		-	-	29	350
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		135	135	25	300
27a. Ads, signs, public relations, etc.		69	69	17	200
28. Christian formation for all ages		-	-	42	500
29. Young adult & youth ministries		-	-	-	-
30. Music & choirs (instrument maintenance on line 97)		-	-	23	275
31. Liturgical expense: acolytes, LEMs, lay readers, etc.		8	8	17	200
32. Altar supplies & flowers		138	138	42	500
33. Diocesan convention delegates expense		-	-	54	650
34. Stewardship & capital campaign expense		-	-	17	200
35. Other (list) Commitment to Diocese		-	-	-	-

2010 Detailed Activity Report

		Current mo.	2011 YTD	Bdgt YTD	2011 Bdgt
85.	Dues & Fees	-	-	11	130
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	Total administrative expense (lines 75:87)	1,050	1,050	446	5,355
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	-	-	-	-
90.	Property, casualty & liability insurance (includes D&O and bond)	700	700	238	2,850
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	335	335	317	3,800
92a.	Natural gas	313	313	183	2,200
93.	Custodial & lawn supplies	35	35	50	600
94.	Repairs & maintenance on buildings	129	129	83	1,000
95.	Service contracts: heat/AC, termite, pest control, etc.	63	63	75	900
96.	Musical instrument maintenance	-	-	42	500
97.	Furnishings	-	-	8	100
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	-	-	-
101.	Total property & facilities expense (lines 89:100)	1,575	1,575	1,046	12,550
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	5,862	5,862	7,211	86,528
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(167)	(167)	45	546
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)	-	-	125	1,500
*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.	-	-	-	-
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)	-	-	208	2,500
*G	TOTAL ALL EXPENSES (E+F)	5,862	5,862	7,419	89,028
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>	11,747	11,747	377	4,529
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2010 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Jan 2011		
Year-end entries on starred* lines go in the 2011 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 2011:				
2	Average Sunday Attendance (ASA) year-to-date	36		
3	*1 Number signed pledge cards for report year	31		
4	*2 Total dollars pledged for report year	\$ 75,650		
5			Current	2011
6			Month	YTD
				2011
				Budget
7 Operating Revenues				
8	*3 Plate offerings, pledge payments & regular support	\$ 5,695	\$ 5,695	\$ 84,074
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	-	-	-
11	operations; contributions from congregation's organizations)			
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	5,695	5,695	84,074
14	*7 Assistance from diocese for operating budget	-	-	3,000
15	*B Total Operating Revenues	5,695	5,695	87,074
16				
17 Operating Expenses				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	-	-	7,667
19	*13 Outreach programs funded through operating budget	-	-	750
20	Other operating expense:			
21	Program & Liturgy expense	350	350	3,150
22	Clergy expense	1,661	1,661	45,598
23	Lay Personnel & Benefits expense	1,226	1,226	11,458
24	Administrative expense	1,050	1,050	5,355
25	Property & Facilities expense	1,575	1,575	12,550
26	*14 Total other operating expenses	5,862	5,862	78,111
27	*E Total Operating Expenses	5,862	5,862	86,528
28				
29	Surplus or (Deficit) from Operating Activity	\$ (167)	\$ (167)	\$ 546
30				
31 Non-Operating Revenues				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	-	-	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	-	-
36	*C Total Non-Operating Revenues	-	-	-
37 Non-Operating Expenses				
38	*15 Major improvements & capital expenditures (includes loan principal)	-	-	1,500
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	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	-	-	1,500
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ -	\$ -	\$ (1,500)
47				
48				
49	Beginning cash in operating account	\$ 11,914	\$ 11,914	\$ 6,483
50	*D Total All Revenues	5,695	5,695	87,074
51	*G Total All Expenses	5,862	5,862	88,028
52	Ending cash in operating account	\$ 11,747	\$ 11,747	\$ 5,529
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 12,914		
55	*20 Total investments at market value as of	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Jan 1, 2011			
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	11,915.00	\$ 5,695	\$ 5,862	\$ 11,748
b.	Cash in Other Checking, Savings, CDs, Money Markets	1,166.00			1,166
*1.	Subtotal of All Cash on Hand (lines a + b)	13,081.00	5,695	5,862	12,914
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	13,081.00	5,695	5,862	12,914
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	10,883.00	5,695	5,862	10,716
Designated or Restricted Funds					
5.	Building Fund	1,018.00			1,018
6.	Contingency Fund (for unexpected major expenses)				-
7.	Discretionary Fund	-			-
8.	Endowment Fund				-
8.	Episcopal Churchwomen (ECW)	851.00			851
9.	ECW Cookbook Fund	211.00			211
10.	Men's Group Fund				-
11.	Memorial Fund	63.00			63
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name):				-
15.					-
16.	Total Unrestricted & Restricted Funds (lines 4:19)	13,081.00	5,695.00	5,862.00	12,914
	(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, 2011, and January, 2012.

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