

## 2017 Comparative Budget

<b>Church &amp; City: St. Matthew's, Benton</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 2017 Operating Budget	27		
*2.	Total dollars pledged to 2017 Operating Budget	\$ 61,880		
3.	Average pledge for 2017	\$ 2,292		
*4.	Avg. Sunday Attendance in 2016 (Parochial Rep. page 2)	42		
			2016 Actual	2017 Budget
			Variance	
<b>REVENUES</b>				
5.	<b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>	<b>\$ 7,014</b>	<b>10,000</b>	<b>\$ 2,986</b>
<b>Operating Revenues</b>				
6.	Undesignated plate offerings & regular non-pledge support	12,030	11,000	(1,030)
7.	Pledge payments to operating budget	53,422	53,836	414
*8.	<b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>	<b>65,452</b>	<b>64,836</b>	<b>(616)</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.	6,025	5,000	(1,025)
*11.	Unrestricted bequests used for operations			-
<b>*A</b>	<b>Normal operating income, or NOI (lines 8:11)</b>	<b>71,477</b>	<b>69,836</b>	<b>(1,641)</b>
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-
<b>*B</b>	<b>TOTAL OPERATING REVENUES (lines A+12)</b>	<b>71,477</b>	<b>69,836</b>	<b>(1,641)</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.	3,735		(3,735)
*15.	Contributions & grants for congregation-based outreach & mission programs (see line 103)	-		-
*16.	Funds received for transmittal to other organizations (see line 105)			-
<b>*C</b>	<b>Subtotal non-operating revenues (lines 13:16)</b>	<b>3,735</b>	<b>-</b>	<b>(3,735)</b>
<b>*D</b>	<b>TOTAL ALL REVENUES (lines B+C)</b>	<b>75,212</b>	<b>69,836</b>	<b>(5,376)</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>82,226</b>	<b>79,836</b>	<b>(2,390)</b>
<b>EXPENSES</b>				
<b>Outreach</b>				
*21.	Tithe to Diocese: 10% of 2016 Operating Income on Line A above	6,859	7,333	474
*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	500	538	38
24.	<b>Total outreach (lines 21:23)</b>	<b>7,359</b>	<b>7,871</b>	<b>512</b>
<b>Program &amp; Liturgy</b>				
25.	Evangelism & congregational development	60	100	40
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-
27.	Communications: Service leaflets, newsletter, website design	110	130	20
27a.	Ads, signs, public relations, etc.	138	300	162
28.	Christian formation for all ages			-
29.	Young adult & youth ministries			-
30.	Music & choirs (instrument maintenance on line 97)	36	-	(36)
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	295	300	5

## 2017 Comparative Budget

		2016 Actual	2017 Budget	Variance
32.	Altar supplies & flowers	696	600	(96)
33.	Diocesan convention delegates expense	525	500	(25)
34.	Stewardship & capital campaign expense	-		-
35.	Other (list)	300		(300)
36.	<b>Total program &amp; liturgy (lines 25:35)</b>	<b>2,160</b>	<b>1,930</b>	<b>(230)</b>
	<b>Parochial Clergy</b>			-
37.	Cash Stipend - 2016 minimum clergy comp gdlines on dio website	15,888	12,886	(3,002)
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)	1,788	1,791	3
40.	Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.		1,522	1,522
41.	Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)	4,027	5,032	1,005
	[Different pension calculation for provided housing. Call dio office.]	1,102		(1,102)
42.	Health insurance with Medical Trust - rates on diocesan website	1,523	-	(1,523)
43.	Dental insurance with Delta Dental - rates on diocesan website	-	-	-
44.	\$40,000 group term life insurance at \$25.20 per month	300	151	(149)
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>30,628</b>	<b>29,782</b>	<b>(846)</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>30,628</b>	<b>29,782</b>	<b>(846)</b>
	<b>Supply Clergy</b>			-
53.	Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	3,060	4,320	1,260
54.	Travel reimbursement for supply clergy @ 50.5 cents/mile	425	623	198
55.	Pension for extended supply (Supply Clergy Policy on website)			-
56.	<b>Total supply clergy (lines 53:55)</b>	<b>3,485</b>	<b>4,943</b>	<b>1,458</b>
	<b>Lay Personnel</b>			-
57.	Church Secretary (Andrea Billingsley)	1,086	1,200	114
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeyer)	5,400	5,400	-
60.	Program Director/Christian Formation Director			-
61.	Youth Director			-
62.	Child Care Workers (Helen Jones, Hanna Courtney)	2,270	2,200	(70)
63.	Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	1,875	1,950	75
64.	Grounds Maintenance Workers			-
65.	Other (list)			-
	<b>Benefits</b>			-
66.	Social Security & Medicare taxes = 7.65% of wages (organist only)	351	414	63
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%	110	165	55
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>11,092</b>	<b>11,329</b>	<b>237</b>
	<b>Administrative Expense</b>			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,500	1,500	-
76.	Kitchen/Hospitality expense	60	150	90



## 2017 Detailed Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>Sep 2017</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 2017 Operating Budget	27				
*2. Total dollars pledged to 2017 Operating Budget	\$ 56,840				
*2a Discount of 13% for unpaid historical pledges	\$ 49,451				
3. Average pledge for 2017	\$ 2,105				
*4. Average Sunday Attendance (ASA) year-to-date	48				
		<b>Current mo.</b>	<b>2017 YTD</b>	<b>Bdgt YTD</b>	<b>2017 Bdgt</b>
<b>REVENUES</b>					
5. <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>		<b>10,942</b>	<b>9,081</b>	<b>7,500.00</b>	<b>10,000</b>
<b>Operating Revenues</b>		-			-
6. Undesignated plate offerings & regular non-pledge support		438	4,536	8,250.00	11,000
7. Pledge payments to operating budget		4,695	48,358	40,377.00	53,836
*8. <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>		<b>5,133</b>	<b>52,894</b>	<b>48,627.00</b>	<b>64,836</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.		-	5,260	3,750.00	5,000
*11. Unrestricted bequests used for operations		-	-	-	-
<b>*A Normal operating income, or NOI (lines 8:11)</b>		<b>5,133</b>	<b>58,154</b>	<b>52,377.00</b>	<b>69,836</b>
*12. Assistance from diocese for operating budget		-	-	-	-
<b>*B TOTAL OPERATING REVENUES (lines A+12)</b>		<b>5,133</b>	<b>58,154</b>	<b>52,377.00</b>	<b>69,836</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.		325	325	-	-
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)		-	-	-	-
*16. Funds received for transmittal to other organizations (see line 105)		140	140	-	-
<b>*C Subtotal non-operating revenues (lines 13:16)</b>		<b>465</b>	<b>465</b>	-	-
<b>*D TOTAL ALL REVENUES (lines B+C)</b>		<b>5,598</b>	<b>58,619</b>	<b>52,377.00</b>	<b>69,836</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>16,540</b>	<b>68,785</b>	<b>59,877.00</b>	<b>79,836</b>
<b>EXPENSES</b>					
<b>Outreach</b>		-		-	
*21. Tithe to Diocese: 10% of 2016 Operating Income on Line A above		611	5,499	5,499.75	7,333
*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		91	91	-	-
24. <b>Total outreach (lines 21:23)</b>		<b>702</b>	<b>5,590</b>	<b>5,903.25</b>	<b>7,871</b>
<b>Program &amp; Liturgy</b>					
25. Evangelism & congregational development		-	60	75.00	100
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		-	184	97.50	130
27a. Ads, signs, public relations, etc.		-	-	225.00	300
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.		117	319	150.00	200
32. Altar supplies & flowers		-	555	375.00	500
33. Diocesan convention delegates expense		-	525	375.00	500
34. Stewardship & capital campaign expense		-	-	-	-



## 2017 Detailed Activity Report

		Current mo.	2017 YTD	Bdgt YTD	2017 Bdgt
84.	Service contracts on office equipment	-	-	-	-
85.	Dues & Fees	-	-	-	-
86.	Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87.	Other (list)	-	-	-	-
88.	<b>Total administrative expense (lines 75:87)</b>	<b>241</b>	<b>1,439</b>	<b>1,762.50</b>	<b>2,350</b>
	<b>Property &amp; Facilities</b>				
89.	Interest payments on loans (principal recorded on line 102)	7	49	<b>60.00</b>	80
90.	Property, casualty & liability insurance (includes D&O and bond)	-	2,997	<b>2,952.00</b>	3,936
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	<b>747</b>	2,369	<b>2,025.00</b>	2,700
92a.	Natural gas	<b>34</b>	705	<b>900.00</b>	1,200
93.	Custodial & lawn supplies	-	180	<b>300.00</b>	400
94.	Repairs & maintenance on buildings	-	4,565	<b>1,875.00</b>	2,500
95.	Service contracts: heat/AC, termite, pest control, etc.	<b>100</b>	644	<b>675.00</b>	900
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	-	-	-	-
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	3,200	-	-
101.	<b>Total property &amp; facilities expense (lines 89:100)</b>	<b>888</b>	<b>14,709</b>	<b>8,674.50</b>	<b>11,566</b>
<b>*E</b>	<b>TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>	<b>6,151</b>	<b>57,118</b>	<b>52,328.25</b>	<b>69,771</b>
<b>XXX</b>	<b>RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>	<b>(1,018)</b>	<b>1,036</b>	<b>48.75</b>	<b>65</b>
	<b>Non-Operating Expenses</b>				
*102.	Major improvements & capital expenditures - includes <u>principal</u> pmts on loans (interest payments recorded on line 89)	<b>158</b>	1,436	<b>1,440.00</b>	1,920
*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)	<b>49</b>	49	-	-
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>207</b>	<b>1,485</b>	<b>1,440.00</b>	<b>1,920</b>
<b>*G</b>	<b>TOTAL ALL EXPENSES (E+F)</b>	<b>6,358</b>	<b>58,603</b>	<b>53,768.25</b>	<b>71,691</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>10,182</b>	<b>10,182</b>	<b>6,108.75</b>	<b>8,145</b>
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

## 2017 Summary Activity Report

Church & City: <b>St. Matthew's, Benton</b>		Month of: <b>Sep 2017</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 2016:</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>2017</b>
6			<b>Month</b>	<b>YTD</b>
7				<b>2017</b>
8				<b>Budget</b>
<b>7 Operating Revenues</b>				
8	*3 Plate offerings, pledge payments & regular support	\$ 5,133	\$ 52,894	\$ 64,836
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	-	5,260	5,000
11	operations; contributions from congregation's organizations)			
12	*6 Unrestricted bequests used for operations	-	-	-
13	<b>*A Normal Operating Income (NOI)</b>	5,133	58,154	69,836
14	*7 Assistance from diocese for operating budget	-	-	-
15	<b>*B Total Operating Revenues</b>	5,133	58,154	69,836
16				
<b>17 Operating Expenses</b>				
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	611	5,499	7,333
19	*13 Outreach programs funded through operating budget	91	91	538
20	Other operating expense:			
21	Program & Liturgy expense	117	2,289	1,930
22	Clergy expense	3,444	24,794	34,725
23	Lay Personnel & Benefits expense	759	8,297	11,329
24	Administrative expense	241	1,439	2,350
25	Property & Facilities expense	888	14,709	11,566
26	*14 Total other operating expenses	5,449	51,528	61,900
27	<b>*E Total Operating Expenses</b>	6,151	57,118	69,771
28				
29	<b>Surplus or (Deficit) from Operating Activity</b>	<b>\$ (1,018)</b>	<b>\$ 1,036</b>	<b>\$ 65</b>
30				
<b>31 Non-Operating Revenues</b>				
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	325	325	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	140	140	-
36	<b>*C Total Non-Operating Revenues</b>	465	465	-
<b>37 Non-Operating Expenses</b>				
38	*15 Major improvements & capital expenditures (includes loan principal)	158	1,436	1,920
39	*16 Outreach & mission not funded through operating budget	-	-	-
40	*17 Funds contributed to Episcopal seminaries	-	-	-
41	*18 Funds sent to other organizations	49	49	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	<b>*F Total Non-Operating Expenses</b>	207	1,485	1,920
45				
46	<b>Surplus or (Deficit) from Non-Operating Activity</b>	<b>\$ 258</b>	<b>\$ (1,020)</b>	<b>\$ (1,920)</b>
47				
48				
49	Beginning cash in operating account	\$ 10,942	\$ 9,081	\$ 10,000
50	<b>*D Total All Revenues</b>	5,598	58,619	69,836
51	<b>*G Total All Expenses</b>	6,358	58,603	71,691
52	<b>Ending cash in operating account</b>	<b>\$ 10,182</b>	<b>\$ 9,097</b>	<b>\$ 8,145</b>
53				
54	*19 <b>Total cash in all checking and savings accounts as of to date:</b>	<b>\$ 11,074</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>Sep 2017</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	10,941.00	\$ 5,598	\$ 6,358	\$ 10,181
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>11,834.00</b>	<b>5,598</b>	<b>6,358</b>	<b>11,074</b>
*2. Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3. <b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)	<b>11,834.00</b>	<b>5,598</b>	<b>6,358</b>	<b>11,074</b>
<b>Cash &amp; Cash Equivalents broken down as follows:</b>				
4. <b>Unrestricted Funds (includes operating account)</b>	13,030.00	5,273	6,358	11,945
<b>Designated or Restricted Funds</b>				
5. Building Fund	(1,136.00)	325		(811)
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	(388.00)			(388)
16. <b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19)	<b>11,834.00</b>	<b>5,598.00</b>	<b>6,358.00</b>	<b>11,074</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, 2017, and January, 2018.**

Mary Jane Hodges, Financial Coordinator	e-mail: <a href="mailto:mjhodges@arkansas.anglican.org">mjhodges@arkansas.anglican.org</a>
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