

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		

		2018 Actual	2019 Budget	Variance
REVENUES				
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 10,619	-	\$ (10,619)
Operating Revenues				
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.	Plate offerings, pledge pmts. & regular support (lines 6+7)	68,544	51,764	(16,780)
*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	Normal operating income, or NOI (lines 8:11)	75,654	57,764	(17,890)
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-
*B	TOTAL OPERATING REVENUES (lines A+12)	75,654	57,764	(17,890)
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.	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	Subtotal non-operating revenues (lines 13:16)	733	-	(733)
*D	TOTAL ALL REVENUES (lines B+C)	76,387	57,764	(18,623)
17.	New loan proceeds: Commercial			-
18.	Diocesan			-
19.	Other (Interfund loans within the church)			-
20.	Total cash available (lines 5+D+17:19)	87,006	57,764	(29,242)
EXPENSES				
Outreach				
*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.	Total outreach (lines 21:23)	7,497	8,173	676
Program & Liturgy				
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)

2019 Comparative Budget

		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.	Total program & liturgy (lines 25:35)	1,742	2,225	483
	Parochial Clergy			-
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.	Clergy compensation & benefits (lines 37:47)	27,696	30,100	2,404
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)	27,696	30,100	2,404
	Supply Clergy			-
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.	Total supply clergy (lines 53:55)	6,346	6,182	(164)
	Lay Personnel			-
57.	Church Secretary (Andrea Billingsley)	1,236	1,400	164
58.	Financial Secretary/Treasurer (Melinda Hood)			-
59.	Organist/Choir Director (Virginia Strohmeier)	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)			-
	Benefits			-
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.	Total lay personnel & benefits (lines 57:73)	10,651	11,563	912
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,560	1,620	60

2019 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Feb 2019			
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	\$ 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				
		Current mo.	2019 YTD	Bdgt YTD	2019 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)	12,984	15,742	-	-	-
Operating Revenues	-	-	-	-	-
6. Undesignated plate offerings & regular non-pledge support	682	1,373	1,000.00	6,000	-
7. Pledge payments to operating budget	3,580	7,135	7,627.33	45,764	-
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)	4,262	8,508	8,627.33	51,764	-
*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.	610	1,220	1,000.00	6,000	-
*11. Unrestricted bequests used for operations	-	-	-	-	-
*A Normal operating income, or NOI (lines 8:11)	4,872	9,728	9,627.33	57,764	-
*12. Assistance from diocese for operating budget	-	-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)	4,872	9,728	9,627.33	57,764	-
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)	I	-	-	-	-
*D TOTAL ALL REVENUES (lines B+C)	I	9,728	9,627.33	57,764	-
17. New loan proceeds: Commercial	-	-	-	-	-
18. Diocesan	-	-	-	-	-
19. Other (Interfund loans within the church)	-	-	-	-	-
20. Total cash available (lines 5+D+17:19)	17,856	25,470	9,627.33	57,764	-
EXPENSES					
Outreach	-	-	-	-	-
*21. Tithe to Diocese: 10% of 2017 Operating Income on Line A above	639	1,278	1,279	7,673	-
*22. Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discrn, the Church in the US & abroad, Camp Mitchell	-	-	-	-	-
*23. Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse	-	-	-	-	-
24. Total outreach (lines 21:23)	639	1,278	1,362.17	8,173	-
Program & Liturgy	-	-	-	-	-
25. Evangelism & congregational development	-	-	25.00	150	-
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-	-
27. Communications: Service leaflets, newsletter, website design	-	-	33.33	200	-
27a. Ads, signs, public relations, etc.	-	-	41.67	250	-
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.	-	78	33.33	200	-
32. Altar supplies & flowers	-	73	83.33	500	-
33. Diocesan convention delegates expense	115	115	62.50	375	-
34. Stewardship & capital campaign expense	-	-	-	-	-

2019 Detailed Activity Report

	Current mo.	2019 YTD	Bdgt YTD	2019 Bdgt
84. Service contracts on office equipment	-	-	-	-
85. Dues & Fees	-	-	-	-
86. Church-owned auto expense: license, gas & oil, insurance, repairs	-	-	-	-
87. Other (list)	-	-	-	-
88. Total administrative expense (lines 75:87)	143	371	420.00	2,520
Property & Facilities				
89. Interest payments on loans (principal recorded on line 102)	4	8	4.67	28
90. Property, casualty & liability insurance (includes D&O and bond)	-	1,075	700.00	4,200
91. Umbrella liability insurance	-	-	-	-
92. Electricity, water & sewer	230	578	450.00	2,700
92a. Natural gas	218	455	200.00	1,200
93. Custodial & lawn supplies	-	90	66.67	400
94. Repairs & maintenance on buildings	-	145	416.67	2,500
95. Service contracts: heat/AC, termite, pest control, etc.	-	-	150.00	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)	452	2,351	1,963.00	11,778
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	5,351	12,804	12,090.17	72,541
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(479)	(3,076)	(2,462.83)	(14,777)
Non-Operating Expenses				
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	161	322	340.33	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)	-	-	-	-
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)	161	322	340.33	2,042
*G TOTAL ALL EXPENSES (E+F)	5,512	13,126	12,430.50	74,583
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>	12,344	12,344	(2,803.17)	(16,819)
* Year-end actual figures go in the Parochial Report.				
Vestry approved on:				
Attested by:				

2019 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Feb 2019		
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 2018:				
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	2019
6			Month	YTD
7	Operating Revenues			2019
8	*3 Plate offerings, pledge payments & regular support	\$ 4,262	\$ 8,508	\$ 51,764
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	610	1,220	6,000
11	operations; contributions from congregation's organizations)			
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	4,872	9,728	57,764
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	4,872	9,728	57,764
16				
17	Operating Expenses			
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	639	1,278	7,673
19	*13 Outreach programs funded through operating budget	-	-	500
20	Other operating expense:			
21	Program & Liturgy expense	160	302	2,225
22	Clergy expense	3,287	6,076	36,282
23	Lay Personnel & Benefits expense	679	2,426	11,563
24	Administrative expense	143	371	2,520
25	Property & Facilities expense	452	2,351	11,778
26	*14 Total other operating expenses	4,721	11,526	64,368
27	*E Total Operating Expenses	5,360	12,804	72,541
28				
29	Surplus or (Deficit) from Operating Activity	\$ (488)	\$ (3,076)	\$ (14,777)
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)	161	322	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	-	-	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	161	322	2,042
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ (161)	\$ (322)	\$ (2,042)
47				
48	-----			
49	Beginning cash in operating account	\$ 12,984	\$ 15,742	\$ -
50	*D Total All Revenues	4,872	9,728	57,764
51	*G Total All Expenses	5,521	13,126	74,583
52	Ending cash in operating account	\$ 12,335	\$ 12,344	\$ (16,819)
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 13,237		

2019 Summary Activity Report

55	*20	Total investments at market value as of _____	:	\$	-		
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Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Feb 2019			
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	12,983.00	\$ 4,872	\$ 5,511	\$ 12,344
b.	Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1.	Subtotal of All Cash on Hand (lines a + b)	13,876.00	4,872	5,511	13,237
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	13,876.00	4,872	5,511	13,237
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	11,217.00	4,872	5,511	10,578
Designated or Restricted Funds					
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.	Total Unrestricted & Restricted Funds (lines 4:19)	13,876.00	4,872.00	5,511.00	13,237
	(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, 2019, and January, 2020.

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