

2015 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 2015 Operating Budget	27			
*2.	Total dollars pledged to 2015 Operating Budget	\$ 56,840			
3.	Average pledge for 2015	\$ 2,105			
*4.	Avg. Sunday Attendance in 2014 (Parochial Rep. page 2)	48			
			2014 Actual	2015 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ -	-	\$ -	-
Operating Revenues					
6.	Undesignated plate offerings & regular non-pledge support	19,771	13,500		(6,271)
7.	Pledge payments to operating budget	58,496	54,027		(4,469)
*8.	Plate offerings, pledge pmts. & regular support (lines 6+7)	78,267	67,527		(10,740)
*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.	6,826	6,000		(826)
*11.	Unrestricted bequests used for operations				-
*A	Normal operating income, or NOI (lines 8:11)	85,093	73,527		(11,566)
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-			-
*B	TOTAL OPERATING REVENUES (lines A+12)	85,093	73,527		(11,566)
Non-Operating Revenues					
*13.	Capital funds, gifts & additions (including grants from diocese for capital projects)	1,222			(1,222)
*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.	4,290			(4,290)
*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)	5,512	-		(5,512)
*D	TOTAL ALL REVENUES (lines B+C)	90,605	73,527		(17,078)
17.	New loan proceeds: Commercial				-
18.	Diocesan	4,888			(4,888)
19.	Other (Interfund loans within the church)				-
20.	Total cash available (lines 5+D+17:19)	95,493	73,527		(21,966)
EXPENSES					
Outreach					
*21.	Tithe to Diocese: 10% of 2014 Operating Income on Line A above	7,567	7,900		333
*22.	Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell	223			(223)
*23.	Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse	580	700		120
24.	Total outreach (lines 21:23)	8,370	8,600		230
Program & Liturgy					
25.	Evangelism & congregational development	108	108		-
26.	Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-		-
27.	Communications: Service leaflets, newsletter, website design	364	500		136
27a.	Ads, signs, public relations, etc.				-
28.	Christian formation for all ages	33	-		(33)
29.	Young adult & youth ministries	-	-		-
30.	Music & choirs (instrument maintenance on line 97)	-	-		-
31.	Liturgical expense: acolytes, LEMs, lay readers, etc.	873	350		(523)

2015 Comparative Budget

	2014 Actual	2015 Budget	Variance
32. Altar supplies & flowers	827	850	23
33. Diocesan convention delegates expense	376	400	24
34. Stewardship & capital campaign expense	-	100	100
35. Other (list)	108		(108)
36. Total program & liturgy (lines 25:35)	2,689	2,308	(381)
Parochial Clergy			-
37. Cash Stipend - 2014 minimum clergy comp gdlines on dio website	23,359	18,357	(5,002)
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)	2,091	2,093	2
40. Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.	1,140	1,520	380
41. Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)			-
[Different pension calculation for provided housing. Call dio office.]	5,775	6,072	297
42. Health insurance with Medical Trust - rates on diocesan website	380	-	(380)
43. Dental insurance with Delta Dental - rates on diocesan website	-	-	-
44. \$40,000 group term life insurance at \$25.20 per month	302	302	-
45. Long-term disability ins. Short-term disability is paid by Pension Fund.			-
46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	1,000	1,000
47. Travel/business reimb. - use IRS mileage rate of 50.5 cents/mile	-	2,000	2,000
48. Clergy compensation & benefits (lines 37:47)	39,047	37,344	(1,703)
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)	39,047	37,344	(1,703)
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	1,300	424
58. Financial Secretary/Treasurer (Melinda Hood)			-
59. Organist/Choir Director (Virginia Strohmeier)	5,450	5,300	(150)
60. Program Director/Christian Formation Director			-
61. Youth Director			-
62. Child Care Workers (Helen Jones, Hanna Courtney)	1,425	1,325	(100)
63. Sexton/Custodian (Betty Tollett replaced Betty Hostetler in early '08)	2,025	2,025	-
64. Grounds Maintenance Workers			-
65. Other (list)			-
Benefits			-
66. Social Security & Medicare taxes = 7.65% of wages (organist only)	288	635	347
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)	10,229	10,750	521
Administrative Expense			-
75. Contract services: bookkeeping, audit, legal, etc.	1,405	1,505	100
76. Kitchen/Hospitality expense	694	625	(69)

2015 Comparative Budget

	2014 Actual	2015 Budget	Variance
77. Office supplies & equipment	459	500	41
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	439	500	61
79. Telephone & fax expense	777	250	(527)
80. Internet & cable services			-
81. Website services		140	140
82. Computer software, updates, tech support	-		-
83. Office equipment lease	751	-	(751)
84. Service contracts on office equipment	-	-	-
85. Dues & Fees (Chamber of Commerce)	130	130	-
86. Church-owned auto expense: license, gas & oil, insurance, repairs			-
87. Other (list)	640		(640)
88. Total administrative expense (lines 75:87)	5,295	3,650	(1,645)
Property expense			-
89. Interest payments on loans (principal recorded on line 102)	33	100	67
90. Property, casualty & liability insurance (includes D&O and bond)	3,432	4,255	823
91. Umbrella liability insurance			-
92. Electricity, water & sewer	3,686	3,700	14
92a. Natural gas	1579	1,700	121
93. Custodial & lawn supplies	209	300	91
94. Repairs & maintenance on buildings	4,937	1,000	(3,937)
95. Service contracts: heat/AC, termite, pest control, etc.	961	720	(241)
96. Musical instrument maintenance			-
97. Furnishings	383		(383)
98. Rent expense on facilities			-
99. Property taxes & fees	-		-
100. Other (list)			-
101. Total property expense (lines 89:100)	15,220	11,775	(3,445)
*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	80,850	74,427	(6,423)
XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)	4,243	(900)	(5,143)
Non-Operating Expenses			-
*102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	4,722	-	(4,722)
*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.	3,351		(3,351)
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)	8,073	-	(8,073)
*G TOTAL ALL EXPENSES (E+F)	88,923	74,427	(14,496)
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>	\$ 6,570	(900)	\$ (7,470)
* Year-end actual figures go in the Parochial Report.			

2015 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Jan 2015			
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 2015 Operating Budget	27				
*2. Total dollars pledged to 2015 Operating Budget	\$ 56,840				
*2a Discount of 13% for unpaid historical pledges	\$ 49,451				
3. Average pledge for 2015	\$ 2,105				
*4. Average Sunday Attendance (ASA) year-to-date	48				
		Current mo.	2015 YTD	Bdgt YTD	2015 Bdgt
REVENUES					
5. Beginning Cash in operating acct (same as prior period Ending Cash)		9,962	9,962	-	-
Operating Revenues		-			-
6. Undesignated plate offerings & regular non-pledge support		1,185	1,185	1,125.00	13,500
7. Pledge payments to operating budget		4,375	4,375	4,502.25	54,027
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)		5,560	5,560	5,627	67,527
*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.		1,750	1,750	500.00	6,000
*11. Unrestricted bequests used for operations		-	-	-	-
*A Normal operating income, or NOI (lines 8:11)		7,310	7,310	6,127.25	73,527
*12. Assistance from diocese for operating budget		-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)		7,310	7,310	6,127.25	73,527
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.		180	180	-	-
*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)		180	180	-	-
*D TOTAL ALL REVENUES (lines B+C)		7,490	7,490	6,127.25	73,527
17. New loan proceeds: Commercial		-	-	-	-
18. Diocesan		-	-	-	-
19. Other (Interfund loans within the church)		-	-	-	-
20. Total cash available (lines 5+D+17:19)		17,452	17,452	6,127.25	73,527
EXPENSES					
Outreach		-			-
*21. Tithe to Diocese: 10% of 2014 Operating Income on Line A above		1,770	1,770	658.33	7,900
*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		-	-	70.83	850
24. Total outreach (lines 21:23)		1,770	1,770	716.67	8,600
Program & Liturgy		-			-
25. Evangelism & congregational development		-	-	9.00	108
26. Incorporation of new members: name tags, visitor cards, gifts, etc.		-	-	-	-
27. Communications: Service leaflets, newsletter, website design		156	156	41.67	500
27a. Ads, signs, public relations, etc.		-	-	-	-
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.		180	180	16.67	200
32. Altar supplies & flowers		208	208	41.67	500
33. Diocesan convention delegates expense		-	-	33.33	400
34. Stewardship & capital campaign expense		-	-	16.67	200

2015 Detailed Activity Report

		Current mo.	2015 YTD	Bdgt YTD	2015 Bdgt
84.	Service contracts on office equipment	-	-	-	-
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)	479	479	304.17	3,650
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	10	10	8	100
90.	Property, casualty & liability insurance (includes D&O and bond)	-	-	355	4,255
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	206	206	308	3,700
92a.	Natural gas	205	205	142	1,700
93.	Custodial & lawn supplies	50	50	25	300
94.	Repairs & maintenance on buildings	156	156	83	1,000
95.	Service contracts: heat/AC, termite, pest control, etc.	-	-	75	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)	627	627	981.25	11,775
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	8,761	8,761	6,202	74,427
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	(1,451)	(1,451)	(75.00)	(900)
	Non-Operating Expenses				
*102.	Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)	115	115	-	-
*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.	56	56	-	-
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)	171	171	-	-
*G	TOTAL ALL EXPENSES (E+F)	8,932	8,932	6,202.25	74,427
108.	Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	8,520	8,520	(75)	(900)
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2015 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Jan 2015		
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 2014:				
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	2014
6			Month	YTD
7	Operating Revenues			2014
8	*3 Plate offerings, pledge payments & regular support	\$ 5,560	\$ 5,560	\$ 67,527
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for operations; contributions from congregation's organizations)	1,750	1,750	6,000
11				
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	7,310	7,310	73,527
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	7,310	7,310	73,527
16				
17	Operating Expenses			
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	1,770	1,770	7,900
19	*13 Outreach programs funded through operating budget	-	-	700
20	Other operating expense:			
21	Program & Liturgy expense	544	544	2,308
22	Clergy expense	3,800	3,800	37,344
23	Lay Personnel & Benefits expense	1,541	1,541	10,750
24	Administrative expense	479	479	3,650
25	Property & Facilities expense	627	627	11,775
26	*14 Total other operating expenses	6,991	6,991	65,827
27	*E Total Operating Expenses	8,761	8,761	74,427
28				
29	Surplus or (Deficit) from Operating Activity	\$ (1,451)	\$ (1,451)	\$ (900)
30				
31	Non-Operating Revenues			
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	180	180	-
34	*10 Contributions & grants for congregation-based outreach & mission	-	-	-
35	*11 Funds received for transmittal to other organizations	-	-	-
36	*C Total Non-Operating Revenues	180	180	-
37	Non-Operating Expenses			
38	*15 Major improvements & capital expenditures (includes loan principal)	115	115	-
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	56	56	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	171	171	-
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 9	\$ 9	\$ -
47				
48				
49	Beginning cash in operating account	\$ 9,962	\$ 9,962	\$ -
50	*D Total All Revenues	7,490	7,490	73,527
51	*G Total All Expenses	8,932	8,932	74,427
52	Ending cash in operating account	\$ 8,520	\$ 8,520	\$ (900)
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 9,414		
55	*20 Total investments at market value as of	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Jan 2015			
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	9,962.00	\$ 7,515	\$ 8,956	\$ 8,521
b.	Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1.	Subtotal of All Cash on Hand (lines a + b)	10,855.00	7,515	8,956	9,414
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	10,855.00	7,515	8,956	9,414
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	1,729.00	7,335	8,900	164
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	122.00	-		122
10.	Men's Group Fund				-
11.	Memorial Fund	205.00	-	-	205
12.	Scholarship Fund				-
13.	Youth Ministry Fund	55.00			55
14.	Other (please name): EASTER LILY/BISHOP/MKT	1,092.00	80	56	1,116
15.	SIGN/ROOF FUND	7,656.00	100	-	7,756
16.	Total Unrestricted & Restricted Funds (lines 4:19)	10,855.00	7,515.00	8,956.00	9,414
(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, 2015, and January, 2016.

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