

## 2021 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 2021 Operating Budget   | 18        |                    |                    |                  |
| *2.             | Total dollars pledged to 2021 Operating Budget   | \$ 44,880 |                    |                    |                  |
| 3.              | Average pledge for 2021  | \$ 2,493  |                    |                    |                  |
| *4.             | Avg. Sunday Attendance in 2019 (Parochial Rep. page 2)   |           |                    |                    |                  |
|                 |  |           | <b>2020 Actual</b> | <b>2021 Budget</b> | <b>Variance</b>  |
| <b>REVENUES</b> |  |           |                    |                    |                  |
| 5.              | <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>   |           | <b>\$ 30,543</b>   | <b>70,283</b>      | <b>\$ 39,740</b> |
|                 | <b>Operating Revenues</b>  |           |                    |                    |                  |
| 6.              | Undesignated plate offerings & regular non-pledge support  |           | 4,143              | 4,500              | 357              |
| 7.              | Pledge payments to operating budget  |           | 50,064             | 38,148             | (11,916)         |
| *8.             | <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>   |           | <b>54,207</b>      | <b>42,648</b>      | <b>(11,559)</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. |           | 7,320              | 6,710              | (610)            |
|                 |  |           | 10,103             | 10,000             | (103)            |
|                 |  |           |                    |                    | -                |
| *11.            | Unrestricted bequests used for operations  |           |                    |                    | -                |
| *A              | <b>Normal operating income, or NOI (lines 8:11)</b>  |           | <b>71,630</b>      | <b>59,358</b>      | <b>(12,272)</b>  |
| *12.            | Assistance from diocese for operating budget (\$2,552.19 RTR grant)  |           | -                  |                    | -                |
| *B              | <b>TOTAL OPERATING REVENUES (lines A+12)</b>   |           | <b>71,630</b>      | <b>59,358</b>      | <b>(12,272)</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.  |           | 700                | -                  | (700)            |
|                 |  |           |                    |                    | -                |
| *15.            | Contributions & grants for congregation-based outreach & mission programs (see line 103)   |           | 1,000              |                    | (1,000)          |
|                 |  |           |                    |                    | -                |
| *16.            | Funds received for transmittal to other organizations (see line 105)   |           | 50                 |                    | (50)             |
| *C              | <b>Subtotal non-operating revenues (lines 13:16)</b>   |           | <b>1,750</b>       | <b>-</b>           | <b>(1,750)</b>   |
| *D              | <b>TOTAL ALL REVENUES (lines B+C)</b>  |           | <b>73,380</b>      | <b>59,358</b>      | <b>(14,022)</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>103,923</b>     | <b>129,641</b>     | <b>25,718</b>    |
| <b>EXPENSES</b> |  |           |                    |                    |                  |
|                 | <b>Outreach</b>  |           |                    |                    |                  |
| *21.            | Tithe to Diocese: 10% of 2021 Operating Income on Line A above   |           | 7,617              | 7,521              | (96)             |
| *22.            | Sharing Our Bounty beyond the tithe: Young Adults, Church Dev, Ministry discern, the Church in the US & abroad, Camp Mitchell  |           | 237                |                    | (237)            |
|                 |  |           |                    |                    | -                |
| *23.            | Congregational outreach, MDGs, Jubilee ministries, St. Francis Hse   |           | 778                | 662                | (116)            |
| 24.             | <b>Total outreach (lines 21:23)</b>  |           | <b>8,632</b>       | <b>8,183</b>       | <b>(449)</b>     |
|                 | <b>Program &amp; Liturgy</b>   |           |                    |                    |                  |
| 25.             | Evangelism & congregational development  |           | 123                | 125                | 2                |
| 26.             | Incorporation of new members: name tags, visitor cards, gifts, etc.  |           | -                  | -                  | -                |
| 27.             | Communications: Service leaflets, newsletter, website design   |           | -                  | -                  | -                |
| 27a.            | Ads, signs, public relations, etc.   |           | 119                | 150                | 31               |
| 28.             | Christian formation for all ages   |           |                    | -                  | -                |
| 29.             | Young adult & youth ministries   |           | -                  | -                  | -                |
| 30.             | Music & choirs (instrument maintenance on line 97)   |           | 39                 | 45                 | 6                |
| 31.             | Liturgical expense: acolytes, LEMs, lay readers, etc.  |           | 292                | 350                | 58               |

## 2021 Comparative Budget

|      |  | 2020 Actual  | 2021 Budget   | Variance       |
|------|--|--------------|---------------|----------------|
| 32.  | Altar supplies & flowers   | 31           | 100           | 69             |
| 33.  | Diocesan convention delegates expense                                    | 230          | -             | (230)          |
| 34.  | Stewardship & capital campaign expense                                   | -            | -             | -              |
| 35.  | Other (list)   | -            | -             | -              |
| 36.  | <b>Total program &amp; liturgy (lines 25:35)</b>                         | <b>834</b>   | <b>770</b>    | <b>(64)</b>    |
|      | <b>Parochial Clergy</b>  |              |               | -              |
| 37.  | Cash Stipend - 2021 minimum clergy comp gdlines on dio website           | -            | 11,413        | 11,413         |
| 38.  | Cash Housing allowance   | -            | 13,750        | 13,750         |
| 38a. | Cash Utilities allowance   | -            | -             | -              |
| 39.  | SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)           | -            | 1,925         | 1,925          |
| 40.  | Other clergy comp - exp allwncs, hsng equity, 403(b), bonus, etc.        | -            | -             | -              |
| 41.  | Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)             | -            | 4,876         | 4,876          |
|      | [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                  | -            | 277           | 277            |
| 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 56 cents/mile           | -            | 500           | 500            |
| 48.  | <b>Clergy compensation &amp; benefits (lines 37:47)</b>                  | -            | <b>33,741</b> | <b>33,741</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>33,741</b> | <b>33,741</b>  |
|      | <b>Supply Clergy</b>   |              |               | -              |
| 53.  | Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)    | 8,340        | 1,620         | (6,720)        |
| 54.  | Travel reimbursement for supply clergy @ 56 cents/mile                   | 228          | 250           | 22             |
| 55.  | Pension for extended supply (Supply Clergy Policy on website)            | -            | 292           | 292            |
| 56.  | <b>Total supply clergy (lines 53:55)</b>                                 | <b>8,568</b> | <b>2,162</b>  | <b>(6,406)</b> |
|      | <b>Lay Personnel</b>   |              |               | -              |
| 57.  | Church Secretary   | -            | -             | -              |
| 58.  | Financial Secretary/Treasurer (Deborah Hansen)                           |              |               | -              |
| 59.  | Organist/Choir Director (Judith Matthews)                                | 1,100        | 4,000         | 2,900          |
| 60.  | Program Director/Christian Formation Director                            |              |               | -              |
| 61.  | Youth Director   |              |               | -              |
| 62.  | Child Care Workers (Victoria Meyer)                                      | 250          | 1,000         | 750            |
| 63.  | Sexton/Custodian   | -            | -             | -              |
| 64.  | Grounds Maintenance Workers  |              |               | -              |
| 65.  | Other (list)   |              |               | -              |
|      | <b>Benefits</b>  |              |               | -              |
| 66.  | Social Security & Medicare taxes = 7.65% of wages (organist only)        | 750          | 306           | (444)          |
| 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%       | 87           | 110           | 23             |
| 71a. | other employees = wages x 3.51%  |              | 176           | 176            |
| 72.  | Lay employee travel & training   |              |               | -              |
| 73.  | Other (list)   |              |               | -              |
| 74.  | <b>Total lay personnel &amp; benefits (lines 57:73)</b>                  | <b>2,187</b> | <b>5,592</b>  | <b>3,405</b>   |
|      | <b>Administrative Expense</b>  |              |               | -              |
| 75.  | Contract services: bookkeeping, audit, legal, etc.                       | 1,560        | 1,620         | 60             |
| 76.  | Kitchen/Hospitality expense  | -            | -             | -              |

## 2021 Comparative Budget

|   | 2020 Actual      | 2021 Budget    | Variance          |
|---|------------------|----------------|-------------------|
| 77. Office supplies & equipment   | 98               | 270            | 172               |
| 78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.   | -                | 60             | 60                |
| 79. Telephone & fax expense   | -                | 200            | 200               |
| 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)   | 45               | 100            | 55                |
| 86. Church-owned auto expense: license, gas & oil, insurance, repairs   |                  |                | -                 |
| 87. Other (list)  |                  |                | -                 |
| <b>88. Total administrative expense (lines 75:87)</b>   | <b>1,703</b>     | <b>2,250</b>   | <b>547</b>        |
| <b>Property expense</b>   |                  |                | -                 |
| 89. Interest payments on loans (principal recorded on line 102)   | -                | -              | -                 |
| 90. Property, casualty & liability insurance (includes D&O and bond)  | 4,558            | 4,850          | 292               |
| 91. Umbrella liability insurance  |                  |                | -                 |
| 92. Electricity, water & sewer  | 2,490            | 3,000          | 510               |
| 92a. Natural gas  | 1105             | 1,500          | 395               |
| 93. Custodial & lawn supplies   | -                | 500            | 500               |
| 94. Repairs & maintenance on buildings  | 454              | 3,000          | 2,546             |
| 95. Service contracts: heat/AC, termite, pest control, etc.   | 1,162            | 1,320          | 158               |
| 96. Musical instrument maintenance  |                  |                | -                 |
| 97. Furnishings   |                  |                | -                 |
| 98. Rent expense on facilities  | 1,897            | 1,800          | (97)              |
| 99. Property taxes & fees   | -                |                | -                 |
| 100. Other (list)   |                  |                | -                 |
| <b>101. Total property expense (lines 89:100)</b>   | <b>11,666</b>    | <b>15,970</b>  | <b>4,304</b>      |
| <b>*E TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>  | <b>33,590</b>    | <b>68,668</b>  | <b>35,078</b>     |
| <b>XXX RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>   | <b>38,040</b>    | <b>(9,310)</b> | <b>(47,350)</b>   |
| <b>Non-Operating Expenses</b>   |                  |                | -                 |
| *102. Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)                        | -                | -              | -                 |
| *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)   | 50               | -              | (50)              |
| 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>50</b>        | <b>-</b>       | <b>(50)</b>       |
| <b>*G TOTAL ALL EXPENSES (E+F)</b>  | <b>33,640</b>    | <b>68,668</b>  | <b>35,028</b>     |
| 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> | <b>\$ 70,283</b> | <b>60,974</b>  | <b>\$ (9,310)</b> |
| * Year-end actual figures go in the Parochial Report.   |                  |                |                   |
|   |                  |                |                   |
|   |                  |                |                   |
|   |                  |                |                   |
|   |                  |                |                   |

## 2021 Detailed Activity Report

| Church & City: <b>St. Matthew's, Benton</b>  |  | Month of: <b>Jul 2021</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 2021 Operating Budget   | 18                        |                    |                  |                  |
| *2.  | Total dollars pledged to 2021 Operating Budget   | \$ 44,880                 |                    |                  |                  |
| *2a  | Discount of 15% for unpaid historical pledges  | \$ 38,148                 |                    |                  |                  |
| 3.   | Average pledge for 2021  | \$ 2,493                  |                    |                  |                  |
| *4.  | Average Sunday Attendance (ASA) year-to-date   |                           |                    |                  |                  |
|  |  |                           | <b>Current mo.</b> | <b>2021 YTD</b>  | <b>Bdgt YTD</b>  |
|  |  |                           |                    |                  | <b>2021 Bdgt</b> |
| <b>REVENUES</b>  |  |                           |                    |                  |                  |
| 5.   | <b>Beginning Cash in operating acct (same as prior period Ending Cash)</b>   | <b>81,809</b>             | <b>72,180</b>      | <b>40,998</b>    | <b>70,283</b>    |
|  | <b>Operating Revenues</b>  | -                         |                    |                  | -                |
| 6.   | Undesignated plate offerings & regular non-pledge support  | 1,196                     | 3,419              | 2,625.00         | 4,500            |
| 7.   | Pledge payments to operating budget  | 4,505                     | 31,415             | 22,253.00        | 38,148           |
| *8.  | <b>Plate offerings, pledge pmts. &amp; regular support (lines 6+7)</b>   | <b>5,701</b>              | <b>34,834</b>      | <b>24,878.00</b> | <b>42,648</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. | 610                       | 4,270              | 3,914.17         | 6,710            |
|  |  | 1,000                     | 7,000              | 5,833            | 10,000           |
| *11.   | Unrestricted bequests used for operations  | -                         | -                  | -                | -                |
| *A   | <b>Normal operating income, or NOI (lines 8:11)</b>  | <b>7,311</b>              | <b>46,104</b>      | <b>34,625.50</b> | <b>59,358</b>    |
| *12.   | Assistance from diocese for operating budget   | -                         | -                  | -                | -                |
| *B   | <b>TOTAL OPERATING REVENUES (lines A+12)</b>   | <b>7,311</b>              | <b>46,104</b>      | <b>34,625.50</b> | <b>59,358</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.  | 750                       | 750                | -                | -                |
| *15.   | Contributions & grants for congregation-based outreach & mission programs (see line 103)   | 102                       | 4,262              | -                | -                |
| *16.   | Funds received for transmittal to other organizations (see line 105)   | -                         | -                  | -                | -                |
| *C   | <b>Subtotal non-operating revenues (lines 13:16)</b>   | <b>852</b>                | <b>5,012</b>       | -                | -                |
| *D   | <b>TOTAL ALL REVENUES (lines B+C)</b>  | <b>8,163</b>              | <b>51,116</b>      | <b>34,625.50</b> | <b>59,358</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>89,972</b>             | <b>123,296</b>     | <b>75,623.92</b> | <b>129,641</b>   |
| <b>EXPENSES</b>  |  |                           |                    |                  |                  |
|  | <b>Outreach</b>  | -                         |                    | -                |                  |
| *21.   | Tithe to Diocese: 10% of 2021 Operating Income on Line A above   | 627                       | 4,405              | 4,387.25         | 7,521            |
| *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   | 304                       | 2,196              | 386.17           | 662              |
| 24.  | <b>Total outreach (lines 21:23)</b>  | <b>931</b>                | <b>6,601</b>       | <b>4,773.42</b>  | <b>8,183</b>     |
|  | <b>Program &amp; Liturgy</b>   | -                         |                    | -                |                  |
| 25.  | Evangelism & congregational development  | -                         | 60                 | 72.92            | 125              |
| 26.  | Incorporation of new members: name tags, visitor cards, gifts, etc.  | -                         | -                  | -                | -                |
| 27.  | Communications: Service leaflets, newsletter, website design   | -                         | -                  | -                | -                |
| 27a.   | Ads, signs, public relations, etc.   | -                         | -                  | 87.50            | 150              |
| 28.  | Christian formation for all ages   | -                         | -                  | -                | -                |
| 29.  | Young adult & youth ministries   | -                         | -                  | -                | -                |
| 30.  | Music & choirs (instrument maintenance on line 97)   | -                         | 55                 | 26.25            | 45               |
| 31.  | Liturgical expense: acolytes, LEMs, lay readers, etc.  | -                         | 401                | 204.17           | 350              |
| 32.  | Altar supplies & flowers   | 60                        | 60                 | 58.33            | 100              |
| 33.  | Diocesan convention delegates expense  | -                         | -                  | -                | -                |
| 34.  | Stewardship & capital campaign expense   | -                         | -                  | -                | -                |
| 35.  | Other (list) Commitment to Diocese/Outreach Program  | -                         | -                  | -                | -                |
| 36.  | <b>Total program &amp; liturgy (lines 25:35)</b>   | <b>60</b>                 | <b>576</b>         | <b>449.17</b>    | <b>770</b>       |

## 2021 Detailed Activity Report

|  | Current mo.  | 2021 YTD      | Bdgt YTD         | 2021 Bdgt     |
|--|--------------|---------------|------------------|---------------|
| <b>Parochial Clergy</b>  |              |               |                  |               |
| 37. Cash Stipend - 2021 minimum clergy comp gdlines on dio website           | 1,037        | 6,223         | 6,657.29         | 11,413        |
| 38. Cash Housing Allowance   | 1,250        | 7,500         | 8,020.83         | 13,750        |
| 38a. Cash Utilities Allowance  | -            | -             | -                | -             |
| 39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)           | 175          | 1,050         | 1,122.92         | 1,925         |
| 40. Other clergy comp - exp allwncs, health ins, 403(b), bonus, etc.         | -            | -             | -                | -             |
| 41. Pension = 18% X (stipend+hsng/util+SE tax reimb.+other comp)             | 443          | 2,528         | 2,844.33         | 4,876         |
| 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                  | -            | -             | 161.58           | 277           |
| 45. Long-term disability ins. Short-term disability is paid by Pension Fund. | -            | -             | -                | -             |
| 46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum       | -            | -             | 583.33           | 1,000         |
| 47. Travel/business reimb. - use IRS mileage rate of 56 cents/mile           | -            | 403           | 291.67           | 500           |
| 48. <b>Clergy compensation &amp; benefits (lines 37:47)</b>                  | <b>2,905</b> | <b>17,704</b> | <b>19,681.96</b> | <b>33,741</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>2,905</b> | <b>17,704</b> | <b>19,681.96</b> | <b>33,741</b> |
| <b>Supply Clergy</b>   |              |               |                  |               |
| 53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)    | -            | 1,770         | 945              | 1,620         |
| 54. Travel reimbursement for supply clergy @ 56 cents/mile                   | -            | -             | 146              | 250           |
| 55. Pension for extended supply (Supply Clergy Policy on website)            | -            | 1,445         | 170              | 292           |
| 56. <b>Total supply clergy (lines 53:55)</b>                                 | <b>-</b>     | <b>3,215</b>  | <b>1,261</b>     | <b>2,162</b>  |
| <b>Lay Personnel</b>   |              |               |                  |               |
| 57. Parish Administrator/Church Secretary                                    | -            | -             | -                | -             |
| 58. Financial Secretary/Treasurer  | -            | -             | -                | -             |
| 59. Organist/Choir Director  | 400          | 1,600         | 2,333.33         | 4,000         |
| 60. Program Director/Christian Formation Director                            | -            | -             | -                | -             |
| 61. Youth Director   | -            | -             | -                | -             |
| 62. Child Care Workers   | -            | -             | 583.33           | 1,000         |
| 63. Sexton/Custodian   | -            | -             | -                | -             |
| 64. Grounds Maintenance Workers  | -            | -             | -                | -             |
| 65. Other (list)   | -            | -             | -                | -             |
| <b>Benefits</b>  |              |               |                  |               |
| 66. Social Security & Medicare taxes = 7.65% of wages                        | 31           | 260           | 178.50           | 306           |
| 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%       | -            | -             | 64.17            | 110           |
| other employees = wages x 3.51%  | -            | -             | 102.67           | 176           |
| 72. Lay employee travel & training   | 63           | 63            | -                | -             |
| 73. Other (list) W/H TAXES   | -            | -             | -                | -             |
| 74. <b>Total lay personnel &amp; benefits (lines 57:73)</b>                  | <b>494</b>   | <b>1,923</b>  | <b>3,262.00</b>  | <b>5,592</b>  |
| <b>Administrative</b>  |              |               |                  |               |
| 75. Contract services: bookkeeping, audit, legal, etc.                       | 135          | 940           | 945.00           | 1,620         |
| 76. Kitchen/Hospitality expense  | -            | -             | -                | -             |
| 77. Office supplies & equipment  | -            | 22            | 157.50           | 270           |
| 78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.            | -            | -             | 35.00            | 60            |
| 79. Telephone & fax expense  | -            | -             | 116.67           | 200           |
| 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  | 2            | 25            | 58.33            | 100           |
| 86. Church-owned auto expense: license, gas & oil, insurance, repairs        | -            | -             | -                | -             |
| 87. Other (list)   | -            | -             | -                | -             |

## 2021 Detailed Activity Report

|            |  | Current mo.   | 2021 YTD      | Bdgt YTD          | 2021 Bdgt      |
|------------|--|---------------|---------------|-------------------|----------------|
| 88.        | <b>Total administrative expense (lines 75:87)</b>  | <b>137</b>    | <b>987</b>    | <b>1,312.50</b>   | <b>2,250</b>   |
|            | <b>Property &amp; Facilities</b>   |               |               |                   |                |
| 89.        | Interest payments on loans (principal recorded on line 102)  | -             | -             | -                 | -              |
| 90.        | Property, casualty & liability insurance (includes D&O and bond)   | 1,186         | 3,522         | 2,829.17          | 4,850          |
| 91.        | Umbrella liability insurance   | -             | -             | -                 | -              |
| 92.        | Electricity, water & sewer   | 344           | 1,503         | 1,750.00          | 3,000          |
| 92a.       | Natural gas  | 44            | 854           | 875.00            | 1,500          |
| 93.        | Custodial & lawn supplies  | -             | -             | 291.67            | 500            |
| 94.        | Repairs & maintenance on buildings   | 508           | 1,472         | 1,750.00          | 3,000          |
| 95.        | Service contracts: heat/AC, termite, pest control, etc.  | -             | 746           | 770.00            | 1,320          |
| 96.        | Musical instrument maintenance   | -             | -             | -                 | -              |
| 97.        | Furnishings  | -             | -             | -                 | -              |
| 98.        | Rent expense on facilities   | 1,300         | 2,130         | 1,050.00          | 1,800          |
| 99.        | Property taxes & fees  | -             | -             | -                 | -              |
| 100.       | Other (list)   | -             | -             | -                 | -              |
| 101.       | <b>Total property &amp; facilities expense (lines 89:100)</b>  | <b>3,382</b>  | <b>10,227</b> | <b>9,315.83</b>   | <b>15,970</b>  |
| <b>*E</b>  | <b>TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)</b>  | <b>7,909</b>  | <b>41,233</b> | <b>40,056.04</b>  | <b>68,668</b>  |
| <b>XXX</b> | <b>RESULT OF CURRENT OPERATIONS (Line B minus Line E)</b>  | <b>(598)</b>  | <b>4,871</b>  | <b>(5,430.54)</b> | <b>(9,310)</b> |
|            | <b>Non-Operating Expenses</b>  |               |               |                   |                |
| *102.      | Major improvements & capital expenditures - includes principal pmts on loans (interest payments recorded on line 89)                                   | -             | -             | -                 | -              |
| *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)                                   | -             | -             | -                 | -              |
| <b>*F</b>  | <b>Total non-operating expenses (lines 102:107)</b>  | <b>-</b>      | <b>-</b>      | <b>-</b>          | <b>-</b>       |
| <b>*G</b>  | <b>TOTAL ALL EXPENSES (E+F)</b>  | <b>7,909</b>  | <b>41,233</b> | <b>40,056.04</b>  | <b>68,668</b>  |
| 108.       | <b>Ending Cash in operating acct (same as next period Beginning Cash)</b><br>(line 20 less line G) <b>Always reconcile ending cash with bank stmt.</b> | <b>82,063</b> | <b>82,063</b> | <b>35,568</b>     | <b>60,974</b>  |
|            |  |               |               |                   |                |
|            | * Year-end actual figures go in the Parochial Report.  |               |               |                   |                |
|            | Vestry approved on:  |               |               |                   |                |
|            | Attested by:   |               |               |                   |                |
|            |  |               |               |                   |                |
|            |  |               |               |                   |                |

## 2021 Summary Activity Report

| Church & City: <b>St. Matthew's, Benton</b>  |   | Month of: <b>Ju1 2021</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 2021:</b>  |   |                           |                  |                   |
| 2  | Average Sunday Attendance (ASA) year-to-date                            |                           |                  |                   |
| 3  | *1 Number signed pledge cards for report year                           | 18                        |                  |                   |
| 4  | *2 Total dollars pledged for report year                                | \$ 44,880                 |                  |                   |
| 5  |   |                           | <b>Current</b>   | <b>2021</b>       |
| 6  |   |                           | <b>Month</b>     | <b>YTD</b>        |
| 7  |   |                           | <b>2021</b>      | <b>2021</b>       |
| 8  |   |                           |                  | <b>Budget</b>     |
| <b>7 Operating Revenues</b>  |   |                           |                  |                   |
| 8  | *3 Plate offerings, pledge payments & regular support                   | \$ 5,701                  | \$ 34,834        | \$ 42,648         |
| 9  | *4 Money from investments, used for operations                          | -                         | -                | -                 |
| 10   | *5 Other operating income (unrestricted & restricted gifts used for     | 610                       | 4,270            | 6,710             |
| 11   | operations; contributions from congregation's organizations)            | 1,000                     | 7,000            | 10,000            |
| 12   | *6 Unrestricted bequests used for operations                            | -                         | -                | -                 |
| 13   | <b>*A Normal Operating Income (NOI)</b>                                 | 7,311                     | 46,104           | 59,358            |
| 14   | *7 Assistance from diocese for operating budget                         | -                         | -                | -                 |
| 15   | <b>*B Total Operating Revenues</b>                                      | 7,311                     | 46,104           | 59,358            |
| 16   |   |                           |                  |                   |
| <b>17 Operating Expenses</b>   |   |                           |                  |                   |
| 18   | *12 Tithe to Diocese and Sharing Our Bounty beyond the tithe            | 627                       | 4,405            | 7,521             |
| 19   | *13 Outreach programs funded through operating budget                   | 304                       | 2,196            | 662               |
| 20   | Other operating expense:  |                           |                  |                   |
| 21   | Program & Liturgy expense   | 60                        | 576              | 770               |
| 22   | Clergy expense  | 2,905                     | 20,919           | 35,903            |
| 23   | Lay Personnel & Benefits expense  | 494                       | 1,923            | 5,592             |
| 24   | Administrative expense  | 137                       | 987              | 2,250             |
| 25   | Property & Facilities expense   | 3,382                     | 10,227           | 15,970            |
| 26   | *14 Total other operating expenses                                      | 6,978                     | 34,632           | 60,485            |
| 27   | <b>*E Total Operating Expenses</b>                                      | 7,909                     | 41,233           | 68,668            |
| 28   |   |                           |                  |                   |
| 29   | <b>Surplus or (Deficit) from Operating Activity</b>                     | <b>\$ (598)</b>           | <b>\$ 4,871</b>  | <b>\$ (9,310)</b> |
| 30   |   |                           |                  |                   |
| <b>31 Non-Operating Revenues</b>   |   |                           |                  |                   |
| 32   | *8 Capital funds, gifts & additions                                     | -                         | -                | -                 |
| 33   | *9 Additions to endowment & other investment funds                      | 750                       | 750              | -                 |
| 34   | *10 Contributions & grants for congregation-based outreach & mission    | 102                       | 4,262            | -                 |
| 35   | *11 Funds received for transmittal to other organizations               | -                         | -                | -                 |
| 36   | <b>*C Total Non-Operating Revenues</b>                                  | 852                       | 5,012            | -                 |
| <b>37 Non-Operating Expenses</b>   |   |                           |                  |                   |
| 38   | *15 Major improvements & capital expenditures (includes loan principal) | -                         | -                | -                 |
| 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   | <b>*F Total Non-Operating Expenses</b>                                  | -                         | -                | -                 |
| 45   |   |                           |                  |                   |
| 46   | <b>Surplus or (Deficit) from Non-Operating Activity</b>                 | <b>\$ 852</b>             | <b>\$ 5,012</b>  | <b>\$ -</b>       |
| 47   |   |                           |                  |                   |
| 48   |   |                           |                  |                   |
| 49   | Beginning cash in operating account                                     | \$ 81,809                 | \$ 72,180        | \$ 70,283         |
| 50   | *D Total All Revenues   | 8,163                     | 51,116           | 59,358            |
| 51   | *G Total All Expenses   | 7,909                     | 41,233           | 68,668            |
| 52   | <b>Ending cash in operating account</b>                                 | <b>\$ 82,063</b>          | <b>\$ 82,063</b> | <b>\$ 60,974</b>  |
| 53   |   |                           |                  |                   |
| 54   | *19 Total cash in all checking and savings accounts as of to date:      | \$ 74,724                 |                  |                   |
| 55   | *20 Total investments at market value as of _____:                      | \$ -                      |                  |                   |

## Report of Certain Assets & Liabilities

| Church & City: <b>St. Matthew's, Benton</b>  |   | Date: Jul 2021         |                     |                      |                  |
|--|---|------------------------|---------------------|----------------------|------------------|
| 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<br>of period | Receipts<br>to date | Disb'mnts<br>to date | End of<br>period |
| <b>Cash &amp; Cash Equivalents</b>   |   |                        |                     |                      |                  |
| a.   | Cash in Operating Account                                     | 73,578.00              | \$ 8,061            | \$ 7,808             | \$ 73,831        |
| 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>74,471.00</b>       | <b>8,061</b>        | <b>7,808</b>         | <b>74,724</b>    |
| *2.  | Total in Stocks, Bonds, Mutual Funds (@ market value)         |                        |                     |                      | -                |
| 3.   | <b>Total Cash &amp; Cash Equivalents</b> (lines 1 + 2)        | <b>74,471.00</b>       | <b>8,061</b>        | <b>7,808</b>         | <b>74,724</b>    |
| <b>Cash &amp; Cash Equivalents broken down as follows:</b>   |   |                        |                     |                      |                  |
| 4.   | <b>Unrestricted Funds (includes operating account)</b>        | 66,290.00              | 7,209               | 7,808                | 65,691           |
| <b>Designated or Restricted Funds</b>  |   |                        |                     |                      |                  |
| 5.   | Building Fund   | 2,219.00               |                     |                      | 2,219            |
| 6.   | Contingency Fund (for unexpected major expenses)              |                        |                     |                      | -                |
| 7.   | Discretionary Fund  | -                      | 750                 |                      | 750              |
| 8.   | Endowment Fund  |                        |                     |                      | -                |
| 8.   | Episcopal Churchwomen (ECW)                                   | 578.00                 |                     |                      | 578              |
| 9.   | ECW Cookbook Fund   |                        |                     |                      | -                |
| 10.  | Men's Group Fund  |                        |                     |                      | -                |
| 11.  | Memorial Fund   | 2,555.00               |                     |                      | 2,555            |
| 12.  | Scholarship Fund  |                        |                     |                      | -                |
| 13.  | Youth Ministry Fund   |                        |                     |                      | -                |
| 14.  | Other (please name): LILY/BISHOP/MKT/COM HOPE                 | 2,717.00               | 102                 | -                    | 2,819            |
| 15.  | SIGN/ROOF FUND/VICAR  | 112.00                 |                     |                      | 112              |
| 16.  | <b>Total Unrestricted &amp; Restricted Funds</b> (lines 4:19) | <b>74,471.00</b>       | <b>8,061.00</b>     | <b>7,808.00</b>      | <b>74,724</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   |   |                        |                     |                      |                  |



## Report of Certain Assets & Liabilities

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| <b>Loans, mortgages and other commitments</b> |   |   |   |   |   |
| 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.   | <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, 2021, and January, 2022.**

|   |  |
|---|--|
| 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  |