

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)				
			2020 Actual	2021 Budget	Variance
REVENUES					
5.	Beginning Cash in operating acct (same as prior period Ending Cash)	\$ 30,543	70,283	\$ 39,740	
	Operating Revenues				
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.	Plate offerings, pledge pmts. & regular support (lines 6+7)	54,207	42,648	(11,559)	
*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	Normal operating income, or NOI (lines 8:11)	71,630	59,358	(12,272)	
*12.	Assistance from diocese for operating budget (\$2,552.19 RTR grant)	-		-	
*B	TOTAL OPERATING REVENUES (lines A+12)	71,630	59,358	(12,272)	
	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.	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	Subtotal non-operating revenues (lines 13:16)	1,750	-	(1,750)	
*D	TOTAL ALL REVENUES (lines B+C)	73,380	59,358	(14,022)	
17.	New loan proceeds: Commercial			-	
18.	Diocesan			-	
19.	Other (Interfund loans within the church)			-	
20.	Total cash available (lines 5+D+17:19)	103,923	129,641	25,718	
EXPENSES					
	Outreach				
*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.	Total outreach (lines 21:23)	8,632	8,183	(449)	
	Program & Liturgy				
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.	Total program & liturgy (lines 25:35)	834	770	(64)
	Parochial Clergy			-
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.	Clergy compensation & benefits (lines 37:47)	-	33,741	33,741
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)	-	33,741	33,741
	Supply Clergy			-
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.	Total supply clergy (lines 53:55)	8,568	2,162	(6,406)
	Lay Personnel			-
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)			-
	Benefits			-
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.	Total lay personnel & benefits (lines 57:73)	2,187	5,592	3,405
	Administrative Expense			-
75.	Contract services: bookkeeping, audit, legal, etc.	1,560	1,620	60
76.	Kitchen/Hospitality expense	-	-	-

2021 Detailed Activity Report

Church & City: St. Matthew's, Benton		Month of: Nov 2021		
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			
*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				
		Current mo.	2021 YTD	Bdgt YTD
				2021 Bdgt
REVENUES				
5. Beginning Cash in operating acct (same as prior period Ending Cash)	80,075	72,180	64,426	70,283
Operating Revenues	-			-
6. Undesignated plate offerings & regular non-pledge support	1,090	6,827	4,125.00	4,500
7. Pledge payments to operating budget	3,570	44,996	34,969.00	38,148
*8. Plate offerings, pledge pmts. & regular support (lines 6+7)	4,660	51,823	39,094.00	42,648
*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	6,710	6,150.83	6,710
	1,000	11,000	9,167	10,000
*11. Unrestricted bequests used for operations	-	-	-	-
*A Normal operating income, or NOI (lines 8:11)	6,270	69,533	54,411.50	59,358
*12. Assistance from diocese for operating budget	-	-	-	-
*B TOTAL OPERATING REVENUES (lines A+12)	6,270	69,533	54,411.50	59,358
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.	80	1,315	-	-
*15. Contributions & grants for congregation-based outreach & mission programs (see line 103)	50	4,727	-	-
*16. Funds received for transmittal to other organizations (see line 105)	-	287	-	-
*C Subtotal non-operating revenues (lines 13:16)	130	6,329	-	-
*D TOTAL ALL REVENUES (lines B+C)	6,400	75,862	54,411.50	59,358
17. New loan proceeds: Commercial	-	-	-	-
18. Diocesan	-	-	-	-
19. Other (Interfund loans within the church)	-	-	-	-
20. Total cash available (lines 5+D+17:19)	86,475	148,042	118,837.58	129,641
EXPENSES				
Outreach	-		-	
*21. Tithe to Diocese: 10% of 2021 Operating Income on Line A above	627	6,913	6,894.25	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	307	3,082	606.83	662
24. Total outreach (lines 21:23)	934	9,995	7,501.08	8,183
Program & Liturgy				
25. Evangelism & congregational development	-	60	114.58	125
26. Incorporation of new members: name tags, visitor cards, gifts, etc.	-	-	-	-
27. Communications: Service leaflets, newsletter, website design	-	97	-	-
27a. Ads, signs, public relations, etc.	-	-	137.50	150
28. Christian formation for all ages	-	-	-	-
29. Young adult & youth ministries	-	-	-	-
30. Music & choirs (instrument maintenance on line 97)	-	55	41.25	45
31. Liturgical expense: acolytes, LEMs, lay readers, etc.	114	515	320.83	350
32. Altar supplies & flowers	-	60	91.67	100
33. Diocesan convention delegates expense	-	-	-	-
34. Stewardship & capital campaign expense	-	-	-	-
35. Other (list) Commitment to Diocese/Outreach Program	-	-	-	-
36. Total program & liturgy (lines 25:35)	114	787	705.83	770

2021 Detailed Activity Report

	Current mo.	2021 YTD	Bdgt YTD	2021 Bdgt
Parochial Clergy				
37. Cash Stipend - 2021 minimum clergy comp gdlines on dio website	1,037	10,371	10,461.46	11,413
38. Cash Housing Allowance	1,250	12,500	12,604.17	13,750
38a. Cash Utilities Allowance	-	-	-	-
39. SE tax reimb. = 7.65% X (stipend+cash hsng/util+provided hsng)	175	1,750	1,764.58	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	4,301	4,469.67	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	-	-	253.92	277
45. Long-term disability ins. Short-term disability is paid by Pension Fund.	-	-	-	-
46. Professional exp reimb - continuing ed, books, etc. - \$2K minimum	-	-	916.67	1,000
47. Travel/business reimb. - use IRS mileage rate of 56 cents/mile	-	403	458.33	500
48. Clergy compensation & benefits (lines 37:47)	2,905	29,325	30,928.79	33,741
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)	2,905	29,325	30,928.79	33,741
Supply Clergy				
53. Supply clergy stipend (minimum: \$125/Sunday or \$150 for 2 services)	-	1,770	1,485	1,620
54. Travel reimbursement for supply clergy @ 56 cents/mile	-	-	229	250
55. Pension for extended supply (Supply Clergy Policy on website)	-	1,445	268	292
56. Total supply clergy (lines 53:55)	-	3,215	1,982	2,162
Lay Personnel				
57. Parish Administrator/Church Secretary	-	-	-	-
58. Financial Secretary/Treasurer	-	-	-	-
59. Organist/Choir Director	400	3,400	3,666.67	4,000
60. Program Director/Christian Formation Director	-	-	-	-
61. Youth Director	-	-	-	-
62. Child Care Workers	-	-	916.67	1,000
63. Sexton/Custodian	-	-	-	-
64. Grounds Maintenance Workers	-	-	-	-
65. Other (list)	-	-	-	-
Benefits				
66. Social Security & Medicare taxes = 7.65% of wages	31	398	280.50	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%	-	-	100.83	110
other employees = wages x 3.51%	-	-	161.33	176
72. Lay employee travel & training	-	63	-	-
73. Other (list) W/H TAXES	(26)	(26)	-	-
74. Total lay personnel & benefits (lines 57:73)	405	3,835	5,126.00	5,592
Administrative				
75. Contract services: bookkeeping, audit, legal, etc.	135	1,480	1,485.00	1,620
76. Kitchen/Hospitality expense	-	-	-	-
77. Office supplies & equipment	-	22	247.50	270
78. Postage: including Fed Ex, P.O. box rental, meter lease, etc.	-	-	55.00	60
79. Telephone & fax expense	-	-	183.33	200
80. Internet & cable services	-	-	-	-
81. Website services	-	1,588	-	-
82. Computer software, updates, tech support	-	-	-	-
83. Office equipment lease	-	-	-	-
84. Service contracts on office equipment	-	-	-	-
85. Dues & Fees	-	25	91.67	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.	Total administrative expense (lines 75:87)	135	3,115	2,062.50	2,250
	Property & Facilities				
89.	Interest payments on loans (principal recorded on line 102)	-	-	-	-
90.	Property, casualty & liability insurance (includes D&O and bond)	-	4,708	4,445.83	4,850
91.	Umbrella liability insurance	-	-	-	-
92.	Electricity, water & sewer	184	2,611	2,750.00	3,000
92a.	Natural gas	36	1,004	1,375.00	1,500
93.	Custodial & lawn supplies	-	449	458.33	500
94.	Repairs & maintenance on buildings	927	2,598	2,750.00	3,000
95.	Service contracts: heat/AC, termite, pest control, etc.	111	1,158	1,210.00	1,320
96.	Musical instrument maintenance	-	-	-	-
97.	Furnishings	-	-	-	-
98.	Rent expense on facilities	100	4,351	1,650.00	1,800
99.	Property taxes & fees	-	-	-	-
100.	Other (list)	-	-	-	-
101.	Total property & facilities expense (lines 89:100)	1,358	16,879	14,639.17	15,970
*E	TOTAL OPERATING EXPENSES (lines 24+36+52+56+73+88+101)	5,851	67,151	62,945.21	68,668
XXX	RESULT OF CURRENT OPERATIONS (Line B minus Line E)	419	2,382	(8,533.71)	(9,310)
	Non-Operating Expenses				
*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)	-	267	-	-
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)	-	267	-	-
*G	TOTAL ALL EXPENSES (E+F)	5,851	67,418	62,945.21	68,668
108.	Ending Cash in operating acct (same as next period Beginning Cash) (line 20 less line G) Always reconcile ending cash with bank stmt.	80,624	80,624	55,892	60,974
	* Year-end actual figures go in the Parochial Report.				
	Vestry approved on:				
	Attested by:				

2021 Summary Activity Report

Church & City: St. Matthew's, Benton		Month of: Nov 2021		
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 2021:				
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			Current	2021
6			Month	YTD
7	Operating Revenues			2021
8	*3 Plate offerings, pledge payments & regular support	\$ 4,660	\$ 51,823	\$ 42,648
9	*4 Money from investments, used for operations	-	-	-
10	*5 Other operating income (unrestricted & restricted gifts used for	610	6,710	6,710
11	operations; contributions from congregation's organizations)	1,000	11,000	10,000
12	*6 Unrestricted bequests used for operations	-	-	-
13	*A Normal Operating Income (NOI)	6,270	69,533	59,358
14	*7 Assistance from diocese for operating budget	-	-	-
15	*B Total Operating Revenues	6,270	69,533	59,358
16				
17	Operating Expenses			
18	*12 Tithe to Diocese and Sharing Our Bounty beyond the tithe	627	6,913	7,521
19	*13 Outreach programs funded through operating budget	307	3,082	662
20	Other operating expense:			
21	Program & Liturgy expense	114	787	770
22	Clergy expense	2,905	32,540	35,903
23	Lay Personnel & Benefits expense	405	3,835	5,592
24	Administrative expense	135	3,115	2,250
25	Property & Facilities expense	1,358	16,879	15,970
26	*14 Total other operating expenses	4,917	57,156	60,485
27	*E Total Operating Expenses	5,851	67,151	68,668
28				
29	Surplus or (Deficit) from Operating Activity	\$ 419	\$ 2,382	\$ (9,310)
30				
31	Non-Operating Revenues			
32	*8 Capital funds, gifts & additions	-	-	-
33	*9 Additions to endowment & other investment funds	80	1,315	-
34	*10 Contributions & grants for congregation-based outreach & mission	50	4,727	-
35	*11 Funds received for transmittal to other organizations	-	287	-
36	*C Total Non-Operating Revenues	130	6,329	-
37	Non-Operating Expenses			
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	-	267	-
42	Non-operating expenses paid directly from designated funds	-	-	-
43	Transfers to non-operating funds	-	-	-
44	*F Total Non-Operating Expenses	-	267	-
45				
46	Surplus or (Deficit) from Non-Operating Activity	\$ 130	\$ 6,062	\$ -
47				
48				
49	Beginning cash in operating account	\$ 80,075	\$ 72,180	\$ 70,283
50	*D Total All Revenues	6,400	75,862	59,358
51	*G Total All Expenses	5,851	67,418	68,668
52	Ending cash in operating account	\$ 80,624	\$ 80,624	\$ 60,974
53				
54	*19 Total cash in all checking and savings accounts as of to date:	\$ 81,518		
55	*20 Total investments at market value as of _____	\$ -		

Report of Certain Assets & Liabilities

Church & City: St. Matthew's, Benton		Date: Nov 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 of period	Receipts to date	Disb'mnts to date	End of period
Cash & Cash Equivalents					
a.	Cash in Operating Account	80,076.00	\$ 6,400	\$ 5,851	\$ 80,625
b.	Cash in Other Checking, Savings, CDs, Money Markets	893.00			893
*1.	Subtotal of All Cash on Hand (lines a + b)	80,969.00	6,400	5,851	81,518
*2.	Total in Stocks, Bonds, Mutual Funds (@ market value)				-
3.	Total Cash & Cash Equivalents (lines 1 + 2)	80,969.00	6,400	5,851	81,518
Cash & Cash Equivalents broken down as follows:					
4.	Unrestricted Funds (includes operating account)	71,036.00	6,270	5,851	71,455
Designated or Restricted Funds					
5.	Building Fund	2,219.00			2,219
6.	Contingency Fund (for unexpected major expenses)				-
7.	Discretionary Fund	1,235.00	80		1,315
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	3,234.00	50		3,284
15.	SIGN/ROOF FUND/VICAR	112.00			112
16.	Total Unrestricted & Restricted Funds (lines 4:19)	80,969.00	6,400.00	5,851.00	81,518
	(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, 2021, and January, 2022.

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