

What do I show the Vestry & where do I put it on the Parochial Report?

Sample Vestry report format tied to parochial report

A revenue and expense statement should be prepared every month.

The Vestry should receive the most recent month's report at every meeting.

At least once a quarter the Vestry should receive a balance sheet.

The Vestry should receive enough information to understand the situation.

However, too many small numbers are as bad as insufficient relevant information.

The **important** information is:

Where is the money coming from & where is it going?

(**Sufficient** detail in the income & expense categories)

How are we doing so far this year? (Year-to-date actual numbers)

How are we doing against the budget? (Year-to-date budget numbers)

How are we doing against this time last year? (Prior year-to-date numbers)

What are our targets? (Full current year budget)

What should we be concentrating on? (Like income/expense categories grouped together with subtotals in bold; concentrate on subtotals and call attention only to significant variances.)

N.B. If the revenue & expense statement is more than two pages, it's meant for the Finance Committee, not the Vestry.

Examples of **unimportant** information:

Single month's activity (unless you're reporting on January)

Percentages and variances; just show the four columns; your eye will do the rest.

Too much detail - don't show every group that uses your space; show the one or two biggest ones and put everything else together under "Other space use"

Balance sheet information

Cash - (don't list all accounts; total the cash)

Investments - (update at least quarterly; see investment report)

Receivables (if anyone owes you money)

Fixed assets less depreciation (if you capitalize fixed assets)

Liabilities (what you owe; payroll taxes; loans, unpaid bills)

Crucial point Don't imagine you can give the Vestry reports out of your system; they won't include all the important information, and they're sure to include unimportant information.

You probably have to prepare spreadsheets every month from the reports that come out of the system.

CHURCH OF ST. SWITHIN
February 29, 2004

		2015 YTD Actual	2015 YTD Budget	2014 YTD Actual	2015 Budget
OPERATING INCOME					
Individual contributions					
Pledge payments		\$ 30,150.00	\$ 30,079.11	\$ 23,172.00	\$ 180,474.67
Church School envelopes		\$ 672.42	\$ 666.67	\$ 720.00	\$ 4,000.00
Plate offering		\$ 1,370.00	\$ 1,250.00	\$ 2,700.00	\$ 7,500.00
Easter		\$ -	\$ 583.33	\$ -	\$ 3,500.00
Christmas		\$ -	\$ 416.67	\$ -	\$ 2,500.00
Flower contributions		\$ 350.00	\$ 390.00	\$ 300.00	\$ 2,340.00
Other gifts		\$ 400.00	\$ 333.33	\$ 100.00	\$ 2,000.00
Subtotal	<i>to line 3 of the parochial rpt</i>	\$ 32,942.42	\$ 33,719.11	\$ 26,992.00	\$ 202,314.67
From investments					
Drawdown	<i>to line 4</i>	\$ 1,210.68	\$ 833.33	\$ 1,125.00	\$ 5,000.00
From organizations					
ECW		\$ 150.00	\$ 333.33	\$ 200.00	\$ 2,000.00
Men's group		\$ 300.00	\$ 333.33	\$ 100.00	\$ 2,000.00
Subtotal	<i>include on line 5</i>	\$ 450.00	\$ 666.67	\$ 300.00	\$ 4,000.00
Fundraising efforts (net)					
Annual Fair		\$ -	\$ 833.33	\$ -	\$ 5,000.00
Holly Ball		\$ -	\$ 416.67	\$ -	\$ 2,500.00
Thrift Shop		\$ 200.00	\$ 1,333.33	\$ 150.00	\$ 8,000.00
Subtotal	<i>Include on line 5</i>	\$ 200.00	\$ 2,583.33	\$ 150.00	\$ 15,500.00
Space use income					
Shelter		\$ 4,700.00	\$ 5,000.00	\$ 2,000.00	\$ 30,000.00
Basketball		\$ 200.00	\$ 200.00	\$ 1,000.00	\$ 1,200.00
Nursery School		\$ 5,500.00	\$ 5,416.67	\$ 2,500.00	\$ 32,500.00
AARP		\$ 200.00	\$ 200.00	\$ 1,000.00	\$ 1,200.00
Use of church		\$ 125.00	\$ 500.00	\$ 300.00	\$ 3,000.00
Subtotal	<i>Include <u>NET</u> on line 5</i>	\$ 10,725.00	\$ 11,316.67	\$ 6,800.00	\$ 67,900.00
Bequests used for operating purposes (bad idea; put in just for example)					
Part of Tiller estate		\$ 300.00	\$ 104.52	\$ 296.75	\$ 627.13
Part of Smythe estate		\$ 475.00	\$ 83.33	\$ -	\$ 500.00
Subtotal	<i>to line 6</i>	\$ 775.00	\$ 187.86	\$ 296.75	\$ 1,127.13
TOTAL		\$ 46,303.10	\$ 49,306.97	\$ 35,663.75	\$ 295,841.80
OPERATING EXPENSES					
Work outside congregation					
Diocesan assessmt	<i>to line 12</i>	\$ 7,350.10	\$ 4,900.07	\$ 6,912.75	\$ 29,400.40
Episcopal Charities	<i>include on line 13</i>	\$ 200.00	\$ 833.33	\$ 100.00	\$ 5,000.00
Outreach grants	<i>include on line 13</i>	\$ 500.00	\$ 500.00	\$ 300.00	\$ 3,000.00
Subtotal		\$ 8,050.10	\$ 6,233.40	\$ 7,312.75	\$ 37,400.40
Personnel					
Clergy compensation		\$ 10,650.00	\$ 10,666.67	\$ 6,266.67	\$ 64,000.00
Lay salaries		\$ 4,840.00	\$ 5,166.67	\$ 4,651.24	\$ 31,000.00
Payroll taxes		\$ 582.22	\$ 500.00	\$ 546.50	\$ 3,000.00
Medical/dental/life insurance		\$ 6,678.92	\$ 6,682.00	\$ 5,969.00	\$ 40,092.00
Clergy pension		\$ 2,880.00	\$ 1,920.00	\$ 2,492.10	\$ 11,520.00
Lay pension		\$ 484.00	\$ 516.67	\$ 465.12	\$ 3,100.00
Continuing education		\$ 150.00	\$ 83.33	\$ 100.00	\$ 500.00
Episcopal Diocese of New York					

CHURCH OF ST. SWITHIN
February 29, 2004

	2015 YTD		2014 YTD	
	Actual	2015 YTD Budget	Actual	2015 Budget
Professional expense reimbursement	\$ 100.00	\$ 416.67	\$ 63.90	\$ 2,500.00
Subtotal <i>include on line 14</i>	\$ 26,365.14	\$ 25,952.00	\$ 20,554.53	\$ 155,712.00
Plant operating expenses				
Property & casualty insurance	\$ -	\$ 4,166.67	\$ -	\$ 25,000.00
Oil & utilities	\$ 9,215.78	\$ 5,833.33	\$ 6,231.00	\$ 35,000.00
Repairs & service contracts	\$ 1,285.62	\$ 1,666.67	\$ 1,546.25	\$ 10,000.00
Subtotal <i>include on line 14</i>	\$ 10,501.40	\$ 11,666.67	\$ 7,777.25	\$ 70,000.00
Office expenses				
Office supplies, printing & postage	\$ 799.25	\$ 1,333.33	\$ 845.26	\$ 8,000.00
Legal & accounting	\$ -	\$ 833.33	\$ -	\$ 5,000.00
Telephone and internet service	\$ 491.42	\$ 666.67	\$ 521.56	\$ 4,000.00
Subtotal <i>include on line 14</i>	\$ 1,290.67	\$ 2,833.33	\$ 1,366.82	\$ 17,000.00
Parish programs				
Altar flowers & supplies	\$ 575.00	\$ 866.67	\$ 601.00	\$ 5,200.00
Church School	\$ 396.56	\$ 416.67	\$ 189.00	\$ 2,500.00
Youth group	\$ 431.00	\$ 416.67	\$ 325.75	\$ 2,500.00
Adult education	\$ 176.23	\$ 250.00	\$ 211.00	\$ 1,500.00
Stewardship	\$ -	\$ 166.67	\$ -	\$ 1,000.00
Music program	\$ 350.00	\$ 500.00	\$ 875.00	\$ 3,000.00
Subtotal <i>include on line 14</i>	\$ 1,928.79	\$ 2,616.67	\$ 2,201.75	\$ 15,700.00
TOTAL	\$ 48,136.10	\$ 49,302.07	\$ 39,213.10	\$ 295,812.40
SURPLUS / (DEFICIT) INCOME OVER EXPENSES	\$ (1,833.00)	\$ 4.90	\$ (3,549.35)	\$ 29.40

CHURCH OF ST. SWITHIN
February 29, 2004

	2015 YTD Actual	2015 YTD Budget	2014 YTD Actual	2015 Budget
NON-OPERATING REVENUE AND EXPENSES				
After-school program				
Income				
Episcopal Charities grant	\$ 1,666.67	\$ 1,666.67	\$ 2,083.34	\$ 10,000.00
Registrations & fees	\$ 1,585.00	\$ 2,000.00	\$ 1,000.00	\$ 12,000.00
Donations	\$ 75.00	\$ 1,300.00	\$ 175.00	\$ 7,800.00
Total income to line 10	\$ 3,326.67	\$ 4,966.67	\$ 3,258.34	\$ 29,800.00
Expenses				
Personnel costs	\$ 4,765.23	\$ 4,166.67	\$ 3,700.00	\$ 25,000.00
Supplies	\$ 174.00	\$ 200.00	\$ 196.00	\$ 1,200.00
Transportation	\$ 491.00	\$ 600.00	\$ 575.00	\$ 3,600.00
Total expenses to line 16	\$ 5,430.23	\$ 4,966.67	\$ 4,471.00	\$ 29,800.00
Offerings received for transmittal				
Received for transmittal				
UTO	\$ -	\$ 116.67	\$ 632.59	\$ 700.00
Episcopal Relief & Development	\$ 247.56	\$ 83.33	\$ 475.00	\$ 500.00
Bishop's visitation	\$ -	\$ 41.67	\$ 198.65	\$ 250.00
Good Friday offering	\$ -	\$ 66.67	\$ -	\$ 400.00
Total to line 11	\$ 247.56	\$ 308.33	\$ 1,306.24	\$ 1,850.00
Transmitted				
UTO	\$ -	\$ 116.67	\$ -	\$ 700.00
Episcopal Relief & Development	\$ -	\$ 83.33	\$ -	\$ 500.00
Bishop's visitation	\$ -	\$ 41.67	\$ 198.65	\$ 250.00
Good Friday offering	\$ -	\$ 66.67	\$ -	\$ 400.00
Total to line 18	\$ -	\$ 308.33	\$ 198.65	\$ 1,850.00
Additions to investments				
Tiller estate	\$ -	\$ -	\$ -	\$ -
Smythe estate	\$ 500.00	\$ 83.33	\$ 500.00	\$ 500.00
Memorial gifts for endowment	\$ 2,000.00	\$ 833.33	\$ 4,587.96	\$ 5,000.00
Total to line 9	\$ 2,500.00	\$ 916.67	\$ 5,087.96	\$ 5,500.00
Capital Funds				
Income				
Organ fund contributions	\$ 100.00	\$ 250.00	\$ 200.00	\$ 1,500.00
Roof fund (including Property Support grant)	\$ 200.00	\$ 500.00	\$ 16,000.00	\$ 3,000.00
Memorial contributions for improvements	\$ -	\$ 250.00	\$ 75.00	\$ 1,500.00
From building endowment for capital reserve	\$ 3,000.00	\$ 2,000.00	\$ -	\$ 12,000.00
Total to line 8	\$ 3,300.00	\$ 3,000.00	\$ 16,275.00	\$ 18,000.00
Expenses				
Boiler replacement	\$ -	\$ 1,083.33	\$ 12,385.64	\$ 6,500.00
Kitchen renovation	\$ 7,653.24	\$ 1,666.67	\$ -	\$ 10,000.00
Memorials purchased	\$ -	\$ 250.00	\$ 56.00	\$ 1,500.00
Total to line 15	\$ 7,653.24	\$ 3,000.00	\$ 12,441.64	\$ 18,000.00

Church of St. Swithin

February 28, 2015

Balance Sheet

Assets

Cash	<i>to line 19</i>	\$72,563.98
Investments	<i>to line 20</i>	\$425,672.36
Receivables		\$56.00

Buildings	\$525,000.00
(Less accumulated depreciation)	<u>(\$131,250.00)</u>
Total fixed assets	\$393,750.00

Total Assets \$892,042.34

Liabilities & Fund Balance

Unpaid bills	\$9,546.23
Loan	<u>\$12,000.00</u>

Total Liabilities \$21,546.23

Unrestricted net assets	
Available	\$339,746.11
Buildings	\$393,750.00

Permanently restricted endowment	\$120,000.00
Temp. Restr. Roof Fund	<u>\$17,000.00</u>

Total Net Assets \$870,496.11

Total liabilities & net assets \$892,042.34