

Section D. Financial Report Examples

**SAMPLE MONTHLY REPORT
REVENUE AND EXPENSES
FOR THE FIVE MONTHS ENDING MAY 31, [CURRENT YEAR]**

<u>Accounts</u>	<u>Annual Budget</u>	<u>Budget To Date</u>	<u>Actual To Date</u>	<u>Over/ Under</u>
<i>Revenue:</i>				
<i>Operating Income:</i>				
Plate offering	\$17,640	\$8,820	\$6,879	\$(1,941)
Pledge receipts	151,368	75,684	79,312	3,628
Investment income	460	230	275	45
Other income	6,420	3,210	4,018	808
Diocesan assistance	-0-	-0-	-0-	-0-
Undesignated gifts and bequests	<u>1,200</u>	<u>600</u>	<u>55</u>	<u>545</u>
Total Operating Income	<u>\$177,088</u>	<u>\$88,544</u>	<u>\$90,539</u>	<u>\$1,995</u>
<i>Non-Operating Revenue:</i>				
Net realized gains on investments	\$1,290	\$645	\$933	\$288
Restricted gifts not for operations	2,810	1,405	864	(541)
Capital fund receipts	<u>50,000</u>	<u>25,000</u>	<u>24,300</u>	<u>(700)</u>
Total Non-Operating Revenue	<u>\$54,100</u>	<u>\$27,050</u>	<u>\$26,097</u>	<u>\$953</u>
Total Revenue	<u>\$231,188</u>	<u>\$115,594</u>	<u>\$116,636</u>	<u>\$1,042</u>
<i>Expenses:</i>				
<i>Operating Expenses:</i>				
Clergy salaries	\$55,000	\$27,500	\$27,500	-0-
Clergy housing allowance	14,000	7,000	7,000	-0-
Lay employee salaries	43,000	21,500	19,842	\$1,658
Payroll tax expense	3,156	1,578	1,496	82
Benefits (pension, health ins., etc.)	11,244	5,622	6,018	(396)
Diocesan apportionment	18,536	9,268	9,268	-0-
Utilities	26,690	13,345	15,637	(2,292)
Office supplies	5,242	2,621	1,116	1,505
Program costs:				
– Outreach	2,400	1,200	793	407
– Christian Education	3,800	1,900	2,205	(125)
– Preschool	<u>2,300</u>	<u>1,150</u>	<u>933</u>	<u>217</u>
Total Operating Expenses	<u>\$185,369</u>	<u>\$92,684</u>	<u>\$91,628</u>	<u>\$1,056</u>
Net Operating Totals	<u>\$ (8,280)</u>	<u>\$ -0-</u>	<u>\$(1,089)</u>	<u>\$ 939</u>
<i>(operating income in excess of operating expenses)</i>				
<i>Non-Operating Expenses:</i>				
Capital purchases	\$48,100	-0-	\$8,436	(8,436)
Depreciation expense	<u>6,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total Non-Operating Expenses	<u>\$54,100</u>	<u>-0-</u>	<u>\$8,436</u>	<u>\$(8,436)</u>
Total Expenses	<u>\$239,468</u>	<u>\$92,684</u>	<u>\$100,064</u>	<u>\$(7,380)</u>
Net Totals	<u>\$ 8,280</u>	<u>\$22,910</u>	<u>\$ 16,572</u>	<u>\$ 6,338</u>

**SAMPLE YEAR END FORMAT
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, [CURRENT YEAR AND PRIOR YEAR]**

		Prior Year
Assets:		
Cash and cash equivalents	\$ 7,500	\$ 4,600
Accounts and interest receivable	2,130	1,670
Prepaid expenses	610	1,000
Contributions receivable	30,250	27,000
Short-term investments	14,000	10,000
Assets held for restricted purposes	52,100	45,600
Land, buildings, and equipment	617,000	635,900
Long-term investments	218,070	203,500
Total Assets	\$ 941,660	\$ 929,270
Liabilities and net assets:		
Liabilities:		
Accounts payable	\$ 2,570	\$ 10,500
Refundable advance	0	650
Grants payable	875	1,300
Notes payable	1,685	2,840
Long-term debt	55,000	64,640
Total Liabilities	\$ 60,130	\$ 79,930
Net Assets:		
Unrestricted	\$715,138	\$686,870
Temporarily restricted	24,372	25,470
Permanently restricted	142,020	137,000
Total Net Assets	\$881,530	\$849,340
Total Liabilities and Net Assets	\$941,660	\$929,270