

2018 APPROVED BUDGET

APPROVED BY FINANCE - 9-8-17

APPROVED C.O.T. - 9-14-17

Ordinary Income/Expense

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
Income				
40050 · Contributions				
40051 · Unrestricted	\$ 3,000	\$ 2,000	<u>-33.3%</u>	
40052 · Restricted				
40052.1 · Feed My Sheep	\$ 1,080	\$ 2,500		
40052.2 · Operation Understanding	\$ 4,000	\$ 2,500		
40052.3 · SSFM Contributions				
40052.9 · SSFM Scholarships		\$ 100		
40052.3 · SSFM Contributions - Other	\$ 5,004	\$ 2,000		
Total 40052.3 · SSFM Contributions	\$ 5,004	\$ 2,100	-58.0%	
40052.4 · Episcopal Home of Shippensburg	\$ 1,000	\$ 3,000		
40052.5 · Bishop's Discretionary Fund	\$ 4,000	\$ 4,000		
40052.7 · Youth Ministries		\$ 1,000		
40052.8 · STV Contributions		\$ 1,000		
40052 · Restricted - Other	\$ 3,000	\$ 5,000		
Total 40052 · Restricted	\$ 18,084	\$ 21,100	16.7%	
Total 40050 · Contributions	\$ 21,084	\$ 23,100	9.6%	
40100 · General Grants				
40101 · SSFM Grants	\$ 5,100	\$ 3,500		
40100 · General Grants - Other	\$ -	\$ -		
Total 40100 · General Grants	\$ 5,100	\$ 3,500	-31.4%	
40200 · Events				
40201 · Annual Convention	\$ 35,000	\$ 38,000		
40202 · Annual Golf Outing	\$ 8,000	\$ 8,000		
40203 · Sponsorships	\$ 2,500	\$ 2,500		
40204 · General Events		\$ 11,000		Clergy Conference, Deacon Conf., Etc.
Total 40200 · Events	\$ 45,500	\$ 59,500	30.8%	
40300 · Parish Assessment				
40301 · Fair Share	\$ 1,465,584	\$ 1,482,000		
40302 · Prior Year FS	\$ 33,999	\$ 30,000		
Total 40300 · Parish Assessment	\$ 1,499,583	\$ 1,512,000	0.8%	
40400 · Stevenson School of Ministry				
40401 · Tuition				
40101.1 · Fall Tuition	\$ 6,540	\$ 10,000		
40101.2 · Spring Tuition	\$ 8,000	\$ 10,000		
40101.3 · Summer Tuition		\$ 3,000		
40401 · Tuition - Other		\$ 2,500		
Total 40401 · Tuition	\$ 14,540	\$ 25,500	75.4%	
40402 · Orientations				
40402.1 · Fall Orientations	\$ 5,400	\$ 5,250		Orientation & Reorientation
40402.2 · Spring Orientations	\$ 3,750	\$ 5,250		Orientation & Reorientation
40402.3 · Summer Orientations		\$ 1,000		

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
Total 40402 · Orientations	\$ 9,150	\$ 11,500	25.7%	
40403 · Academy for Missional Formation	\$ 4,000	\$ 7,000		Formerly THRIVE.
40404 · Other Event Registration				
Total 40400 · Stevenson School of Ministry	\$ 27,690	\$ 44,000	58.9%	
40500 · Formation & Mission				
40501 · Children's Mission	\$ 5,000	\$ 2,000		
40502 · Youth Mission	\$ 16,000	\$ 15,000		
40503 · Young Adult Mission	\$ 2,000	\$ 2,000		
Total 40500 · Formation & Mission	\$ 23,000	\$ 19,000	-17.4%	
40600 · Investment Income				
40601 · Endowment Income				
40601.1 · General Operating	\$ 29,019	\$ 29,487		
40601.2 · Episcopal Home	\$ 1,747	\$ 1,797		
40601.3 · SSFM - General	\$ -			
40601.4 · SSFM - Scholarships	\$ 4,519	\$ 4,763		
40601.5 · St. Andrews - Shippensburg	\$ 1,747	\$ 1,797		
Total 40601 · Endowment Income	\$ 37,032	\$ 37,844		
40620 · Quasi-Endowment Income				
40625 · Bishop Search	\$ -	\$ -		
40626 · College Ministry	\$ -	\$ 1,913		
40628 · Construction	\$ 20,424	\$ 20,620		
40629 · C,Y, YA Support	\$ 25,043	\$ 25,943		
40630 · Communications	\$ 1,862	\$ 1,871		
40631 · Episcopal Church Women	\$ 2,516	\$ 2,748		
40632 · Episcopal Home	\$ 18,266	\$ 15,703		
40633 · General Convention	\$ -	\$ 40,000		Occurs every three years.
40634 · General Operating	\$ -	\$ -		
40635 · Global Outreach & Mission	\$ 31,258	\$ 32,636		
40636 · Honoman Loan Program	\$ -	\$ -		
40637 · Lambeth & House of Bishops	\$ -	\$ -		
40638 · Leadership Development	\$ 11,828	\$ 12,351		
40639 · Missionary & Ministry	\$ 83,839	\$ 91,968		
40641 · Parish Operating Grants	\$ -	\$ -		
40642 · Social Ministries	\$ 24,481	\$ 25,257		
40643 · SSFM - Scholarships	\$ 10,737	\$ 11,312		
40644 · SSFM General	\$ 15,240	\$ 15,874		
40645 · St. Mary's - Mission & Ministry	\$ 18,054	\$ 18,240		
40646 · York Springs	\$ 661	\$ 682		
40647 · Aging, Elderly, Senior	\$ -	\$ 3,370		
Total 40620 · Quasi-Endowment Income	\$ 264,209	\$ 320,488		
40660 · Unrestricted Investment Income	\$ 33,742	\$ 34,116		
40670 · Interest & Dividend	\$ 960	\$ 1,000		
Total 40600 · Investment Income	\$ 335,943	\$ 393,448	17.1%	NET 5% DRAW ON TRAILING 3 YR
40700 · Special Medical				
40701 · Clergy Med. Ins. Payments	\$ 33,600	\$ 33,600		Ins. Benefits for ret. Clergy - legacy
40702 · Widow's Corporation	\$ 24,996	\$ 25,000		
Total 40700 · Special Medical	\$ 58,596	\$ 58,600	0.0%	

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
40800 · Misc. Income				
40801 · Misc. Income	\$ -			
Total 40800 · Misc. Income	\$ -			
Total Income	\$ 2,016,496	\$ 2,113,148	4.8%	

Expense

50100 · Office of the Bishop

50101 · Arch-Deacon Related	\$ 4,000	\$ 4,500		
50102 · Council / Committee Related	\$ 3,000	\$ 4,500		
50103 · Ministry / Outreach	\$ -	\$ 2,500		
50104 · Professional Development	\$ 9,000	\$ 4,000		
50104.1 - Continuing Education		\$ 2,000		
50105 · Registrar	\$ 300	\$ 750		
50107 · Staff Development	\$ 10,008	\$ 5,000		Office Staff Development
50108 · Conferences / House of Bishops	\$ 9,000	\$ 5,000		
50109 · Travel, Lodging & Entertainment	\$ 20,004	\$ 18,000		
50110 · Vehicle	\$ 5,004	\$ 4,500		Gas & Maintenance
50120 - Design Team Development		\$ 15,000		
50130 - Cathedral Chapter Study		\$ 8,000		
Total 50100 · Office of the Bishop	\$ 65,320	\$ 73,750	12.9%	

50200 · Office of Fin & Ops.

50201 · Finance & Legal				
50201.1 · Accounting Services	\$ 17,004	\$ 5,000		Moving accounting in-house.
50201.2 · Audit Services	\$ 19,002	\$ 8,000		Est. reduction to due new accounting process.
50201.3 · Background Checks	\$ 2,004	\$ 4,000		Covers all checks w/in Diocese.
50201.4 · Chancellor Services	\$ 1,002	\$ 2,500		
50201.5 · Bank Fees		\$ 1,000		
Total 50201 · Finance & Legal	\$ 39,012	\$ 20,500	-47.5%	
50202 · Travel, Lodging, Entertainment	\$ 3,000	\$ 3,000		
50203 · Professional Development	\$ 1,800	\$ 1,800		
50204 · Misc Exp	\$ 2,400	\$ 2,500		
50205 - Fundraising Related	\$ -	\$ 7,500		Prep for potential capital campaign.
Total 50200 · Office of Fin & Oper	\$ 46,212	\$ 35,300	-23.6%	

50300 · Office of the Dean

50302 · Stevenson School - Core				
50303 · Board Development	\$ 1,500	\$ 1,500		
50304 · Course Development	\$ 15,996	\$ 18,500		
50305 · Instruction	\$ 15,996	\$ 18,500		
50306 · Orientation / Reorientation				
50306.1 · Programming	\$ 2,700	\$ 4,000		
50306.2 · Instructor Participation	\$ 6,000	\$ 6,000		
50306.3 · Venue	\$ 2,000	\$ 460		
50306.4 · Food & Lodging	\$ 6,000	\$ 7,500		
50306.5 - Misc.	-	-		
Total 50306 · Orientation / Reorientation	\$ 16,700	\$ 17,960		
50307 · Scholarships	\$ -			
50308 · Tech Subscriptions & Fees	\$ 10,020	\$ 9,000		
50309 · Technology Consultant	\$ -	\$ -		

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
50310 · Travel, Lodging, & Entertainment	\$ 5,000	\$ 8,000		
50311 · Supplies		\$ 500		
50312 - SSFM Marketing	\$ -	\$ 1,000		
Total 50302 · Stevenson School - Core	\$ 65,212	\$ 74,960	14.9%	
50350 · Academy for Missional Formation				
50350.1 · Food & Entertainment	\$ 2,004	\$ 4,000		
50350.2 · Programming	\$ 15,000	\$ 6,250		
50350.3 · Supplies	\$ 600	\$ 750		
50350.4 · Venue	\$ 2,004	\$ 5,000		
Total 50350 · Academy for Missional Formation	\$ 19,608	\$ 16,000	-18.4%	
50360 · Vital & Effective Leadership				
50360.1 · Design & Printing	\$ 600	\$ 600		
50360.2 · Food & Entertainment	\$ 1,008	\$ 1,000		
50360.3 · Instruction & Module Dev.	\$ 3,000	\$ 3,000		
50360.4 · Programming	\$ -	\$ 500		
50360.5 · Venue	\$ 1,200	\$ 500		
Total 50360 · Vital & Effective Leadership	\$ 5,808	\$ 5,600	-3.6%	
50370 · C, Y, YA Ministries				
50370.1 · Food & Entertainment	\$ -	\$ 4,000		
50370.2 · Programming	\$ -	\$ 7,000		
50370.3 · Supplies	\$ -	\$ 3,000		
50370.4 · Travel	\$ -	\$ 2,500		
50370.5 · Venue	\$ -	\$ 5,000		
50370.6 - Lodging		\$ 7,500		
50370.7 - Training		\$ 2,500		
50370.8 - EYE Retainer		\$ 3,500		
50370 · C, Y, YA Ministries - Other	\$ 50,000	\$ -		Reduction due to EYE held in 2017.
Total 50370 · C, Y, YA Ministries	\$ 50,000	\$ 35,000	-30.0%	
50380 · Professional Development	\$ 3,000	\$ 1,500		
Total 50300 · Office of the Dean	\$ 143,628	\$ 133,060	-7.4%	
50400 · Office of Con. Life & Mission				
50401 · Congregation L & D				
50402 - Programming		\$ 4,000		
50403 · Mission Resource Team				
50403.1 · Programming	\$ 5,000	\$ 5,000		
50403.2 · Venue	\$ 3,000	\$ 3,000		
50403.3 · Food & Lodging	\$ 2,100	\$ 2,500		
50403.4 · Supplies	\$ 600	\$ 750		
50403.5 - MRT Marketing	\$ -	\$ -		
Total 50403 · Mission Resource Team	\$ 10,700	\$ 11,250	5.1%	
50404 · Consulting	\$ 8,000	\$ 3,000		
Total 50401 · Congregation L & D	\$ 18,700	\$ 18,250	-2.4%	
50430 · Transitional Ministry				
50431 · Dues	\$ 1,000	\$ 1,000		
50432 · Conferences	\$ 3,000	\$ 3,000		
50433 · Job Posting	\$ 1,500	\$ 1,500		
50434 · Leadership Support	\$ 50,000	\$ -		Support ended June 2017.
50435 · Transition Consulting		\$ 3,500		

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
50436 - Recruiting Expenses		\$ 1,500		
Total 50430 · Transitional Ministry	\$ 55,500	\$ 10,500	-81.1%	
50450 · Professional Expenses	\$ 5,000	\$ 5,000		
50453 - Continuing Education		\$ 1,200		
50451 · Travel, Lodging, & Entertainment	\$ 12,000	\$ 8,500		
50452 · Misc.	\$ 2,000	\$ -		
Total 50400 · Office of Con. Life & Mission	\$ 93,200	\$ 43,450	0.5%	Adj. for \$50k
50500 · Communication & Events				
50501 · Annual Convention				
50501.1 · Food & Entertainment	\$ 12,000	\$ 20,000		
50501.2 · Printing	\$ 6,000	\$ 6,000		
50501.3 · Technology	\$ 13,000	\$ 15,000		
50501.4 · Venue	\$ 13,100	\$ 15,000		
Total 50501 · Annual Convention	\$ 44,100	\$ 56,000	27.0%	Incorrectly budgeted in 2017 -
50502 · Diocese Conference & Seminars				
50502.1 · Food & Entertainment	\$ -	\$ 4,500		
50502.2 · Programming	\$ -	\$ 3,500		
50502.3 · Supplies	\$ -	\$ 1,500		
50502.4 · Venue	\$ -	\$ 8,000		
50502 · Diocese Conference & Seminars - Ott	\$ 25,000	\$ 13,000		
Total 50502 · Diocese Conference & Seminars	\$ 25,000	\$ 30,500	22.0%	
50503 · Ordination	\$ 600	\$ 1,500		
50504 · Professional Development	\$ 1,800	\$ 1,500		
50505 · Professional Expenses	\$ 1,500	\$ 1,500		
50506 · Travel, Lodging & Entertainment	\$ 1,500	\$ 1,500		
50507 · Website				
50507.1 · Web Site Consulting	\$ 15,000	\$ 5,000		
50507.2 · Subscriptions & Licensing	\$ 8,000	\$ 2,000		Incorrect forecast in 2017 budget.
50507.3 · Webmaster	\$ -	\$ -		
52157 · Web Site Services	\$ -	\$ 6,000		Digital Faith Web Platform
Total 50507 · Website	\$ 23,000	\$ 13,000	-43.5%	
50508 · Consultants & Outsources	\$ 3,000	\$ 5,000		External Graphic Design Work
Total 50500 · Communication & Events	\$ 100,500	\$ 110,500	10.0%	
50600 - Diocese Grants				
50605 · Construction Grants	\$ 20,000	\$ 25,000		
50610 · Bishop Missional Grants	\$ 20,000	\$ -		Merged with Operation Understandings
50615 · Parish Operating Grants	\$ 140,004	\$ 125,000		
50620 - College Outreach	\$ -	\$ 10,000		
50625 · Operation Understanding / Mission Gran	\$ 25,000	\$ 40,000		
Total 50600 - Diocese Grants	\$ 205,004	\$ 200,000	-2.4%	
51100 · Diocese Expenses				
51101 · Archival Expenses	\$ 1,500	\$ 2,500		
51102 · Bishop Search Reserve	\$ 9,000	\$ 9,000		
51104 · DFMS Assessment	\$ 248,412	\$ 235,170		Episcopal Church Assessment
51107 · General Convention Reserve	\$ 15,000	\$ 10,000		Episcopal Church - Not Diocese
51107.1 - General Convention Expense	\$ -	\$ 45,000		Occurs every three years.
51109 · Province III	\$ 1,752	\$ 1,500		
51110 · York Springs Property	\$ 2,400	\$ 5,000		
51120 - Parish Closure Expenses	\$ -	\$ -		Expenses T.B.D.

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
51120.1 - Property Assessment	\$ -	\$ -		
51120.2 - Property Maint., Ins., Taxes, Util.	\$ -	\$ -		All or some expenses will be covered by parish.
51120.3 - Property Demolition	\$ -	\$ -		
51120.4 - Legal & Settlement Fees	\$ -	\$ -		
51120 - Total Parish Closure Expenses	\$ -	\$ -		
Total 51100 · Diocese Expenses	\$ 278,064	\$ 308,170	10.8%	
51200 · Diocesan Programs & External Support				
51201 · Addiction & Recovery	\$ 2,004	\$ -		
51202 · Eliminating Racism	\$ 2,004	\$ 25,000		
51203 · Social Justice & Equity	\$ 2,004	\$ 2,000		
51206 · Feed My Sheep	\$ 6,000	\$ 6,000		
51208 - Seminary Scholarships		\$ 4,800		
Refuge Resource Group		\$ 3,000		
Pool of Bethesda LGBT + Taskforce		\$ 1,000		
51103 · Ecumenical Interfaith	\$ 2,004	\$ 4,500		
51106 · Episcopal Home	\$ 17,500	\$ 17,500		
51205 - Parish Leadership Support	\$ -	\$ 15,000		
Total 51200 · Diocesan Programs	\$ 31,516	\$ 78,800	150.0%	
52100 · General Office Expense				
52101 · Office Supplies	\$ 8,004	\$ 5,000		
52102 · Postage	\$ 3,504	\$ 3,000		
52150 · Technology				
52151 · Equipment Leasing	\$ 7,020	\$ 7,000		
52152 · IT / Telecom Hardware	\$ 12,000	\$ 8,000		
52153 · IT / Telecom Software	\$ 1,800	\$ 1,800		
52154 · IT Consultant Services	\$ 3,000	\$ -		
52155 · IT Help Desk	\$ 6,480	\$ 6,500		
52156 · Telecom				
52156.1 · Broadband	\$ 2,830	\$ 3,300		
52156.2 · Cellular	\$ 7,200	\$ 5,500		
52156.3 · IP Phone	\$ 1,020	\$ 4,000		
52156 · Telecom - Other	\$ 8,496	\$ 1,000		
Total 52156 · Telecom	\$ 19,546	\$ 13,800		
52159 - Diocese Database	\$ -	\$ 10,000		Possible Blackbaud - Razor's Edge - Under review. Would be offered Diocese wide.
52158 · IT Online Subscriptions	\$ 4,000	\$ 5,000		
Total 52150 · Technology	\$ 53,847	\$ 52,100	-3.2%	
Total 52100 · General Office Expense	\$ 65,355	\$ 60,100	-8.0%	
53100 · Building & Grounds				
53201 · Grounds	\$ 3,120	\$ 4,000		
53202 · Cleaning & Maint.	\$ 15,000	\$ 12,000		
53203 · HVAC	\$ 5,000	\$ 6,000		
53204 · Service Contracts	\$ 3,000	\$ 3,000		
53210 · Insurance	\$ 11,400	\$ 13,000		
53220 · Taxes	\$ 27,000	\$ 27,000		
53230 · Utilities				
53230.1 · Utilities - Electric	\$ 12,000	\$ 10,000		
53230.2 · Utilities - Gas	\$ 1,200	\$ 1,600		
53230.3 · Utilities - Sewer / Trash	\$ 3,360	\$ 1,800		

	2017 BUDGET	2018 PROPOSED	% Change	Notes:
53230.4 · Utilities - Water	\$ 1,380	\$ 1,200		
Total 53230 · Utilities	\$ 17,940	\$ 14,600		
53240 · Offsite Property Related	\$ -	\$ 2,300		External properties.
53250 - Capital Improvements	\$ -	\$ -		T.B.D. - Funding from unrestricted funds.
Total 53100 · Building & Grounds	\$ 82,460	\$ 81,900	-0.7%	
54100 · Wellness & Legacy Medical				
54101 · Clergy Legacy Med. Ins.	\$ 76,980	\$ 78,000		
54102 · Clergy Wellness Program	\$ 25,008	\$ 25,000		
Total 54100 · Wellness & Legacy Medical	\$ 101,988	\$ 103,000	1.0%	
59900 · Salary & Benefits				
Total 59900 · Salary & Benefits	\$ 748,152	\$ 815,000	8.9%	Avg. 7% Healthcare Increase
Total Expense	\$ 1,961,399	\$ 2,043,030		
Net Ordinary Income	\$ 53,638	\$ 70,118		
Adjustment for Fair Share Shortage Assume 7.5%		\$ (111,150)		
Net AFTER Fair Share Adjustment:		\$ (41,032)		