

Saint John's Cathedral - 2017 Budget

DRAFT3
APPROVED

as of: 12/12/16

REVENUE	DESCRIPTION	TOTAL 2017 Budget	2016 Budget	Variance	% Variance	Comments/Notes
4010 Pledge- Last Year	2016 pledges received in 2017	0	15,000	(15,000)	-100%	variable by year, included in current year line
4020 Pledge- Current Year	2017 pledges received in 2017	1,400,000	1,235,000	165,000	13%	
4030 Pledge- Next Year	2018 pledges received in 2017	0	80,000	(80,000)	-100%	variable by year, included in current year line
4110 Offertory (Plate) Giving	Contributions from plate and donation boxes (such as Sunday coffee)	51,500	51,000	500	1%	
4120 Non-Pledged Giving	Contributions via cash, check or stock outside of pledge, includes funeral/wedding donations	125,000	177,250	(52,250)	-29%	
4130 Family Foundations	Contributions from family foundations	0	0	0		
4140 Bequests	Donations from wills, trusts and estates under \$10k.	0	8,500	(8,500)	-100%	
4150 Foundations and Other Grants	Grants from foundations and other outside agencies.	0	0	0		
4250 Registration Fees (Camps, Retreats and Mission Trips)	Registration for camps, retreats, mission trips, pre-cana	25,880	32,275	(6,395)	-20%	
4280 Tuition	Tuition for classes and educational programming	0	0	0		
4300 Ticket Sales	Entry fees for concerts and other events	14,000	10,000	4,000	40%	
4350 Wedding and Funeral Fees	Fees charged for wedding and funerals	12,000	20,000	(8,000)	-40%	
4310 Rental Income	Income earned from rental of facilities and equipment	114,841	72,040	42,801	59%	
4505 Interest & Dividends	Interest and dividends earn from checking and investment accounts and from royalties	0	10,000	(10,000)	-100%	
4710 Other Income	Income not classified above	0	18,500	(18,500)	-100%	
4910 Endowment Draw	Funds received from endowments for general operating	1,269,198	1,210,928	58,270	5%	
4950 Funds Released from Restriction	Funds transferred from restricted funds after obligation has been met.	698,100	224,090	474,010	212%	majority offsets repairs & maintenance
TOTAL REVENUE		\$3,710,519	\$3,164,583	\$545,936	17%	
EXPENSE, Personnel	EXPENSE, Personnel					
Personnel, Compensation and Benefits	input by Administration	1,806,599	2,147,420	(340,821)	-16%	

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5985 Worker's Compensation	Insurance fees for worker's compensation	8,000	6,825	1,175	17%	
5235 Employee Benefit and Payroll Fees	Any fees or costs associated with payroll and benefits administration.	4,200	4,000	200	5%	
5130 Cleaning/Gardening Allowance	Expenses related to cleaning/gardening per letter of agreement.	4,400	14,000	(9,600)	-69%	
5160 Continuing Education	Training and courses for professional development.	8,200	9,000	(800)	-9%	
5641 Retreats	Expenses related to clergy retreats.	4,000	3,250	750	23%	
5670 Sabbatical Allowance	Expenses related to sabbaticals per letter of agreement.	2,000	7,000	(5,000)	-71%	
5145 Clergy and Employee Search and Relocation	Any fees or costs associated employee recruitment and transition	62,500	39,500	23,000	58%	
TOTAL, Personnel Expense	TOTAL, Personnel Expense	\$1,899,899	\$2,230,995	(\$331,096)	-15%	
Expense, Direct Ministry						
5055 Agency Support & Grants	Direct grants made to outside agencies and organizations	94,500	111,465	(16,965)	-15%	
5070 Altar Flowers & Supplies	Expenses related to the purchase of flowers and supplies for the altar	15,000	15,000	0	0%	
5155 Concert Artists & Musicians	Fees paid to any artist, musician or group that is not an employee of SJC	56,600	57,450	(850)	-1%	
5205 Diocesan Pledge	15% assessment of pledge, non-pledge and plate giving to Diocese and High Plains Region	236,475	228,750	7,725	3%	
5265 Family Assistance	direct grants made to or on behalf of individuals and families	25,000	28,800	(3,800)	-13%	
5280 Food & Beverage	Food and beverage expenses incurred for Cathedral events, gatherings, group meetings, mission trips and retreats, and camps. Includes volunteer dinner and vestry meals.	40,000	116,919	(76,919)	-66%	
5447 Music Purchase & Rental	Expenses related to the purchase and rental of music	2,000	0	2,000		
5450 Outside Services	Fees paid to any non-employee individual or group to provide a direct service to SJC. Includes any fees paid to visiting clergy and preachers and for wedding and funeral support	14,050	64,950	(50,900)	-78%	
5610 Rentals (Space and Equipment)	Rental of equipment, supplies, and/or space for a Cathedral event, gathering, group meeting, mission trip, retreat or camp.	19,700	33,240	(13,540)	-41%	

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5765 Supplies - Ministry and Program	Supplies purchased to directly support the execution of a ministry/program or project. Includes hospitality supplies (plates, cups etc.) and linens; also includes liturgical supplies	44,275	57,841	(13,566)	-23%	
5850 Travel - Ministry	Hotel, lodging, per diem, and/or transportation (air/bus/rental car) costs for travel related to Cathedral events, gatherings, group meetings, mission trips and retreats, camps, and for outside contractors, musicians and clergy.	17,600	48,045	(30,445)	-63%	
5955 Vestments	Expenses related to the maintenance and repair of vestments.	4,100	3,000	1,100	37%	
TOTAL, Direct Ministry Expense		\$569,300	\$765,460	(\$196,160)	-26%	
Expense, Communications, Marketing & Publications						
5025 Advertising	Cost to purchase advertising from outside sources	10,000	9,200	800	9%	
5505 Printing (Outsourced)	Cost of using outside printing and mail house services	19,000	42,200	(23,200)	-55%	
5565 Promotion Materials	Purchase of free items to distribute for promotional purposes - mugs, t-shirts, books etc.	4,000	0	4,000		
5970 Web Site	Expense related to the maintenance of and upgrades to the web site. Includes contractors and vendor site fees	2,500	6,000	(3,500)	-58%	
TOTAL, Communications, Marketing & Publications		\$35,500	\$57,400	(\$21,900)	-38%	
Expense, Cathedral Facilities and Grounds						
5895 Utilities - Gas & Electric	Gas and Electricity purchased from utility companies for the facility usage	65,000	80,000	(15,000)	-19%	
5910 Utilities - Water & Sewer	Water purchased from utility companies for the facility usage; sewer and storm drainage fees assessed by the City of Denver	23,000	15,000	8,000	53%	
5745 Building Supplies	consumable supplies purchase for the maintenance and repair of Cathedral facilities - includes cleaning supplies and restroom supplies	20,000	12,500	7,500	60%	
5625 Repairs & Maintenance - Facilities	Expenses related to the repair and maintenance of Cathedral facilities including church owned housing. Includes services and materials.	721,600	231,300	490,300	212%	much offset by funds released from restriction
5630 Repairs & Maintenance - Grounds	Expenses related to the repair and maintenance of Cathedral grounds including church owned housing and Dominick park. Includes services and materials.	23,000	42,000	(19,000)	-45%	

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TOTAL, Cathedral Facilities and Grounds		\$852,600	\$380,800	\$471,800	124%	
Expense, General & Administrative						
5085 Audit Fees	fees and expenses related to the annual financial audit	16,000	16,000	0	0%	
5100 Bank and Credit Card Processing Fees	fees charges by banks and credit card processing companies (including Pay Pal)	15,000	17,900	(2,900)	-16%	
5115 Books & Reference Materials	Purchase of book and other materials to support the work and continuing education of clergy and staff.	3,700	4,150	(450)	-11%	
5175 Contracted Services	Fees paid to external people/agencies to provide regular and ongoing services to the Cathedral	138,500	25,200	113,300	450%	increase due to outsourcing most of custodial, maintenance, & event setup/tear down
5220 Clergy Discretionary Fund	Annual clergy allocation for their discretionary fund	3,600	1,800	1,800	100%	
5250 Equipment & Resources	Equipment and non-consumable supplies (supplies that will not be consumed over a short period, but are available for use over many	20,200	32,250	(12,050)	-37%	
5295 Gifts	Gifts purchased on behalf of the Cathedral as a thank you or acknowledgment for services provided to the Cathedral.	2,500	6,450	(3,950)	-61%	
5355 Insurance	Cost of liability insurance policies. Does not include worker's compensation or health/dental insurance.	115,400	115,000	400	0%	
5325 Interest Expense	Interest paid for loans	6,000	25,000	(19,000)	-76%	
5340 Legal Fees	Fees paid to outside counsel for legal advice.	5,000	25,000	(20,000)	-80%	
5370 Licensing Fees	Fees paid for licenses and registrations for general and administrative purposes.	2,900	4,400	(1,500)	-34%	
5400 Meals	Food costs related to clergy and staff meetings and hospitality. Includes staff lunches and staff special event meals.	9,015	18,800	(9,785)	-52%	
5430 Membership Dues & Subscriptions	Dues and fees paid for memberships and subscriptions for services.	15,140	11,960	3,180	27%	
5445 Mileage/Parking	Mileage and parking costs for travel related to clergy and staff activities.	3,925	13,600	(9,675)	-71%	
5750 Office Supplies	Consumable supplies purchased for general office use.	20,800	24,250	(3,450)	-14%	
5460 Phone/Cell Phone	Cost of Cathedral phone service and cell phone reimbursement to clergy and staff.	28,180	27,670	510	2%	
5475 Postage	Cost of postage machine postage and lease; purchase of stamps	10,500	13,120	(2,620)	-20%	
5490 Printers/Copiers	Cost of Cathedral owned printer usage and maintenance	2,000	17,100	(15,100)	-88%	

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5550 Professional & Legal Services	Fees paid for professional services of a limited engagement. Includes consulting, accounting and legal.	1,000	2,000	(1,000)	-50%	
5595 Registration/Event Fees	Fees paid to register for conference, retreats, classes, and/or events	10,525	16,350	(5,825)	-36%	
5635 Repairs General & Equipment	Expenses related to the repair and maintenance of Cathedral equipment including the organ and other musical equipment; computers; phones; and AV equipment. Includes services and materials.	23,750	17,400	6,350	36%	
5720 Software	Fees paid for software usage	29,600	32,300	(2,700)	-8%	
5820 Travel - General	Hotel, lodging, per diem, and/or transportation (air/bus/rental car) costs for travel related to clergy and staff conferences, meetings, continuing education and retreats	42,560	47,400	(4,840)	-10%	
TOTAL, General & Administrative		\$525,795	\$515,100	\$10,695	2%	
TOTAL, Expenses		\$3,883,094	\$3,949,755	(\$66,661)	-2%	
NET REVENUE		(172,575)	(785,172)	612,597	-78%	