

# Saint John's Cathedral - 2018 Budget FINAL

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as of: 2/14/18

REVENUE	DESCRIPTION	TOTAL 2018 Budget	2017 Revised Budget	Variance	% Variance	Comments/Notes
4010 Pledge- Last Year	2017 pledges received in 2018	0	0	0		
4020 Pledge- Current Year	2018 pledges received in 2018	1,192,250	1,206,407	(14,157)	-1%	2017 moved one-time challenge to non-pledged giving
4030 Pledge- Next Year	2019 pledges received in 2018	0	0	0		
4110 Offertory (Plate) Giving	Contributions from plate and donation boxes (such as Sunday coffee)	53,500	51,500	2,000	4%	
4120 Non-Pledged Giving	Contributions via cash, check or stock outside of pledge, includes funeral/wedding donations	237,000	404,359	(167,359)	-41%	
4130 Family Foundations	Contributions from family foundations	0	0	0		
4140 Bequests	Donations from wills, trusts and estates under \$10k.	0	0	0		
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	23,880	25,880	(2,000)	-8%	
4280 Tuition	Tuition for classes and educational programming	0	0	0		
4300 Ticket Sales	Entry fees for concerts and other events	17,000	14,000	3,000	21%	
4310 Rental Income	Income earned from rental of facilities and equipment	116,841	114,841	2,000	2%	
4350 Wedding and Funeral Fees	Fees charged for wedding and funerals	12,000	12,000	0	0%	
4505 Interest & Dividends	Interest and dividends earn from checking and investment accounts and from royalties	0	0	0		
4710 Other Income	Income not classified above	0	131,164	(131,164)	-100%	
4910 Endowment Draw	Funds received from endowments for general operating	1,193,479	1,269,198	(75,719)	-6%	
4950 Funds Released from Restriction	Funds transferred from restricted funds after obligation has been met.	675,329	754,178	(78,849)	-10%	
<b>TOTAL REVENUE</b>		<b>\$3,521,279</b>	<b>\$3,983,527</b>	<b>(\$462,248)</b>	<b>-12%</b>	
<b>EXPENSE, Personnel</b>	<b>EXPENSE, Personnel</b>					
Personnel, Compensation and Benefits	Input by Administration	1,858,867	1,842,402	(16,465)	-1%	2017 budget move \$77K from contracted svcs

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<b>5145 Clergy and Employee Search and Relocation</b>	Any fees or costs associated employee recruitment and transition	0	66,900	66,900	100%	
<b>5160 Continuing Education</b>	Training and courses for professional development.	12,500	8,200	(4,300)	-52%	
<b>5235 Employee Benefit and Payroll Fees</b>	Any fees or costs associated with payroll and benefits administration.	6,500	4,200	(2,300)		
<b>5641 Retreats</b>	Expenses related to clergy retreats.	4,000	4,000	0	0%	
<b>5670 Sabbatical Allowance</b>	Expenses related to sabbaticals per letter of agreement.	1,500	2,000	500	25%	
<b>5985 Worker's Compensation</b>	Insurance fees for worker's compensation	13,500	12,300	(1,200)	-10%	
<b>TOTAL, Personnel Expense</b>	<b>TOTAL, Personnel Expense</b>	<b>\$1,896,867</b>	<b>\$1,940,002</b>	<b>\$43,135</b>	<b>2%</b>	
<b>Expense, Direct Ministry</b>						
<b>5055 Agency Support &amp; Grants</b>	Direct grants made to outside agencies and organizations	83,000	94,500	11,500	12%	
<b>5070 Altar Flowers &amp; Supplies</b>	Expenses related to the purchase of flowers and supplies for the altar	15,000	15,000	0	0%	
<b>5155 Concert Artists &amp; Musicians</b>	Fees paid to any artist, musician or group that is not an employee of SJC	59,900	56,600	(3,300)	-6%	
<b>5205 Diocesan Pledge</b>	15% assessment of pledge, non-pledge and plate giving to Diocese and High Plains Region	222,413	249,340	26,927	11%	
<b>5265 Family Assistance</b>	direct grants made to or on behalf of individuals and families	0	25,000	25,000	100%	
<b>5280 Food &amp; Beverage</b>	Food and beverage expenses incurred for Cathedral events, gatherings, group meetings, mission trips and retreats, and camps. Includes volunteer dinner and vestry meals.	32,950	40,000	7,050	18%	
<b>5447 Music Purchase &amp; Rental</b>	Expenses related to the purchase and rental of music	2,000	2,000	0	0%	
<b>5450 Outside Services</b>	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	30,900	21,050	(9,850)	-47%	
<b>5610 Rentals (Space and Equipment)</b>	Rental of equipment, supplies, and/or space for a Cathedral event, gathering, group meeting, mission trip, retreat or camp.	27,330	39,700	12,370	31%	
<b>5765 Supplies - Ministry and Program</b>	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	32,475	44,275	11,800	27%	

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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.	4,750	17,600	12,850	73%	
5955 Vestments	Expenses related to the maintenance and repair of vestments.	7,000	6,100	(900)	-15%	
<b>TOTAL, Direct Ministry Expense</b>		<b>\$517,718</b>	<b>\$611,165</b>	<b>\$93,447</b>	<b>15%</b>	
<b>Expense, Communications, Marketing &amp; Publications</b>						
5025 Advertising	Cost to purchase advertising from outside sources	10,000	10,000	0	0%	
5505 Printing (Outsourced)	Cost of using outside printing and mail house services	19,100	19,000	(100)	-1%	
5565 Promotion Materials	Purchase of free items to distribute for promotional purposes - mugs, t-shirts, books etc.	1,000	4,000	3,000	75%	
5970 Web Site	Expense related to the maintenance of and upgrades to the web site. Includes contractors and vendor site fees	2,500	2,500	0	0%	
<b>TOTAL, Communications, Marketing &amp; Publications</b>		<b>\$32,600</b>	<b>\$35,500</b>	<b>\$2,900</b>	<b>8%</b>	
<b>Expense, Cathedral Facilities and Grounds</b>						
5625 Repairs & Maintenance - Facilities	Expenses related to the repair and maintenance of Cathedral facilities including church owned housing. Includes services and materials.	667,500	721,600	54,100	7%	
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	23,000	0		
5745 Building Supplies	consumable supplies purchase for the maintenance and repair of Cathedral facilities - includes cleaning supplies and restroom supplies	25,000	20,000	(5,000)	-25%	
5895 Utilities - Gas & Electric	Gas and Electricity purchased from utility companies for the facility usage	65,000	65,000	0		
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	23,000	0	0%	
<b>TOTAL, Cathedral Facilities and Grounds</b>		<b>\$803,500</b>	<b>\$852,600</b>	<b>\$49,100</b>	<b>6%</b>	
<b>Expense, General &amp; Administrative</b>						

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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)	13,000	15,000	2,000	13%	
5115 Books & Reference Materials	Purchase of book and other materials to support the work and continuing education of clergy and staff.	2,800	3,700	900	24%	
5175 Contracted Services	Fees paid to external people/agencies to provide regular and ongoing services to the Cathedral	68,542	96,500	27,958	29%	2017 budget moved \$77K to payroll
5220 Clergy Discretionary Fund	Annual clergy allocation for their discretionary fund	0	3,600	3,600	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	17,900	21,700	3,800	18%	
5295 Gifts	Gifts purchased on behalf of the Cathedral as a thank you or acknowledgment for services provided to the Cathedral.	2,750	2,500	(250)	-10%	
5325 Interest Expense	Interest paid for loans	0	6,000	6,000	100%	
5340 Legal Fees	Fees paid to outside counsel for legal advice.	5,000	5,000	0	0%	
5355 Property & Liability Insurance	Cost of property/casualty insurance policies. Does not include worker's compensation or health/dental insurance.	135,815	134,515	(1,300)	-1%	
5370 Licensing Fees	Fees paid for licenses and registrations for general and administrative purposes.	3,100	2,900	(200)	-7%	
5400 Meals	Food costs related to clergy and staff meetings and hospitality. Includes staff lunches and staff special event meals.	7,800	9,015	1,215	13%	
5430 Membership Dues & Subscriptions	Dues and fees paid for memberships and subscriptions for services.	12,560	15,140	2,580	17%	
5445 Mileage/Parking	Mileage and parking costs for travel related to clergy and staff activities.	5,150	3,925	(1,225)	-31%	
5460 Phone/Cell Phone	Cost of Cathedral phone service and cell phone reimbursement to clergy and staff.	23,700	28,180	4,480		
5475 Postage	Cost of postage machine postage and lease; purchase of stamps	10,660	10,500	(160)		
5490 Printers/Copiers	Cost of Cathedral owned printer usage and maintenance	27,000	26,800	(200)		
5550 Professional Services	Fees paid for professional services of a limited engagement. Includes consulting and non-audit accounting.	0	1,000	1,000	100%	
5595 Registration/Event Fees	Fees paid to register for conference, retreats, classes, and/or events	8,269	10,525	2,256	21%	
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.	18,750	23,750	5,000	21%	

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5720 Software	Fees paid for software usage	44,650	44,650	0	0%	
5750 Supplies - Office	Consumable supplies purchased for general office use.	17,450	20,800	3,350		
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	4,650	42,560	37,910	89%	
<b>TOTAL, General &amp; Administrative</b>		\$445,546	\$544,260	\$98,714	18%	
<b>TOTAL, Expenses</b>		\$3,696,231	\$3,983,527	\$287,296	7%	
<b>NET REVENUE</b>		(174,952)	0	(174,952)		