

Parochial Reports



WHAT IS IT

- Standardized reporting of membership, attendance and finances
- A means of tracking important statistics for church, diocese and TEC
- Due March 1st

WHAT YOU WILL NEED

- Red Service Book
- Current Membership Roles
- Year End Financials (budget, bank/investment statements)
- Current Stewardship Information (pledge cards)
- Previous Year's Parochial Report
- All forms and instructions can be found here:
<https://www.generalconvention.org/forms-and-instructions>

WHO SHOULD BE INVOLVED

- Financial Wardens
- Clergy (or Senior Warden)
- Secretary of the Vestry
- Whole Vestry

CHANGES FOR 2020

- The Parochial Report is very much a work in progress
- The pandemic created some particular challenges
- Record/Report on attendance only from Jan 1-March 1 2020
- Virtual attendance/engagement will still be reported but not entered into the stats
- Specifies where PPP money should be entered
- Added a narrative section on how the church responded to the pandemic

SUBMITTING THE REPORT

- Before submitting the whole vestry should review the report
- Submit Online
- Send signed copy via mail to the Offices of the Diocese

REVIEW THE REPORT AND INSTRUCTIONS

- A fillable version of the report can be [found here](#)
- Instructions and a comprehensive workbook can be [found here](#)

CORRECTLY REPORTING YOUR BUDGET

- Although the workbook is specific and helpful, it can sometimes be hard to know exactly where each part of your budget should be entered
- We have created a sample budget and broken it down to correlate with the report

ST SWITHIN'S EPISCOPAL CHURCH 2020 BUDGET

	BUDGET	ACTUAL	ACTUAL	PR Line
	2020	2020	OVER (UNDER)	
<u>INCOME</u>				
CHRISTMAS	5,600	8,957	3,357	(3)
EASTER	4,000	3,017	(983)	(3)
WEEKLY OFFERINGS	115,000	124,945	9,945	(3)
LOOSE OFFERINGS	9,500	10,326	826	(3)
RENTALS	12,500	17,126	4,626	(5)
MEMORIALS	2,500	3,725	1,225	(5)
BEQUESTS	-	-	-	(5)
OTHER INCOME (Includes forgiven PPP)	1,000	23,240	22,240	(5)
MERCHANDISE/FUNDRAISING	7,050	7,689	639	(5)
FLOWER CONTRIBUTIONS/ALTAR GUILD	2,900	4,030	1,130	(5)
BURIALS	-	1,140	1,140	(5)
INVESTMENT INCOME	117,000	123,176	6,176	(4)
FELLOWSHIP	400	446	46	(5)
			-	
TOTAL INCOME	277,450	327,817	50,367	

<u>EXPENSES</u>	BUDGET 2020	ACTUAL 2020	ACTUAL OVER (UNDER)	PR Line
CLERGY COMPENSATION	73,550	73,550	0	(14)
TOTAL STAFF SALARIES	83,206	83,206	-	(14)
PAYROLL TAXES	6,167	6,167	-	(14)
PENSION - CLERGY	20,439	20,439	-	(14)
PENSION - LAY	3,037	3,037	-	(14)
HEALTH INSURANCE	21,625	21,625	-	(14)
PROF. DEVELOPMENT - CLERGY	1,000	250	(750)	(14)
CLERGY BUSINESS EXPENSES	1,000	248	(752)	(14)
TRAVEL - CLERGY	700	483	(217)	(14)
TRAVEL- LAY	100	179	79	(14)
RECTOR'S DESCR. FUND	1,000	1,000	-	(14)
SUPPLY PRIESTS	1,200	1,200	-	(14)
PROPERTY INSURANCE	15,000	14,814	(186)	(14)
MAINTENANCE- CHURCH	10,000	11,633	1,633	(14)
SUPPLIES/HARDWARE	2,000	1,223	(777)	(14)
MAINTENANCE- RECTORY	1,400	383	(1,017)	(14)
HEAT - CHURCH	10,000	9,260	(740)	(14)
HEAT - RECTORY	2,500	1,555	(945)	(14)
ELECTRIC - CHURCH	6,200	5,825	(375)	(14)
ELECTRIC - RECTORY	2,800	2,606	(194)	(14)
WATER - CHURCH	2,300	1,825	(475)	(14)
WATER - RECTORY	1,800	2,198	398	(14)
TELEPHONE & INTERNET	4,600	4,732	132	(14)
ALTAR GUILD/FLOWERS	7,500	8,038	538	(14)
OFFICE SUPPLIES	1,300	1,641	341	(14)
COPIERS/COMPUTERS	3,500	2,452	(1,048)	(14)

	BUDGET 2020	ACTUAL 2020	ACTUAL OVER (UNDER)	PR Line
MERCHANDISE/FUNDRAISING	1,200	1,524	324	(14)
CONSULTANT SERVICES	300	-	(300)	(14)
COMMUNICATIONS	1,000	1,307	307	(14)
CONVENTION	400	300	(100)	(14)
DIOCESAN ASSESSMENT	18,354	18,354	-	(12)
DIOCESAN PLEDGE	5,000	5,000	-	(12)
SUPPORT OF OTHER MISSION	7,500	9,851	2,351	(13)
CHRISTIAN EDUCATION	300	30	(270)	(14)
YOUTH	2,500	234	(2,266)	(14)
MUSICANS	2,500	1,920	(580)	(14)
ORGAN REPAIR	2,000	1,360	(640)	(14)
SUPPLY ORGANIST	600	400	(200)	(14)
FELLOWSHIP	1,200	803	(398)	(14)
PROPERTY TAX RECTORY	4,055	4,055	-	(14)
MAJOR IMPROVEMENTS TO PROPERTY	10,000	24,521	14,521	(14)
MAJOR IMPROVEMENTS TO RECTORY	-	-	-	(14)
TOTAL EXPENSES	342,633	351,081	8,448	(15)
BUDGET DEFICIT	(65,183)	(23,264)	41,919	G
ADDITIONAL TRANSFER FROM INVESTMENTS		23,500	23,500	
NET EXCESS (DEFICIT)	(65,183)	236	65,419	(4)

AROCHIAL REPORT MAPPING

LINE 3	147244	
LINE 4	146,440	
LINE 5	57396	
LINE 6	-	
LINE A	-	351,081
LINE 7	-	
LINE B		351,081
LINE 8	-	
LINE 9	-	
LINE 10	-	
LINE 11	-	
LINE C		
LINE D		351,081
LINE 12	23,354	
LINE 13	9,851	
LINE 14	293,355	
LINE E		326,560
LINE 15	24,521	
LINE 16	-	
LINE 17	-	
LINE 18	-	
LINE F		24,521
LINE G		351,081



Congregation _____ City _____ Diocese _____

Stewardship and Financial Information of the Reporting Congregation**Giving Information for 2020:**

Number of Pledges	1. Number of confirmed pledges for 2020 report year	(1)	58
Total \$ Pledged	2. Total dollar amount pledged for 2020 report year	(2)	\$ 124,945

Report of Revenues and Expenses for 2020:

Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	147,244
	4. Money from investments used for operations in 2020	(4)	146,441
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations & contributions from congregation's organizations		
	<ul style="list-style-type: none"> • Include your Paycheck Protection Program (PPP) loan in line 5 only if it has been converted to a grant. • Enter the amount of your PPP loan on the next page (line 22) whether or not it was converted. 	(5)	57,396
	6. Unrestricted bequests used for operations	(6)	0

Subtotal Normal Operating Income (3+4+5+6) = A 351,081

7. Assistance from diocese for operating budget	(7)	0
---	-----	---

Total Operating Revenues (A + 7) = B 351,081

Non-Operating Revenues	8. Capital funds, gifts & additions	(8)	0
	9. Additions to endowment & other investment funds	(9)	0
	10. Contributions & grants for congregation-based outreach & mission programs	(10)	
	11. Funds for transmittal to other organizations	(11)	0

Subtotal Non-Operating Revenues (8+9+10+11) = C 0**Total All Revenues (B+C) = D** 351,081

Operating Expenses	12. To diocese for assessment, appointment, or fair share	(12)	23,354
	13. Outreach from operating budget	(13)	9,851
	14. All other operating expenses	(14)	293,355

Subtotal Operating Expenses (12+13+14) = E 326,560

Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	24,521
	16. Expenses for congregation's outreach & mission	(16)	0
	17. Funds contributed to Episcopal seminaries	(17)	0
	18. Funds sent to other organizations	(18)	0

Subtotal Non-Operating Expenses (15+16+17+18) = F 24,521**Total All Expenses (E+F) = G** 351,081**At Year-End:**

As of December 31, 2020	19. Total cash in all checking & savings accounts	(19)	
	20. Total investments at market value (not including cash reported in line 19)	(20)	

WE'RE HERE TO HELP

- We hope this has helped to answer your questions
- If you need more assistance please contact us. We would be happy to work with you to ensure you have what you need to complete your report on time
- Contact us:
 - Canon Kirk Berlenbach kberlenbach@diopa.org
 - Canon Doug Horner dhorner@diopa.org
 - Canon Betsy Ivey bivey@diopa.org