

Budgeting 101

This document is designed to give parish business managers, bookkeepers, and leadership guidance on both budget theory and budget implementation.

Theory:

- **What is a budget?** A budget is a comprehensive financial plan setting the roadmap for achieving the financial AND operational goals of the parish. Budgeting is an essential step in effective financial planning. Even the smallest parish will benefit from preparing a formal written plan for its future operations, including the expected levels of income, expenses, net income, cash receipts and cash outlays. The use of a budget is a key element of financial planning and it assists Pastors, Business Managers and Finance Council members in controlling costs.
- **Why is budgeting important?** A sound budget reflects the vision and financial planning of the parish and is a vital tool for setting goals/expectations for both income and expenses. It requires parish leaders to plan for ministries and programs to better serve parish needs.
- **Who makes the budget?** Many times, unfortunately, creating the budget is left to the bookkeeper/business manager. The finished budget is usually based on last years' numbers and rarely includes any changes or new ministries. If the budget is based solely upon prior performance, how do programs grow/evolve to meet the ever changing need of parishioners? Budgets should be created by ministry/program directors in conjunction with the parish Finance Council with support from the bookkeeper/business manager. They know the strengths and weaknesses of their programs and, normally, have ideas to make the programs better. To truly improve their program, the directors must also 'own' their budgets and not just have a list of numbers handed to them. They should actively take part in constructing a budget that includes their plan for the program.
- **What is included in the budget?** To be effective, the budget should include all income and expense accounts, all classes (ministries/programs), and all organizations.
- **When is a good time to work on the budget?** For program directors and business managers, the budget process should be on-going – meaning that notes should be kept listing items and dollars for next year's budget. The Finance Council should assist in developing a well-defined timetable for the fiscal year budget process and it should be communicated clearly to all participants.

➤ **Benefits of budgeting:**

- **Enhanced Responsibility:** On a day-to-day basis, most individuals focus their attention on the routine problems of running the parish. In preparing a budget, however, the financial stewards are forced to consider all aspects of the parish's internal activities when making financial decisions and builds awareness with all involved.
- **Coordination of Activities:** Preparation of a budget provides the financial stewards with an opportunity to coordinate the activities of the various organizations within the parish. For example, does the profit from the fundraising event at Home & School cover the expense of the new laptops for the upper grades at the school? Budgeting is not only a financial plan but plays into the operational plan and the strategic plan for the parish.
- **Performance indicators:** Budgets clearly show the expected revenues and costs that are needed to deliver on the overall plan vs. the actual results. Thus, the budget provides a yardstick for the parish to evaluate their results, ability to make adjustments in a timely fashion if needed and provides transparency to all on the health of the parish.
- **Increased knowledge:** A well planned budget becomes a useful tool in understanding the needs of ministries and programs. Budget vs. Actual is a basic monthly report which not only allows a parish to evaluate their progress towards their goals but can also point out oversites in planning. When faced with actuals (both income and expense) being over-budget, many parishes opt to change the budget numbers to align with the actual numbers. We do not recommend this approach. The budget should not be adjusted once it is approved. Instead, questions should be asked (and answered) to determine what caused the variance – Was something not included/overlooked when preparing the budget? Did situations change and will the change continue? Use the Budget vs. Actual reports to gain knowledge – not just 'match' numbers.

Guidelines:

➤ Parish

- All classes should have a budget (gifts from organizations must be included in parish & school programs) – hint: classes are activities (usually with an assigned director/volunteer) and require budgets
- Use 3-5 year trends to determine increase/decrease in offertory gifts and other income
- Use inflation rate for most expenses
- Use payroll spreadsheet to determine salary, benefits and tax expenses
- Use Archdiocesan estimates (sent out in January) for all assessments
- Be aware of news stories concerning utility rates.
- Don't forget capital improvement – new roof, new HVAC, etc.

➤ School

- **Income**
 - Use actual registration numbers for tuition, fees, etc.
 - Understand family mix (1 child, 2 children, etc.)
 - Include all gifts from organizations even if the organizations are not required to complete a budget
 - Use 3-5 year trends to determine gift rate
- **Expenses**
 - Review staffing needs based on registrations
 - Use inflation rate for most expenses
 - Include special '1 year' purchases – iPads, science equipment, etc.
 - Use payroll spreadsheet to determine salary, benefits and tax expenses
 - Use Archdiocesan estimates (sent out in January) for all assessments
 - Be aware of news stories concerning utility rates.
 - Don't forget capital improvement – new roof, new HVAC, etc.
- **Subsidy**
 - Traditionally the parish subsidizes 30%-35% of expenses. The problem is there is no cap on the total expenses.
 - Other options
 - Consider setting tuition/fee rates so that income covers 100% of payroll costs.
 - Use a percentage of the Parish budget surplus to cover expenses. This gives the school/programs a firm number to work from.
 - Example: The Parish budget has a surplus of \$1.5 million and the Pastor/Finance Council decides to divide the surplus as follows: School-85% (or \$1,275,000), PSR-10% (or \$150,000), Youth Ministry-5% (or \$75,000)

Practical:

➤ QB Reports

- 3-5 year Profit & Loss trends – total by year, or total, or use both - use this to help determine rate of increase/decrease

Profit & Loss Prev Year Comparison

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Dates Custom From 07/01/2010 To 06/30/2016 Show Columns Year Sort By Default

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Accrual Basis

Holy Ghost Profit & Loss Prev Year Comparison July 2010 through June 2016

	Jul '10 - Jun 11	Jul '09 - Jun 10	% Change	Jul '11 - Jun 12	Jul '10 - Jun 11	% Change	Jul '12 - Jun 13	Jul '11 - Jun 12
Ordinary Income/Expense								
Income								
41 - Unrestricted Revenue								
411 - Offertory Gifts								
411100 - Envelopes - Sunday	2,178,901.65	2,156,924.35	1.0%	2,119,524.80	2,178,901.65	-2.7%	2,025,189.68	2,119,524.80
411200 - Loose - Sunday	82,791.33	80,429.55	2.9%	79,620.60	82,791.33	-3.8%	80,214.62	79,620.60
411300 - On-line Giving	0.00	0.00	0.0%	0.00	0.00	0.0%	174,260.50	0.00
Total 411 - Offertory Gifts	2,261,692.98	2,237,353.90	1.1%	2,199,145.40	2,261,692.98	-2.8%	2,279,664.80	2,199,145.40
415 - Other Unrestricted Gifts								
415100 - Gifts-Unrestricted	48,250.65	36,203.99	33.3%	51,226.79	48,250.65	6.2%	34,704.08	51,226.79
415110 - Gifts - Stocks	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00	0.00
415400 - Gifts-Parish Organizations								
415410 - Recvd from Organization/Parish	43,126.24	0.00	100.0%	43,873.12	43,126.24	1.7%	195,206.66	
415420 - Given to organization/Parish	-42,576.24	0.00	-100.0%	-42,073.12	-42,576.24	1.2%	-197,672.66	
Total 415400 - Gifts-Parish Organizations	550.00	0.00	100.0%	1,800.00	550.00	227.3%	-2,466.00	1,800.00
415500 - Gifts-Non Parish Orgs.-Unrestrd	4,113.55	7,907.00	-48.0%	5,305.00	4,113.55	29.0%	5,402.00	5,305.00
Total 415 - Other Unrestricted Gifts	52,914.20	44,110.99	20.0%	58,331.79	52,914.20	10.2%	37,640.08	58,331.79
Total 41 - Unrestricted Revenue	2,314,607.18	2,281,464.89	1.5%	2,257,477.19	2,314,607.18	-2.5%	2,317,304.88	2,257,477.19
43 - Restricted Offerings & Gifts								
435100 - Gifts-Restricted	4,750.00	26,035.00	-81.8%	5,250.00	4,750.00	10.5%	3,470.00	5,250.00

Profit & Loss Prev Year Comparison

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Dates Custom From 07/01/2010 To 06/30/2016 Show Columns Total only Sort By Default

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Accrual Basis

Holy Ghost Profit & Loss Prev Year Comparison July 2010 through June 2016

	Jul '10 - Jun 16	Jul '09 - Jun 15	% Change
Ordinary Income/Expense			
Income			
41 - Unrestricted Revenue			
411 - Offertory Gifts			
411100 - Envelopes - Sunday	11,739,258.93	12,106,129.17	-3.0%
411200 - Loose - Sunday	480,148.70	482,632.91	-0.5%
411300 - On-line Giving	1,651,864.12	1,080,163.00	52.9%
Total 411 - Offertory Gifts	13,871,271.75	13,668,925.08	1.5%
415 - Other Unrestricted Gifts			
415100 - Gifts-Unrestricted	540,313.05	403,683.34	33.9%
415110 - Gifts - Stocks	136,354.89	88,385.04	54.3%
415400 - Gifts-Parish Organizations			
415410 - Recvd from Organization/Parish	608,583.48	529,122.80	15.0%
415420 - Given to organization/Parish	-606,599.48	-527,938.80	-14.9%
Total 415400 - Gifts-Parish Organizations	1,984.00	1,184.00	67.6%
415500 - Gifts-Non Parish Orgs.-Unrestrd	32,339.55	35,726.55	-9.5%
Total 415 - Other Unrestricted Gifts	710,991.49	528,978.93	34.4%
Total 41 - Unrestricted Revenue	14,582,263.24	14,197,904.01	2.7%
43 - Restricted Offerings & Gifts			
435100 - Gifts-Restricted	23,256.00	43,100.00	-46.0%
435500 - Gifts-Parish Orgs.-Restricted	5,385.00	7,485.00	-28.1%

o Profit & Loss by Class – export this to create Budget Worksheets in Excel

Holy Ghost Profit & Loss by Class
July 2016 through March 2017

	101 - Operations (100 Parish Fund)	102 - PSR Fund (100 Parish Fund)	103 - Youth Ministries (100 Parish Fund)	104 - Sacramental Life & Worship (100 Parish Fund)	(100 Parish Fund)
Income					
41 - Unrestricted Revenue					
411 - Offertory Gifts					
41100 - Envelopes - Sunday	1,123,563.44	0.00	0.00	0.00	
411200 - Loose - Sunday	46,214.77	0.00	0.00	0.00	
411300 - On-line Giving	335,185.00	0.00	0.00	0.00	
Total 411 - Offertory Gifts	1,504,963.21	0.00	0.00	0.00	
415 - Other Unrestricted Gifts					
415100 - Gifts-Unrestricted	15,420.00	0.00	0.00	0.00	
415110 - Gifts - Stocks	36,345.87	0.00	0.00	0.00	
415400 - Gifts-Parish Organizations					
415410 - Recvd from Organization/Parish	500.00	1,033.00	400.00	0.00	
415420 - Given to organization/Parish	0.00	0.00	0.00	0.00	
Total 415400 - Gifts-Parish Organizations	500.00	1,033.00	400.00	0.00	
415500 - Gifts-Non Parish Orgs.-Unrestrd	0.00	0.00	0.00	0.00	
Total 415 - Other Unrestricted Gifts	52,265.87	1,033.00	400.00	0.00	
Total 41 - Unrestricted Revenue	1,557,229.08	1,033.00	400.00	0.00	
43 - Restricted Offerings & Gifts					
435100 - Gifts-Restricted	3,414.95	946.00	0.00	0.00	

➤ Excel

o Payroll Spreadsheet – includes all employees/positions, pay rate, benefits and taxes

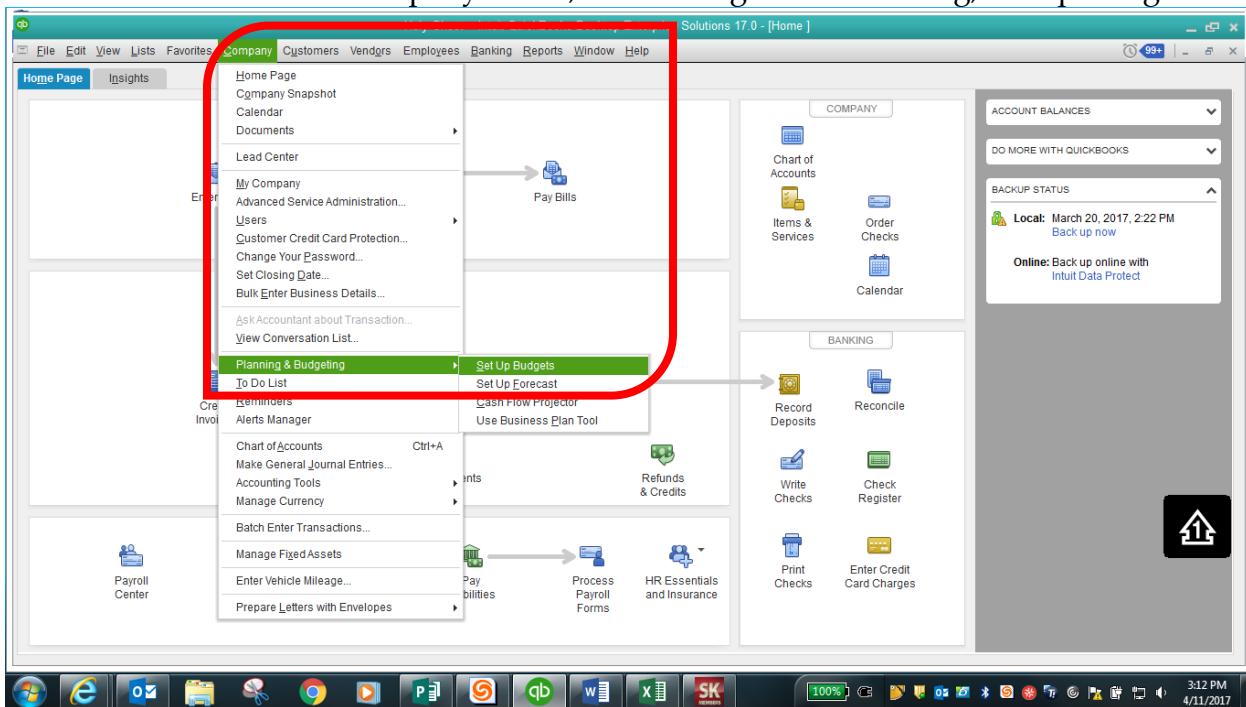
	A	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	Position	Salary 17-18	Salary 16-17	Fiscal 17-18	Taxes	Retirement	Disability	Health - Emp			RATES	
2	Abel	teacher	\$ 37,885.00	\$ 37,142.00	\$ 37,823.08	\$ 2,893.47	\$ 1,891.15	\$ 105.53	\$ 6,630.00			Taxes	7.650%
3	Brown	teacher	\$ 36,482.00	\$ 35,767.00	\$ 36,422.42	\$ 2,786.31	\$ 1,821.12	\$ 101.62				Retirement	5.000%
4	Cactus	teacher	\$ 33,691.00	\$ 33,030.00	\$ 33,635.92	\$ 2,573.15	\$ 1,681.80	\$ 93.84				Disability	0.279%
5	Dog	teacher	\$ 14,516.80	\$ 14,232.00	\$ 14,493.07	\$ 1,108.72	\$ 724.65	\$ 40.44					
6	Duncan	teacher	\$ 37,088.00	\$ 36,361.00	\$ 37,027.42	\$ 2,832.60	\$ 1,851.37	\$ 103.31	\$ 11,736.00				
7	Fish	teacher	\$ 51,145.00	\$ 50,142.00	\$ 51,061.42	\$ 3,906.20	\$ 2,553.07	\$ 142.46	\$ 11,736.00				
22	Noonen	teacher		\$ 47,226.00	\$ 3,935.50	\$ 301.07	\$ 196.78	\$ 10.98					
23	New Hire	teacher	\$ 48,333.00		\$ 44,305.25	\$ 3,389.35	\$ 2,215.26	\$ 123.61	\$ 11,736.00				
24	Peach	teacher	\$ 33,185.00	\$ 32,534.00	\$ 33,130.75	\$ 2,534.50	\$ 1,656.54	\$ 92.43	\$ 6,630.00				
25	Puschel	teacher	\$ 38,540.00	\$ 37,784.00	\$ 38,477.00	\$ 2,943.49	\$ 1,923.85	\$ 107.35					
30	White (40%)	teacher	\$ 16,758.00	\$ 16,429.00	\$ 16,730.58	\$ 1,279.89	\$ 836.53	\$ 46.68					
31	Winter (20%)	teacher	\$ 6,922.80	\$ 6,787.00	\$ 6,911.48	\$ 528.73	\$ 345.57	\$ 19.28	\$ 1,291.00				
32	Doe	principal	\$ 59,584.00	\$ 58,416.00	\$ 59,486.67	\$ 4,550.73	\$ 2,974.33	\$ 165.97	\$ 6,630.00			contract begins in July	
33	Sub-Total		\$ 1,103,301.60	\$ 1,081,585.60	\$ 1,101,491.93	\$ 84,264.13	\$ 55,074.60	\$ 3,073.16	\$ 202,355.80				
34													
35	Hourly:		Check formulas										
36	Axel	aide	\$ 16,425.00	\$ 16,149.00		\$ -	\$ -	\$ -					
37	Bates	aide	\$ 14,872.00	\$ 14,051.00		\$ -	\$ -	\$ -	\$ 11,916.00				
38	Yates	aide	\$ 16,556.00	\$ 14,900.00		\$ -	\$ -	\$ -	\$ 14,796.00				
39	Total School Professional		\$ 47,853.00	\$ 1,126,685.60	\$ 1,101,491.93	\$ 84,264.13	\$ 55,074.60	\$ 3,073.16	\$ 229,067.80				
40	Christmas Bonus				\$ 1,967.47	\$ 150.51	\$ 93.04	\$ 5.30					
41													
42	Clerical												
43	Bartch	secretary	\$ 30,900.00	\$ 30,000.00		\$ -	\$ -	\$ -	\$ 14,796.00			Salary increase begins in July.	
44	Waith	secretary	\$ 37,065.00	\$ 35,985.00		\$ -	\$ -	\$ -	\$ 14,796.00			Salary increase begins in July.	
45	New Hire	secretary	\$ 3,762.00	\$ 3,600.00		\$ -	\$ -	\$ -					
46	TOTAL School Clerical		\$ 71,727.00	\$ 69,585.00		\$ -	\$ -	\$ -	\$ 29,592.00				

- Budget Worksheets based on QB Profit & Loss by Class export includes the following columns
 - year-to-date actuals – common to use July 1 – March 31
 - projection for current fiscal year – formula: (actual/# of months)*12
 - estimate for current fiscal year– left blank for director to ‘tweak’ the projection
 - next year’s budget completed by the director

Holy Ghost 2018 Budget Worksheet	Adult Faith				Operations				PSR Fund				Sacramental Life & Worship			
	7/16-3/17 Actual	16-17 Projection	16-17 Estimate	17-18 Budget	7/16-3/17 Actual	16-17 Projection	16-17 Estimate	17-18 Budget	7/16-3/17 Actual	16-17 Projection	16-17 Estimate	17-18 Budget	7/16-3/17 Actual	16-17 Projection	16-17 Estimate	17-18 Budget
411100 - Envelopes - Sunday	0.00	0.00			1,397,962.15	1,863,949.53			0.00	0.00			0.00	0.00		
411200 - Loose - Sunday	0.00	0.00			54,815.78	73,087.71			0.00	0.00			0.00	0.00		
411300 - On-line Giving	0.00	0.00			374,241.00	498,988.00			0.00	0.00			0.00	0.00		
415100 - Gifts-Unrestricted	97.72	190.29			66,302.81	88,403.75			0.00	0.00			0.00	0.00		
415110 - Gifts - Stocks	0.00	0.00			39,905.15	53,206.87			0.00	0.00			0.00	0.00		
415400 - Gifts-Parish Organizations	0.00	0.00				0.00										
415410 - Recvd from Organization/Parish	0.00	0.00			102,999.00	137,332.00			1,314.00	1,752.00			0.00	0.00		
415500 - Gifts-Non Parish Orgs.-Unrestrd	0.00	0.00			1,000.00	1,333.33			0.00	0.00			0.00	0.00		
441110 - Tuition - Elementary	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441120 - Tuition - LS	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441130 - Tuition - PSR	0.00	0.00			0.00	0.00			37,873.00	50,497.33			0.00	0.00		
441200 - Tuition Grants & Allowances	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441210 - PTA Grant Allowance	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441220 - CFTA Grant Allowance	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441235 - Alive in Christ Grant Allowance	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441240 - Tuition Discount	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441250 - Parish Tuition Grants	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441260 - Grants & Allowances - LS	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		
441400 - Registration Fees	315.00	420.00			0.00	0.00			0.00	0.00			0.00	0.00		
441500 - Other Fees	742.00	989.33			0.00	0.00			0.00	0.00			0.00	0.00		
443100 - Sales-Meals	0.00	0.00			0.00	0.00			0.00	0.00			0.00	0.00		

➤ **Entering the Budget in QB**

- Under the company menu, select Budget and Planning, Set up Budgets



o Click on Create New Budget

Holy Ghost - Intuit QuickBooks Desktop Enterprise Solutions 17.0 - [Set Up Budgets]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Budget
FY2016-17 - Profit & Loss by Account and Class

Current Class
200 Elementary School201 ...

ACCOUNT	ANNUAL TOTAL	JUL16	AUG16	SEP16	OCT16	NOV16	DEC16	JAN17	FEB17	MAR17	APR17	MAY17	JUN17
41 - Unrestricted Revenue													
411 - Offerory Gifts													
411100 - Envelopes - Sunday													
411200 - Loose - Sunday													
411300 - On-line Giving													
415 - Other Unrestricted Gifts													
415100 - Gifts-Unrestricted	7,500.00	747.06	638.48	285.30	67.95	665.70	457.80	0.00	285.30	679.28	896.63	1,297.35	1,479.15
415110 - Gifts - Stocks													
415400 - Gifts-Parish Organizations													
415410 - Recvd from Organization/Pari...	22,000.00	0.00	677.16	3,326.62	0.00	257.40	17,738.82	0.00	0.00	0.00	0.00	0.00	0.00
415420 - Given to organization/Parish													
415500 - Gifts-Non Parish Orgs -Unrestrd	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43 - Restricted Offerings & Gifts													
435100 - Gifts-Restricted	6,000.00	0.00	0.00	0.00	0.00	30.06	5,007.48	0.00	80.10	807.24	0.00	75.12	0.00
435500 - Gifts-Parish Orgs -Restricted													
435510 - Gifts FROM Parish Organization													
435520 - Gifts TO Parish													
435800 - Gifts-Non Parish Orgs. Restrict	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
435900 - Gifts - Corporate Match													

Copy Across Adjust Row Amounts Clear Save OK Cancel Help

o Select Budget Year (example: 2017-18), select Profit and Loss, click Next.

Create New Budget

Create a New Budget

Begin by specifying the year and type for the new budget.

2017-18

Choose the budget type

Profit and Loss (reflects all activity for the year)

Balance Sheet (reflects ending balance)

Back Next Finish Cancel

- Select Class, click Next.

The screenshot shows a dialog box titled "Create New Budget" with a close button (X) in the top right corner. On the left side, there is a vertical stack of icons representing budget categories: "employees", "Computers", "Office Supp", and "Monthly". The main area of the dialog is titled "Additional Profit and Loss Budget Criteria". It contains three radio button options: "No additional criteria", "Customer Job", and "Class". The "Class" option is selected and is enclosed in a red rectangular box. At the bottom of the dialog, there are four buttons: "Back", "Next", "Finish", and "Cancel". The "Next" button is highlighted with a red rectangular box.

- Select Create budget from scratch, click Finish.

The screenshot shows the same "Create New Budget" dialog box, now at the second step titled "Choose how you want to create a budget". The left-side icons remain the same. The main area contains two radio button options: "Create budget from scratch." and "Create budget from previous year's actual data.". The "Create budget from scratch." option is selected and is enclosed in a red rectangular box. Below this option is a descriptive text: "This option lets you manually enter amounts for each account that you want to track." Below the second option is another descriptive text: "This option automatically enters the monthly totals from last year for each account in this budget." At the bottom of the dialog, there are four buttons: "Back", "Next", "Finish", and "Cancel". The "Finish" button is highlighted with a red rectangular box.

- o Resulting window – verify Budget and Class selections.

The screenshot shows the 'Set Up Budgets' window. At the top, the 'Budget' dropdown is set to 'FY2017-18 - Profit & Loss by Account and Class' and the 'Current Class' dropdown is set to '100 Parish Fund'. A red box highlights these two dropdown menus. Below the dropdowns is a table with columns for 'ACCOUNT', 'ANNUAL TOTAL', and months from 'JUL17' to 'JUN18'. The table lists various account types under '41 - Unrestricted Revenue' and '43 - Restricted Offerings & Gifts'. At the bottom, there are buttons for 'Copy Across', 'Adjust Row Amounts', 'Clear', 'Save', 'OK', 'Cancel', and 'Help'.

➤ **Spreading the Budget**

- o The Archdiocese does not require the budget total to be 'spread' through the calendar year. Total annual amount is entered July.

This screenshot shows the same 'Set Up Budgets' window, but with numerical values entered in the 'JUL17' and 'ANNUAL TOTAL' columns for the first three rows of the table. A red box highlights these entries. The values are: 1,200,000.00 for '411100 - Envelopes - Sunday', 12,000.00 for '411200 - Loose - Sunday', and 60,000.00 for '411300 - On-line Giving'. The 'ANNUAL TOTAL' column contains the same values as the 'JUL17' column.

ACCOUNT	ANNUAL TOTAL	JUL17	AUG17	SEP17	OCT17	NOV17	DEC17	JAN18	FEB18	MAR18	APR18	MA...	JUN18
41 - Unrestricted Revenue													
411 - Offerory Gifts													
411100 - Envelopes - Sunday	1,200,000.00	1,200,000.00											
411200 - Loose - Sunday	12,000.00	12,000.00											
411300 - On-line Giving	60,000.00	60,000.00											

- Parish may choose to spread the annual budget as follows
 - Divide the total by 12 so every month's budget is the same

Budget

FY2017-18 - Profit & Loss by Account and Class Create New Budget

Current Class

100 Parish Fund

ACCOUNT	ANNUAL TO...	JUL17	AUG17	SEP17	OCT17	NOV17	DEC17	JAN18	FEB18	MAR18	APR18	MAY18	JUN18
41 - Unrestricted Revenue													
411 - Directly gifts													
411100 - Envelopes - Sunday	1,200,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
411200 - Loose - Sunday	12,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
411300 - On-line Giving	60,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00

- Enter monthly totals based on the percentage of last year's actuals. Pull a P&L using Last Fiscal Year and % of Row criteria to determine monthly percentages.

Modify Report: Profit & Loss

Display Filters Header/Footer Fonts & Numbers

REPORT DATE RANGE

Dates Last Fiscal Year From the first day through the last day of last fiscal year

From 07/01/2015 To 06/30/2016

REPORT BASIS

Accrual Cash This setting determines how this report calculates income and expenses.

COLUMNS

Display columns by Month across the top. Sort by Default

Sort in Ascending order Descending order

Add subcolumns for

Previous Period Previous Year Year-To-Date % of Row % of Column

\$ Change \$ Change % of YTD % of Income % of Expense

% Change % Change

Advanced... Revert

OK Cancel Help

Show | Applied Filters

3:45 PM

04/11/17

Accrual Basis

Holy Ghost
Profit & Loss
July 2015 through June 2016

	Jul 15	% of Row	Aug 15	% of Row	Sep 15	% of Row	Oct 15	% of Row
Ordinary Income/Expense								
Income								
41 - Unrestricted Revenue								
411 - Offertory Gifts								
411100 - Envelopes - Sunday	125,697.13	7%	171,260.13	9.6%	114,702.13	6.4%	126,339.33	7.1%
411200 - Loose - Sunday	5,451.00	7%	6,745.14	8.7%	5,408.08	6.9%	5,624.66	7.2%
411300 - On-line Giving	46,454.00	8.1%	50,543.00	8.8%	45,576.00	8%	46,439.00	8.1%
Total 411 - Offertory Gifts	177,602.13	7.3%	228,548.27	9.4%	165,686.21	6.8%	178,402.99	7.3%
415 - Other Unrestricted Gifts								
415100 - Gifts-Unrestricted	1,300.00	0.8%	2,460.00	1.4%	420.00	0.2%	151,646.08	87.7%
415110 - Gifts - Stocks	0.00	0.0%	6,550.15	13.7%	-2,350.15	-4.9%	0.00	0.0%
415400 - Gifts-Parish Organizations								
415410 - Recvd from Organization/Parish	0.00	0.0%	28,758.61	36.2%	18,499.86	23.3%	280.50	0.4%
415420 - Given to organization/Parish	0.00	0.0%	-28,758.61	36.6%	-18,399.86	23.4%	-280.50	0.4%
Total 415400 - Gifts-Parish Organizations	0.00	0.0%	0.00	0.0%	100.00	12.5%	0.00	0.0%
415500 - Gifts-Non Parish Orgs.-Unrestrd	0.00	0.0%	580.00	12.8%	1,250.00	27.7%	50.00	1.1%
Total 415 - Other Unrestricted Gifts	1,300.00	0.6%	9,590.15	4.2%	-580.15	-0.3%	151,696.08	67.1%

- o Enter monthly amounts based on percentage calculation. Click Save to save the entries or click OK to both save and close the budget window.

Budget

FY2017-18 - Profit & Loss by Account and Class

Create New Budget

Current Class

100 Parish Fund

ACCOUNT	ANNUAL TO...	JUL17	AUG17	SEP17	OCT17	NOV17	DEC17	JAN18	FEB18	MAR18	APR18	MAY18	JUN18
41 - Unrestricted Revenue													
411 - Offertory Gifts													
411100 - Envelopes - Sunday	1,200,000.00	85,000.00	87,000.00	90,000.00	92,000.00	94,000.00	175,000.00	95,000.00	80,000.00	125,000.00	96,000.00	97,000.00	84,000.00

Copy Across Adjust Row Amounts Clear Save OK Cancel Help