

**Sample Church
Profit & Loss Budget Performance
November 2009**

	<u>Nov 09</u>	<u>Budget</u>	<u>Jan - Nov 09</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Ordinary Income/Expense						
Income						
Unrestricted Support	85,089	61,497	749,139	676,467	737,964	Very Favorable Support
Total Income	85,089	61,497	749,139	676,467	737,964	
Expense						
Administration	2,055	2,434	23,833	26,777	29,211	Administration is Favorable to Budget - But See Budget Line Item Report for hidden problem
Benevolence/Gifts	830	260	(4,185)	2,863	3,123	
Debt Service and Capital	17,460	13,242	138,308	156,256	169,498	Three Departments with Unfavorable Spending
Facilities	9,736	5,642	72,769	68,058	75,700	
Pastorial Support	8,166	5,519	57,754	60,723	66,242	
Programs	2,142	4,177	32,339	45,942	50,119	
Total Expense	40,389	31,274	320,818	360,619	393,893	
Net Ordinary Income	44,700	30,223	428,321	315,848	344,071	
Other Income/Expense						
Other Expense						
Interest Income	(192)		(1,517)			Details of These Departments Shown only to Elders - Available via One Click
Missions	9,264	7,995	95,645	87,942	95,936	
Payroll Expense	19,798	20,660	224,498	227,456	248,135	
Total Other Expense	28,870	28,655	318,626	315,398	344,071	
Net Other Income	(28,870)	(28,655)	(318,626)	(315,398)	(344,071)	
Net Income	15,830	1,568	109,695	450		

This Report is a Standard Report Available within QuickBooks . Available with "One Click", provided Chart of Accounts has been constructed in a manner consistent with the Church's Operating Style.

Sample Church
Profit & Loss Budget Line Item Performance
 November 2009

	<u>Nov 09</u>	<u>Budget</u>	<u>Jan - Nov 09</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Unrestricted Support					
Returned Checks / Deposits	(1,550)		(2,584)		
Unrestricted Support - Other	86,639	61,497	751,723	676,467	737,964
Total Unrestricted Support	85,089	61,497	749,139	676,467	737,964
Total Income	85,089	61,497	749,139	676,467	737,964
Expense					
Administration					
Bank Fees	25	106	561	1,168	1,274
Copier Rental	765	408	5,352	4,483	4,890
Dues and Sub		21	440	235	256
Insurance	333	769	9,971	8,463	9,232
Miscellaneous Expense	8		280		
Office Equip M		61	72	671	732
Office Supplies	706	258	3,226	2,842	3,100
Other		159	705	1,748	1,907
Postage	28	291	1,405	3,197	3,488
Pulpit	30	31	918	345	376
Purchase Discounts			(4)		
Telephone	161	330	906	3,626	3,956
Total Administration	2,056	2,434	23,832	26,778	29,211
Benevolence/Gifts					
Benevolence - Expense	650		12,817		
Benevolence - Income	(410)		(17,592)		
Benevolence/Gifts - Other	590	260	590	2,863	3,123
Total Benevolence/Gifts	830	260	(4,185)	2,863	3,123

Admin
Dept
Budget
Line
Items

Unfavorable
Supplies Spending

Report Truncated for Illustration Purposes

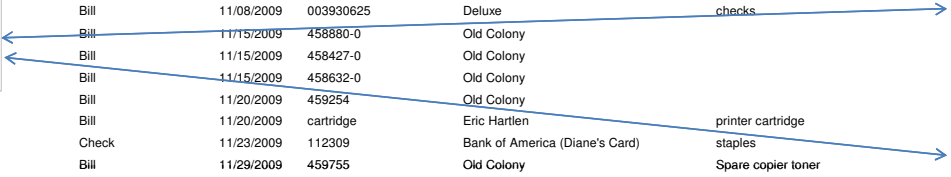
Department Totals as Shown on
Summary Report

Report Generated by "One Click " from Summary Report
Inside QuickBooks

**Sample Church
Transaction Detail By Account
November 2009**

	Type	Date	Num	Name	Memo	Debit	Credit	Balance
Administration								
Bank Fees								
	Check	11/26/2009				4.95		4.95
	General Journal	11/30/2009	11r-6		NSF fee	10.00		14.95
	General Journal	11/30/2009	11r-7		NSF fee	10.00		24.95
Total Bank Fees						24.95	0.00	24.95
Copier Rental								
	Bill	11/15/2009	80715575	Ikon Financial Services		927.12		927.12
	General Journal	11/25/2009	11r-2		rcfs copies for guatemala mission		162.50	764.62
Total Copier Rental						927.12	162.50	764.62
Insurance								
	Bill	11/02/2009	0810788553	The Hartford	workers comp	166.44		166.44
	Bill	11/29/2009	08 10788553	The Hartford	workers comp	166.44		332.88
Total Insurance						332.88	0.00	332.88
Miscellaneous Expense								
	Bill	11/20/2009	041021414051	Commonwealth of Massachusetts	state withholding	7.37		7.37
	Bill	11/20/2009	041021414051	Commonwealth of Massachusetts	interest	0.04		7.41
	Bill	11/20/2009	041021414051	Commonwealth of Massachusetts	penalty	0.15		7.56
Total Miscellaneous Expense						7.56	0.00	7.56
Office Supplies								
	Bill	11/02/2009	458073-0	Old Colony		56.23		56.23
	Bill	11/02/2009	458330-0	Old Colony		42.49		98.72
	Bill	11/08/2009	003930625	Deluxe	checks	243.77		342.49
	Bill	11/15/2009	458880-0	Old Colony		23.32		365.81
	Bill	11/15/2009	458427-0	Old Colony		38.24		404.05
	Bill	11/15/2009	458632-0	Old Colony		19.90		423.95
	Bill	11/20/2009	459254	Old Colony		70.10		494.05
	Bill	11/20/2009	cartridge	Eric Hartlen	printer cartridge	61.60		555.65
	Check	11/23/2009	112309	Bank of America (Diane's Card)	staples	37.98		593.63
	Bill	11/29/2009	459755	Old Colony	Spare copier toner	112.60		706.23
Total Office Supplies						706.23	0.00	706.23
Postage								
	Check	11/20/2009	112009	Bank of America (Diane's Card)		28.00		28.00
Total Postage						28.00	0.00	28.00
Pulpit								
	Check	11/10/2009	111009	Bank of America (Jason's Card)	elders meeting Princeton pizza	29.95		29.95
Total Pulpit						29.95	0.00	29.95
Telephone								
	Bill	11/20/2009	97946451009010094	Verizon		160.63		160.63
Total Telephone						160.63	0.00	160.63
Total Administration	Total November Admin Expenses as seen on Summary Report AND Budget Line Item					2,217.32	162.50	2,054.82

Problem Spending ?



This Report is a Standard Report in QuickBooks, available with One Click from Budget Line Item Report

**Sample Church
Balance Sheet
As of November 30, 2009**

Nov 30, 09

ASSETS

Current Assets

Checking/Savings

Restricted Cash

70,347

Unrestricted Cash

222,147

Total Checking/Savings

292,494

Total Current Assets

292,494

Fixed Assets

Property, Building and Equip

2,050,187

Total Fixed Assets

2,050,187

TOTAL ASSETS

2,342,681

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable

827

Total Accounts Payable

827

Other Current Liabilities

Payroll Liabilities

821

Total Other Current Liabilities

821

Total Current Liabilities

1,648

Long Term Liabilities

BSSB Mortgage

1,245,026

Total Long Term Liabilities

1,245,026

Total Liabilities

1,246,674

Equity

Missions Fund

58,487

Unrestricted Net Assets

927,825

Net Income

109,695

Total Equity

1,096,007

TOTAL LIABILITIES & EQUITY

2,342,681

The Leadership of Sample Church watches cash balances very carefully. They are careful not to spend funds that have been donated or collected for particular purposes or programs.

With some very easy analysis taken from the Budget Line Item Report and one very simple Journal Entry, the Balance Sheet clearly reports such "Restricted Cash". It also shows how much of the Restricted Cash is earmarked for Missions.

Restricted Cash of \$70,347 contains \$58,487 of funds