

Appendix O - 2021 Operating Budget

	A	B	C	D
1	Presbytery of St. Augustine			
2	<i>Column D is the 2021 Operating Budget Draft</i>	Reported 12/31/2020 Actual	Approved 2021 Asking Budget	Proposed 2021 Operating Budget
3	REVENUES			
4	<u>Unified Giving</u>			
5	Unified Giving	351,362	360,000	365,000
6	Total Unified Giving	351,362	360,000	365,000
7	<u>Selected Giving</u>			
8	Selected General Assembly	34,450	32,000	32,000
9	Selected Presbytery	13,350	0	0
10	Total Selected Giving	47,800	32,000	32,000
11	Total Acceptances	399,162	392,000	397,000
12	Other Receipts			
13	Interest Earned - Fleming Island	30		
14	Other Income	2,441	2,700	2,700
15	Foundation Earnings	0	0	0
16	Interest Income	122	100	102
17	Undesignated Reserve Usage	0	0	0
18	Management Fees	14,000	22,000	31,000
19	Synod Office Use			13,000
20	Total Other Receipts	16,593	24,800	46,802
21	Other Funds Used			
22	TIM Community Development Transfer	5,000	5,000	15,000
23	Total Other Funds Used	5,000	5,000	15,000
24	TOTAL REVENUES	420,755	421,800	458,802
25	EXPENSES			
26	Current and Emerging Ministries Committee			
27	All-Region Gatherings	0	0	0
28	Regional Gatherings	0	1,000	1,000
29	MissionInsite	2,436	2,436	2,436
30	New Ministry Initiatives	0	3,000	1,345
31	<u>Care and Reconciliation</u>			
32	Crisis Response Training and Expenses	0	250	250
33	Crisis Response Mileage	0	0	0
34	Administrative Commission Expense	0	250	250
35	Translation Services	0	90	90
36	Restricted Income - Armistead Fund	(7,321)	(8,000)	(8,000)
37	Miscellaneous	814	0	0
38	<u>Youth Outreach</u>			
39	Youth Ministry Professionals	90	1,000	1,000
40	Triennium	6,000	6,000	6,000
41	Congregational Partnerships/Scholarships for Camp	(200)	1,200	1,200
42	Youth Ministry Team	193	500	500

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43	<u>Disaster Preparation & Assistance</u>			
44	Florida PDA Network	10,214	10,500	10,500
45	Total Current & Emerging Ministries Com.	12,226	18,226	16,571
46	The Call Commission			
47	<u>Candidates and Inquirers</u>			
48	Candidate Financial Support	4,000	5,000	5,000
49	Ministry Assessments	400	1,000	1,000
50	Consultations and Final Assessments	0	500	500
51	Inquirer/Candidate Counseling	0	300	300
52	Training, Supplies & Manuals	0	100	100
53	Total Call Commission	4,400	6,900	6,900
54	Leadership Development			
55	<u>Care and Support</u>			
56	Pastoral Support Groups	180	500	500
57	Board of Pensions Shared Grants	320	3,000	5,000
58	Life Renewal Inc (Pastor Counseling Center)	5,400	5,400	5,400
59	Counseling Assistance	870	1,000	5,000
60	Counseling Endowment Income - Jax	(8,500)	(8,500)	(15,900)
61	<u>Training</u>			
62	Clergy/Educator Meal Expenses	0	0	0
63	Officer Training	0	1,500	1,500
64	Enrichment	(240)	0	0
65	Total Leadership Development	(1,970)	2,900	1,500
66	<u>Highlands Regional Ministry Center</u>			
67	Contributions for HRMC	(11,675)	(10,000)	(10,000)
68	Usage Income -HRMC	(33,800)	(42,000)	(42,000)
69	Building Repair -HRMC	1,200	5,000	5,000
70	Utilities -HRMC	17,991	21,000	21,000
71	Insurance -HRMC	9,456	12,000	10,108
72	Fire Alarm Expense -HRMC	1,896	1,500	1,500
73	Mortgage Expense-HRMC	13,765	12,700	12,700
74	Total Highlands Regional Ministry Center	(1,167)	200	(1,692)

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75	<i>Personnel</i>			
76	<u><i>Relationship Coordination Director 1 FTE</i></u>			
77	Salary	28,417		
78	Housing	22,000		
79	Continuing Education	1,000		
80	Benefits Package	17,256		
81	SECA	4,362		
82	Auto Expenses	2,359		
83	Travel and Expenses	566		
84	Total Director	75,960		
85	<u><i>Ministry and Mission Coordinator 1 FTE</i></u>			
86	Salary	2,508		30,100
87	Housing	3,500		42,000
88	Continuing Education			1,000
89	Benefits Package			26,677
90	SECA	460		5,516
91	Auto Expenses			2,000
92	Travel and Expenses			1,500
93	Total M&M Coordinator	6,468	90,000	108,793
94	<u><i>Stated Clerk .5 FTE</i></u>			
95	Salary	24,259	24,300	24,300
96	Housing	20,141	20,000	20,000
97	SECA	3,248	3,389	3,389
98	Auto Expenses	400	1,500	1,000
99	Expenses - Travel, Meals, Etc.	885	1,500	1,500
100	Continuing Ed	1,369	1,000	1,000
101	Total Stated Clerk	50,302	51,689	51,189
102	<u><i>Communication Coordinator .75 FTE</i></u>			
103	Salary	38,616	37,560	37,560
104	FICA	2,954	2,873	2,873
105	Total Communication Coordinator	41,570	40,433	40,433
106	<u><i>Area Relationship Coordinators .25 FTE</i></u>			
107	Salaries	18,022	19,400	19,400
108	Housing	5,952	6,600	6,600
109	SECA	0	0	0
110	Expenses – Mileage, Travel, Meals, Etc.	837	2,000	2,000
111	Total Area Relationship Coordinators	24,811	28,000	28,000
112	<u><i>Financial Secretary</i></u>	<i>1 FTE</i>		
113	Salary	51,544		
114	Benefits Package	11,714		

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115	FICA	3,943		
116	Total Financial Secretary	67,201	0	0
117	<u>Office Manager 1 FTE</u>			
118	Salary		40,000	40,000
119	Benefits Package		9,241	9,241
120	FICA		3,060	3,060
121	Total Office Manager		52,301	52,301
122	Total Presbytery Staff	216,010	262,423	280,716
123	<u>Personnel Contingency Fund</u>			
124	Personnel Adjustments and New Positions	3,337		4,655
125	<u>Presbytery Summer Staff at MPCC</u>			
126	Salaries	12,721	20,000	
127	FICA-Fees	987	1,550	
128	Payroll Processing Fees	394	300	
129	Total Summer Staff	14,102	21,850	30,000
130	Total Personnel	283,751	284,273	315,371
131	Administration & Finance			
132	Minutes	264	100	100
133	Meeting Expenses	463	2,000	1,000
134	Speakers' Honoraria and Expenses	0	0	0
135	OGA and Mid-Council Meetings Expense	338	500	500
136	General Assembly Unified	17,000	17,000	17,000
137	General Assembly Selected	34,450	32,000	32,000
138	Synod of South Atlantic Mission	7,000	7,000	9,815
139	Synod of South Atlantic Per Capita	20,125	21,000	18,185
140	Committee/Commission Meals	2,022	2,500	2,500
141	Dues/Subscriptions/Corporate Report	284	200	300
142	General Operating Expenses	1,156	1,800	1,800
143	Legal Expenses	288	2,000	2,000
144	Permanent Judicial Commission	0	200	200
145	Mileage Reimbursement	167	300	300
146	Moderator's Expenses	486	1,000	1,000
147	Bank Fees	119	50	100
148	Audit	13,000	10,000	10,000
149	Building-Major Repair Fund	3,861	2,500	2,500
150	Building Maintenance	1,859	1,000	1,000
151	Computer / Tech Support / Software /Combined	10,574	8,300	10,500
152	Conference Calls	179	200	200
153	New Communication Initiatives	267	500	500
154	Copy Machine	4,194	4,500	4,500

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155	Electricity	2,217	1,500	2,500
156	Grounds	1,440	1,500	1,500
157	Insurance	8,700	4,610	6,502
158	Janitorial	1,287	1,400	1,400
159	Loan Amortization		0	0
160	Office Equipment	34	0	0
161	Office Equipment Repair and Maint.	20	0	0
162	Office Supplies	2,178	2,400	2,400
163	Payroll Processing	2,239	2,250	2,250
164	Postage	526	600	600
165	Telephone & Internet	5,970	4,000	6,000
166	Water and Sewer	746	1,000	1,000
167	Total Administration & Finance	143,453	133,910	140,152
168	Total Expenses	440,693	446,409	478,802
169	Net Income Surplus (Deficit)	(19,938)	(24,609)	(20,000)
170		<i>see footnote</i>	<i>see footnote</i>	<i>see footnote</i>
171	Investment Earnings: Budgeted *	19,116	20,000	20,000
172				
173	Adjusted Operating Net Cash Surplus (Deficit)	(822)	(4,609)	(0)
174	*The Finance Team is reporting Investment Earnings below the Net Income line rather than as a Budgeted Revenue			
175	** Salary for Office Manager is combined with the Financial Secretary in 2020			
176	Presbytery has received forgiveness for a 2020 PPP Loan of \$55,621. Because this is in the category of "Extraordinary Income" it is reported on our Balance Sheet.			