

St. Marks Lutheran Church Inc

2024 Budget - Approved December 10, 2023

	2023 YTD as of Sept 30	2023 Budget	% rec'd or spent YTD	2023 Projected	2024 Proposed Budget	NOTES
Income						
4000 General Offerings						
4000.1 Envelope Offerings	32,297.72	66,134.43	0.5			
4000.2 PAD Offerings	130,276.00	175,400.00	0.7			
4000.3 Electronic Transfers	19,545.00	43,131.15	0.5			
4000.4 Loose Offerings	1,016.25	2,875.41	0.4			
4000.5 Gifts of Securities		0.00				
4000.6 Fr. Other Charities	96.00					
Total 4000 General Offerings	\$ 183,230.97	\$ 287,540.98	63.7	\$ 279,604.52	\$ 285,196.61	1
4560 Gain/Loss - Investments						
4602 Interest Income	1,447.05	2,100.00			2,100.00	
4603 Other Income						
4603.1 Facility Rentals	4,362.00	8,000.00			5,500.00	2
4603.2 Fees						
4603.5 Misc Inc	224.40					
Total 4603 Other Income	\$ 6,033.45	\$ 10,100.00		\$ 0.00	\$ 7,600.00	
Total Income	\$ 189,264.42	\$ 297,640.98	63.7	\$ 279,604.52	\$ 292,796.61	
Expenses						
5000 Programming						
5002 Worship Committee						
5002.1 Resource Materials and Music	1,056.13	500.00	211%		800	
5002.2 Communion Supplies	378.09	500.00	76%		520	
5002.3 Flowers and Decorations	424.94	1,550.00	27%		500	
5002.4 Licences and Subscriptions	1,508.94	2,400.00	63%		2,400	
5002.5 Equipment Maintenance	1,252.86	650.00	193%		390	
5002.6 Equipment Purchase	56.52	1,200.00	5%		700	
Total 5002 Worship Committee	\$ 4,677.48	\$ 6,800.00	69%		\$ 5,310.00	
5010 Confirmation Ministry						
5010.1 Confirmation Resources		250.00	0.0%	0.00	100.00	
5010.2 Confirmation Hospitality	419.10	400.00	104.8%	419.00	200.00	
5010.3 Confirmation Sunday Expenses		325.00	0.0%		325.00	
5010.4 Thanksgiving Retreat		1,000.00	0.0%	300.00	800.00	
Total 5010 Confirmation Ministry	\$ 419.10	\$ 1,975.00	21.2%	\$ 1,425.00	\$ 1,425.00	
5014 Children's Ministry						
5014.1 Curriculum Supplies	188.08	1,000.00	18.8%		500	
5014.2 Splash Program	3.68	450.00	0.8%		450	
5014.3 Grade 5 Bibles		200.00	0.0%		200	

5014.4 Special Events	132.56	425.00	31.2%		400	
Total 5014 Sunday School Ministry	\$ 324.32	\$ 2,075.00	15.6%	\$ 0.00	\$ 1,550.00	
5022 Adult Education						
5022.1 Curriculum Material	-55.34	400.00			200	
5022.2 Hospitality		200.00			100	
Total 5022 Adult Education	-\$ 55.34	\$ 600.00	\$ 0.00	\$ 0.00	\$ 300.00	
5026 Com Care / Outreach						
5026.1 Can Luth Subscription		25.00	0.0%		25	
5026.2 Supplies	398.00	600.00	66.3%		600	
5026.3 Postage	25.76	500.00	5.2%		150	
5040.1 Congregational Events	76.38	300.00	25.5%		300.00	
5040.2 Coffee Hour Kitchen Supplies	489.93	1,600.00	30.6%		800.00	
Total 5026 Com Care / Outreach	990.07	3,025.00	32.7%	0.00	1,875.00	
5030 Stewardship						
5030.1 Supplies		500.00			500.00	
5030.2 Postage		100.00			100.00	
Total 5030 Stewardship	\$ 0.00	\$ 600.00		\$ 0.00	\$ 600.00	
5036 Youth & Young Adult Committee						
5036.1 Assist Youth Leader Honorium	325.00	700.00		325.00	600.00	
5036.2 Local Programming	605.00	1,000.00			1,200.00	
5036.3 Event Expenses - leaders	0.00	300.00		300.00	500.00	
Total 5036 Youth Committee	\$ 930.00	\$ 2,000.00		\$ 625.00	\$ 2,300.00	
5045 Social Ministry						
5045.1 Programming	146.10	2,600.00		250.00	1,000.00	
5045.2 Local Emergency Relief		300.00		0.00	150.00	
Total 5045 Social Ministry	\$ 146.10	\$ 2,900.00		\$ 250.00	\$ 1,150.00	
Total 5000 Programming	\$ 7,431.73	\$ 19,975.00	37%	\$ 2,300.00	\$ 14,510.00	3
5038 Synodical/National Events						
5038.1 Synod Convention Fee		900.00		722.00	850	
5038.2 CLAY Gathering	5,000.00	5,000.00			-	
5038.3 Other events	756.00	1,800.00			1,000	
Total 5038 Synodical/National Events	\$ 5,756.00	\$ 7,700.00		\$ 722.00	\$ 1,850.00	4
5046 Council/Governance						
5046.1 Council Meeting Expenses		125.00			100	
5046.2 Staff / Volunteer recognition	190.00	350.00		350.00	300	
Total 5046 Council/Governance	\$ 190.00	\$ 475.00		\$ 350.00	\$ 400.00	
5070 Administration Expenses						
5074 Office Expenses						
5074.1 Stationery and Misc. Supplies	453.42	1,200.00	37.8%		1,000.00	
5074.2 Postage	573.07	500.00	114.6%		500.00	
5074.3 Photocopier lease	1,059.15	1,476.00	71.8%		1,476.00	
5074.4 Photocopier Operating Exp	535.95	600.00	89.3%		600.00	
5074.5 Software Expenses	1,406.65	1,550.00	90.8%		1,380.00	

5074.6 Office Equip Maintenance	0.00	-					
5074.7 Office Equipment Purchases	0.00	200.00	0.0%		200.00		
5074.8 Other Admin Expenses	45.16	40.00	112.9%		50.00		
Total 5074 Office Expenses	\$ 4,073.40	\$ 5,566.00	73.2%	\$ 0.00	\$ 5,206.00		
5079 Technology							
5079.1 Internet Service	768.87	1,200.00	64.1%		1,200		
Total 5079 Technology	\$ 768.87	\$ 1,200.00	64.1%	\$ 0.00	\$ 1,200.00		
5080 Bank charges							
5080.1 Monthly Plan Fee		0.00		216.00	864		
5080.2 EFT Billing	484.70	720.00	67.3%		750.00		
5080.3 Other bank fees	596.65	100.00	596.7%		150.00		
Total 5080 Bank charges	\$ 1,081.35	\$ 820.00	131.9%	\$ 216.00	\$ 1,764.00		
5088 Telephone Expenses							
5088.1 Telephone Lease	1,038.78	1,236.00	84.0%		1236		
5088.2 Telephone Monthly Bill	587.35	1,320.00	44.5%	887.00	900		
5088.3 Telephone Service Plan	302.29	300.00	100.8%	377.00	350		
Total 5088 Telephone Expenses	\$ 1,928.42	\$ 2,856.00	67.5%	\$ 1,264.00	\$ 2,486.00		
Total 5070 Administration Expenses	\$ 7,852.04	\$ 10,442.00	75.2%	\$ 1,480.00	\$ 10,656.00		5
5090 Property Expenses							
5091 Utilities							
5091.1 Gas	6,171.43	7,200	85.7%	9,896.43	10,391.25		
5091.2 Electricity	6,079.94	6,800	89.4%	8,179.94	8,588.94		
5091.3 Water	1,049.32	650	161.4%	1,200.00	1,236.00		
5091.4 Alarm	234.23	850	27.6%	468.00	468.00		
Total 5091 Utilities	\$ 13,534.92	\$ 15,500.00	87.3%	\$ 19,744.37	\$ 20,684.19		6
5092 Furnishings and Equipment							
5092.1 Computer Hardware & Access		0.00			250.00		
5092.2 Furniture		0.00			300.00		
5092.3 Other Equipment & Access	602.24	500.00			500.00		
5092.4 Maintenance Office/Electronics							
Total 5092 Furnishings and Equipment	\$ 602.24	\$ 500.00		\$ 0.00	\$ 1,050.00		
5098 Insurance and Taxes							
5098.1 Insurance	7,843.79	10,685.00	73.4%	12,096.00	15,120.00		
5098.2 Property Taxes	1,545.90	1,250.00	123.7%	1,545.00	1,591.35		
Total 5098 Insurance and Taxes	\$ 9,389.69	\$ 11,935.00	78.7%	\$ 13,641.00	\$ 16,711.35		7
5100 Property Committee							
5100.1 Int Maintenance and Repair	8,507.98	5,000.00	170.2%		6,000.00		
5100.2 Custodial Supplies	1,170.36	600.00	195.1%		800.00		
5100.3 Misc Interior Property Exp	5,000.00						
5100.4 Snow Clearance	1,957.61	3,400.00	57.6%		3,750.00		
5100.5 Lawn Care	1,748.09	800.00	218.5%		800.00		
5100.6 Misc Outdoor Property Exp	527.97	1,000.00	52.8%		1,000.00		
5100.7 Professional fees	0.00	-					
Total 5100 Property Committee	\$ 18,912.01	\$ 10,800.00	175.1%	\$ 0.00	\$ 12,350.00		
Total 5090 Property Expenses	\$ 42,438.86	\$ 38,735.00	109.6%	\$ 33,385.37	\$ 50,795.54		

5115 Personnel Expenses						
5116 Staff Expenses						
5116.1 Mileage	609.69	2,440.00	25.0%		1500	
5116.2 Parking Expenses	2.50	200	1.3%		100	
5116.3 Pastor's Miscellaneous	146.76	250	58.7%		250	
5116.4 Pastors Book Allowance	74.62	500	14.9%		500	
5116.5 Director of Music Cont Ed	0.00	550	0.0%		550	
Total 5116 Staff Expenses	\$ 833.57	\$ 3,940.00	21.2%	\$ 0.00	\$ 2,900.00	
5145 Payroll Expenses						
5145.1 Wages	111,163.16	166,171.81	66.9%		152,393.33	
5145.2 Benefits	19,535.07	27,808.33	70.2%		22,841.97	
5145.3 CPP Employer Paid	6,028.49	9,016.19	66.9%		7,848.30	
5145.4 EI Employer Paid	2,536.83	3,289.97	77.1%		3,128.60	
5145.5 Payworks Fees	724.27	950.00	76.2%	919.27	1,000.00	
Total 5145 Payroll Expenses	\$ 139,987.82	\$ 207,236.30	67.5%	\$ 919.27	\$ 187,212.20	
Total 5115 Personnel Expenses	\$ 140,821.39	\$ 211,176.30	66.7%	\$ 919.27	\$ 190,112.20	8
5150 Other HR Costs						
5150.1 Supply Pastor	225.00	1290			775	
5150.2 Supply Musicians	600.00	750			750	
5150.3 Supply Pastoral Care		400				
5150.4 VPP Record Checks	56.70	1100			750	
5150.5 Bookkeeping Services	800.00	2400		800.00	0	
5150.6 Miscellaneous HR Costs	105.00	0				
Total 5150 Other HR Costs	\$ 1,786.70	\$ 5,940.00		\$ 800.00	\$ 2,275.00	9
5301 Mission Partner Support						
5301.1 MNO Synod	15,000.00	40,000.00		40,000.00	21,000.00	
5301.2 Lutheran Urban Mission		1,700.00		1,700.00	1,000.00	
5301.3 Other partners		140.00		132.00	140.00	
Total 5301 Mission Partner Support	\$ 15,000.00	\$ 41,840.00		\$ 41,832.00	\$ 22,140.00	10
Total Expenses	\$ 221,276.72	\$ 336,283.30	66%	\$ 81,788.64	\$ 292,738.74	
Net Operating Income	-\$ 32,012.30	-\$ 38,642.32		\$ 197,815.88	\$ 57.88	11

Notes

1. We are budgeting for a 2% increase in general giving in 2024.
2. Rental income is expected to decrease due to the decision of a recurring renter to move to an alternate location.
3. Planned expenditures by our program committees is expected to decline by about \$5,000. Cost reductions come from changes in the way programs are delivered (e.g., the way confirmation programming is scheduled eliminates the need for hospitality expenses; use of online as opposed to print-based education materials), lesser needs for some initiatives (e.g., fewer first-time attendees at the Synod Thanksgiving retreat) and general scaling back of planned activities (e.g., Social Ministry).
4. Synodical / National Events. The decrease in planned expenditures is largely due to 2024 being a non-CLAY year. Historically, St. Mark's has budgeted \$5,000 every other year to support youth attending the Canadian Lutheran Anglican Youth gathering (CLAY).

The Synod Convention fee is based on the baptized membership of the congregation. The fee covers the cost of St. Mark's delegates attending biennial synod conventions and the cost of sending MNO delegates to the triennial National Church.

5. Overall administration costs are expected to be flat. As the volume of work processed in the office using paper declines, costs will go down. Bank fees though will increase as the service plan fee on our chequing account will no longer be waived due to the decline in our chequing account balance.
6. We have budgeted for a 5% increase in natural gas and electricity costs and a 3% increase in water bills. Arguably, these may be conservative assumptions given what have been heard in the news lately. If actual expenses come in under budget, savings could be used to augment spending in other areas such as Mission Partner Support (see Note 10 below).
7. We are bracing for a significant increase in our insurance premium given that a major claim made this year. We are budgeting for a 25% increase. Our insurance broker will be approached early in 2024 to inquire about obtaining additional quotes for coverage.
8. We anticipate personnel costs to be about \$20,000 less in 2024 compared to this year. The reduction is the result of:
 - a) eliminating the office assistant position.
 - b) cutting back the office administrative position from 24 hours per week to 12-15 hours per week.

- c) removal of the office administrative position from the church wide benefit program, a savings of close to \$5,000. Given the number of budgeted hours, this position would not reach the threshold needed for eligibility.
- d) reduction of the budgeted hours for custodial service to match actual work hours more closely.

The proposed budget maintains funding for the Children's Ministry Coordinator.

Salary increases of 3% are applied to support staff positions. Salary increases planned for professional staff (pastor and music director) take into account guidelines provided by the MNO Synod and the Royal Canadian College of Organists.

- 9. Other HR costs are projected to decrease by about 50%. The largest reduction is related to the generous offer of a volunteer to continue as our bookkeeper.
- 10. The budget for Mission Partner Support is being reduced by almost 50%. The goal for benevolence support to the MNO Synod is set at \$21,000 which is about 8% of what we will spend on programming, administration, property and personnel.

The planned goal for a disbursement to Lutheran Urban Ministry is \$1,000, down from \$1,700.

- 11. The budget being presented is essentially a balanced budget showing a very modest net operating income of \$152.