

Statement of Receipts & Disbursements
Worksheet to add accruals
For the Year Ended December 31, 20##

	Operating Fund - Cash Basis "C"	Accrual entry "A"	Ref :	Comment	Total T=A+C Sum of C + A
	<i>Enter from Bank Stmt</i>	<i>Enter as needed</i>			
Opening Bank balance:	\$ 3,500				\$ 3,500
Add Receipts:					
Regular subscribers - receipted	\$ 143,000				\$ 143,000
Open – non-receipted	\$ 13,607	\$ 2,250	a	Dec 31 mail receipts	\$ 15,857
Designated / restricted donations / bequests	\$ 7,500				\$ 7,500
Rentals of Halls	\$ 6,600				\$ 6,600
Rectory Rental Income	\$ -				\$ -
Transfers in from Endowment and Trust funds	\$ 10,000				\$ 10,000
Bank interest / Investment Income received	\$ 950	\$ 25	a	Dec bank interest rec'd January	\$ 975
Multi point Parish receipts	\$ -				\$ -
HST Refunds	\$ -	\$ 1,400	f	To record 201## HST due to parish	\$ 1,400
Insurance claim receipts	\$ -				\$ -
Bank / Other Loans received	\$ 10,000	-\$ 10,000	c	Loan from Bank move to Balance Sheet	\$ -
Miscellaneous / Other / Fundraising	\$ 27,350				\$ 27,350
Total Receipts:	<u>\$ 219,007</u>	<u>-\$ 6,325</u>			<u>\$ 212,682</u>
Less: Disbursements:					
Diocesan Assessments (DMM)	\$ 23,200	\$ 2,109	e	Dec DMM, Cheque issued January	\$ 25,309
Employment expenses (Salary & Benefits)	\$ 130,000				\$ 130,000
Property expenses - church & parish hall	\$ 17,000	\$ 1,120	d	Dec Utilities	\$ 18,120
Property expenses - rectory	\$ -				\$ -
Clergy Moving Expenses	\$ -				\$ -
Capital expenditures	\$ 2,500	-\$ 2,500	b	Computer / Printer purchased	\$ -
Insurance Premium Expense	\$ 6,300				\$ 6,300
General operating expenses	\$ 3,500	\$ 750	d	Dec expenses not paid in Dec	\$ 4,250
Mortgage and Loan payments	\$ 438	-\$ 262	c	Remove Principal portion of payment	\$ 176
Evangelism	\$ 750				\$ 750
Worship / Music	\$ 9,000				\$ 9,000
Education	\$ 1,500				\$ 1,500
Transfers out to Endowment and Trust funds	\$ 1,500			Gift designated for Endowment Fund	\$ 1,500
Outreach	\$ 2,000				\$ 2,000
Bank / Other Loans repaid	\$ -				\$ -
Total Disbursements:	<u>\$ 197,688</u>	<u>\$ 1,217</u>			<u>\$ 198,905</u>
Closing Bank balance:	<u>\$ 24,819</u>			Operating Surplus (Deficit) for year	<u>\$ 13,777</u>
Assets					
Cash	\$ 24,819				\$ 24,819
Amounts Receivable		\$ 2,275	a		\$ 2,275
HST Receivable		\$ 1,400	f		\$ 1,400
Fixed Assets - Computer		\$ 2,500	b		\$ 2,500
Total Assets	<u>\$ 24,819</u>	<u>\$ 6,175</u>			<u>\$ 30,994</u>
Liabilities					
Due to Diocese		\$ 2,109	e		\$ 2,109
Bank Loan / Mortgage Principal		\$ 9,738	c		\$ 9,738
Due to Others		\$ 1,870	d		\$ 1,870
Total Liabilities	<u>\$ -</u>	<u>\$ 13,717</u>			<u>\$ 13,717</u>

**Worksheet of Receipts and Disbursements - Detail by Fund
For the Year Ended December 31, 20##**

	Operating Fund	Accrual & adjustment entries Operating Fund	Post adjustment Operating Fund	Amounts held in separate Bank Accounts			Total
				Organ Capital Fund	Outreach Fundraising	Endowment Fund	
Opening Balance:			\$ -	\$ 15,000	\$ 100	\$ 50,000	\$ 65,100
Add Receipts:							
Regular subscribers - receipted	\$ 143,000	\$ -	\$ 143,000				\$ 143,000
Open – non-receipted	\$ 13,607	\$ 2,250	\$ 15,857	\$ 1,250			\$ 17,107
Designated / restricted donations / bequests	\$ 7,500	\$ -	\$ 7,500				\$ 7,500
Rentals of Halls	\$ 6,600	\$ -	\$ 6,600				\$ 6,600
Rectory Rental Income	\$ -	\$ -	\$ -				\$ -
Transfers in from Endowment and Trust funds	\$ 10,000	\$ -	\$ 10,000				\$ 10,000
Bank interest / Investment Income received	\$ 950	\$ 25	\$ 975	\$ 125		\$ 975	\$ 2,075
Multi point Parish receipts	\$ -	\$ -	\$ -				\$ -
HST Refunds	\$ -	\$ 1,400	\$ 1,400				\$ 1,400
Insurance claim receipts	\$ -	\$ -	\$ -				\$ -
Bank / Other Loans received	\$ 10,000	\$ -10,000	\$ -				\$ -
Miscellaneous / Other / Fundraising	\$ 27,350	\$ -	\$ 27,350		\$ 8,000		\$ 35,350
Total Receipts:	\$ 219,007	\$ -6,325	\$ 212,682	\$ 1,375	\$ 8,000	\$ 975	\$ 223,032
Less: Disbursements:							\$ -
Diocesan Assessments (DMM)	\$ 23,200	\$ 2,109	\$ 25,309				\$ 25,309
Employment expenses (Salary & Benefits)	\$ 130,000	\$ -	\$ 130,000				\$ 130,000
Property expenses - church & parish hall	\$ 17,000	\$ 1,120	\$ 18,120				\$ 18,120
Property expenses - rectory	\$ -	\$ -	\$ -				\$ -
Clergy Moving Expenses	\$ -	\$ -	\$ -				\$ -
Capital expenditures	\$ 2,500	\$ -2,500	\$ -				\$ -
Insurance Premium Expense	\$ 6,300	\$ -	\$ 6,300				\$ 6,300
General operating expenses	\$ 3,500	\$ 750	\$ 4,250				\$ 4,250
Mortgage and Loan payments	\$ 438	\$ -262	\$ 176				\$ 176
Evangelism	\$ 750	\$ -	\$ 750				\$ 750
Worship / Music	\$ 9,000	\$ -	\$ 9,000				\$ 9,000
Education	\$ 1,500	\$ -	\$ 1,500				\$ 1,500
Transfers out to Endowment and Trust funds	\$ 1,500	\$ -	\$ 1,500				\$ 1,500
Outreach	\$ 2,000	\$ -	\$ 2,000		\$ 6,000		\$ 8,000
Bank / Other Loans repaid	\$ -	\$ -	\$ -				\$ -
Total Disbursements:	\$ 197,688	\$ 1,217	\$ 198,905	\$ -	\$ 6,000	\$ -	\$ 195,405
Closing Balance:	<u>\$ 21,319</u>		<u>\$ 13,777</u>	<u>\$ 16,375</u>	<u>\$ 2,100</u>	<u>\$ 50,975</u>	<u>\$ 92,727</u>

Operating Statement
For the Year Ended December 31, 20##

Receipts:

Regular subscribers - receipted	\$	143,000
Open – non-receipted	\$	15,857
Designated / restricted donations / bequests	\$	7,500
Rentals of Halls	\$	6,600
Rectory Rental Income	\$	-
Transfers in from Endowment and Trust funds	\$	10,000
Bank interest / Investment Income received	\$	975
Multi point Parish receipts	\$	-
HST Refunds	\$	1,400
Insurance claim receipts	\$	-
Bank / Other Loans received	\$	-
Miscellaneous / Other / Fundraising	\$	27,350
Total Receipts:	\$	<u>212,682</u>

Disbursements:

Diocesan Assessments (DMM)	\$	25,309
Employment expenses (Salary & Benefits)	\$	130,000
Property expenses - church & parish hall	\$	18,120
Property expenses - rectory	\$	-
Clergy Moving Expenses	\$	-
Capital expenditures	\$	-
Insurance Premium Expense	\$	6,300
General operating expenses	\$	4,250
Mortgage and Loan payments	\$	176
Evangelism	\$	750
Worship / Music	\$	9,000
Education	\$	1,500
Transfers out to Endowment and Trust funds	\$	1,500
Outreach	\$	2,000
Bank / Other Loans repaid	\$	-
Total Disbursements:	\$	<u>198,905</u>

Net Operating Surplus (Deficit)	\$	<u>13,777</u>
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**Worksheet of Receipts and Disbursements - Detail by Fund
For the Year Ended December 31, 20##**

	Operating Fund	Organ Capital Fund	Outreach Fundraising	Endowment Fund	Total
Opening Balance (Deficit)	\$ 5,000	\$ 15,000	\$ 100	\$ 50,000	\$ 70,100
Excess of Revenue over expenses for year	\$ 13,777	\$ 1,375	\$ 2,000	\$ 975	\$ 18,127
Interfund Transfers	-\$ 1,500			\$ 1,500	-
Closing Balance (Deficit)	<u>\$ 17,277</u>	<u>\$ 16,375</u>	<u>\$ 2,100</u>	<u>\$ 52,475</u>	<u>\$ 88,227</u>

Balance Sheet
As at December 31, 20##

Assets

Cash	\$ 24,819
Amounts Receivable	\$ 2,275
HST Receivable	\$ 1,400
Fixed Assets - Computer	\$ 2,500
Investments	\$ 70,950

Total Assets \$ 101,944

Liabilities

Due to Diocese	\$ 2,109
Bank Loan / Mortgage Principal	\$ 9,738
Due to Others	\$ 1,870

Total Liabilities \$ 13,717

Fund Balances

General Operating Fund	\$ 17,277
Organ Fund	\$ 16,375
Outreach Fundraising Fund	\$ 2,100
Endowment Fund	\$ 52,475

Total Fund Balances \$ 88,227

Total Liabilities and Fund Balances \$ 101,944