

Where do I put it on the Parochial Report?

Sample Vestry report format tied to parochial report

Church of St. Swithin

Operating income and expenses

OPERATING INCOME		OPERATING EXPENSES	
Individual contributions		Work outside congregation	
Pledge payments		Diocesan assessment	to line 12
Regular contributions		Episcopal Charities	include on line 13
Church School envelopes		Outreach grants	include on line 13
Plate offering		Subtotal	
Easter			
Christmas		Personnel	
Flower contributions		Clergy compensation (or CSP payment)	
Other gifts		Lay salaries	
Subtotal	to line 3	Payroll taxes	
		Medical/dental/life insurance	
From investments		Clergy pension	
Drawdown from investments	to line 4	Lay pension	
		Continuing education	
From organizations		Professional expense reimbursement	
ECW		Subtotal	include on line 14
Men's group			
Subtotal	include on line 5	Plant operating expenses	
		Property & casualty insurance	
Fundraising efforts (net)		Oil & utilities	
Annual Fair		Repairs & service contracts	
Holly Ball		Subtotal	reduce by costs for providing space & include on line 14
Thrift Shop			
Subtotal	include on line 5		
		Office expenses	
Space use income		Postage	
Nursery school		Office supplies	
Shelter		Legal & accounting	
Other space use		Telephone	
Use of church		Subtotal	include on line 14
Subtotal	net out cost of providing and include on line 5		
		Parish programs	
Requests used for operating purposes		Altar flowers & supplies	
Part of Tiller estate		Church School	
Part of Smythe estate		Youth group	
Subtotal	to line 6	Adult education	
		Stewardship	
		Music program	
		Subtotal	include on line 14

Church of St. Swithin

Non-Operating revenues and expenses

After-school program

Income

Episcopal Charities grant
Registrations & fees
Donations

Expenses **Total income** **to line 10**

Personnel costs
Supplies
Transportation

Total expenses **to line 16**

Received for transmittal

Received for transmittal

UTO
Episcopal Relief & Development
Bishop's visitation
Good Friday offering

Total **to line 11**

Transmitted

UTO
Episcopal Relief & Development
Bishop's visitation
Good Friday offering

Total **to line 17**

Additions to investments

Tiller estate
Smythe estate
Memorial gifts for endowment

Total **to line 9**

Capital Funds

Income

Organ fund contributions
Roof fund (including Property Support grant)
Memorial contributions for improvements
From building endowment

Total **to line 8**

Expenses

Boiler replacement
Kitchen renovation
Memorials purchased

Total **to line 15**