

## Bright Way Zen 2016 Budget - Adopted & Amended; Mid-Year 2016 Budget Report; Budget Projections for 2017-2019

	A	B	C	D	E	F	G	H	I	J	K
	2013 Actuals	2014 Actuals	2015 Actuals	2016 Budget (Approved in April)	2016 Projected (Jan-June)	2016 Actuals (Jan-June)	2016 Diff. from Projected	Amended 2016 Budget	2017 Budget	2018 Budget	2019 Budget
<b>INCOME</b>											
<b>4000 Contributions</b>											
4010-1 Donation Box (Anonymous Cash)	1,132.07	1,732.00	1,263.00	1,000.00	500.00	1,050.00	550.00	2,000.00	2,400.00	2,800.00	3,200.00
4010-2 Donations (from individuals, not pledges)	958.00	1,793.00	1,755.00	1,500.00	750.00	580.00	-170.00	1,000.00	1,250.00	1,500.00	1,750.00
4010-3 Pledge Contributions	8,455.00	11,547.00	14,475.00	18,000.00	9,000.00	11,340.00	2,340.00	20,850.00 (a)	24,700.00	28,550.00	31,400.00 (b)
4010-4 New Home Fund Donations	2,858.00										
<b>Total 4000 Contributions</b>	<b>\$ 13,403.07</b>	<b>\$ 15,072.00</b>	<b>\$17,493.00</b>	<b>\$ 20,500.00</b>	<b>\$ 10,250.00</b>	<b>\$ 12,970.00</b>	<b>\$ 2,720.00</b>	<b>\$ 23,850.00</b>	<b>\$ 28,350.00</b>	<b>\$ 32,850.00</b>	<b>\$ 36,350.00</b>
	\$ 10,545.07										
<b>Contribution Increase from Previous Year:</b>	<b>\$ 5,637.92</b>	<b>\$ 4,526.93</b>	<b>\$ 2,421.00</b>					<b>\$ 6,357.00</b>	<b>\$ 4,500.00 (c)</b>	<b>\$ 4,500.00 (c)</b>	<b>\$ 3,500.00 (c)</b>
<b>5310 Interest Income/Dividend</b>	<b>\$ 4.26</b>	<b>\$ 7.66</b>	<b>26.13</b>	<b>\$ 20.00</b>	<b>\$ 10.00</b>	<b>\$ 18.84</b>	<b>\$ 8.84</b>	<b>\$ 20.00</b>	<b>\$ 25.00</b>	<b>\$ 30.00</b>	<b>\$ 35.00</b>
<b>5400 Revenue from other sources</b>											
5440 Inventory - Books & Supplies Sold		368.00	144.00	250.00	125.00	140.00	15.00	250.00	250.00	250.00	250.00
5480 Honorarium for Visit/Service	50.00										
5490 Uncategorized Income	126.16	150.04				0.57	0.57				
<b>Total 5400 Revenue from other sources</b>	<b>\$ 176.16</b>	<b>\$ 518.04</b>	<b>144.00</b>	<b>\$ 250.00</b>	<b>\$ 125.00</b>	<b>\$ 140.57</b>	<b>\$ 15.57</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>
<b>5800 Special Events Income</b>											
5810 Retreat Income	740.00	417.00	615.00	600.00	300.00	258.00	-42.00	600.00	700.00	800.00	900.00
5820 Workshop/Class Income		290.00	1,089.50	700.00	350.00	360.00	10.00	350.00	400.00	450.00	500.00
5830 Program Income					0.00	100.00	100.00	350.00	400.00	450.00	500.00
<b>Total 5800 Special Events Income</b>	<b>\$ 740.00</b>	<b>\$ 707.00</b>	<b>\$ 1,704.50</b>	<b>\$ 1,300.00</b>	<b>\$ 650.00</b>	<b>\$ 718.00</b>	<b>\$ 68.00</b>	<b>\$ 1,300.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,700.00</b>	<b>\$ 1,900.00</b>
<b>TOTAL INCOME</b>	<b>\$ 14,323.49</b>	<b>\$ 16,304.70</b>	<b>\$19,367.63</b>	<b>\$ 22,070.00</b>	<b>\$ 11,035.00</b>	<b>\$ 13,847.41</b>	<b>\$ 2,812.41</b>	<b>\$ 25,420.00</b>	<b>\$ 30,125.00</b>	<b>\$ 34,830.00</b>	<b>\$ 38,535.00</b>
<b>TOTAL INCOME less new Home Fund</b>	<b>\$ 11,465.49</b>										
<b>Total income increase from previous year:</b>	<b>\$ 5,302.57 (d)</b>	<b>\$ 4,839.21 (d)</b>	<b>3,062.93</b>					<b>6,052.37</b>	<b>4,705.00</b>	<b>4,705.00</b>	<b>3,705.00</b>

(a) Jan-June actuals plus estimated income from current (non-annual) pledges for remainder of year (\$9,510)

(b) 2019 - \$31,400 could be \$50/mo from 53 members (we have 41 as of August 2016)

(c) Predicting consistent overall growth in income per year, perhaps a slow down in a couple years

(d) Comparisons between years with 2013 don't include New Home Fund

	A	B	C	D	E	F	G	H	I	J	K
	2013	2014	2015	2016	2016	2016	2016	Amended	2017	2018	2019
EXPENSES	Actuals	Actuals	Actuals	Budget (Approved in April)	Projected (Jan-June)	Actuals (Jan-June)	Diff. from Projected	2016 Budget	Budget	Budget	Budget
<b>7000 Grants, Contracts &amp; Direct Assistance</b>											
7020 Contributions to Other Organizations	100.00	75.00	315.00	100.00	50.00	50.00	0.00	100.00	100.00	100.00	100.00
<b>Total 7000 Grants, Contracts &amp; Direct Assistance</b>	<b>\$ 100.00</b>	<b>\$ 75.00</b>	<b>315.00</b>	<b>\$ 100.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 0.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>7200 Salaries &amp; Related Expenses</b>											
7220 Clergy Housing Allowance			2,800.00	4,800.00	2,400.00	2,400.00	0.00	4,800.00 (e)	8,400.00 (e)	12,000.00 (e)	16,800.00 (e)
7222 Clergy Professional Reimbursement								900.00 (f)	275.00	900.00	275.00
7224 Clergy Bonus								2000.00			
<b>Total 7200 Salaries &amp; Related Expenses</b>			<b>2,800.00</b>	<b>\$ 4,800.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,400.00</b>	<b>\$ 0.00</b>	<b>\$ 7,700.00</b>	<b>\$ 8,675.00</b>	<b>\$ 12,900.00</b>	<b>\$ 16,800.00</b>
<b>7500 Contract Service Expenses</b>											
7520 Accounting/Bookkeeping Fees		\$ 150.00	425.00	\$ 150.00	75.00	\$ 0.00	-75.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7530 Legal Fees								\$ 750.00			
<b>Total 7500 Contract Service Expenses</b>		<b>\$ 150.00</b>	<b>425.00</b>	<b>\$ 150.00</b>	<b>\$ 75.00</b>	<b>\$ 0.00</b>	<b>-\$ 75.00</b>	<b>\$ 750.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>8100 General/Administrative Expenses</b>											
<b>8110 Supplies (last &lt;5yr)</b>											
8110-1 Office/Admin Supplies		13.20	61.48	75.00	37.50	170.80	133.30	200.00	100.00	120.00	140.00
8110-2 Consumables (paper supplies, tea, etc.)	136.13	263.58	71.71	120.00	60.00	149.08	89.08	250.00	250.00	270.00	290.00
8110-3 Zendo/Altar/Other Supplies	36.48	17.15	0.00	30.00	15.00	221.89	206.89 (g)	250.00	150.00	150.00	150.00
<b>Total 8110 Supplies (last &lt;5yr)</b>	<b>\$ 172.61</b>	<b>\$ 293.93</b>	<b>133.19</b>	<b>\$ 225.00</b>	<b>\$ 112.50</b>	<b>\$ 541.77</b>	<b>\$ 429.27</b>	<b>\$ 700.00</b>	<b>\$ 500.00</b>	<b>\$ 540.00</b>	<b>\$ 580.00</b>
<b>8135 Computer Expenses</b>											
8135-2 Online Accounting Software	225.93	323.40	323.40	325.00	162.50	161.70	-0.80	325.00	325.00	325.00	325.00
8135-3 Online Membership Software			644.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8135-4 Other Online Programs		197.13	121.50	250.00	125.00	215.63	90.63	335.00 (h)	350.00	350.00	350.00
<b>Total 8135 Computer Expenses</b>	<b>\$ 225.93</b>	<b>\$ 520.53</b>	<b>1,089.82</b>	<b>\$ 575.00</b>	<b>\$ 287.50</b>	<b>\$ 377.33</b>	<b>\$ 89.83</b>	<b>\$ 660.00</b>	<b>\$ 675.00</b>	<b>\$ 675.00</b>	<b>\$ 675.00</b>
<b>8160 Insurance</b>	<b>\$ 415.00</b>	<b>\$ 415.00</b>	<b>375.00</b>	<b>\$ 475.00</b>	<b>\$ 237.50</b>	<b>\$ 268.75</b>	<b>\$ 31.25</b>	<b>\$ 455.00 (i)</b>	<b>\$ 455.00</b>	<b>\$ 465.00</b>	<b>\$ 475.00</b>

(e) Housing allowance: \$400/mo in 2016; \$700/mo in 2017; \$1000/mo in 2018; \$1400/mo in 2019 (or part allowance, part salary)

(f) See reimbursement worksheet; SZBA dues, conference, travel to biennial conference; ink for printer for BWZ printing for teaching

(g) Green: Additional cost due largely to zendo expansion, buying items that aren't consumable supplies but also aren't durable equipment (lasting >5 years)

(h) Currently pay for Soundcloud to host our audio (pd annually, pd in 2016 already), Zoom to host online meditation and video meetings, Google for business email/app account

	A	B	C	D	E	F	G	H	I	J	K
	2013	2014	2015	2016	2016	2016	2016	Amended	2017	2018	2019
	Actuals	Actuals	Actuals	Budget (Approved in April)	Projected (Jan-June)	Actuals (Jan-June)	Diff. from Projected	2016 Budget	Budget	Budget	Budget
(i) Budget already assumed an increase in insurance for use of larger space in approved budget; \$455 is actual cost including covering Domyo's home office and D&O insurance											
<b>8170 Advertising &amp; Promotion</b>											
8170-1 Website	79.54	91.00	91.00	150.00	75.00	86.88	11.88	150.00	160.00	170.00	180.00
8170-2 Email Service	240.00	140.00	26.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8170-3 Advertising	513.13	675.47	558.06	580.00	290.00	363.52	73.52	580.00	600.00	620.00	640.00
8170-4 Printed Materials	103.62	106.64	87.93	120.00	60.00	62.06	2.06	120.00	130.00	140.00	160.00
<b>Total 8170 Advertising &amp; Promotion</b>	<b>\$ 936.29</b>	<b>\$ 1,013.11</b>	<b>763.00</b>	<b>\$ 850.00</b>	<b>\$ 425.00</b>	<b>\$ 512.46</b>	<b>\$ 87.46</b>	<b>\$ 850.00</b>	<b>\$ 890.00</b>	<b>\$ 930.00</b>	<b>\$ 980.00</b>
<b>8180 Books, Subscriptions, References</b>	<b>41.95</b>	<b>41.99</b>	<b>21.16</b>	<b>45.00</b>	<b>\$ 22.50</b>	<b>0.00</b>	<b>-\$ 22.50</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>	<b>45.00</b>
<b>8190 Printing for In-House Use</b>	<b>193.63</b>	<b>124.82</b>	<b>69.25</b>	<b>150.00</b>	<b>\$ 75.00</b>	<b>87.24</b>	<b>\$ 12.24</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>	<b>150.00</b>
<b>Total 8100 General/Administrative Expenses</b>	<b>\$ 1,985.41</b>	<b>\$ 2,409.38</b>	<b>2,451.42</b>	<b>\$ 2,320.00</b>	<b>\$ 1,160.00</b>	<b>\$ 1,787.55</b>	<b>\$ 627.55</b>	<b>\$ 2,320.00</b>	<b>\$ 2,715.00</b>	<b>\$ 2,805.00</b>	<b>\$ 2,905.00</b>
<b>8200 Facility &amp; Equipment Expenses</b>											
<b>8210 Rent or Lease</b>	<b>\$ 6,385.00</b>	<b>\$ 5,795.00</b>	<b>6,300.00</b>	<b>\$12,545.00</b>	<b>\$ 5,105.00</b>	<b>\$ 4,625.00</b>	<b>-\$ 480.00</b>	<b>\$12,125.00</b> (j)	<b>\$15,000.00</b> (j)	<b>\$15,000.00</b> (j)	<b>\$15,000.00</b> (j)
<b>8220 Utilities</b>	<b>\$ 567.85</b>	<b>\$ 685.45</b>	<b>565.18</b>	<b>\$ 800.00</b> (k)	<b>\$ 400.00</b>	<b>\$ 77.41</b> (k)	<b>-\$ 322.59</b>	<b>\$ 300.00</b> (k)	<b>\$ 800.00</b> (k)	<b>\$ 850.00</b>	<b>\$ 900.00</b>
<b>8255 Equipment (Durable, last &gt;5 Years)</b>											
8255-1 Meditation Equipment	1,572.39	120.00	363.80	500.00	250.00	0.00	-250.00	0.00	200.00	200.00	200.00
8255-2 Zendo & Ritual Items	182.33	511.59	227.58	150.00	75.00	497.36	422.36 (l)	500.00	150.00	160.00	170.00
8255-3 Other Durable Equipment	226.75	252.22	161.95	175.00	87.50	1,347.61	1,260.11 (m)	1,450.00	150.00	160.00	170.00
<b>Total 8255 Equipment (Durable, last &gt;5 Years)</b>	<b>\$ 1,981.47</b>	<b>\$ 883.81</b>	<b>753.33</b>	<b>\$ 825.00</b>	<b>\$ 412.50</b>	<b>\$ 1,844.97</b>	<b>\$ 1,432.47</b>	<b>\$ 1,950.00</b>	<b>\$ 500.00</b>	<b>\$ 520.00</b>	<b>\$ 540.00</b>
<b>Total 8200 Facility &amp; Equipment Expenses</b>	<b>\$ 8,934.32</b>	<b>\$ 7,364.26</b>	<b>7,618.51</b>	<b>\$ 14,170.00</b>	<b>\$ 5,917.50</b>	<b>\$ 6,547.38</b>	<b>\$ 629.88</b>	<b>\$ 14,375.00</b>	<b>\$ 16,300.00</b>	<b>\$ 16,370.00</b>	<b>\$ 16,440.00</b>
<b>8500 Other Expenses</b>											
<b>8530 Dues - Other Organizations</b>	<b>250.00</b>		<b>125.00</b>	<b>125.00</b>	<b>\$ 62.50</b>	<b>\$ 125.00</b>	<b>\$ 62.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8585 Inventory - Books &amp; Supplies for Sale</b>		<b>284.25</b>	<b>271.63</b>	<b>250.00</b>	<b>\$ 125.00</b>	<b>0.00</b>	<b>-\$ 125.00</b>	<b>100.00</b>	<b>250.00</b>	<b>250.00</b>	<b>250.00</b>
<b>8590 Uncategorized Expenses</b>	<b>201.16</b>		<b>22.00</b>								
<b>Total 8500 Other Expenses</b>	<b>\$ 451.16</b>	<b>\$ 284.25</b>	<b>418.63</b>	<b>\$ 375.00</b>	<b>\$ 187.50</b>	<b>\$ 0.00</b>	<b>-\$ 187.50</b>	<b>\$ 100.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>	<b>\$ 250.00</b>

(j) Rent: for 2016, includes 1 month at \$525, 3 months at \$700, 2 months at \$1000, 8 months at \$1250/mo; subsequent years \$1250/mo

(k) Utilities: new owners have not charged us for electric - will work out utilities when heating/cooling is installed; 2016 is estimate if installation happens before end of year, subsequent years are estimates for our larger space

(l) Green: Zendo & Ritual extra costs - Art framing, one-time expenses to doing Nehan ceremony, supplies for online meditation (webcam and bells)

(m) Green: extra costs associated with Zendo expansion: carpeting, tatami mats for sanzen room, hanging hardware, window film, lamps, surge strips, folding chairs, grab bar, PA system, storage

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	2013	2014	2015	2016	2016	2016	2016	Amended	2017	2018	2019
	Actuals	Actuals	Actuals	Budget (Approved in April)	Projected (Jan-June)	Actuals (Jan-June)	Diff. from Projected	2016 Budget	Budget	Budget	Budget
<b>8600 Business Expenses</b>											
8680 Licenses & Fees	50.00	50.00	50.00	50.00	0.00	0.00	\$ 0.00	50.00	50.00	50.00	50.00
<b>8690 Bank Charges</b>											
8690-1 Paypal Monthly Fees	239.88	239.88	259.87	270.00	135.00	119.94	-15.06	270.00	270.00	270.00	270.00
8690-2 Transaction Fees (Paypal, etc.)	250.40	250.07	289.09	310.00	155.00	192.90	37.90	385.00 (n)	460.00	535.00	610.00
<b>Total 8690 Bank Charges</b>	<b>\$ 490.28</b>	<b>\$ 489.95</b>	<b>548.96</b>	<b>\$ 580.00</b>	<b>\$ 290.00</b>	<b>\$ 312.84</b>	<b>\$ 22.84</b>	<b>\$ 655.00</b>	<b>\$ 730.00</b>	<b>\$ 805.00</b>	<b>\$ 880.00</b>
<b>Total 8600 Business Expenses</b>	<b>\$ 540.28</b>	<b>\$ 539.95</b>	<b>598.96</b>	<b>\$ 630.00</b>	<b>\$ 315.00</b>	<b>\$ 312.84</b>	<b>-\$ 2.16</b>	<b>\$ 705.00</b>	<b>\$ 780.00</b>	<b>\$ 855.00</b>	<b>\$ 930.00</b>
<b>8700 Development</b>											
8710 Development Mailings	75.48	126.77	103.64	125.00	0.00	0.00	0.00	125.00	125.00	125.00	125.00
<b>Total 8700 Development</b>	<b>\$ 75.48</b>	<b>\$ 126.77</b>	<b>103.64</b>	<b>\$ 125.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 125.00</b>	<b>\$ 125.00</b>	<b>\$ 125.00</b>	<b>\$ 125.00</b>
<b>8800 Special Events Expenses</b>											
8810 Retreat Expenses	453.53		0.00	150.00	75.00			150.00	75.00	75.00	75.00
8820 Workshop/Class Expenses			299.50			46.98			75.00	75.00	75.00
8830 Honorarium for Visit/Service		500.00	50.00								
<b>Total 8800 Special Events Expenses</b>	<b>\$ 453.53</b>	<b>\$ 500.00</b>	<b>349.50</b>	<b>\$ 150.00</b>	<b>\$ 75.00</b>	<b>\$ 46.98</b>	<b>-\$ 28.02</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 12,540.18</b>	<b>\$ 11,449.61</b>	<b>\$15,080.66</b>	<b>\$ 22,820.00</b>	<b>\$ 11,410.00</b>	<b>\$ 11,144.75</b>	<b>-\$ 265.25</b>	<b>\$ 26,325.00</b>	<b>\$ 29,095.00</b>	<b>\$ 33,555.00</b>	<b>\$ 37,700.00</b>
<i>Total expenses increase from previous year:</i>	<b>\$ 8,780.48</b>	<b>-\$ 1,090.57</b>	<b>3,631.05</b>	<b>\$ 7,739.34</b>				<b>\$ 11,244.34</b>	<b>\$ 2,770.00</b>	<b>\$ 4,460.00</b>	<b>\$ 4,145.00</b>
<b>Net Operating Income</b>	<b>\$ 1,783.31</b>	<b>\$ 4,855.09</b>	<b>4,286.97</b>	<b>-\$ 750.00</b>		<b>\$ 2,702.66</b>		<b>-\$ 905.00</b>	<b>\$ 1,030.00</b>	<b>\$ 1,275.00</b>	<b>\$ 835.00</b>
<b>BANK BALANCE</b>	<b>\$4,260.92</b>	<b>\$8,707.01</b>	<b>\$12,762.97</b>	<b>\$12,012.97</b>		<b>\$15,855.63</b>		<b>\$11,857.97 (o)</b>	<b>\$12,887.97</b>	<b>\$14,162.97</b>	<b>\$14,997.97</b>

(n) Increased contributions means increased transaction fees

(o) Projected decrease of approx \$4,000 from current bank balance (column F) due largely to \$3,450 of special expenditures: \$750 attorney fee, SZBA conference attendance by Domyo (\$325 conf. fee + \$375 plane ticket = \$700), \$2000 bonus