

Bright Way Zen 2017 Budget & Report - Jan-May

	B	C	D	E			F
	2014	2015	2016	2017	Jan-May	Jan-May	Diff. from
	Actuals	Actuals	Actuals	Budget	2017	2017	Projected
					Projected	Actuals	
INCOME							
4000 Contributions							
4010-1 Donation Box (Anonymous Cash)	1,732.00	1,263.00	2,139.00	2,300.00	966.00	584.10	-381.90
4010-2 Donations (from individuals, not pledges)	1,793.00	1,755.00	890.00	1,000.00	420.00	425.00	5.00
4010-3 Pledge Contributions	11,547.00 (a)	14,475.00 (a)	21,165.00 (a)	24,200.00 (b)	11,614.00	11,315.00	-299.00
4010-4 New Home Fund Donations							
4010-5 Year-End Donations			1,370.00	1,500.00	0.00		
Total 4000 Contributions	\$ 15,072.00	\$ 17,493.00	\$ 25,564.00	\$ 29,000.00	\$13,000.00	\$12,324.10	-\$ 675.90
<i>Not including New Home Fund:</i>							
Contribution Increase from Previous Year:	\$ 4,526.93 (c)	\$ 2,421.00	\$ 8,071.00	\$ 3,436.00			
5310 Interest Income/Dividend	\$ 7.66	\$ 26.13	\$ 35.01	\$ 35.00	\$ 14.70	\$ 13.65	-\$ 1.05
5400 Revenue from other sources							
5440 Inventory - Books & Supplies Sold	368.00	144.00	187.00	250.00	105.00	107.00	2.00
5480 Honorarium for Visit/Service							
5490 Uncategorizable Income	150.04		44.67			166.25	
Total 5400 Revenue from other sources	\$ 518.04	144.00	\$ 231.67	\$ 250.00	\$ 105.00	\$ 273.25	\$ 168.25
5800 Special Events Income							
5810 Retreat Income	417.00	615.00	438.00	500.00	210.00	1,160.00	950.00
5820 Workshop/Class Income	290.00	1,089.50	360.00	400.00	168.00		-168.00
5830 Program Income			700.00	600.00	252.00	600.00	348.00
Total 5800 Special Events Income	\$ 707.00	\$ 1,704.50	\$ 1,498.00	\$ 1,500.00	\$ 630.00	\$ 1,760.00	\$ 1,130.00
TOTAL INCOME	\$ 16,304.70	\$ 19,367.63	\$ 27,328.68	\$ 30,785.00	\$ 13,749.70	\$ 14,371.00	\$ 621.30
TOTAL INCOME less new Home Fund							
Total income increase from previous year:	\$ 4,839.21	\$ 3,062.93	\$ 7,961.05	\$ 3,456.32			

(a) Increases in pledge contributions over previous year: 2013 = \$5,200; 2014 = \$3,092; 2015 = \$2,928; 2016 = \$6,690.

(b) Conservatively projecting increases of approx \$3,000 in pledge contributions for 2017

(c) Comparisons between 2013 & 2012, and 2013 & 2014 do not include New Home Fund

	B	C	D	E	Jan-May 2017 Projected	Jan-May 2017 Actuals	F
	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget			Diff. from Projected
EXPENSES							
7000 Grants, Contracts & Direct Assistance							
7020 Contributions to Other Organizations	75.00	315.00	50.00	100.00	42.00	0.00	-42.00
Total 7000 Grants, Contracts & Direct Assistance	\$ 75.00	\$ 315.00	\$ 50.00	\$ 100.00	\$ 42.00	\$ -	-\$ 42.00
7200 Salaries & Related Expenses							
7220 Clergy Housing Allowance		2,800.00	4,800.00	8,400.00 (d)	3,528.00	3,500.00	-28.00
7222 Clergy Professional Reimbursement			805.20	275.00 (e)	115.50	179.97	64.47
7224 Clergy Bonus			2,000.00				0.00
Total 7200 Salaries & Related Expenses		\$ 2,800.00	\$ 7,605.20	\$ 8,675.00	\$ 3,643.50	\$ 3,679.97	\$ 36.47
7500 Contract Service Expenses							
7520 Accounting/Bookkeeping Fees	150.00	425.00		0.00			
7530 Legal Fees			750.00	0.00			
7540 Professional Fees			50.00	250.00 (f)	105.00	0.00	-105.00
Total 7500 Contract Service Expenses	\$ 150.00	\$ 425.00	\$ 800.00	\$ 250.00	\$ 105.00	\$ -	-\$ 105.00
8100 General/Administrative Expenses							
8110 Supplies (last <5yr)							
8110-1 Office/Admin Supplies	13.20	61.48	248.74	100.00	42.00	101.53	59.53
8110-2 Consumables (paper supplies, tea, etc.)	263.58	71.71	219.35	250.00	105.00	122.96	17.96
8110-3 Zendo/Altar/Other Supplies	17.15	0.00	221.89	150.00	63.00	58.79	-4.21
Total 8110 Supplies (last <5yr)	\$ 293.93	\$ 133.19	\$ 689.98	\$ 500.00	\$ 210.00	\$ 283.28	\$ 73.28
8135 Computer Expenses							
8135-2 Online Accounting Software	323.40	323.40	329.50	325.00	150.00	150.00	0.00
8135-3 Online Membership Software		644.92	0.00	0.00			
8135-4 Other Online Programs	197.13	121.50	390.57	400.00 (h)	168.00	99.95	-68.05
Total 8135 Computer Expenses	\$ 520.53	\$ 1,089.82	\$ 720.07	\$ 725.00	\$ 168.00	249.95	-\$ 68.05
8160 Insurance	\$ 415.00	\$ 375.00	\$ 399.00	\$ 425.00	\$ 234.00	\$ 234.00	\$ 0.00

(d) Housing allowance: \$400/mo in 2016; \$700/mo in 2017

(e) SZBA annual dues (\$125), Ink for printer and other supplies for BWZ teaching (\$150)

(f) Professional fees may be accounting, legal, or other (e.g. fundraising or organizational consultant)

(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

	B	C	D	E	Jan-May 2017 Projected	Jan-May 2017 Actuals	F
	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget			Diff. from Projected
8170 Advertising & Promotion							
8170-1 Website	91.00	91.00	122.88	150.00	150.00	544.01 (k)	394.01
8170-2 Email Service	140.00	26.01	0.00	0.00			0.00
8170-3 Advertising	675.47	558.06	579.73	600.00	252.00	155.72	-96.28
8170-4 Printed Materials	106.64	87.93	62.06	100.00	42.00		-42.00
Total 8170 Advertising & Promotion	\$ 1,013.11	\$ 763.00	\$ 764.67	\$ 850.00	\$ 444.00	\$ 699.73	
8180 Books, Subscriptions, References	41.99	21.16	29.95	45.00	\$ 18.90	\$ -	-18.90
8190 Printing for In-House Use	124.82	69.25	109.74	130.00	\$ 130.00	\$ 170.60	40.60
Total 8100 General/Administrative Expenses	\$ 2,409.38	\$ 2,451.42	\$ 2,713.41	\$ 2,675.00	\$ 1,204.90	\$ 1,637.56	\$ 432.66
8200 Facility & Equipment Expenses							
8210 Rent or Lease	\$ 5,795.00	\$ 6,300.00	\$ 12,290.00	\$ 16,500.00 (i)	\$ 6,875.00	\$ 6,875.00	\$ 0.00
8220 Utilities	\$ 685.45	\$ 565.18	\$ 77.41 (j)	\$ 0.00 (j)			
8255 Equipment (Durable, last >5 Years)							
8255-1 Meditation Equipment	120.00	363.80	0.00	250.00	105.00	0.00	-105.00
8255-2 Zendo & Ritual Items	511.59	227.58	768.05 (l)	200.00	84.00	313.31	229.31
8255-3 Other Durable Equipment	252.22	161.95	1,660.05 (m)	250.00	105.00	0.00	-105.00
Total 8255 Equipment (Durable, last >5 Years)	\$ 883.81	\$ 753.33	\$ 2,428.10	\$ 700.00	\$ 294.00	\$ 313.31	\$ 19.31
8260 Repairs & Maintenance			\$ 25.00	\$ 50.00			
Total 8200 Facility & Equipment Expenses	\$ 7,364.26	\$ 7,618.51	\$ 14,820.51	\$ 17,250.00	\$ 7,169.00	\$ 7,188.31	\$ 19.31
8500 Other Expenses							
8530 Dues - Other Organizations		125.00	0.00	0.00			
8585 Inventory - Books & Supplies for Sale	284.25	271.63	0.00	250.00	105.00	0.00	-105.00
8590 Uncategorizable Expenses		22.00	44.10			166.25	166.25
Total 8500 Other Expenses	\$ 284.25	\$ 418.63	\$ 44.10	\$ 250.00	\$ 105.00	\$ 166.25	\$ 61.25

(i) Rent: \$1375/mo for 2017; \$1500/mo for 2018

(j) Rent includes utilities

(k) High expenses for website in 2017; security issues, plus renewed domain name, hosting, and security until 2020 (so costs will be minimal in 2018 and 2019)

(l) Zendo & Ritual extra costs in 2016 - Art framing, one-time expenses to doing Nehan ceremony, supplies for online meditation (webcam and bells)

(m) Extra costs associated with Zendo expansion in 2016: carpeting, tatami mats for sanzen room, hanging hardware, window film, lamps, surge strips, folding chairs, grab bar, PA s

	B	C	D	E	Jan-May 2017 Projected	Jan-May 2017 Actuals	F
	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget			Diff. from Projected
8595 Reconciliation Discrepancy						-25.00	
8600 Business Expenses							
8680 Licenses & Fees	\$ 50.00	\$ 50.00	\$ 50.00	\$ 900.00 (n)	0.00	0.00	\$ 0.00
8690 Bank Charges						10.00	10.00
8690-1 Paypal Monthly Fees	239.88	259.87	259.87	270.00	113.40	79.96	-33.44
8690-2 Transaction Fees (Paypal, etc.)	250.07	289.09	396.39	450.00 (o)	189.00	178.91	-10.09
Total 8690 Bank Charges	\$ 489.95	\$ 548.96	\$ 656.26	\$ 720.00	\$ 302.40	\$ 268.87	-\$ 43.53
Total 8600 Business Expenses	\$ 539.95	\$ 598.96	\$ 706.26	\$ 1,620.00	\$ 302.40	\$ 268.87	-\$ 33.53
8700 Development							
8710 Development Mailings	126.77	103.64	137.04	150.00	0.00	0.00	0.00
Total 8700 Development	\$ 126.77	103.64	\$ 137.04	\$ 150.00			\$ 0.00
8800 Special Events Expenses							
8810 Retreat Expenses		0.00	30.93	50.00	50.00	400.00	350.00
8820 Workshop/Class Expenses		299.50	46.98	50.00	21.00	0.00	-21.00
8830 Honorarium for Visit/Service	500.00	50.00	100.00	300.00	126.00	0.00	-126.00
Total 8800 Special Events Expenses	\$ 500.00	\$ 349.50	\$ 177.91	\$ 400.00	\$ 197.00	\$ 400.00	\$ 203.00
TOTAL EXPENSES	\$ 11,449.61	\$ 15,080.66	\$ 27,054.43	\$ 31,370.00	\$ 12,768.80	\$ 13,315.96	\$ 547.16
<i>Total expenses increase from previous year:</i>	-\$ 1,090.57	\$ 3,631.05	\$ 11,973.77	\$ 4,315.57			
Net Operating Income	\$ 4,855.09	\$ 4,286.97	\$ 274.25	-\$ 585.00	-\$ 245.70	\$ 1,055.04	\$ 1,300.74
BANK BALANCE	\$ 8,707.01	\$ 12,762.97	\$ 13,037.22	\$ 12,452.22	Less retreat income:	\$ 50.04	\$ 295.74
						\$ 14,442.26	

(n) Includes \$850 for 501c3 application

(o) Increased contributions means increased transaction fees