

Bright Way Zen 2017 Budget Report and 2018 Proposed Budget

	A	B	C	D	E	F	G
	2014	2015	2016	2017	2017	Diff. from	2018
	Actuals	Actuals	Actuals	Actuals	Budget	Projected	Budget
INCOME							
4000 Contributions							
4010-1 Donation Box (Anonymous Cash)	1,732.00	1,263.00	2,139.00	1,542.10	2,300.00	-757.90	1,500.00
4010-2 Donations (from individuals, not pledges)	1,793.00	1,755.00	890.00	1,330.00	1,000.00	330.00	1,200.00
4010-3 Pledge Contributions	11,547.00	14,475.00	21,165.00	24,320.00	24,200.00	120.00	27,300.00 (a)
4010-4 New Home Fund Donations							
4010-5 Year-End Donations			1,370.00	1,175.00	1,500.00	-325.00	1,200.00
Total 4000 Contributions	\$ 15,072.00	\$ 17,493.00	\$ 25,564.00	\$ 28,367.10	\$ 29,000.00	-\$ 632.90	\$ 31,200.00
<i>Not including New Home Fund:</i>							
Contribution Increase from Previous Year:	\$ 4,526.93 (b)	\$ 2,421.00	\$ 8,071.00	\$ 2,803.10	\$ 3,436.00		\$ 2,832.90
5310 Interest Income/Dividend	\$ 7.66	\$ 26.13	\$ 35.01	\$ 31.69	\$ 35.00	-\$ 3.31	\$ 35.00
5400 Revenue from other sources							
5440 Inventory - Books & Supplies Sold	368.00	144.00	187.00	207.00	250.00	-43.00	250.00
5480 Honorarium for Visit/Service							
5450 Donations for Teachers (Sesshin)				720.00		720.00	
5460 For Donor-Specified Purchases				130.00		130.00	
5490 Uncategorizable Income	150.04		44.67	125.00		125.00	
5491 Accidental Transaction Income				41.25		41.25	
Total 5400 Revenue from other sources	\$ 518.04	144.00	\$ 231.67	\$ 1,223.25	\$ 250.00	\$ 973.25	\$ 250.00
5800 Special Events Income							
5810 Retreat Income	417.00	615.00	438.00	4,205.00	500.00	3,705.00	4,200.00
5820 Workshop/Class Income	290.00	1,089.50	360.00	100.00	400.00	-300.00	100.00
5830 Program Income			700.00	900.00	600.00	300.00	900.00
Total 5800 Special Events Income	\$ 707.00	\$ 1,704.50	\$ 1,498.00	\$ 5,205.00	\$ 1,500.00	\$ 3,705.00	\$ 5,200.00
TOTAL INCOME	\$ 16,304.70	\$ 19,367.63	\$ 27,328.68	\$ 34,827.04	\$ 30,785.00	\$ 4,042.04	\$ 36,685.00
Total income increase from previous year:	\$ 4,839.21	\$ 3,062.93	\$ 7,961.05	\$ 7,498.36	\$ 3,456.32		\$ 1,857.96

(a) Based on estimated pledge income from current (1/12/2018) level of membership support (quite a few new members in last quarter of 2017)

(b) Comparison 2013 & 2014 do not include 2013's New Home Fund

	A	B	C	D	E	F	G
	2014	2015	2016	2017	2017	Diff. from	2018
EXPENSES	Actuals	Actuals	Actuals	Actuals	Budget	Projected	Budget
7000 Grants, Contracts & Direct Assistance							
7020 Contributions to Other Organizations	75.00	315.00	50.00	50.00	100.00	-50.00	100.00
Total 7000 Grants, Contracts & Direct Assistance	\$ 75.00	\$ 315.00	\$ 50.00	\$ 50.00	\$ 100.00	-\$ 50.00	\$ 100.00
7200 Salaries & Related Expenses							
7220 Clergy Housing Allowance		2,800.00	4,800.00 (c)	8,400.00 (c)	8,400.00	0.00	9,600.00 (c)
7222 Clergy Professional Reimbursement			805.20	224.93	275.00	-50.07	950.00 (d)
7224 Clergy Bonus			2,000.00	0.00		0.00	
Total 7200 Salaries & Related Expenses		\$ 2,800.00	\$ 7,605.20	\$ 8,624.93	\$ 8,675.00	-\$ 50.07	\$ 10,550.00
7500 Contract Service Expenses							
7520 Accounting/Bookkeeping Fees	150.00	425.00		0.00	0.00	0.00	0.00
7530 Legal Fees			750.00	0.00	0.00	0.00	0.00
7540 Professional Fees			50.00	241.67	250.00 (e)	-8.33	250.00 (e)
Total 7500 Contract Service Expenses	\$ 150.00	\$ 425.00	\$ 800.00	\$ 241.67	\$ 250.00	-\$ 8.33	\$ 250.00
8100 General/Administrative Expenses							
8110 Supplies (last <5yr)							
8110-1 Office/Admin Supplies	13.20	61.48	248.74	229.20	100.00	129.20	250.00
8110-2 Consumables (paper supplies, tea, etc.)	263.58	71.71	219.35	248.81	250.00	-1.19	270.00
8110-3 Zendo/Altar/Other Supplies	17.15	0.00	221.89	109.75	150.00	-40.25	150.00
Total 8110 Supplies (last <5yr)	\$ 293.93	\$ 133.19	\$ 689.98	\$ 587.76	\$ 500.00	\$ 87.76	\$ 670.00
8135 Computer Expenses							
8135-2 Online Accounting Software	323.40	323.40	329.50	370.00	325.00	45.00	100.00 (f)
8135-3 Online Membership Software		644.92	0.00	0.00	0.00	0.00	0.00
8135-4 Other Online Programs	197.13	121.50	390.57	439.65	400.00	39.65	275.00 (g)
Total 8135 Computer Expenses	\$ 520.53	\$ 1,089.82	\$ 720.07	\$ 809.65	\$ 725.00	\$ 84.65	\$ 375.00
8140 Postage and Delivery				\$ 11.65	\$ 0.00	\$ 11.65	
8160 Insurance	\$ 415.00	\$ 375.00	\$ 399.00	\$ 469.00	\$ 425.00	\$ 44.00	\$ 425.00

(c) Housing allowance: \$400/mo in 2016; \$700/mo in 2017; \$800/mo in 2018. For comparison, \$18,000/year would be \$1500/mo, \$24,000 a year would be \$2000/mo.

(d) SZBA annual dues (\$125), biannual conference fee (\$325) and travel to conference (\$375), plus ink for printer and other supplies for BWZ teaching (\$150)

(e) In 2017 and perhaps in 2018, some admin assistance

(f) Large reduction in cost for Quickbooks online because of official nonprofit status

(g) Audio hosting, Zoom to host online meditation and video meetings, Google for business email/app account; decreases in costs in 2018 due to 501c3 status

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	2014	2015	2016	2017	2017	Diff. from	2018
	Actuals	Actuals	Actuals	Actuals	Budget	Projected	Budget
8170 Advertising & Promotion							
8170-1 Website	91.00	91.00	122.88	1,064.95	150.00	914.95 (h)	150.00
8170-2 Email Service	140.00	26.01	0.00	0.00	0.00	0.00	0.00
8170-3 Advertising	675.47	558.06	579.73	386.13	600.00	-213.87	500.00
8170-4 Printed Materials	106.64	87.93	62.06	25.35	100.00	-74.65	100.00
Total 8170 Advertising & Promotion	\$ 1,013.11	\$ 763.00	\$ 764.67	\$ 1,476.43	\$ 850.00	\$ 626.43	\$ 750.00
8180 Books, Subscriptions, References	41.99	21.16	29.95	35.00	45.00	-10.00	35.00
8190 Printing for In-House Use	124.82	69.25	109.74	193.10	130.00	63.10	200.00
Total 8100 General/Administrative Expenses	\$ 2,409.38	\$ 2,451.42	\$ 2,713.41	\$ 3,582.59	\$ 2,675.00	\$ 895.94	\$ 2,455.00
8200 Facility & Equipment Expenses							
8210 Rent or Lease	\$ 5,795.00	\$ 6,300.00	\$ 12,290.00	\$ 16,500.00 (i)	\$ 16,500.00	\$ 0.00	\$ 18,000.00 (i)
8220 Utilities	\$ 685.45	\$ 565.18	\$ 77.41	\$ 0.00 (j)	\$ 0.00	\$ 0.00	\$ 0.00 (j)
8255 Equipment (Durable, last >5 Years)							
8255-1 Meditation Equipment	120.00	363.80	0.00	0.00	250.00	-250.00	150.00
8255-2 Zendo & Ritual Items	511.59	227.58	768.05	397.29	200.00	197.29	150.00
8255-3 Other Durable Equipment	252.22	161.95	1,660.05	16.98	250.00	-233.02	125.00
Total 8255 Equipment (Durable, last >5 Years)	\$ 883.81	\$ 753.33	\$ 2,428.10	\$ 414.27	\$ 700.00	-\$ 285.73	\$ 425.00
8260 Repairs & Maintenance			\$ 25.00	\$ 0.00	\$ 50.00	-\$ 50.00	\$ 50.00
Total 8200 Facility & Equipment Expenses	\$ 7,364.26	\$ 7,618.51	\$ 14,820.51	\$ 16,914.27	\$ 17,250.00	-\$ 335.73	\$ 18,475.00
8500 Other Expenses							
8530 Dues - Other Organizations		125.00	0.00	0.00	0.00	0.00	
8540 Donations for Teachers (Sesshin)				716.79		716.79	
8550 Donor-Specified Purchases				157.50		157.50	
8585 Inventory - Books & Supplies for Sale	284.25	271.63	0.00	0.00	250.00	-250.00	150.00
8590 Uncategorizable Expenses		22.00	44.10	125.00		125.00	
8591 Accidental Transaction - Expense				41.25		41.25	
Total 8500 Other Expenses	\$ 284.25	\$ 418.63	\$ 44.10	\$ 1,040.54	\$ 250.00	\$ 790.54	\$ 150.00 (k)

(h) 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)

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

(k) Other Expenses are balanced out by 5400 Revenue from Other Sources

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	2014	2015	2016	2017	2017	Diff. from	2018
	Actuals	Actuals	Actuals	Actuals	Budget	Projected	Budget
8595 Reconciliation Discrepancy				-\$ 25.00			
8600 Business Expenses							
8680 Licenses & Fees	\$ 50.00	\$ 50.00	\$ 50.00	\$ 900.00	\$ 900.00 (l)	\$ 0.00	\$ 50.00
8690 Bank Charges				10.00		10.00	
8690-1 Paypal Monthly Fees	239.88	259.87	259.87	219.89	270.00	-50.11	240.00 (m)
8690-2 Transaction Fees (Paypal, etc.)	250.07	289.09	396.39	437.77	450.00	-12.23	450.00 (m)
Total 8690 Bank Charges	\$ 489.95	\$ 548.96	\$ 656.26	\$ 667.66	\$ 720.00	-\$ 62.34	\$ 690.00
Total 8600 Business Expenses	\$ 539.95	\$ 598.96	\$ 706.26	\$ 1,567.66	\$ 1,620.00	-\$ 62.34	\$ 740.00
8700 Development							
8710 Development Mailings	126.77	103.64	137.04	227.85	150.00	77.85	230.00
Total 8700 Development	\$ 126.77	103.64	\$ 137.04	\$ 227.85	\$ 150.00	\$ 77.85	\$ 230.00
8800 Special Events Expenses							
8810 Retreat Expenses		0.00	30.93	3404.93	50.00	3,354.93	3500.00
8820 Workshop/Class Expenses		299.50	46.98	0.00	50.00	-50.00	0.00
8830 Honorarium for Visit/Service	500.00	50.00	100.00	50.00	300.00	-250.00	300.00
Total 8800 Special Events Expenses	\$ 500.00	\$ 349.50	\$ 177.91	\$ 3,454.93	\$ 400.00	\$ 3,054.93	\$ 3,800.00
TOTAL EXPENSES	\$ 11,449.61	\$ 15,080.66	\$ 27,054.43	\$ 35,679.44	\$ 31,370.00	\$ 4,312.79	\$ 36,750.00
<i>Total expenses increase from previous year:</i>	-\$ 1,090.57	\$ 3,631.05	\$ 11,973.77	\$ 8,625.01	\$ 4,315.57		\$ 5,380.00
Net Operating Income	\$ 4,855.09	\$ 4,286.97	\$ 274.25	-\$ 852.40	-\$ 585.00	-\$ 267.40	-\$ 65.00
BANK BALANCE	\$ 8,707.01	\$ 12,762.97	\$ 13,037.22	\$ 12,819.82	\$ 12,452.22		\$ 12,754.82

(l) Included \$850 for 501c3 application

(m) We may be able to reduce monthly fees to zero and decrease transactions fees to about \$350 as a 501c3