

Bright Way Zen 2018 Budget Report and 2019 Budget

	B	C	D	E	G	F	H
	2015	2016	2017	2018	2018	Diff. from	2019
	Actuals	Actuals	Actuals	Actuals	Budget	Projected	Budget
INCOME							
4000 Contributions							
4010-1 Donation Box (Anonymous Cash)	1,263.00	2,139.00	1,542.10	2,064.00	1,500.00	564.00	2,000.00
4010-2 Donations (from individuals, not pledges)	1,755.00	890.00	1,330.00	452.42	1,200.00	-747.58	450.00
4010-3 Pledge Contributions	14,475.00	21,165.00	24,320.00	31,385.00	27,300.00	4,085.00	36,000.00 (a)
4010-5 Year-End Donations		1,370.00	1,175.00	925.00	1,200.00	-275.00	925.00
4010-6 Fundraising							2,850.00 (b)
Total 4000 Contributions	\$ 17,493.00	\$ 25,564.00	\$ 28,367.10	\$ 34,826.42	\$ 31,200.00	3,626.42	\$ 42,225.00
<i>Contribution Increase from Previous Year:</i>	<i>\$ 2,421.00</i>	<i>\$ 8,071.00</i>	<i>\$ 2,803.10</i>	<i>\$ 6,459.32</i>	<i>\$ 2,832.90</i>	<i>3,626.42</i>	<i>\$ 7,398.58</i>
<i>% Contribution Increase from Previous Year:</i>	<i>16%</i>	<i>46%</i>	<i>11%</i>	<i>23%</i>			<i>21%</i>
5310 Interest Income/Dividend	\$ 26.13	\$ 35.01	\$ 31.69	\$ 34.68	\$ 35.00	-0.32	\$ 35.00
5400 Revenue from other sources							
5440 Inventory - Books & Supplies Sold	144.00	187.00	207.00	195.00	250.00	-55.00	200.00
5480 Honorarium for Visit/Service			720.00				
5450 Donations for Teachers (Sesshin)			130.00	260.67 (c)			
5460 For Donor-Specified Purchases			125.00				
5490 Uncategorizable Income		44.67	41.25	115.00 (c)			
5491 Accidental Transaction Income							
Total 5400 Revenue from other sources	144.00	\$ 231.67	\$ 1,223.25	\$ 570.67	\$ 250.00	320.67	\$ 200.00
5800 Special Events Income							
5810 Retreat Income	615.00	438.00	4,205.00	5,219.00	4,200.00	1,019.00	5,500.00
5820 Workshop/Class Income	1,089.50	360.00	100.00		100.00	-100.00	
5830 Program Income		700.00	900.00	1,700.00	900.00	800.00	1,900.00
Total 5800 Special Events Income	\$ 1,704.50	\$ 1,498.00	\$ 5,205.00	\$ 6,919.00	\$ 5,200.00	1,719.00	\$ 7,400.00
TOTAL INCOME	\$ 19,367.63	\$ 27,328.68	\$ 34,827.04	\$ 42,350.77	\$ 36,685.00	5,665.77	\$ 49,860.00
<i>Total income increase from previous year:</i>	<i>\$ 3,062.93</i>	<i>\$ 7,961.05</i>	<i>\$ 7,498.36</i>	<i>\$ 7,523.73</i>	<i>\$ 1,857.96</i>	<i>5,665.77</i>	<i>\$ 7,509.23</i>

(a) Equals 2018 pledges plus 15% (Previous year increases: 2015=25% over 2014; 2016=46% over 2015, 2017=15% over 2016, 2018=29% over 2017)

(b) March 2019 Fun-raiser: Ticket sales, silent auction, one-time donations - Goal is to raise \$1000 over costs (\$1850)

(c) Transactions are balanced with expenses in corresponding categories; no net income

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	2015	2016	2017	2018	2018	Diff. from	2019
EXPENSES	Actuals	Actuals	Actuals	Actuals	Budget	Projected	Budget
7000 Grants, Contracts & Direct Assistance							
7020 Contributions to Other Organizations	315.00	50.00	50.00	50.00	100.00	-50.00	100.00
Total 7000 Grants, Contracts & Direct Assistance	\$ 315.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 100.00	-\$ 50.00	\$ 100.00
7200 Salaries & Related Expenses							
7220 Clergy Housing Allowance	2,800.00	4,800.00	8,400.00	9,600.00	9,600.00	0.00	12,000.00 (d)
7222 Teacher Professional Reimbursement		805.20	224.93	975.00	950.00	25.00	300.00 (e)
7224 Teacher Bonus		2,000.00		2,000.00		2,000.00	
Total 7200 Salaries & Related Expenses	\$ 2,800.00	\$ 7,605.20	\$ 8,624.93	\$ 12,575.00	\$ 10,550.00	\$ 2,025.00	\$ 12,300.00
7500 Contract Service Expenses							
7520 Accounting/Bookkeeping Fees	425.00						
7530 Legal Fees		750.00					
7540 Professional Fees		50.00	241.67		250.00		3,600.00 (f)
Total 7500 Contract Service Expenses	\$ 425.00	\$ 800.00	\$ 241.67	\$ 0.00	\$ 250.00	-\$ 250.00	\$ 3,600.00
8100 General/Administrative Expenses							
8110 Supplies (last <5yr)							
8110-1 Office/Admin Supplies	61.48	248.74	229.20	296.95	250.00	46.95	300.00
8110-2 Consumables (paper supplies, tea, etc.)	71.71	219.35	248.81	160.26	270.00	-109.74	200.00
8110-3 Zendo/Altar/Other Supplies	0.00	221.89	109.75	43.45	150.00	-106.55	150.00
Total 8110 Supplies (last <5yr)	\$ 133.19	\$ 689.98	\$ 587.76	\$ 500.66	\$ 670.00	-\$ 169.34	\$ 650.00
8135 Computer Expenses							
8135-2 Online Accounting Software	323.40	329.50	370.00	190.00	100.00	90.00	50.00
8135-3 Online Membership Software	644.92	0.00	0.00	500.00	0.00	500.00	600.00 (g)
8135-4 Other Online Programs	121.50	390.57	439.65	249.69	275.00	-25.31	250.00 (h)
Total 8135 Computer Expenses	\$ 1,089.82	\$ 720.07	\$ 809.65	\$ 939.69	\$ 375.00	\$ 564.69	\$ 900.00
8140 Postage and Delivery			\$ 11.65				
8160 Insurance	\$ 375.00	\$ 399.00	\$ 469.00	\$ 399.00	\$ 399.00	\$ 0.00	\$ 399.00

(d) Housing allowance: \$400/mo for 7 months of 2015; \$400/mo in 2016; \$700/mo in 2017; \$800/mo in 2018; \$1000/mo in 2019.

(e) Conference fees and travel in conference years, plus ink for printer and other supplies for BWZ teaching, etc.

(f) Administrative Assistant, 12 hours a month, \$25/hour

(g) Neon membership software \$50/mo, member directory plus ability to process recurring donations

(h) Audio hosting, Zoom to host online meditation and video meetings, Google for business email/app account

	B 2015 Actuals	C 2016 Actuals	D 2017 Actuals	E 2018 Actuals	G 2018 Budget	F Diff. from Projected	H 2019 Budget
8170 Advertising & Promotion							
8170-1 Website	91.00	122.88	1,064.95 (i)	144.00	150.00	-6.00	200.00
8170-2 Email Service	26.01						
8170-3 Advertising	558.06	579.73	386.13	446.75	500.00	-53.25	500.00
8170-4 Printed Materials	87.93	62.06	25.35	30.73	100.00	-69.27	150.00
Total 8170 Advertising & Promotion	\$ 763.00	\$ 764.67	\$ 1,476.43	\$ 621.48	\$ 750.00	-\$ 128.52	\$ 850.00
8180 Books, Subscriptions, References	21.16	29.95	35.00	31.99	35.00	-3.01	45.00
8190 Printing for In-House Use	69.25	109.74	193.10	78.55	200.00	-121.45	150.00
8195 Other General/Admin Expenses				19.56	0.00	19.56	
Total 8100 General/Administrative Expenses	\$ 2,451.42	\$ 2,713.41	\$ 3,582.59	\$ 2,590.93	\$ 2,429.00	\$ 161.93	\$ 2,994.00
8200 Facility & Equipment Expenses							
8210 Rent or Lease	\$ 6,300.00	\$ 12,290.00	\$ 16,500.00	\$ 18,000.00	\$ 18,000.00	\$ 0.00	\$ 18,300.00 (j)
8220 Utilities	\$ 565.18	\$ 77.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8255 Equipment (Durable, last >5 Years)							
8255-1 Meditation Equipment	363.80	0.00	0.00	429.88	150.00	279.88	250.00
8255-2 Zendo & Ritual Items	227.58	768.05	397.29	74.41	150.00	-75.59	200.00
8255-3 Other Durable Equipment	161.95	1,660.05	16.98	539.17	125.00	414.17 (k)	250.00
Total 8255 Equipment (Durable, last >5 Years)	\$ 753.33	\$ 2,428.10	\$ 414.27	\$ 1,043.46	\$ 425.00	\$ 618.46	\$ 700.00
8260 Repairs & Maintenance		\$ 25.00	\$ 0.00	\$ 0.00	\$ 50.00	-\$ 50.00	\$ 50.00
Total 8200 Facility & Equipment Expenses	\$ 7,618.51	\$ 14,820.51	\$ 16,914.27	\$ 19,043.46	\$ 18,475.00	\$ 568.46 (k)	\$ 19,050.00
8500 Other Expenses							
8530 Dues - Other Organizations	125.00						
8540 Dana for Teachers (Sesshin)			716.79				
8550 Donor-Specified Purchases			157.50	260.67			
8585 Inventory - Books & Supplies for Sale	271.63			394.12	150.00	244.12	200.00
8590 Uncategorizable Expenses	22.00	44.10	125.00				
8591 Accidental Transaction - Expense			41.25	115.00			
Total 8500 Other Expenses	\$ 418.63	\$ 44.10	\$ 1,040.54	\$ 769.79	\$ 150.00	\$ 619.79	\$ 200.00

(i) 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)

(j) Rent: \$1375/mo for 2017; \$1500/mo for 2018; \$1550 starting July 1, 2019

(k) Higher than expected Durable Equipment cost due to purchase of new sound system

	B 2015 Actuals	C 2016 Actuals	D 2017 Actuals	E 2018 Actuals	G 2018 Budget	F Diff. from Projected	H 2019 Budget
8595 Reconciliation Discrepancy			-\$ 25.00				
8600 Business Expenses							
8680 Licenses & Fees	\$ 50.00	\$ 50.00	\$ 900.00 (l)	\$ 57.50	\$ 50.00	\$ 7.50	\$ 50.00
8690 Bank Charges			10.00				
8690-1 Paypal Monthly Fees	259.87	259.87	219.89	199.90	240.00	-40.10	240.00
8690-2 Transaction Fees (Paypal, etc.)	289.09	396.39	437.77	471.93	450.00	21.93	500.00
Total 8690 Bank Charges	\$ 548.96	\$ 656.26	\$ 667.66	\$ 671.83	\$ 690.00	-\$ 18.17	\$ 740.00
Total 8600 Business Expenses	\$ 598.96	\$ 706.26	\$ 1,567.66	\$ 729.33	\$ 740.00	-\$ 10.67	\$ 790.00
8700 Development							
8710 Development Mailings	103.64	137.04	227.85	205.99	230.00	205.99	400.00
8720 Fundraising Expenses				600.00 (m)	0.00		1,850.00 (m)
Total 8700 Development	103.64	\$ 137.04	\$ 227.85	\$ 805.99	\$ 230.00	\$ 575.99	\$ 2,250.00
8800 Special Events Expenses							
8810 Retreat Expenses	0.00	30.93	3404.93	2745.06	3500.00	-754.94	3500.00
8820 Workshop/Class Expenses	299.50	46.98	0.00	0.00	0.00	0.00	0.00
8830 Honorarium for Visit/Service	50.00	100.00	50.00	25.00	300.00	-275.00	400.00
Total 8800 Special Events Expenses	\$ 349.50	\$ 177.91	\$ 3,454.93	\$ 2,770.06	\$ 3,800.00	-\$ 1,029.94	\$ 3,900.00
TOTAL EXPENSES	\$ 15,080.66	\$ 27,054.43	\$ 35,679.44	\$ 39,334.56	\$ 36,724.00	\$ 2,610.56	\$ 45,184.00
<i>Total expenses increase from previous year:</i>	\$ 3,631.05	\$ 11,973.77	\$ 8,625.01	\$ 3,655.12	\$ 1,044.56		\$ 5,849.44
Net Operating Income	\$ 4,286.97	\$ 274.25	-\$ 852.40	\$ 3,016.21	-\$ 39.00	\$ 3,055.21	\$ 4,676.00
BANK BALANCE	\$ 12,762.97	\$ 13,037.22	\$ 12,819.82	\$ 15,749.54	\$ 12,780.82		

(l) Included \$850 for 501c3 application

(m) Fun-raiser at McMenemy's: \$600 deposit in 2018; \$1850 budget total, \$1250 to be spent on 2019 event, \$600 budgeted in 2019 for a deposit for 2020 (assuming we want to repeat)