

Budget Task Force report to Presbytery of Boston Council

Prepared by BTF members:

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Introduction:

The Council Budget Task Force (BTF) was created by Council to develop a balanced budget for the Presbytery of Boston (POB) for the 2021 year. The purpose of this report is present the final two options for the 2021 budget prepared by the BTF. There are some assumptions inherent in each of these options listed below.

Attached to this document is the budget options in the same format as the Presbytery Budget is traditionally presented. To ease the discussion of the options, the essential numbers are presented in this document so that the concept can be more easily grasped.

Assumptions:

For Option #1

1. The current Resource Presbyter has indicated that she will not be renewing her contract with POB. It is proposed that this position will not be in the 2021 budget
2. The Communications Coordinator position will not be renewed.
3. The remaining positions (Treasurer and Stated Clerk) will remain at the same level - 50% FTE each.
4. Presbytery Membership will be 1974 members
5. Stewardship, newsletter, website and other communications done by the Stated Clerk or someone else.
6. No changes Committee or Admin expenses
7. Anticipate reduction of audit expenses to \$3,900

For Option #5

1. The current Resource Presbyter has indicated that she will not be renewing her contract with POB. It is proposed that this position will not be in the 2021 budget
2. The Communications Coordinator position will not be renewed.

3. An Administrative Assistant position is proposed to meet the need for the Presbytery newsletter, website updates, etc. for a 12 month period.
4. The remaining positions (Treasurer and Stated Clerk) will remain at the same level - 50% FTE each.
5. Presbytery Membership will be 1974 members
6. No changes to Committee or Admin expenses
7. Anticipate reduction of audit expenses to \$3,900

Summary:

In the table below, Option #1 shows a surplus of \$7,331 (no funds transferred) and Option #2 gives a surplus of \$7,331 (with \$12,000 released from Trustees for operations). These options do meet the criteria that the BTF was given – it is yet to be determined if they are realistic and doable. See the attached spreadsheet for the actual and complete numbers.

2021 Budget Proposals:

	Budget	Option #1	Option #5
Revenues	2020	2021	2021
Per Capital Receipts	\$ 115,640	\$ 110,544	\$ 110,544
Individual Contributions	\$ 5,000	\$ 5,000	\$ 5,000
Unrestricted-Shared Mission	\$ 25,000	\$ 20,000	\$ 20,000
Transfer from Trustee Funds Released for Operations ⁽¹⁾ (DOES NOT include \$11,190 cash balance as of 1/1/20)	\$ 77,157	\$ -	\$ 12,000
Transfer from Trustee Funds	\$ 722	\$ 720	\$ 720
Fundraising	\$ -	\$ -	\$ -
Total Revenues	\$ 223,519	\$ 136,264	\$ 148,264
Expenses	2020	2021	2021
<u>Personnel</u>			
Treasurer Salary	\$ 21,012	\$ 21,012	\$ 21,012
Treasurer FICA (7.65%)	\$ 1,607	\$ 1,607	\$ 1,607
Stated Clerk Salary	\$ 31,182	\$ 31,182	\$ 31,182
Stated Clerk FICA (7.65%)	\$ 2,385	\$ 2,385	\$ 2,385
Stated Clerk 403b	\$ 4,000	\$ 4,000	\$ 4,000
Recording Clerk	\$ 674	\$ -	\$ -
Resource Presbyterian Salary & Offset	\$ 41,099	\$ -	
Resource Presbyterian Pension	\$ 4,788	\$ -	\$ -
Communications Coordinator - Salary	\$ 30,000	\$ -	\$ -
Communications Coordinator - FICA	\$ 2,295	\$ -	\$ -
Communications Coordinator - 403b	\$ 4,000	\$ -	\$ -
Total Personnel	\$ 143,043	\$ 60,187	\$ 60,187
Total Office and Committee	\$ 20,511	\$ 12,511	\$ 24,511*

Total G&A	\$ 10,735	\$ 10,135	\$ 10,135
Total Other	\$ 26,948	\$ 26,100	\$ 26,100
Total Mission Support ⁽²⁾	\$ 25,000	\$ 20,000	\$ 20,000
Total Operating Expenses (YAV payroll support & payroll removed)	\$ 226,236	\$ 128,933	\$ 140,933
Budget Surplus/(Deficit) from Operations	\$ (2,717)	\$ 7,331	\$ 32,219

**Includes \$12,000 in expenses for 12-month part-time Administrative Assistant position. Funds for position are anticipated to be covered by Trustee Funds released for operational costs*

Presbytery of Boston - Budget Scenario Worksheet

Approved 2020 Budget
Assume all personnel at 50%(20 hrs/wk)
Membership @ 2,065

Option 1
No CC or RP, staff @ 50% (20 hrs/wk)

Membership @ 1974 (as reported to PCUSA)
Mission -\$5k lower donations (covid19)
Stewardship, newsletter, website, etc. done by SC?

No changes Committee or Admin exp
Anticipate discount of audit to \$3,900

Option 5
No CC or RP, staff @ 50% (20 hrs/wk)
Admin. Asst at \$12,000 for 1 year (newsletter, website, assist stewardship)
Membership @ 1974 (as reported to PCUSA)
Mission -\$5k lower donations (covid19)

No changes Committee or Admin exp
Anticipate discount of audit to \$3,900

Revenues	2020	% Rev	2021	% Rev	2021	% Rev
Per Capital Receipts	\$ 115,640	51.7%	\$ 110,544	81.1%	\$ 110,544	74.6%
Individual Contributions	\$ 5,000	2.2%	\$ 5,000	3.7%	\$ 5,000	3.4%
Unrestricted-Shared Mission	\$ 25,000	11.2%	\$ 20,000	14.7%	\$ 20,000	13.5%
Transfer from Trustee Funds Released for Operations ⁽¹⁾ (DOES NOT include \$11,190 cash balance as of 1/1/20)	\$ 77,157	34.5%	\$ -	0.0%	\$ 12,000	8.1% 2021 Trustee Spend Policy
Transfer from Trustee Funds	\$ 722	0.3%	\$ 720	0.5%	\$ 720	0.5%
Fundraising	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total Revenues	\$ 223,519	100.0%	\$ 136,264	100.0%	\$ 148,264	100.0%
Expenses	2020	% Rev	2021	% Rev	2021	% Rev
<u>Personnel</u>						
Treasurer Salary	\$ 21,012	9.4%	\$ 21,012	15.4%	\$ 21,012	14.2%
Treasurer FICA (7.65%)	\$ 1,607	0.7%	\$ 1,607	1.2%	\$ 1,607	1.1%
Stated Clerk Salary	\$ 31,182	14.0%	\$ 31,182	22.9%	\$ 31,182	21.0%
Stated Clerk FICA (7.65%)	\$ 2,385	1.1%	\$ 2,385	1.8%	\$ 2,385	1.6%
Stated Clerk 403b	\$ 4,000	1.8%	\$ 4,000	2.9%	\$ 4,000	2.7%
Recording Clerk	\$ 674	0.3%	\$ -	0.0%	\$ -	0.0%
Resource Presbyter Salary & Offset	\$ 41,099	18.4%	\$ -	0.0%	\$ -	0.0%
Resource Presbyter - D&D (premium to BoPensions)	\$ 4,788	2.1%	\$ -	0.0%	\$ -	0.0%
Communications Coordinator - Salary	\$ 30,000	13.4%	\$ -	0.0%	\$ -	0.0%
Communications Coordinator - FICA	\$ 2,295	1.0%	\$ -	0.0%	\$ -	0.0%
Communications Coordinator - 403b	\$ 4,000	1.8%	\$ -	0.0%	\$ -	0.0%
Total Personnel	\$ 143,043	64.0%	\$ 60,187	44.2%	\$ 60,187	40.6%
<u>Office & Committee Expenses</u>						
Presbytery Council/Training and Development	\$ 300	0.1%	\$ 300	0.2%	\$ 300	0.2%
Committee on Preparation for Ministry	\$ 3,000	1.3%	\$ 3,000	2.2%	\$ 3,000	2.0%
Committee on Ministry	\$ 4,000	1.8%	\$ 4,000	2.9%	\$ 4,000	2.7%
Committee Resources (Pdors, COR, Nom)	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Permanent Judicial Commission	\$ 250	0.1%	\$ 250	0.2%	\$ 250	0.2%
Treasurer Office Expense	\$ 1,943	0.9%	\$ 1,943	1.4%	\$ 1,943	1.3%
Moderator Office Expense	\$ 1,200	0.5%	\$ 1,200	0.9%	\$ 1,200	0.8%
Stated Clerk Reimbursable Expenses	\$ 1,818	0.8%	\$ 1,818	1.3%	\$ 1,818	1.2%
Resource Presbyter Reimbursable Expenses	\$ 6,000	2.7%	\$ -	0.0%	\$ -	0.0%
Communications Coordinator Reimbursable Expenses	\$ 2,000	0.9%	\$ -	0.0%	\$ -	0.0%
Admin. Asst. (for Newsletter, website, etc.)					\$ 12,000	8.1% *See AA position
Transitional Presbyter Search Expenses					\$ -	0.0%
Total Office and Committee	\$ 20,511	9.2%	\$ 12,511	9.2%	\$ 24,511	16.5%

General and Administrative

Audit	\$ 4,500	2.0%	\$ 3,900	2.9%	\$ 3,900	2.6%
Web Site Expense	\$ 100	0.0%	\$ 100	0.1%	\$ 100	0.1%
Insurance and Phone	\$ 6,135	2.7%	\$ 6,135	4.5%	\$ 6,135	4.1%
Staff Conferences	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total G&A	\$ 10,735	4.8%	\$ 10,135	7.4%	\$ 10,135	6.8%

Other Expenses

Per Capita: General Assembly (\$8.95); Synod of NE (\$4.10)	\$ 26,948	12.1%	\$ 26,100	19.2%	\$ 26,100	17.6%
POB - General Assembly 2020 Expenses	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total Other	\$ 26,948	12.1%	\$ 26,100	19.2%	\$ 26,100	17.6%

Mission Support ⁽²⁾

Congregations	\$ 12,500	5.6%	\$ 7,500	5.5%	\$ 7,500	5.1%
Presbytery	\$ 12,500	5.6%	\$ 12,500	9.2%	\$ 12,500	8.4%
Total Mission Support ⁽²⁾	\$ 25,000	11.2%	\$ 20,000	14.7%	\$ 20,000	13.5%

Total Operating Expenses*(2021 budgets have YAV payroll support & payroll removed)*

	\$ 226,236	101.2%	\$ 128,933	94.6%	\$ 140,933	103.4%
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Budget Surplus/(Deficit) from Operations**\$ (2,717)****\$ 7,331****\$ 7,331****2020 Budget was balanced by transfer of \$77,157 from Trustees assets for operation.****\$ -****\$ -****no transfer from Trustee Funds****includes transfer from Trustee Funds**⁽¹⁾ Unrestricted Assets Released for Operations:

General Assembly Fund	\$ 77,157	amount approved
Fort Square Fund	\$ -	
	\$ 77,157	
Total	\$ 77,157	

This option retains the current FTE level for the Treasurer & SC
 Will RP position be left vacant for 2021? (savings?)
 How address vision, daily Q, admin mgmt?
 Who to work w/Personnel to id job des for RP if start search?
 Council Work w/Personnel to revise SC, T job descr. priorities

This option retains the current FTE level for the Treasurer & SC
 Will RP position be left vacant for 2021? (savings?)
 Will PoB conduct mission study to identify RP?
 How address vision, daily Q, admin mgmt?
 Who to work w/Personnel to id job des for RP if start search?
 Council Work w/Personnel to revise SC, T job descr. priorities

FOR INFO ONLY

Non Operating Expenses

PoB Operating Fund Cash Balance 1/1/2020 ⁽¹⁾	\$ 11,190	\$ -	*TBD if 1/1/2021 will have cash balance	\$ -	*TBD if 1/1/2021 will have cash balance
Total Non Operating Expenses	\$ 11,190	\$ -		\$ -	

⁽²⁾ Previously labeled Church Unified Mission; may be used for operations