

DIOCESE OF SOUTHEAST FLORIDA
OPERATING FUND
**2011 Budget
CORRECTED**

	2008 <u>ACTUAL (a)</u>	2009 <u>ACTUAL (a)</u>	2010 <u>APPROVED BUDGET</u>	2011 <u>APPROVED BUDGET</u>	<u>COMMENTS</u>
Revenue					
Amount Assessed Congregations	\$3,532,561	\$3,408,633	\$3,518,253	\$3,602,884	Assessment based on 2009 Parochial Report Operating Income.
Less: Assessment Shortfall (GEM09)	(370,259)	(376,409)	(440,000)	(440,000)	Reductions granted by Parish Finance & Assmt. Commission
Less: Uncollected Assessment	(125,000)	(150,000)	(150,000)	(150,000)	Anticipated uncollectible Assessments
Net Assessment Payments	3,037,302	2,882,224	2,928,253	3,012,884	
Interest Income	41,356	32,098	15,000	15,000	Interest Income received from various accounts
Common Trust Fund Income	64,187	40,809	40,000	40,000	Income from Common Trust Fund
Late Assessment Payments	2,232	18,983	5,000	5,000	Previous years assessments received
Gain/(Loss) on Sale of Securities		1,007			Gain or Loss from sale of Securities
Miscellaneous Revenue	5,900				Income received from unbudgeted sources
Total Revenue	3,150,977	2,975,122	2,988,253	3,072,884	

Expenses					
National Church Assessment	402,500	386,000	384,000	385,000	
Administration Ministry	129,533	119,655	116,400	166,854	
Administration Operations	1,720,019	1,682,939	1,706,465	1,692,957	
Communications Ministry	136,331	132,228	147,997	144,700	
Education Ministry	136,329	116,321	135,100	139,600	
Youth / Young Adult Ministry	85,200	48,864	53,600	108,270	
Growth & Evangelism Ministry	275,477	256,312	268,692	269,003	
Human Needs Ministry	202,944	174,778	176,000	166,500	
Total Expenses	3,088,333	2,917,097	2,988,253	3,072,884	
Non-Budgeted Expenses	65,553	57,218	0	0	
Total Expenses	3,153,886	2,974,315	2,988,253	3,072,884	
Net Income	(\$2,909)	\$807	\$0	\$0	
Assessment Percentage	14.8682%	13.9982%	13.9943%	14.7467%	

(a) Preliminary year end financials

DIOCESE OF SOUTHEAST FLORIDA
OPERATING FUND

2011

Budget

PROG. NO. PROGRAM NAME ACTUAL (a) 2008 ACTUAL (a) 2009 APPROVED BUDGET 2010 APPROVED BUDGET 2011 COMMENTS

ADMINISTRATION MINISTRY

PROG. NO.	PROGRAM NAME	ACTUAL (a)	2008	ACTUAL (a)	2009	Budget	2010	APPROVED BUDGET	2011	COMMENTS
ADM01	Clergy Assistance Program	\$6,900	\$4,540	\$5,000	\$5,000			\$5,000		Expenses for counseling and psychotherapy to Clergy and dependants as needed
ADM02	Cathedral Events	28,800	27,000	28,000	28,000			30,000		To reimburse Cathedral for expenses incurred by Diocesan activities held at the Cathedral
ADM03	Retiree Health Insurance	51,165	67,320	51,900	53,000					Supplemental health insurance for retired clergy @ \$85 per month
ADMcmf	Commission and Committee Expenses	8,097	9,655	8,000	8,500					Expenses for travel, conference calls & other misc. cost for committees such as P&L, PF&A, Ex. Board, Ecumenical Comm., etc '09 Increase due higher number of meetings and conference calls
ADMdms	Deanery Expenses	6,150	5,050	5,000	5,000					Expenses for Deanery events, travel, meetings
ADM29	Bishop Search Accrual	11,000	0	10,000	40,000					To develop a reserve for future expense of calling a new bishop in 2014. Total accrued amount as of 1/1/10 \$41k. Total anticipated minimum cost of \$200k. Ranges from other dioceses run between \$150k and \$250K
ADM30	Bishop's Spring Conference	8,841	6,088	8,000	8,000					Expenses related to the annual conference
ADM31	Retired Clergy Events	30	0	500	500					Expenses for one luncheon and other events geared to the retired clergy of the diocese.
ADM32	Diocesan Staff Merit Reserve	8,550	0	0	16,854					Merit increase for diocesan staff will depend on the individual's performance evaluation. Refer to Matrix 1
(a) Preliminary year end financials		129,533	119,655	116,400	166,854					
Administration Ministry Subtotal										

**DIocese of Southeast Florida
OPERATING FUND
2011 Budget**

	2008	2009	2010	2011	
PROG. NO.	<u>ACTUAL (a)</u>	<u>ACTUAL (a)</u>	<u>APPROVED BUDGET</u>	<u>APPROVED BUDGET</u>	<u>COMMENTS</u>
PROGRAM NAME					

ADMINISTRATION MINISTRY / DIOCESAN OPERATIONS

OP01	National Church	402,500	386,000	384,000	385,000	Diocesan Assessment to the National Church.
OP02	Province IV	6,000	6,000	6,000	6,000	Diocesan Assessment for the Province IV operating costs
OP03	General Convention/ Province Deputy Travel	19,000	18,000	20,000	20,000	Expenses to attend General Convention - 3 year accrual
OP04	Episcopate Staff	704,271	725,988	740,401	742,579	Salaries & Benefits for Episcopate Staff Members Less Merit Increase(Please refer to MATRIX 1)
OP05	Episcopate staff travel/lodging/business meals	63,008	56,707	50,000	50,000	Expenses for Bishops and Archdeacons - Business Meals, Parish Visitations and Conference Travel
OP06	Lambeth	0	0	3,000	3,000	Lambeth Conference convenes every ten years. The next conference is 2018. ~Accrued to date. \$0
OP07	Chief Operating Officer Expenses	22	554	500	500	Misc. expenses for the Chief Operating Officer
OP08	Diocesan Bishop's Sabbatical	1,500	0	8,000	0	Diocesan Bishop's Sabbatical reserve ~Accrued as of 1/1/10 -\$15,500
OP10	Treasurer Expenses	66	520	500	500	Misc. expenses for the Treasurer
OP12	Convention Expenses	15,728	18,753	12,000	15,000	Convention expenses for November 2010
OP13	Journal Publishing	6,738	3,871	4,200	4,200	Journal printing expenses. Additional journals to be sold for \$15 each
OP15	Deployment	7,633	10,094	8,000	10,000	Expenses related to the deployment of clergy. Based on the number of vacancies
OP16	Wardens & Treasurer's Conference	1,240	0	400	0	Promotional costs (copying, mailings) and materials for the conference also snacks and beverages served
OP17	Office Staff	459,276	468,699	446,004	448,381	Salaries and Benefits for Office Staff Members Less Merit (Please refer to MATRIX 1)
OPovrhd	Diocesan Office Overhead Expenses	230,104	194,464	202,758	200,158	Overhead cost such as electricity, supplies, equipment, telephone, postage, audit, printing, equipment

DIOCESE OF SOUTHEAST FLORIDA
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PROG. NO. PROGRAM NAME ACTUAL (a) 2008 ACTUAL (a) 2009 APPROVED BUDGET 2010 APPROVED BUDGET 2011 COMMENTS

ADMINISTRATION MINISTRY / DIOCESAN OPERATIONS

PROG. NO.	PROGRAM NAME	2008 ACTUAL (a)	2009 ACTUAL (a)	2010 APPROVED BUDGET	2011 APPROVED BUDGET	COMMENTS
OP35	Insurance Premiums	49,770	30,852	53,752	37,138	Premium paid for insurance, all risk & liability coverage on building and contents, Key man policy, Auto Non-Ownership, Umbrella, Fidelity Bond, Director's & Officers Liability and Workman's Comp.
OP38	Conference & Travel	5,031	0	450	4,000	Expenses for travel & lodging while attending workshops and conferences
OP41	Support Staff Continuing Education	350	0	500	1,000	Fees, transportation and lodging expense incurred by diocesan lay employees to attend seminars, etc
OP46	Episcopal Charities of Southeast Florida	75,000	70,000	75,000	75,000	Provides stewardship, planned giving and human need grant services.
OP47	Palm Beach Office Expense	30,122	28,859	30,000	30,500	Expenses related to the N.P.B. office - Rent, utilities, supplies
OP48	Broward Office Expense	15,160	14,582	15,000	15,000	Expenses related to the Broward office - Supplies, leased equipment.
OP49	Computer Consultant	30,000	35,000	30,000	30,000	Development and maintenance of computer software
Diocesan Operations Subtotal (WITHOUT NAT'L CH)		1,720,019	1,682,939	1,706,465	1,692,957	

(a) Preliminary year end financials

DIOCESE OF SOUTHEAST FLORIDA
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PROG. NO. PROGRAM NAME 2008 ACTUAL (a) 2009 ACTUAL (a) 2010 APPROVED BUDGET 2011 APPROVED BUDGET COMMENTS

COMMUNICATIONS MINISTRY

COM01	Communications Staff *	81,762	82,974	85,197	85,450	Salary & benefits for Communication officer less Merit (Please refer to MATRIX 1)
COM02	Communications Staff Expense	2,130	1,715	2,000	2,000	Travel and misc. expenses for Communication officer within diocese & annual outside conference
COM03	Communications memberships/subscriptions	724	225	800	750	Cost of local newspapers, Episcopal Life, The Living Church, Anglican digest, Episc. News Service
COM06	Electronic Communications	16,726	10,641	13,000	15,000	Website maintenance
COM07	Public Relations / Marketing	0	1,000	1,000	1,000	Promotion of the Episcopal Church & Diocesan activities through advertising (radio, TV, etc.
COM16	The NET Production Expense	39,070	40,361	50,000	45,000	Cost of 6 issues per year with special supplement for convention coverage. Includes printing, maintenance of mailing lists, postage and promotion
COM17	The NET Income	(4,081)	(4,687)	(4,000)	(4,500)	Subscription donations
	Communications Total	136,331	132,228	147,997	144,700	

* See Matrix

(a) Preliminary year end financials

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EDUCATION MINISTRY

EDM01	Duncan Center-Operations	35,000	25,000	25,000	To provide direct assistance for operational costs of Duncan Center
EDM02	Diocesan Debt Service to Property and Loan Fund	10,000	0	0	To repay Property and Loan Fund for the prepayment (1995) of the mortgage on Duncan Center. Balance as of 1/1/10 \$42,516
EDM05	St. Augustine's College	2,000	2,000	2,000	Provide direct assistance to the educational ministry of this college
EDM06	Diocesan School for Christian Studies	13,941	(1,559)	11,000	To cover expenses for honoraria, publicity, books, and scholarships not covered by fees
EDM09	Commission on Education	2,906	6,434	6,000	To provide assistance to educational programs in parishes. Deaneary workshops, seminars and speakers includes \$1,500 annual fee
EDM16	Committee on Environment	0	0	100	Blessing of Creation Event, Earth Sunday, Coastal Cleanup project. Materials, newsletters
EDM17	Safeguarding God's People	1,775	793	2,000	Provide materials for training in Child and Adult Protection workshops
EDM20	Clergy Retreat and Conference	15,194	20,596	18,000	Expenses for annual three day retreat and for annual two day fall conference for clergy Travel & honorarium for speakers. Room & meals
EDM22	C.O.M. Oversight	6,659	4,190	8,000	Assist with psychological examinations in the ordination process - Travel & GOE costs
EDM24	Support for Seminarians	19,500	27,000	30,000	To provide financial assistance of \$3k per seminarian
EDM26	Matching Clergy Continuing Education	4,115	5,600	6,000	Provide Matching Funds for clergy - Maximum \$500. Provide Grant funds to clergy of \$350/year
EDM27	Tuesday in Holy Week	2,100	2,071	2,000	Clergy's Holy Tuesday expenses Honorarium and travel for guest speaker plus lunch for the clergy.
EDM28	Deacon's Conference	3,842	1,922	4,000	Expenses for an overnight retreat for the Deacons
EDM29	Screening & Review	1,855	2,993	4,000	Lodging and meals. Two- 2 day meetings of the COM and aspirants seeking ordination to the Diaconate
EDM30	Clergy Sabbatical Fund	900	0	0	To fund Clergy Sabbatical Program Balance as of 1/1/10 \$1,800

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<u>COMMENTS</u>					

EDUCATION MINISTRY

EDM31	Clergy and Spouse Pastoral Care	16,542	18,369	16,000	16,000	Programs to build community and promote the wellness of active / retired/widowed clergy and spouses
EDM57	Absalom Jones Day	0	913	1,000	1,000	To cover expenses for honorarium and travel for guest speaker at two celebrations
TOTAL		<u>136,329</u>	<u>116,321</u>	<u>135,100</u>	<u>139,600</u>	

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YOUTH / YOUNG ADULT MINISTRY

YTH01	Deanery Events	52,628	47,000	50,000	70,000	Funds to be distributed among the deaneries to assist with youth deanery events. Apply to Deanery Youth Coordinator
YTH29	Diocesan Youth Administration	1,677	1,436	2,600	1,800	Travel, business meals, storage unit rental
YTH30	Diocesan, Provincial and National Youth Events	30,147	367	0	35,270	To assist youth members in attending diocesan events. Apply to Diocesan Youth Coordinator. (Youth reserve balance as of 1/1/10 is \$50k)
YTH31	Diocesan Youth Ministry Training	748	62	1,000	1,200	The opportunity for education and exposure to the latest and most creative techniques in youth ministry. Apply to Deanery Youth Coordinator
(a) Preliminary year end financials		85,200	48,864	53,600	108,270	
TOTAL YOUTH MINISTRY						

2009 expenses paid from reserve: \$42,500

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GROWTH & EVANGELISM MINISTRY

GEM01	Haitian Commission Ministry	880	1,172	2,000	2,500	To assist Haitian ministry
GEM04	University of Miami Campus Ministry	9,000	7,000	10,000	10,000	To continue and expand the church ministry
GEM07	Cursillo	4,000	3,000	3,000	4,000	To assist in the expenses of holding Cursillo weekends at the Duncan Center
GEM10	Mission, Evangelism and Outreach (Previously known as Aid to Congregations)	177,850	157,097	175,000	175,000	To provide resources for parish ministries.
GEM11	World Mission Commission (Companion Dioc)	0	5,000	10,000	5,000	To continue and expand our missionary presence to our companion Diocese and world missions Increase for mission trip to Madagascar for 2010.
GEM12	Daughters of the King	0	1,000	1,000	1,000	To financially assist in expenses, retreats, seminars, and to expand the junior daughter programs
GEM13	Ad Hoc Committee on Hispanic/Latino Ministries	12,669	4,480	6,000	9,200	To assist Hispanic ministry
GEM14	Congregational Development (Nehemiah Process)	15,621	13,505	15,250	16,100	Leadership training for parish growth.
GEM15	Immigration & Social Justice Ministry: *	55,457	64,057	44,942	44,703	Expense for Immigration Missioner and part time assistant Less Merit Please see Matrix 1
GEM17	Immigration & Social Justice Ministry Expenses			1,500	1,500	To financially assist in expenses, retreats, seminars
		<u>275,477</u>	<u>256,312</u>	<u>268,692</u>	<u>269,003</u>	

* See Matrix

(a) Preliminary year end financials

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2011 Budget

PROG. NO.	PROGRAM NAME	2008	2009	2010	2011	<u>COMMENTS</u>
		<u>ACTUAL (a)</u>	<u>ACTUAL (a)</u>	<u>APPROVED BUDGET</u>	<u>APPROVED BUDGET</u>	
HUMAN NEEDS MINISTRY						
HNM05	Task Force on Addiction/Recovery	4,832	5,296	5,000	5,000	Expenses related to the mission of promoting emotional, mental and spiritual health
HNM22	Disaster Relief Reserve	20,500	0	0	0	Reserve for disaster relief. Balance of reserve account is \$54,887
HNM33	Human Needs Expenses	2,924	3,500	3,500	3,500	Costs of annual workshop/conferences of Human Needs, Jubilee or other Social Concerns activities. Expenses for the Administration/Travel
HNM34	Human Needs Parish Grants	30,000	30,000	30,000	20,000	Start-up and matching grants for parish related Human Needs ministries. Combined totals. Usually \$3,000 for matching & \$7,500 for start-up
HNM35	Human Needs Endowment Grants	120,000	120,000	120,000	120,000	All other human need programs and committees. Maximum grant of \$25,000
HNM36	Millennium Development Goals	22,250	14,000	14,000	15,000	Resolution approved at the 2006 Convention to give .7% of the annual diocesan budget to fund international development programs. Make funding request to Bishop Frade.
HNM37	Anti-Racism Training	2,438	1,982	3,500	3,000	Training mandated by the 2006 General Convention - combined HNM21 Racism Commission
TOTAL		<u>202,944</u>	<u>174,778</u>	<u>176,000</u>	<u>166,500</u>	

(a) Preliminary year-end financials