

**Trinity Bible Church of Ottawa
Budget 2010
Version 1.0**

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Introduction

Trinity Bible Church's 2010 budget was developed through a series of discussions between the deacons and elders, both as individual groups and together. In preparation for the budget a series of assumptions were developed to guide the discussions. As the discussions unfolded, it was determined that Trinity's leadership needed to prioritise ministry efforts. The guiding principle in the prioritization exercise was that Trinity needs to "Make and Mature Disciples". Ultimately three ministries were identified that best achieve this aim:

- Children's Education
- Youth
- Adult ministries

As the budget was developed, some of the figures in the underlying assumptions were revised from those presented below. The final draft of the budget was prepared with three ministry efforts as the priority:

The budget figures are contained in appendices 1 to 4:

- Appendix 1 – Budget summary
- Appendix 2 – Budget breakdown by ministry areas
- Appendix 3 – 2010 Budget breakdown and 2010/2009 budget comparison graphs

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Assumptions

Income

It is anticipated that Trinity will see growth throughout 2010, ideally from folks new to the faith. Based on studies, it could take upwards of 7 years for someone to fully tithe to the church. As a result growth, unless significantly exponential in nature, will have a limited impact on church income in 2010.

Average income for 2009 was \$5,864 per week. This income does not include funds for You Feed Them, Camp, and special projects such as the Nicaragua trip or for recovered costs. The average income from 17 February to 31 December 2008 was \$6,300.

For 2010, it is anticipated that:

- There will be between 100 and 110 giving units (families or people with envelopes)
- 100% of costs will be recovered for non-staff conferences and small group materials
- 100% of the costs for Men's and Women's breakfasts and Camping trips will be recovered
- All special activities such as short-term mission trips will be self-funded
- You Feed Them will be self-funded with Trinity covering all administration and overhead
- Camp will be self-funded with Trinity covering administration and overhead

Based on the above, the anticipated income for 2010 is \$319,000 in offering equating to \$6,135 per week.

Expenses

It was assumed that Trinity Bible Church would continue to operate out of the facilities on Stagecoach Rd and maintain the current staffing level. These fixed costs are not anticipated to change regardless of potential growth in the congregation or increase in building usage. Given the contractual and legal nature of many of the fixed costs for the underlying necessity of these costs in support of the rest of Trinity ministries, these costs will be the priority expenses. All other expenses, in particular program, ministry and growth expenses are variable.

Fixed Costs - Property, Plant and Equipment

Since Trinity Bible Church will continue to occupy the Stagecoach Rd property the following will apply:

- Mortgage payments to both Don Hawkey's company and the AGC will remain \$2,200 and \$1,576 per month respectively for an annual total of approximately \$45,000

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- Propane and hydro costs will remain relatively close to those paid in 2009. Propane averages \$490 per month for \$5,880 per year and hydro averages \$400 per month for \$4,800 per year
- Trinity will maintain a similar level of telephone service. The phone costs average \$265 per month for \$3,180 per year
- Trinity will require lawn care and snow removal, which in 2009 cost approximately \$2000

Fixed Costs – Staff

Trinity will continue to employ the current staff of one full-time pastor, one-part time children's education work and one part-time administrative team leader. Staff salaries will be adjusted to account for cost of living / inflation. Trinity will continue to contract cleaning services. Total annual salary and wage costs will be approximately \$120, 876 excluding any cost of living increase. Additional costs for employer contributions to EI, CPP, WSIB, and contract benefits will total approximately \$16,184.

Fixed Costs – Support to Infrastructure, Staff and Ministries

Trinity must accept certain expenses in order to carry out the current level of ministry. These support expenses fulfill legal requirements and in many cases are used by several different ministries. As a result, the expenses are generally grouped under office and administration or finance. It is anticipated that Trinity will maintain:

- At least the same level of insurance. Insurance costs \$340 per month or \$4080 per year
- The same bookkeeping and audit arrangements. Bookkeeping costs \$241 per month or \$2,892 per year and the audit is \$5,500
- The same or similar photocopy expenses which average \$240 per month or \$2,880 per year
- The same postal service of \$121 per year for the post box
- A similar level of AGC partnership payments of \$823 per month or \$9,876 per year
- The same internet provider and the same or similar website provider. Internet service costs are \$64 per month or \$768 per year and website costs are \$110 per month or \$1,320 per year

Fixed Costs - Ministries

Trinity currently provides support to six missionaries. For 2010 it was anticipated that missionary support would remain at a similar level to 2009, which was \$23,000 for the year. In addition, Trinity must pay license fees to both Christian Copyright Licensing International (CCLI) in order to use current songs and to EasyWorship for use of presentation software. Costs are approximately \$300 and \$500 per year for both services. Trinity also must cover costs for

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speakers when the pastor is away and there are no available people in Trinity to fill the pulpit. Honouraria are also provided to guest speakers for special events, such as David Kits last year at Easter. In general Trinity provides \$150 per Sunday for speaking, with the potential total cost of \$600 for honouraria expenses during the year. Finally, to offset the effect of anticipated costs that were not recovered; a new fund of \$2,500 will be established that can be used to cover costs for materials and participation in events for those who cannot afford to do so on their own.

Ministry Costs

Given the potential income of \$319,000, and subtracting the total fixed costs, Trinity has approximately \$58,343 to apply to ministries. In determining how to best apply these funds, Trinity's elders and deacons identified these ministries as the priority ministries for 2010:

- Children's Education
- Youth
- Adult

Every effort was made to maintain the current budget levels for each ministry through 2010.

Cost Recovery

An important change in this year's budget calculations deals with cost recovery. In past years, Trinity has either paid for ministry expenses, such as study books or has attempted to recover some of the costs. Budgets prior to 2009 did not factor in the resulting income from these efforts. In 2009 an attempt was made to recover some costs and to estimate the potential recoveries. The result showed that a significant portion of costs were in fact not recovered. For 2010, ministries and programs identified as cost recovery will be carried out with the understanding that 100% of the costs will be recovered. There will be no attempt to factor in the potential income in the budget, however, the recovered costs will be tracked against the expenses for the ministry or program in a manner similar to that used for the Nicaragua short-term mission trip. This will mean that funds from participants will be required in advance for these activities.

You Feed Them and Camp

Both these ministries are self-funded and any overhead or administrative support provided by Trinity as a negligible effect on Trinity's overall expenses.

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Appendices

Appendix 1 – Budget Summary

Appendix 2 – Budget Breakdown by Ministry

Appendix 3 - Budget Breakdown by Cost - Graph

Appendix 1

Budget Summary

	2010 Budget Version 1.0	% of 2010 Total	2009 Budget	% of 2009 Total
Income	319,800		328,936	
Children's Education	13,350	4%	6,330	2%
Youth	11,950	4%	9,350	3%
Adult	5,100	2%	9,100	3%
Fellowship	4,850	2%	17,050	5%
Outreach	23,300	7%	31,000	10%
Worship	4,150	1%	9,233	3%
Compensation, Office and Administration	156,806	49%	148,226	46%
Finance	69,486	22%	68,638	21%
Property	23,188	7%	25,772	8%
Communication	7,925	2%	7,975	2%
Total Expenses	320,105	100%	332,674	104%
Net Income / Loss	-305		-3,738	

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Appendix 2

Budget Breakdown by Ministry

	2010	2010	2009	2009
	Budget Version 1.0	% of Total	Budget Version 3.0	% of Total
Tax Receiptable Donations -				
Tax Receiptable Donations - General	312,000		289,617	
Tax Receiptable Donations - Other	0		0	
Nicaragua				
Revenue From Fund Raising	0		5,725	
Total Tax Receiptable Revenue	312,000		289,617	
Non-Receiptable Income				
Donations - Loose	7,800		5,688	
Special Collection	0		0	
Recovery of Expenses	0		25,432	
Donations from Building Rental	0		0	
Funds Carried Forward From 2008			8,000	
Revenue From Fund Raising			2,205	
Interest Revenue	0		199	
Total Non-Receiptable Income	7,800		39,319	
Total Income	319,800		328,936	
EXPENSES				
Discipleship - Children's				
Nursery	0		0	
Kidz Works / Fusoin	7,400		5,930	
Kids Club	5,950		0	
Children's Education - Administration	0		400	
Total Expenses Children's Education	13,350	4%	6,330	2%
Discipleship - Youth				
Junior High	1,700		950	
Senior High	9,900		8,100	
Youth Band	350		300	
Total Expenses Youth	11,950	4%	9,350	3%
Discipleship - Adults				
Small Groups	4,100		6,100	
Library	1,000		3,000	
Training and Conferences	0		9,500	
Total Expenses Adult	5,100	2%	9,100	3%
Fellowship				
Events and Supplies	1,600		5,300	
Men's Ministry	0		6,250	
Women's Ministry	0		1,500	
Benevolent	3,250		4,000	
Total Expenses Fellowship	4,850	2%	17,050	5%

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Appendix 2

Budget Breakdown by Ministry

	2010	2010	2009	2009
	Budget Version 1.0	% of Total	Budget Version 3.0	% of Total
EXPENSES				
Outreach				
Missionaries	21,300		23,000	
Short Term Missions	2,000		2,000	
Outreach	0		6,000	
Total Expenses Outreach	23,300	7%	31,000	9%
Worship				
Licenses and Music	800		800	
Sound and AV Equipment	750		6,273	
Worship Expenses incl. Communion	1,100		1,760	
Baptisms	100		400	
Decorating	200		1,000	
Pulpit Supply	1,200		1,200	
Total Expenses Worship	4,150	1%	9,233	3%
Compensation, Office and Administration				
Compensation				
Wages & Salaries	114,828		92,276	
Contractor Salaries	7,800		28,600	
EI Expense	3,380		2,340	
CPP Expense	4,160		2,600	
WSIB Expense	858		494	
Employee Benefits - Group Insurance	5,000		5,000	
Employee Benefits - AD&D				
Employee Benefits - LTD				
Car / Mileage Allowance	4,950		2,950	
Book Allowance	500		500	
Staff Training & Conferences	1,800		1,300	
BlackBerry	1,000		1,000	
Total Compensation	144,276	45%	137,060	41%
Office and Administration				
Administrative Supplies	7,330		5,354	
Telephone	3,200		4,000	
Software & Computer	1,000		1,600	
Miscellaneous			212	
Staff Appreciation	500		500	
Miscellaneous	500		988	
Total Office and Administration	12,530	4%	11,166	3%
Total Expenses Compensation, Office and Administration	156,806	49%	148,226	45%

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Appendix 2

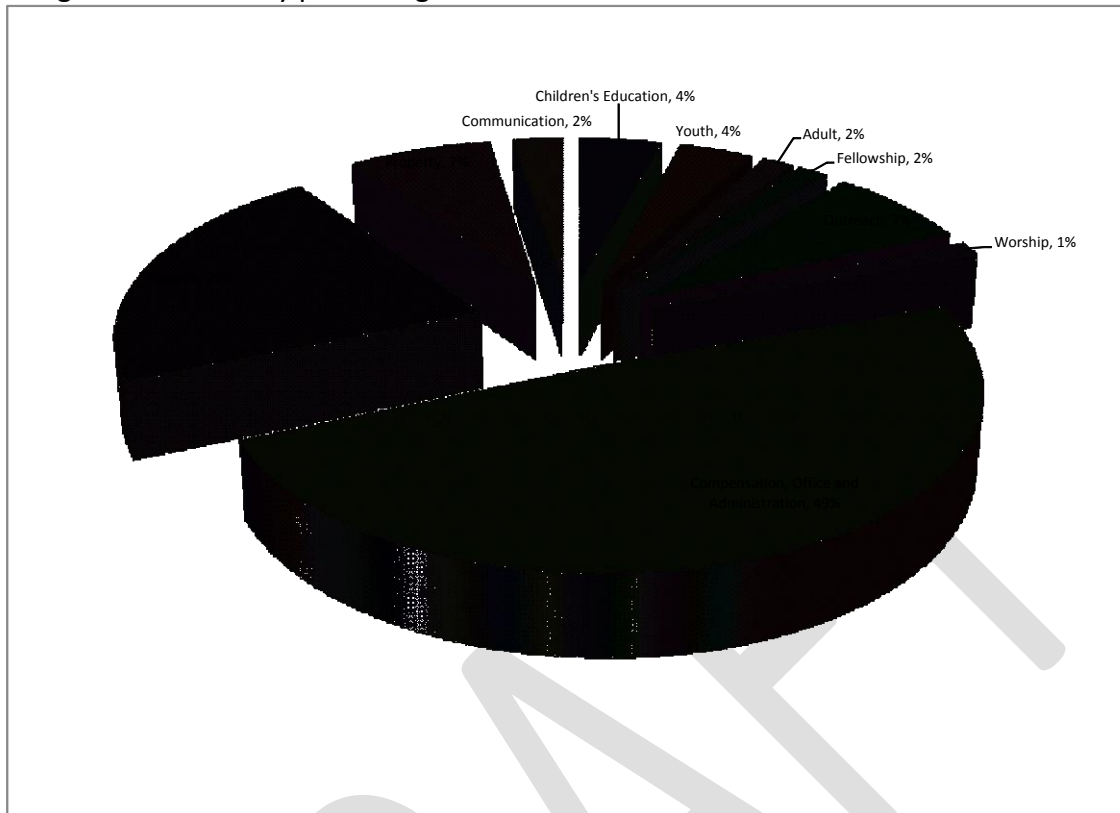
Budget Breakdown by Ministry

	2010	2010	2009	2009
	Budget Version 1.0	% of Total	Budget Version 3.0	% of Total
EXPENSES				
Finance				
Mortgage Payments				
Don Haw key	26,640		26,403	
AGC	18,378		18,317	
Total Mortgages	45,018		44,720	13%
Insurance, Legal, Accounting, AGC				
Insurance and Bank	6,076		4,363	
Legal and Accounting	7,892		14,175	
AGC Partnership	10,500		5,380	
Total Insurance, Legal, Accounting and AGC	24,468		23,918	7%
Total Expenses Finance	69,486	22%	68,638	21%
Property				
Utilities				
Propane	6,500		8,400	
Hydro	5,500		4,150	
Total Utilities	12,000		12,550	4%
Building and Equipment				
Building and Equipment Supplies	800		1,500	
Building and Equipment - Other	1,200		2,500	
Security System	288		284	
Total Building and Equipment	2,288		4,284	1%
Maintenance and Repair				
Maintenance and Repair	2,500		2,500	
Kitchen and Bathroom	0		2,000	
Cleaning	900		0	
Snow , Law n and Landscaping	5,000		4,000	
Equipment and Supplies	500		2,438	
Total Maintenance and Repair	8,900		8,938	3%
Total Expenses Property	23,188	7%	25,772	8%
Communications				
Website	1,200		4,375	
Advertising	6,725		3,600	
Total Expenses Communications	7,925	2%	7,975	2%
Total Expenses	320,105	100%	332,674	100%
Net Income / Loss	-305		-3,738	

Items under the 2009 budget that are highlighted (slightly greyed out) are not included in the budget totals

Budget Breakdown by Costs

Budget breakdown by percentage



Comparison between 2010 and 2009 budgets

