

November 20, 2016

**Leaven Community  
Proposed Budget 2017**

	2015 Actual	Jan - Oct 16	Proposed 2017	Notes
<b>Income</b>				
<b>4000 · INCOME</b>				
Total 4100 · Gifts	122,974	85,891	155,310	Primarily donations from Leaven Members. Plug figure
Total 4200 · LARGER COMMUNITY INCOME	23,198	22,293	14,500	Grants from ELCA and Oregon Synod
Total 4300 · BUILDING RENTAL	21,784	27,353	35,542	Includes lease-type rentals (e.g. CDE) and short term (e.g. AA)
Total 4400 · INCOME FROM ACTIVITIES	27,842	10,967	3,700	BBB, Retreats, Classes, etc.
Total 4500 · MISCELLANEOUS INCOME	5,105	1,818	3,050	Such as Emergency Fund, interest on savings accounts.
<b>Total 4000 · INCOME</b>	<b>200,903</b>	<b>148,122</b>	<b>212,102</b>	
<b>Total Income</b>	<b>200,903</b>	<b>148,122</b>	<b>212,102</b>	
<b>Expense</b>				
<b>5000 · EXPENSES</b>				
Total 5100 · BENEVOLENCE	10,854	10,002	17,481	Giving to ELCA (mostly) and local non-profit organizations.
<b>5200 · STAFF</b>				
Total 5202 · LEAVEN MISSION DEV PASTOR	70,197	62,922	78,389	
Total 5203 · LEAVEN ORGANIZER	41,225	34,949	45,640	
Total 5204 · MUSICIAN	16,647	14,136	17,488	
5260 · Custodian Salary	6,413			
5280 · Total Payroll Taxes (Employer)	6,317	4,859	8,000	
<b>Total 5200 · STAFF</b>	<b>140,799</b>	<b>116,866</b>	<b>149,518</b>	
Total 5300 · BUILDING	50,767	39,048	50,483	Includes maintenance, cleaning, and utilities.
Total 5400 · ADMINISTRATIVE	6,075	8,097	9,820	Supplies, accounting fees, etc.
Total 5500 · WORSHIP & SPIRITUAL CIRCLES	2,124	2,562	4,200	Music supplies, guest musicians, guest pastors, etc.
Total 5600 · EDUCATION	2,000	1,185	900	Primarily classes
Total 5700 · LEADERSHIP DEVEL/ORGANIZING	7,666	11,547	9,800	Conferences, workshops, retreats, MACG, organizing activities
Total 5800 · OTHER	16,093	4,386	2,900	Sundry smaller items; hospitality is the largest at \$1,000
<b>Total 5000 · EXPENSES</b>	<b>236,378</b>	<b>193,693</b>	<b>245,102</b>	
<b>Total Expense</b>	<b>236,378</b>	<b>193,693</b>	<b>245,102</b>	
<b>Change in Net Assets</b>	<b>(35,475)</b>	<b>(45,571)</b>	<b>(33,000)</b>	

**Addendum:**

Communications staff position - contingent upon receipt of related grant:

Income	10,000
Expense	10,000
<b>Change in Net Assets</b>	<b>0</b>

CH Coordinator staff position - contingent upon receipt of related grant:

Income	10,000
Expense	10,000
<b>Change in Net Assets</b>	<b>0</b>

## Inquiring Minds Want to Know...

- How was the “bottom line” figure of \$33,000 deficit arrived at?

Leaven Community Amortization of Property Sale Proceeds November 20, 2016			
<u>Original Plan</u>		<u>Where We Are</u>	
2013			
Property Sale Proceeds	245,000	Property Sale Proceeds	245,000
Set aside for building maintenance	<u>(25,000)</u>	Set aside for building maintenance (roof)	<u>(25,000)</u>
Ending 2013 balance	220,000	Ending 2013 balance	220,000
2014			
Apply to operating deficit	(66,000)	Amount applied to operating deficit	(51,600)
Ending 2014 balance	154,000	Ending 2014 balance	168,400
2015			
Apply to operating deficit	(55,000)	Amount applied to operating deficit	(35,475)
Ending 2015 balance	99,000	Ending 2015 balance	132,925
2016			
Apply to operating deficit	(44,000)	Projected amount applied to operating deficit	(50,000)
Ending 2016 balance	55,000	Ending 2016 balance (projected)	82,925
2017			
Apply to operating deficit	(33,000)		
Ending 2017 balance	22,000		
2018			
Apply to operating deficit	(22,000)		
Ending 2018 balance	-		

## Inquiring Minds Want to Know...

- Item 4100 – Gifts: This is a “plug” figure – the amount needed to make the net result come to a 33,000 deficit.
- Item 4200 – Larger Community Income: A major component of this is an annually-declining grant from the ELCA. We received approximately \$20,000 in 2015; \$15,000 in 2016; expect to receive \$10,000 in 2017, and then no more.
- Item 4300 – Building Rental: Details

	2015 Actual	Jan - Oct 16	Proposed 2017
<b>4300 · BUILDING RENTAL</b>			
4320 · AA Groups	1,538	1,725	1,500
4330 · Fruit Tree Project	8,100	7,770	9,300
4331 · Cascadia Wild	2,400	2,000	2,640
4340 · NE Portland Tool Library	4,905	5,977	6,252
4350 · Wilderness Way Community	2,550	1,575	3,600
4352 · Ground Work Portland		1,600	
4355 · Ctr for Diversity/Environment		4,050	5,400
4356 · Swap			1,200
4357 · Soap-Making Coop			2,400
4358 · Kitchen Share			500
4365 · Other Rentals		2,656	2,500
4370 · Miscellaneous (incl deposits)	2,291	0	250
<b>Total 4300 · BUILDING RENTAL</b>	<b>21,784</b>	<b>27,353</b>	<b>35,542</b>

## Inquiring Minds Want to Know...

- Item 4300 – Building Rental (continued)
  - Amounts for most of the “lease type” partners (e.g. Ctr for Diversity / Environment) are firm.
  - Both the Facilities Team and the Leaven Board are looking at how the building can be more fully utilized. Some items under consideration:
    - Rental of the Meditation Room
    - Higher utilization of the downstairs kitchen and fellowship hall
    - Options for space currently used for storage in order to free up for rental
- Item 4400 – Income from Activities: Two items account for the decline in this account:
  - The 2015 amount included \$25,000 from special fund-raising activities. Results of this year’s Money Mindfulness Month are not yet included in the 2016 figures.
  - BBB income is moved to item 4100 – Gifts for the 2017 budget.

## Inquiring Minds Want to Know...

- Item 4500 – Miscellaneous Income: The variations from year-to-year reflect variations in Emergency Fund giving.
- Item 5100 – Benevolence: This is budgeted as a percentage of Gifts, so the increase reflects an increase in that category.
- Item 5200 – Staff: Reflects a cost-of-living increase of 1.5% and a merit raise of 1.5% increase recognizing excellent work.
- Item 5300 – Building, Grounds, and Equipment: Details

	2015 Actual	Jan - Oct 16	Proposed 2017
<b>5300 · BUILDING, GROUNDS, &amp; EQUIPMENT</b>			
5310 · Building & Maintenance	14,829	8,083	6,400
53xx - Parking Lot / Garage Improvements			3,500
5315 · Custodial Supplies	2,732	1,832	1,500
5316 · Custodial Service		7,358	8,883
5320 · Permits, Licenses & Fees	1,167	161	500
<b>Total 5330 · UTILITIES</b>	<b>18,682</b>	<b>14,945</b>	<b>21,100</b>
5336 · Miscellaneous	1,036	368	600
5340 · Property & Liability Insurance	6,801	6,004	8,000
5360 · Synod Loan Payments	5,520	297	
<b>Total 5300 · BUILDING</b>	<b>50,767</b>	<b>39,048</b>	<b>50,483</b>

- Ten percent of rental income is set aside for upkeep and repairs (but not capital improvements.)

## Inquiring Minds Want to Know...

### ■ Item 5400 – Administrative: Details

	2015 Actual	Jan - Oct 16	Proposed 2017
5400 · ADMINISTRATIVE			
5410 · Bank Fees	259	13	50
5420 · Copier Lease & Service	2,751	3,100	2,520
5430 · Office Supplies	926	1,349	1,200
5440 · Postage	222	276	350
5450 · Fees/Click & Pledge	521	314	500
5460 · Payroll Service	1,396	1,204	1,400
5470 · Leaven Legal	0	0	0
5472 · Accounting Fees	0	750	1,000
5475 · D & O Insurance	0	891	1,800
5480 · Organizational Coaching	0	0	500
5490 · Marketing	0	200	500
Total 5400 · ADMINISTRATIVE	6,075	8,097	9,820

- Item 5500 – Worship & Spiritual Circles: Often, guest pastors do not accept remuneration for their services (pun intended), which is reflected in the actuals for 2015 and 2016.
- Item 5800 – Other Expenses: The large amount for 2015 reflects an accumulation of adjusting entries that were not reported in the associated accounts. Most of this had to do with our accounting for “pass-through” items.