Ministry Brands
Advance Your Knowledge Webinar Series

Managing Your Budgets

Welcome
Please take a moment to locate the Zoom Webinar controls.
Feel free to say hello or ask a question using the Q & A feature.

1

Why Budget?

A budget forces you to...

- Map your **goals** for the future
- **Tracks** your **progress**
- **Motivates** staff and leadership
- Provides **confidence** in the staff and leadership for the members
- Meets the organizations **objectives**
- **Avoids over-expenditure and debt**
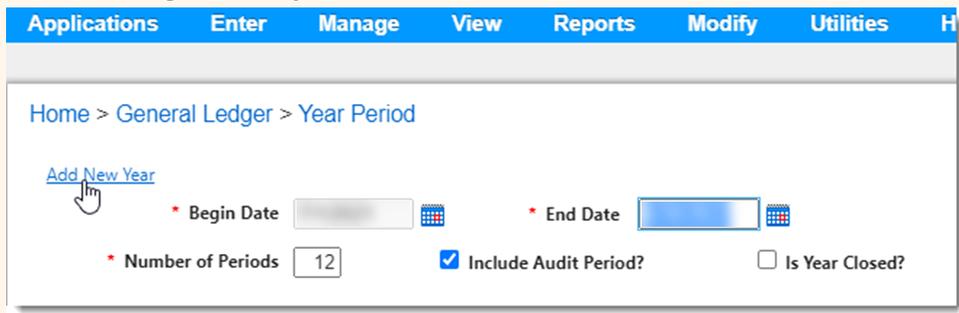
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Types of Budgets

- **Incremental-based** – Current year's budget is used as a basis for next year's budget with a fixed percentage (+/- 2%) added or subtracted.
- **Zero-based** – Every program starts at zero dollars and each ministry determines and justifies what it needs to spend.
- **Modified base** – All programs are evaluated and funded based on their potential. Staff needs to plan programs before preparing the budget. This is when you might use Revised Budgets instead of editing.
- **Pledge-driven** – Annual pledges determine the overall total budget.

Some additional tips for Budget Planning

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Setting up the New Year

- The process starts when you create a new year.

- **General Ledger > Modify > Year and Periods > Click Add New Year.**

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Setting up the New Year

- The assumption is you want a 12-month period, beginning on the first day of the next Calendar or Fiscal Year.
- Uncheck the box if you don't want to include an Audit Period.
- Click Update.

5

Setting up the New Year

- You have the option to copy from the prior year (most common), another company or fiscal year, templates, or start over from scratch (do not copy).
- The option to Copy Budget from prior year.
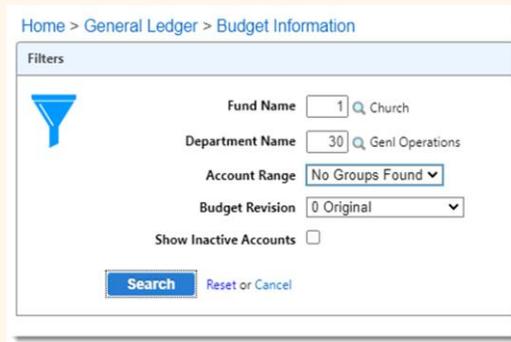- Click Update.

6

Manually Enter Budget

- Change your Financial Settings to the new budget year!
- General Ledger > Modify > Budget Information
- Enter in the levels in your Chart of Accounts (they may differ from this example based on your structure).
- Click Search

Home > General Ledger > Budget Information

Filters

Fund Name	1 🔍 Church
Department Name	30 🔍 Genl Operations
Account Range	No Groups Found ▾
Budget Revision	0 Original ▾
Show Inactive Accounts	☐

Search   Reset or Cancel

MB

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Manually Enter Budget

- Click on either the edit pencil or click on the amount to change the amounts.

			Account#	Name	Account Type	Distribution Type	Current Budget	History	VB	Note
☐		✏	52110	Accountant/Audit	Expense	by Period	$12,000.00	↺	☐	
☐		✏	52115	Advertising/marketing	Expense	by Period	$9,600.00	↺	☐	
☐		✏	52130	Bank Fees	Expense	by Period	$300.00	↺	☐	
☐		✏	52160	Computer Supplies	Expense	Annual	$1,800.00	↺	☐	
☐		✏	52190	Insurance-property & liability	Expense	by Period	$13,500.00	↺	☐	
☐		✏	52220	Legal Fees	Expense	by Period	$1,200.00	↺	☐	

Account History Column Options

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Manually Enter Budget

- Click on the Edit pencil to access more options to budget by...
  - Annual
  - Period
  - Prior Year %
  - Prior Year Budget %
  - By Defined %

By Annual

- *Divide Annual Amount by 12 months.*
- Good for costs that don't vary by period

Home > General Ledger > Budget Information > Update

Account 50150 Facilities

Distribute Budget Annual

Annual Amount $90,000.00

DETAILS   **ATTACHMENTS**   **NOTE**

Period	Current Budget	Rounded % of Budget	
July	$7,500.00	8.33	
August	$7,500.00	8.33	
September	$7,500.00	8.33	
October	$7,500.00	8.33	
November	$7,500.00	8.33	
December	$7,500.00	8.33	
January	$7,500.00	8.33	
February	$7,500.00	8.33	
March	$7,500.00	8.33	
April	$7,500.00	8.33	
May	$7,500.00	8.33	
June	$7,500.00	8.33	
Totals	**$90,000.00**	**100.00**	

Done   Reset or Cancel

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By Period

- ***Budget by Period*** *when expenditures are expected.*

- It helps to identify periods where the available money may not cover expenses.

Home > General Ledger > Budget Information > Update

Account 60310 Utilities-Electric/Gas
Distribute Budget by Period
Annual Amount $11,150.00

DETAILS   ATTACHMENTS   NOTE

Period	Current Budget	Rounded % of Budget
July	$1,100.00	9.87
August	$1,100.00	9.87
September	$1,000.00	8.97
October	$900.00	8.07
November	$900.00	8.07
December	$800.00	7.17
January	$800.00	7.17
February	$750.00	6.73
March	$800.00	7.17
April	$900.00	8.07
May	$1,000.00	8.97
June	$1,100.00	9.87
Totals	**$11,150.00**	**100.00**

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Prior Year %

- This distribution takes the *actual percent of expenditures* by period from the previous year and applies the same percentage to the correlating period of the current year.

- This saves time and calculations.

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Prior Year Budget %

Account 40110 Offering-Tithes/pledge

Period	Current Budget	Rounded % of Budget
July	$16,666.63	8.33
August	$16,666.67	8.33
September	$16,666.67	8.33
October	$16,666.67	8.33
November	$16,666.67	8.33
December	$16,666.67	8.33
January	$16,666.67	8.33
February	$16,666.67	8.33
March	$16,666.67	8.33
April	$16,666.67	8.33
May	$16,666.67	8.33
June	$16,666.67	8.33
Totals	**$200,000.00**	**100.00**

Account 40110 Offering-Tithes/pledge

Period	Current Budget	Rounded % of Budget	Prior 1 Budget
July	$11,111.12	5.56	$10,000.00
August	$11,111.11	5.56	$10,000.00
September	$13,333.33	6.67	$12,000.00
October	$15,555.56	7.78	$14,000.00
November	$18,888.89	9.44	$17,000.00
December	$22,222.22	11.11	$20,000.00
January	$22,222.22	11.11	$20,000.00
February	$20,000.00	10.00	$18,000.00
March	$19,444.44	9.72	$17,500.00
April	$18,888.89	9.44	$17,000.00
May	$16,111.11	8.06	$14,500.00
June	$11,111.11	5.56	$10,000.00
Totals	**$200,000.00**	**100.00**	**$180,000.00**

- This distribution takes the **actual budget percent by period** from the previous year and applies the same percentage to the correlating period of the current year.

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By Defined %

- This distribution calculates the period budget amounts by ***dividing the total annual budget by the defined percent*** you enter in the proper period

Account	60520 Insurance	
Distribute Budget	by Defined %	
Annual Amount	$227,500.00	

DETAILS   ATTACHMENTS   NOTE

Period	Current Budget	% of Budget
July	$0.00	0.00
August	$0.00	0.00
September	$56,875.00	25.00
October	$0.00	0.00
November	$0.00	0.00
December	$56,875.00	25.00
January	$0.00	0.00
February	$0.00	0.00
March	$56,875.00	25.00
April	$0.00	0.00
May	$0.00	0.00
June	$56,875.00	25.00
Totals	**$227,500.00**	**100.00**

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Using the Budget Import/Export Option

- Click on Import/Export Budget
- Enter by Annual or By Period

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Export to Excel

- Before your fiscal year begins open the new year and make any needed chart of account changes.

- Then Export the budget into Excel and navigate through your budget process.

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Export to Excel

- After the budget is complete in Excel, import it back into your new year.
- If you added any new accounts in the budget process, make sure you add those accounts into GL before importing.

Select the File to use for Importing the Budget. Valid file extensions are 'xls' and 'xlsx'.

File Name | Choose File | No file chosen

Import | Cancel

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Advance Your Knowledge

Attachments and Notes

- Attach by account important documents or notes to explain unusual budget activity.

Closer look at the Budget Grid

- Click on the
  Graph to see
  current and prior
  year comparison
  for Budget and
  Actual

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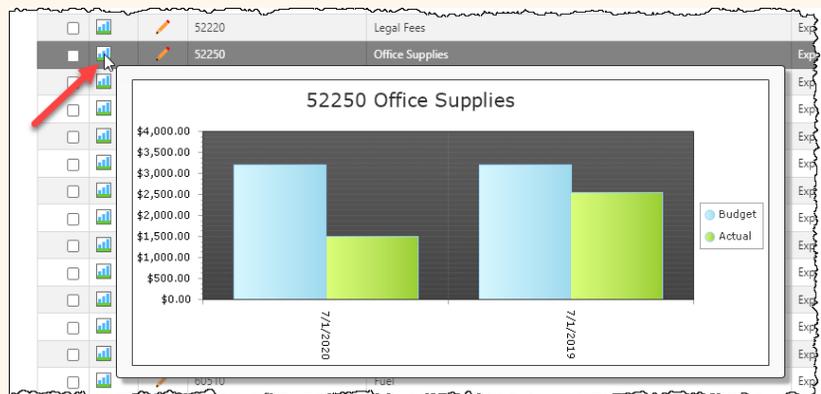
Closer look at the Budget Grid

- Click on Account History Column Options.

- Choose from the Available Options the number of years Actual, Budget and % or $ Variance Columns.

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Closer look at the Budget Grid

- Click on the Icon to see the detailed History of any Income or Expense Account.

- Great research tool!

History

Account History   1-30-52250 Office Supplies

Period	Current Budget	Current Actual	Prior 1 Actual	Prior 1 Variance $	Prior 1 Variance %
July	$266.63	$0.00	$1,200.00	$933.37	450.06
August	$266.67	$0.00	$0.00	($266.67)	0.00
September	$266.67	$0.00	$0.00	($266.67)	0.00
October	$266.67	$0.00	$0.00	($266.67)	0.00
November	$266.67	$200.00	$1,200.00	$933.33	449.99
December	$266.67	$0.00	$0.00	($266.67)	0.00
January	$266.67	$200.00	$175.00	($91.67)	65.62
February	$266.67	$200.00	($25.00)	($291.67)	-9.37
March	$266.67	$0.00	$0.00	($266.67)	0.00
April	$266.67	$200.00	$0.00	($266.67)	0.00
May	$266.67	$0.00	$0.00	($266.67)	0.00
June	$266.67	$700.00	$0.00	($266.67)	0.00
Totals	**$3,200.00**	**$1,500.00**	**$2,550.00**	**($650.00)**	

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Budgeted Financial Statement

- This report is the most versatile and flexible report for those with budgets. The columns can be reordered, renamed or replaced based on the recipient of the report. Budget, actual and up to 5 prior years information can included.

Budgeted Financial Statement for Period 1 - January 8.33%
Company#: 1 Name: First Church of the Resurrection
Fiscal Year Beginning 1/1/____
Fund Name: 1 Church Operations / Department Name: 150 Administration

Account # Description **Administration Expenses**	Annual Budget	Actual YTD	Annual Budget	Actual YTD	Annual Budget	Actual YTD
52110 Accountant/Audit	.00	.00	.00	.00	.00	.00
52180 Insurance	.00	150.00	10,000.00	.00	.00	.00
52190 Internet Access	.00	.00	.00	.00	.00	.00
52200 Kitchen Supplies	.00	.00	.00	.00	.00	.00
52210 Legal Fees	.00	362.50	.00	.00	.00	.00
52220 Marketing	.00	50.00	.00	.00	.00	.00
52250 Office Supplies	.00	.00	.00	456.00	.00	.00
52270 Postage	.00	.00	.00	.00	.00	.00
52280 Printing	.00	191.38	.00	234.17	.00	.00
52300 Small Equipment	.00	.00	.00	.00	.00	.00
52340 Supplies	.00	.00	.00	.00	.00	.00
52350 Technology-Equip Maint	.00	5,145.92	.00	.00	.00	.00
52360 Technology-SoftwarE	.00	.00	.00	.00	.00	.00
52370 Website	.00	.00	.00	.00	.00	.00
Total Administration Expenses	.00	5,899.80	10,000.00	690.17	.00	.00

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Modify Budgeted Financial Format

- GL > Modify > Budgeted Financial Formats

[For more info on creating or editing Budgeted Financial Formats](#)

Modify Budgeted Financial Format

Account Information	Current Year Fields	Up to 5 prior year fields

Account Information

Available Columns

Account Information
- Account Number
- Account Number With Description
- Description

Current Year Fields

Current Year
- Current Year - Actual for Period
- Current Year - Actual YTD
- Current Year - Actual Annual
- Current Year - Budget for Period
- Current Year - Budget YTD
- Current Year - Budget Annual
- Current Year - Revised Budget for Period
- Current Year - Revised Budget YTD
- Current Year - Revised Budget Annual
- Current Year - Debits for Period
- Current Year - Debits YTD
- Current Year - Debits Annual
- Current Year - Credits for Period
- Current Year - Credits YTD
- Current Year - Credits Annual

Up to 5 prior year fields

Prior Year 1
- Prior Year 1 - Actual for Period
- Prior Year 1 - Actual YTD
- Prior Year 1 - Actual Annual
- Prior Year 1 - Budget for Period
- Prior Year 1 - Budget YTD
- Prior Year 1 - Budget Annual
- Prior Year 1 - Revised Budget for Period
- Prior Year 1 - Revised Budget YTD
- Prior Year 1 - Revised Budget Annual
- Prior Year 1 - Debits for Period
- Prior Year 1 - Debits YTD
- Prior Year 1 - Debits Annual
- Prior Year 1 - Credits for Period
- Prior Year 1 - Credits YTD
- Prior Year 1 - Credits Annual

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Advance Your Knowledge

Modify Budgeted Financial Format Formulas

Standard

Advanced

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Preliminary Budget Report

- General Ledger > Reports > Preliminary Budget

- Choose the accounts for your report from the Filters.

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Preliminary Budget Report

- Select the Report Options.
- Choose your Report Type.
- Drag and Drop the columns you want to appear in your report.
- Export to Excel or Print.
- Click Run.

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Preliminary Budget Report – Detail or Summary

Preliminary Budget Report for Period 1 - July
Detail (Actual vs. Proposed Budget) Report
Company#: 1 Name: First Church
Fiscal Year Beginning 7/1/20

Fund Name: 1 Church
Department Name: 30 Genl Operations

52310 Printing/copier
July
August
September
October
November
December
January
February
March
April
May
June
Audit
Total 52310 Printing/copier

Preliminary Budget Report for Period 1 - July
Summary Report
Company#: 1 Name: First Church
Fiscal Year Beginning 7/1/

Fund Name: 1 Church
Department Name: 30 Genl Operations

	Prior Budget	Prior Year Actual	Proposed Budget	
OPERATING EXPS				_____
GENERAL EXPS				_____
52110 Accountant/Audit	$12,000.00	$5,825.00	$12,000.00	_____
52115 Advertising/marketing	$9,600.00	$6,600.00	$9,600.00	_____
52130 Bank Fees	$300.00	$115.00	$300.00	_____
52160 Computer Supplies	$1,800.00	$930.08	$1,800.00	_____
52190 Insurance-property & liability	$13,500.00	$9,000.00	$13,500.00	_____
52220 Legal Fees	$1,200.00	$0.00	$1,200.00	_____
52250 Office Supplies	$3,200.00	$0.00	$3,200.00	_____
52280 Postage/shipping	$15,000.00	$4,665.00	$15,000.00	_____
52310 Printing/copier	$7,700.00	$8,075.04	$7,700.00	_____
52340 Supplies	$1,200.00	$337.09	$1,200.00	_____
Total GENERAL EXPS	$65,500.00	$35,547.21	$65,500.00	_____
FACILITIES EXPS				_____

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Financial Spreadsheet

- Prefer to run in Excel.
- Remember to choose the *Ending Period*. Audit Period if your setup for 13 periods.
- When the "Use Actuals for Closed Periods" is selected, this report will place the actuals amounts for Income/Expense in the period fields and will place the budget amount in the remaining periods. This is a great forecasting tool based on actual amounts in the past and budget amounts for the future.

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Financial Spreadsheet

Financial Spreadsheet from July - Audit																
Company: 1 First Church																
Budget Figures Report																
Fund	Dept	Account Number	Description	July	August	September	October	November	December	January	February	March	April	May	June	Audit	Total
	20	50000	PERSONNEL														
	20	50000	SALARIES														
1	20	50110	50110 Pastoral Salaries	5,833.32	5,833.32	5,833.32	5,833.32	5,833.32	5,833.32	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.00	82,999.92
1	20	50120	50120 Pastoral Housing	3,833.34	3,833.34	3,833.34	3,833.34	3,833.34	3,833.34	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	0.00	103,000.02
1	20	50130	50130 Administration Support	5,886.66	5,886.66	5,886.66	5,886.66	5,886.66	5,886.66	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	6,333.33	0.00	73,319.94
1	20	50140	50140 Directors	8,833.34	8,833.34	8,833.34	8,833.34	8,833.34	8,833.34	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	113,000.04
1	20	50150	50150 Facilities	3,480.00	3,480.00	3,480.00	3,480.00	3,480.00	3,480.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	0.00	65,880.00
1	20	50160	50160 Nursery Workers	1,020.00	1,020.00	1,020.00	1,020.00	1,020.00	1,020.00	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	0.00	26,119.98
	20	50592	TOTAL SALARIES	28,886.66	28,886.66	28,886.66	28,886.66	28,886.66	28,886.66	48,499.99	48,499.99	48,499.99	48,499.99	48,499.99	48,499.99	0.00	464,319.90
	20	50610	BENEFITS														
1	20	50610	50610 Auto Allowance (Pastors)	741.66	741.66	741.66	741.66	741.66	741.66	450.00	450.00	450.00	450.00	450.00	450.00	0.00	7,149.96
1	20	50620	50620 Cell Allowance	85.00	85.00	85.00	85.00	85.00	85.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00	1,710.00
1	20	50630	50630 Health/Dental	4,775.00	4,775.00	4,775.00	4,775.00	4,775.00	4,775.00	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	5,833.33	0.00	63,649.98
1	20	50635	50635 Continuing Ed/Conferences	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	0.00	2,600.00	0.00	4,400.00
1	20	50640	50640 Payroll Taxes	1,470.34	1,470.34	1,470.34	1,470.34	1,470.34	1,470.34	2,333.33	2,333.33	2,333.33	2,333.33	2,333.33	2,333.33	0.00	22,822.02
1	20	50650	50650 Retirement-matching	240.50	240.50	240.50	240.50	240.50	240.50	700.00	700.00	700.00	700.00	700.00	700.00	0.00	5,643.00
1	20	50660	50660 Social Security Allowance (Pastors)	812.92	812.92	812.92	812.92	812.92	812.92	1,633.33	1,633.33	1,633.33	1,633.33	1,633.33	1,633.33	0.00	14,677.50
1	20	50670	50670 Worker Compensation Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00	0.00	3,000.00
	20	50992	TOTAL BENEFITS	8,125.42	8,125.42	8,125.42	8,125.42	8,125.42	8,125.42	12,949.99	11,149.99	12,649.99	11,149.99	11,149.99	15,249.99	0.00	123,052.46
	20	50996	TOTAL PERSONNEL	37,012.08	37,012.08	37,012.08	37,012.08	37,012.08	37,012.08	61,449.98	59,649.98	61,149.98	59,649.98	59,649.98	63,749.98	0.00	587,372.36
	30	50000	OPERATING EXPS														
	30	50000	GENERAL														

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Budget Comparison Widget

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Budget Revisions

Home > General Ledger > Budget Information

Filters

Fund		🔍
Department		🔍
Account Range	No Groups Found ▾	
Budget Revision	5 November ▾	
Show Inactive Accounts	☐	

Search   Reset or Cancel

- Either from an increase or decrease of income, organizations are required to revise their budget mid-year. You can do that in Financials by selected the period to start the revised budget, and then enter the amounts or use the Adjustment % fields to have the system calculate the budget for the periods for the rest of the year.

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Budget Revisions

- The benefit of using the revised budget is that you can retain the original budget while still having access to the updated budget.

- Select the period that you would like the budget revisions to begin on the Budget Information Screen

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Revisions using Budgeted Financial Reports

Home > General Ledger > Budgeted Financial Formats

Add New Template   Make a Copy

* Title Revised Budget

Password For Changes [ ]   retype [ ]

Available Columns   **Selected Columns**

Account Information			Column Header (Editable)	Description
Current Year	✏	❌	|Budget for Period	Current Year - Budget for Period
Current Year - Budget YTD	✏	❌	|Revised Budget for Period	Current Year - Revised Budget for Period
Current Year - Budget Annual	✏	❌	|Actual for Period	Current Year - Actual for Period
Current Year - Revised Budget Annual	✏	❌	|Actual YTD	Current Year - Actual YTD
Current Year - Debits for Period	✏	❌	|Revised Budget YTD	Current Year - Revised Budget YTD
Current Year - Debits YTD	✏	❌	|Actual Annual	Current Year - Actual Annual
Current Year - Debits Annual			◄◄ ◄ 1 ► ►| Page size: 100 ▼	6 items in 1 pages
Current Year - Credits for Period				
Current Year - Credits YTD				
Current Year - Credits Annual				

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Revisions using Financial Spreadsheet

Account # Description	Budget for Period	Revised Budget for Period	Actual for Period	Actual YTD	Revised Budget YTD
Utility Expenses					
60310 Utilities-Electric/Gas	100.00	100.00	.00	.00	500.00
60330 Utilities-Telephone	10.00	10.00	.00	.00	50.00
60380 Utilities-Water/Sewer	2,000.00	2,000.00	.00	.00	10,000.00
60410 Security System	100.00	150.00	.00	250.00	550.00
Total Utility Expenses	2,210.00	2,260.00	.00	250.00	11,100.00
TOTAL FACILITIES EXPS	2,210.00	2,260.00	.00	750.00	11,100.00

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Variable Budget Accounts – What If?

- On the Budget Grid, check beside all accounts you want to be Variable Accounts.

- Allows you to adjust the variable up or down by a percentage.

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Variable Budget Accounts – What If?

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Thank You for Attending

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