



Ministry Brands®

# Advance Your Knowledge Webinar Series

## Making, Tracking, and Reporting 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.

# Welcome – Introducing our Panelists

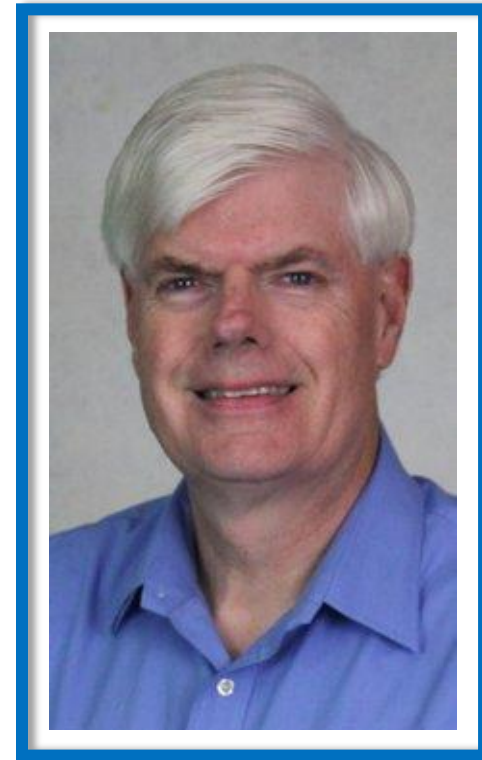
**Mark Crain**

ShelbyNext Trainer



**Ben Lane**

ShelbyNext Trainer



# 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**

# Types of Budgets

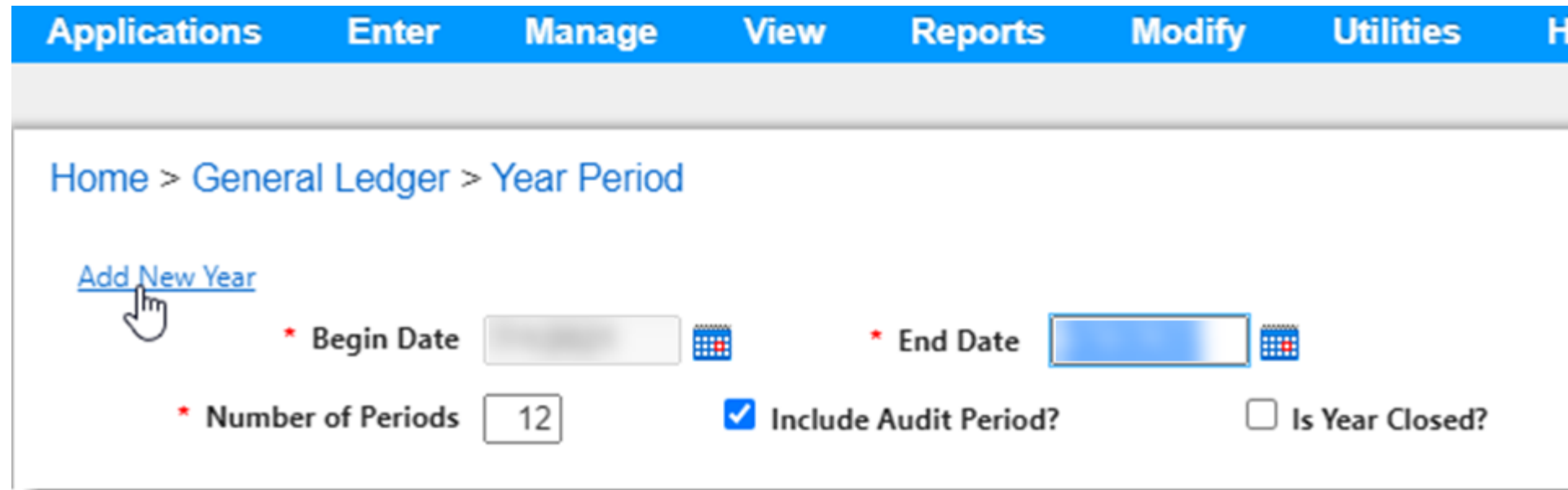
- **Incremental-based** – Current year's budget is used as a basis for next year's budget with a fixed percentage (+/- 2%) added or subtracted.
- **Zero-based** – Every program starts at zero dollars and each ministry determines and justifies what it needs to spend.
- **Modified based** – All programs 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](#)



# Setting up the New Year

- The process starts when you create a new year.
- General Ledger > Modify > Year and Periods > Click Add New Year.



The screenshot shows a software interface with a blue navigation bar at the top containing the following tabs: Applications, Enter, Manage, View, Reports, Modify, Utilities, and H. Below the navigation bar, the breadcrumb path is displayed as Home > General Ledger > Year Period. The main content area features a blue underlined link labeled 'Add New Year' with a hand cursor icon pointing to it. Below the link are four form fields: a 'Begin Date' field with a calendar icon, an 'End Date' field with a calendar icon, a 'Number of Periods' field containing the value '12', and a checked checkbox for 'Include Audit Period?'. To the right of the 'Include Audit Period?' checkbox is an unchecked checkbox for 'Is Year Closed?'.

# 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.

Home > General Ledger > Year Period

* Begin Date	<input type="text"/>	<input type="text"/>	* End Date	<input type="text"/>
* Number of Periods	<input type="text" value="12"/>	<input checked="" type="checkbox"/>	Include Audit Period?	<input type="checkbox"/> Is Year Closed?

NOTE

	Period Information	Closed?		Period Information	Closed?
1	<input type="text" value="July"/>	<input type="checkbox"/>	7	<input type="text" value="January"/>	<input type="checkbox"/>
2	<input type="text" value="August"/>	<input type="checkbox"/>	8	<input type="text" value="February"/>	<input type="checkbox"/>
3	<input type="text" value="September"/>	<input type="checkbox"/>	9	<input type="text" value="March"/>	<input type="checkbox"/>
4	<input type="text" value="October"/>	<input type="checkbox"/>	10	<input type="text" value="April"/>	<input type="checkbox"/>
5	<input type="text" value="November"/>	<input type="checkbox"/>	11	<input type="text" value="May"/>	<input type="checkbox"/>
6	<input type="text" value="December"/>	<input type="checkbox"/>	12	<input type="text" value="June"/>	<input type="checkbox"/>
	<input type="text" value="Audit"/>	<input type="checkbox"/>			

**Update** [Reset or Cancel](#)

# 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.

Home > General Ledger > Year Period

Set up account structure and accounts for [blurred]

Copy From  Year [blurred]  
 Another company or fiscal year  
 Templates  
 Do not copy. Create manually  
 Copy Budgets?

  
**Update**


Cancel


# 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   Church

Department Name   Genl Operations

Account Range  ▼

Budget Revision  ▼

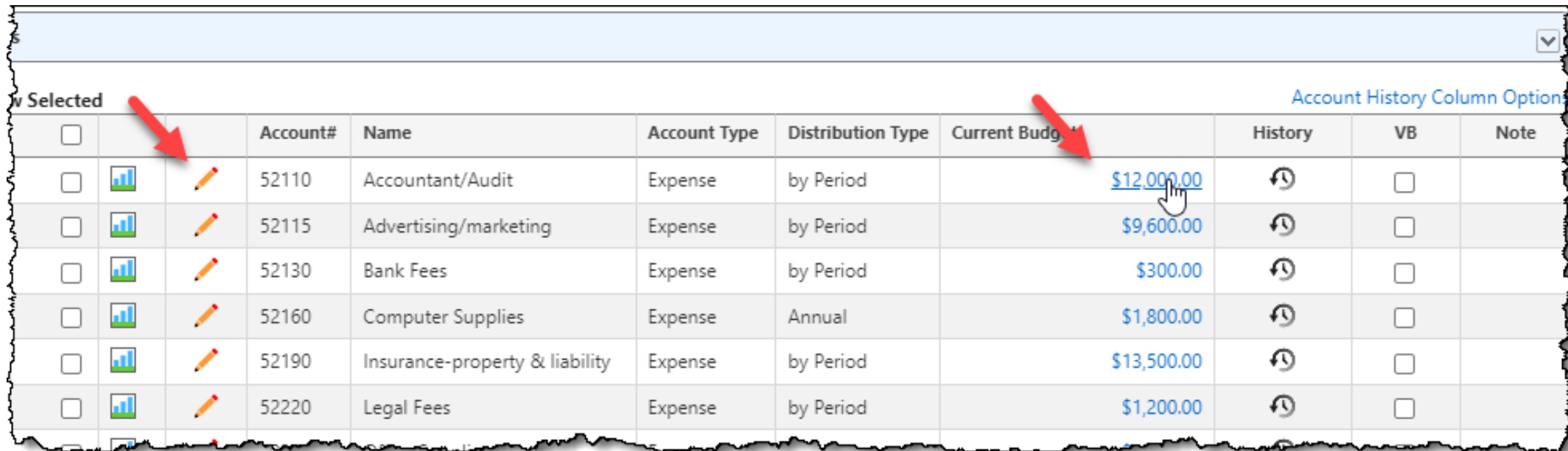
Show Inactive Accounts

[Reset](#) or [Cancel](#)















# Manually Enter Budget

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



The screenshot displays a budget management interface with a table of accounts. A red arrow points to the edit pencil icon in the first row, and another red arrow points to the current budget amount (\$12,000.00) in the same row. A mouse cursor is hovering over the \$12,000.00 amount.

Selected		Account#	Name	Account Type	Distribution Type	Current Budget	History	VB	Note
<input type="checkbox"/>		52110	Accountant/Audit	Expense	by Period	<a href="#">\$12,000.00</a>		<input type="checkbox"/>	
<input type="checkbox"/>		52115	Advertising/marketing	Expense	by Period	<a href="#">\$9,600.00</a>		<input type="checkbox"/>	
<input type="checkbox"/>		52130	Bank Fees	Expense	by Period	<a href="#">\$300.00</a>		<input type="checkbox"/>	
<input type="checkbox"/>		52160	Computer Supplies	Expense	Annual	<a href="#">\$1,800.00</a>		<input type="checkbox"/>	
<input type="checkbox"/>		52190	Insurance-property & liability	Expense	by Period	<a href="#">\$13,500.00</a>		<input type="checkbox"/>	
<input type="checkbox"/>		52220	Legal Fees	Expense	by Period	<a href="#">\$1,200.00</a>		<input type="checkbox"/>	

# Manually Enter Budget

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

Home > General Ledger > Budget Information > Update

Account 52110 Accountant/Audit

Distribute Budget by Period  
Annual  
by Period  
by Prior Year %  
by Prior Budget %  
by Defined %

Annual Amount

[DETAILS](#) [ATTACH](#)

Period	Current Budget	Rounded % of Budget
July	<input type="text" value="\$0.00"/>	0.00
August	<input type="text" value="\$0.00"/>	0.00
September	<input type="text" value="\$0.00"/>	0.00
October	<input type="text" value="\$0.00"/>	0.00
November	<input type="text" value="\$0.00"/>	0.00
December	<input type="text" value="\$0.00"/>	0.00
January	<input type="text" value="\$6,000.00"/>	50.00
February	<input type="text" value="\$6,000.00"/>	50.00
March	<input type="text" value="\$0.00"/>	0.00
April	<input type="text" value="\$0.00"/>	0.00
May	<input type="text" value="\$0.00"/>	0.00
June	<input type="text" value="\$0.00"/>	0.00
<b>Totals</b>	<b>\$12,000.00</b>	<b>100.00</b>



# 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 Amount

**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
<b>Totals</b>	<b>\$90,000.00</b>	<b>100.00</b>



# By Period

- **Budget by Period** when expenditures are expected.
- It helps to identify periods where the available money may not cover expenses.

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
<b>Totals</b>	<b>\$11,150.00</b>	<b>100.00</b>



# Prior Year %

Account 40110 Offering-Tithes/pledge			Account 40110 Offering-Tithes/pledge			
Distribute Budget Annual			Distribute Budget by Prior Year %			
Annual Amount \$200,000.00			Annual Amount \$200,000.00			
DETAILS ATTACHMENTS NOTE			DETAILS ATTACHMENTS NOTE			
Period	Current Budget	Rounded % of Budget	Prior 1 Actual			
July	\$16,666.63					
August	\$16,666.67					
September	\$16,666.67					
October	\$16,666.67					
November	\$16,666.67					
December	\$16,666.67					
January	\$16,666.67					
February	\$16,666.67					
March	\$16,666.67					
April	\$16,666.67					
May	\$16,666.67					
June	\$16,666.67					
<b>Totals</b>	<b>\$200,000.00</b>					

Period	Current Budget	Rounded % of Budget	Prior 1 Actual		
July	\$26,397.32	13.20	\$25,047.26		
August	\$13,698.97	6.85	\$12,998.36		
September	\$14,977.29	7.49	\$14,211.30		
October	\$15,809.94	7.90	\$15,001.36		
November	\$15,515.62	7.76	\$14,722.10		
December	\$21,343.59	10.67	\$20,252.00		
January	\$21,207.63	10.60	\$20,123.00		
February	\$15,019.13	7.51	\$14,251.00		
March	\$14,230.82	7.12	\$13,503.00		
April	\$14,742.17	7.37	\$13,988.20		
May	\$14,491.66	7.25	\$13,750.50		
June	\$12,565.86	6.28	\$11,923.20		
<b>Totals</b>	<b>\$200,000.00</b>	<b>100.00</b>	<b>\$189,771.28</b>		

- 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.



# Prior Year Budget %

Account 40110 Offering-Tithes/pledge

Distribute Budget

Annual Amount

**DETAILS** ATTACHMENTS NOTE

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
<b>Totals</b>	<b>\$200,000.00</b>	<b>100.00</b>

Account 40110 Offering-Tithes/pledge

Distribute Budget

Annual Amount

**DETAILS** ATTACHMENTS NOTE

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
<b>Totals</b>	<b>\$200,000.00</b>	<b>100.00</b>	<b>\$180,000.00</b>

- 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.



# 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

Annual Amount

**DETAILS**   ATTACHMENTS   NOTE

Period	Current Budget	% of Budget
July	\$0.00	<input type="text" value="0.00"/>
August	\$0.00	<input type="text" value="0.00"/>
September	\$56,875.00	<input type="text" value="25.00"/>
October	\$0.00	<input type="text" value="0.00"/>
November	\$0.00	<input type="text" value="0.00"/>
December	\$56,875.00	<input type="text" value="25.00"/>
January	\$0.00	<input type="text" value="0.00"/>
February	\$0.00	<input type="text" value="0.00"/>
March	\$56,875.00	<input type="text" value="25.00"/>
April	\$0.00	<input type="text" value="0.00"/>
May	\$0.00	<input type="text" value="0.00"/>
June	\$56,875.00	<input type="text" value="25.00"/>
<b>Totals</b>	<b>\$227,500.00</b>	<b>100.00</b>



# Using the Budget Import/Export Option

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

Home > General Ledger > Budget Information Add To My Tasks

Filters ▼

View Selected Account History Column Options

<input type="checkbox"/>			Account#	Name	Account Type	Distribution Type	Current Budget	History	VB	Note
<input type="checkbox"/>			40110	Offering-Tithes/pledge	Income	by Prior Budget %	\$200,000.00		<input type="checkbox"/>	
<input type="checkbox"/>			40120	Offering-Tithes/nonpledge	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			40140	Offering-Plate/loose cash	Income	by Period	\$20,000.00		<input type="checkbox"/>	
<input checked="" type="checkbox"/>			40180	Building Campaign	Income	by Period	\$20.00		<input type="checkbox"/>	
<input type="checkbox"/>			40910	Offering-non cash/stocks	Income	Annual	\$500.00		<input type="checkbox"/>	
<input type="checkbox"/>			40920	Test JF	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			45110	Facility Use Income-Outside Groups	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			45111	Pension Income	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			45120	Facility Use Income-School	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			45150	Interest Income	Income	Annual	\$0.00		<input type="checkbox"/>	
<input checked="" type="checkbox"/>			45190	Other Income	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			45910	Gain/loss on sale of investments	Income	Annual	\$0.00		<input type="checkbox"/>	
<input type="checkbox"/>			45920	McLean Income	Income	Annual	\$0.00		<input type="checkbox"/>	

Page size: 100

[Import / Export Budget](#)



# 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.

Select the Levels from your Account Structure to Export

Selection

All

1 First Church of the Resurrection

# Import from 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  No file chosen

[Cancel](#)

# Attachments & Notes

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

Home > General Ledger > Budget Information > Update

Account 50160 Nursery

Distribute Budget Annual

Annual Amount \$15,600.00

DETAILS ATTACHMENTS NOTE

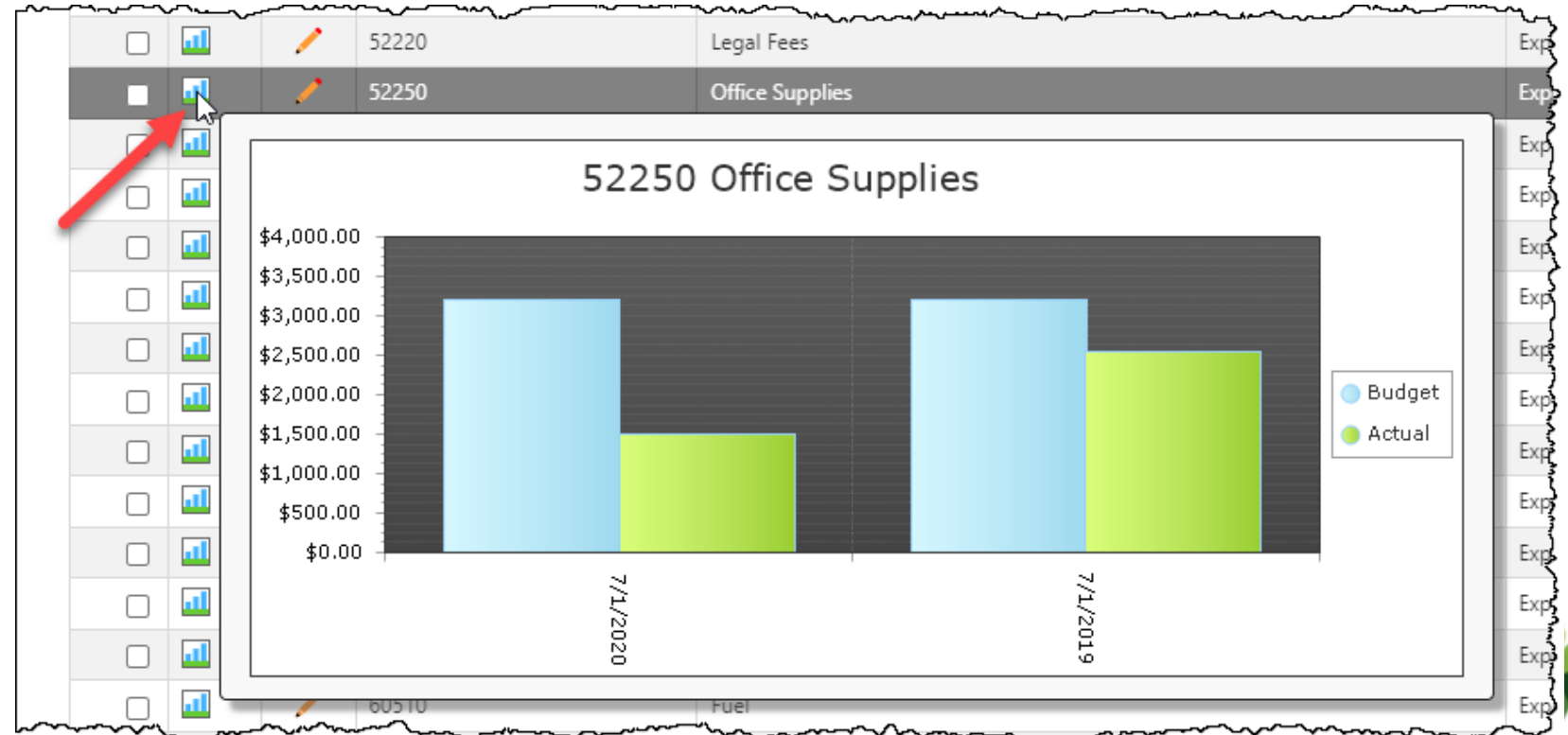
Done Reset or Cancel

<input type="checkbox"/>			510	Facilities	Expense	Annual	\$96,000.00		<input type="checkbox"/>	
<input type="checkbox"/>			510	Nursery	Expense	Annual	\$15,600.00		<input type="checkbox"/>	
<input type="checkbox"/>			510	Weddings	Expense	by Period	\$6,300.00		<input type="checkbox"/>	



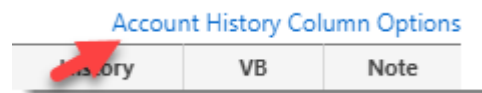
# Closer look at the Budget Grid

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

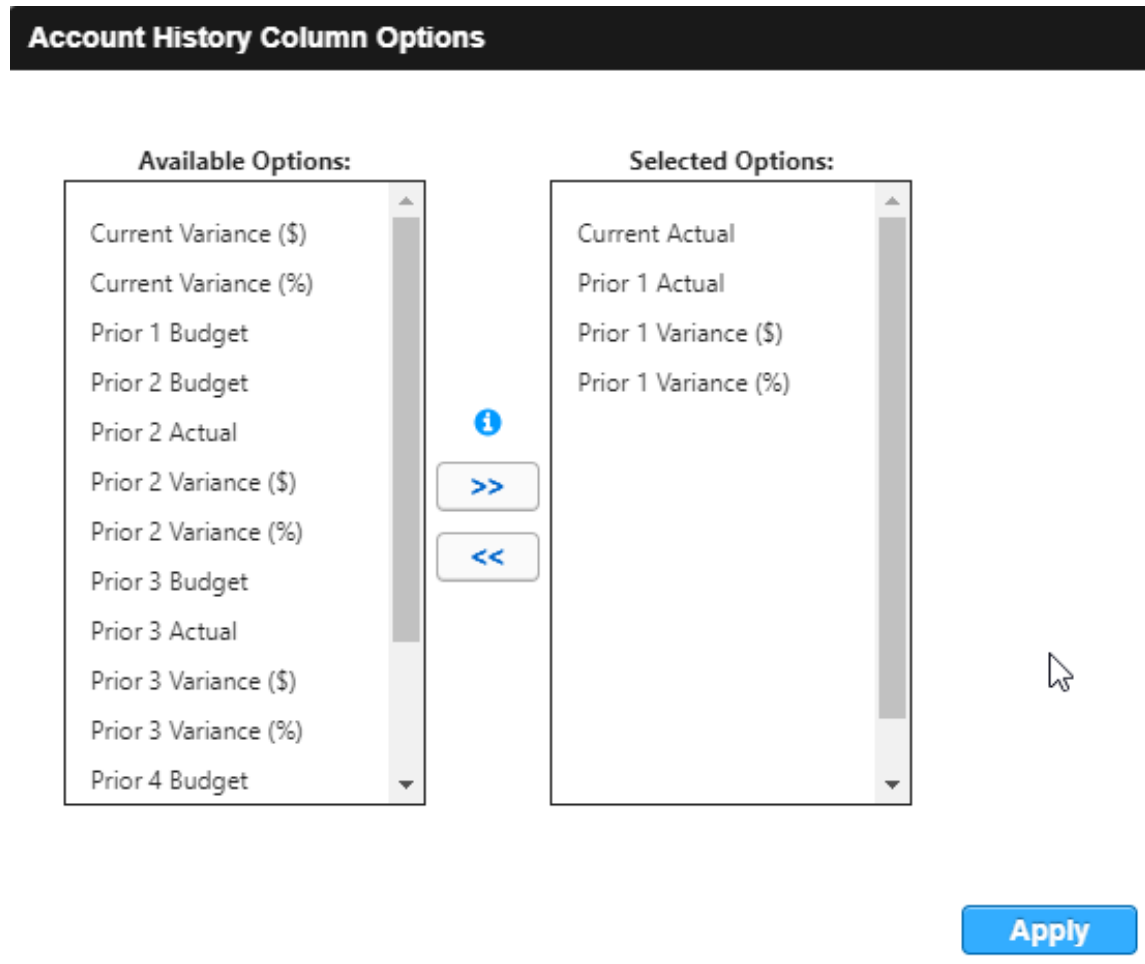


# Closer look at the Budget Grid

- Click on Account History Column Options.



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



A screenshot of the 'Account History Column Options' dialog box. The dialog has a black title bar with the text 'Account History Column Options'. It is divided into two main sections: 'Available Options:' and 'Selected Options:'. The 'Available Options:' list includes: Current Variance (\$), Current Variance (%), Prior 1 Budget, Prior 2 Budget, Prior 2 Actual, Prior 2 Variance (\$), Prior 2 Variance (%), Prior 3 Budget, Prior 3 Actual, Prior 3 Variance (\$), Prior 3 Variance (%), and Prior 4 Budget. The 'Selected Options:' list includes: Current Actual, Prior 1 Actual, Prior 1 Variance (\$), and Prior 1 Variance (%). Between the two lists are three buttons: an information icon (i), a right-pointing arrow (>>), and a left-pointing arrow (<<). At the bottom right of the dialog is a blue 'Apply' button. A mouse cursor is visible over the right side of the dialog.

# Closer look at the Budget Grid

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



## 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
<b>Totals</b>	<b>\$3,200.00</b>	<b>\$1,500.00</b>	<b>\$2,550.00</b>	<b>(\$650.00)</b>	

# 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 1/1/2020  
 Fund Name: 1 Church Operations / Department Name: 150 Administration

<u>Account #</u> <u>Description</u>	<u>2021 Annual Budget</u>	<u>2021 Actual YTD</u>	<u>2020 Annual Budget</u>	<u>2020 Actual YTD</u>	<u>2019 Annual Budget</u>	<u>2019 Actual YTD</u>
<b>Administration Expenses</b>						
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
<b>Total Administration Expenses</b>	<b>.00</b>	<b>5,899.80</b>	<b>10,000.00</b>	<b>690.17</b>	<b>.00</b>	<b>.00</b>



# Modify Budgeted Financial Format

GL > Modify > Budgeted Financial Formats

\* Title: Standard ACTUAL (Shelby Standard templates cannot be edited)

Password For Changes: \_\_\_\_\_ retype: \_\_\_\_\_

**Available Columns**

- Account Information
- Current Year
- Prior Year 1
- Prior Year 2
- Prior Year 3
- Prior Year 4
- Prior Year 5
- Formula

**Selected Columns**

Column Header (Editable)	Description
Account # Description	Account Number With Description
Budget Annual	Current Year - Budget Annual
Budget for Period	Current Year - Budget for Period
Actual for Period	Current Year - Actual for Period
Variance for Period	Formula
Budget YTD	Current Year - Budget YTD
Actual YTD	Current Year - Actual YTD
Var. Actual to Annual Budget Dollar	Formula
Var. Actual to Annual Budget %	Formula

Page size: 100

9 items in 1 pages

Update | Print or Cancel

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





# Modify Budgeted Financial Format

## 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



# Modify Budgeted Financial Format Formulas

**Edit Formula** [Close]

Column Header:

Formula Type:  difference  percent  advanced

Variables:  -

Standard

Advanced

**Edit Formula** [Close]

Column Header:

Formula Type:  difference  percent  advanced

Insert Field:

Advanced Formula:



# Preliminary Budget Report

- General Ledger > Reports > Preliminary Budget
- Choose the accounts for your report from the Filters.

Report Preferences

**FILTERS**    OPTIONS

Account Number  ▼

**Account Structure**

- All
  - 1 Church
    - 10 Genl Income
    - 20 Personnel
    - 30 Genl Operations
    - 40 Children
    - 50 Youth
    - 60 Adult Groups
    - 70 Worship/Arts

# 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.

Report Preferences

FILTERS

OPTIONS

Change Appearance?  Trebuchet MS | 8pt | 100%

Report Options

- Suppress Zero Balances?
- Show Account Numbers?
- Show Note Information?
- Wrap Account Description?
- Print In Landscape?
- Use Revised Budget for Prior Year?

Page Break Options  none  Department Name

Report Type Summary

Available Options:

- Summary
- Detail (Month By Month)
- Total Lines Only
- Detail (Actual vs. Proposed Budget)
- Detail (Budget vs. Proposed Budget)

Actual (Prior Year)

Actual (2 Years Ago)

Actual (3 Years Ago)

Budget (Proposed)\*

Budget (Prior Year)\*

Var \$

Var %

>>
<<

Export Option  None  Excel

Run Report



# 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	Preliminary Budget Report for Period 1 - July Summary Report Company#: 1 Name: First Church Fiscal Year Beginning 7/1/2021	Fund Name: 1 Church Department Name: 30 Genl Operations		
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
Audit				
Total 52310 Printing/copier				
	<b>OPERATING EXPS</b>			
	<b>GENERAL EXPS</b>			
	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
	<b>Total GENERAL EXPS</b>	<b>\$65,500.00</b>	<b>\$35,547.21</b>	<b>\$65,500.00</b>
	<b>FACILITIES EXPS</b>			



# 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.

Home > General Ledger > Reports > Financial Spreadsheet

Report Preferences

FILTERS
OPTIONS

Change Appearance?  Trebuchet MS ▾ 8pt ▾ 100% ▾

Ending Period Audit ▾ 

Report Type  Actual  Budget  Revised Budget  
 Use Actuals For Closed Periods?

Report Options  Suppress Zero Balances?  
 Wrap Account Description?  
 Use Reverse Signs?  
 Show Whole Dollars Only?  
 Show Sub Accounts?

Line Spacing Single ▾

Page Break Options  None  Department Name

Print Format  Wide  Narrow

Export Option  None  CSV  Excel

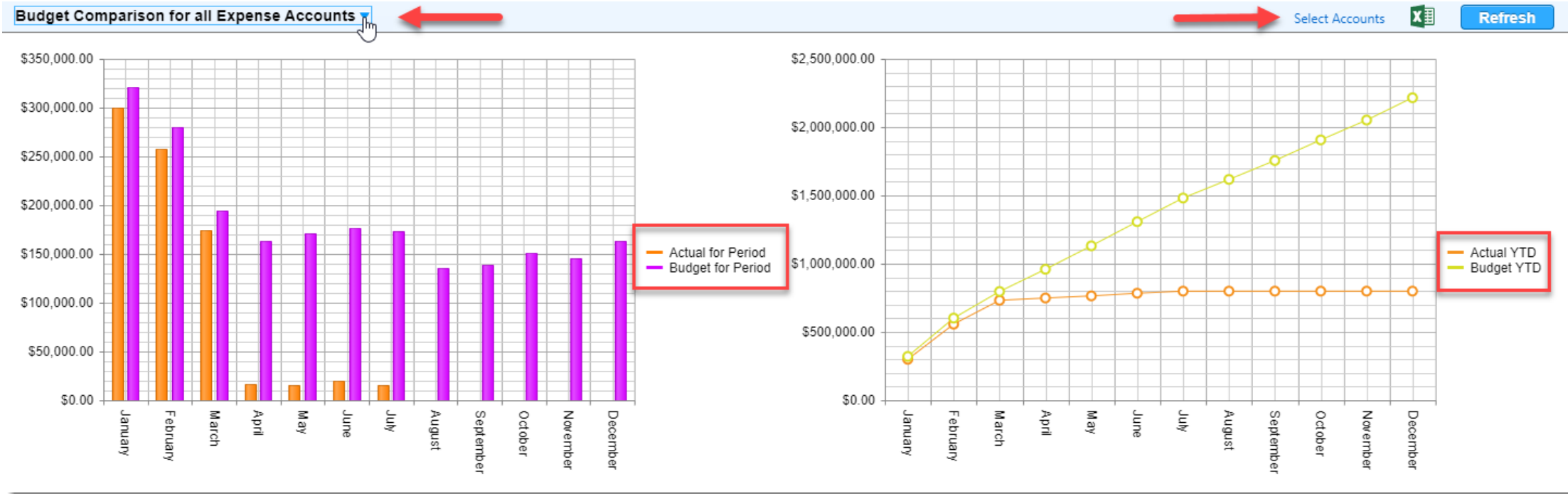
Run Report
Clear Preferences
Cancel

# Financial Spreadsheet

Financial Spreadsheet from July - Audit																	
Company: 1 First Church																	
Budget Figures Report																	
Account																	
Fund	Dept	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														



# Budget Comparison Widget








# Budget Revisions


Home > General Ledger > Budget Information


**Filters**



Fund  

Department  

Account Range  

Budget Revision  

Show Inactive Accounts

[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 Shelby 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.

# Budget Revisions

Home > General Ledger > Budget Information > Update

Account **60410 Security System**  
 Adjustment %  Using    
 Annual Amount

**DETAILS** ATTACHMENTS NOTE

Period	Current Budget	Rounded % of Budget
July	<input type="text" value="\$100.00"/>	6.25
August	<input type="text" value="\$100.00"/>	6.25
September	<input type="text" value="\$100.00"/>	6.25
October	<input type="text" value="\$100.00"/>	6.25
November	<input type="text" value="\$150.00"/>	9.38
December	<input type="text" value="\$150.00"/>	9.38
January	<input type="text" value="\$150.00"/>	9.38
February	<input type="text" value="\$150.00"/>	9.38
March	<input type="text" value="\$150.00"/>	9.38
April	<input type="text" value="\$150.00"/>	9.38
May	<input type="text" value="\$150.00"/>	9.38
June	<input type="text" value="\$150.00"/>	9.38
<b>Totals</b>	<b>\$1,600.00</b>	<b>100.00</b>

[Reset or Cancel](#)

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.



# Revisions using Budgeted Financial Reports

Home > General Ledger > Budgeted Financial Formats

[Add New Template](#)   [Make a Copy](#)










\* Title



Password For Changes  retype


**Available Columns**

- Account Information
- Current Year
  - Current Year - Budget YTD
  - Current Year - Budget Annual
  - 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

**Selected Columns**

Column Header (Editable)		Description
 	Budget for Period	Current Year - Budget for Period
 	Revised Budget for Period	Current Year - Revised Budget for Period
 	Actual for Period	Current Year - Actual for Period
 	Actual YTD	Current Year - Actual YTD
 	Revised Budget YTD	Current Year - Revised Budget YTD
 	Actual Annual	Current Year - Actual Annual



Page size: 
6 items in 1 pages



# Revisions using Financial Spreadsheet

<u>Account #</u> <u>Description</u>	<u>Budget for Period</u>	<u>Revised Budget for</u> <u>Period</u>	<u>Actual for Period</u>	<u>Actual YTD</u>	<u>Revised Budget YTD</u>
<b>Utility Expenses</b>					
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
<b>Total Utility Expenses</b>	<b>2,210.00</b>	<b>2,260.00</b>	<b>.00</b>	<b>250.00</b>	<b>11,100.00</b>
<b>TOTAL FACILITIES EXPS</b>	<b>2,210.00</b>	<b>2,260.00</b>	<b>.00</b>	<b>750.00</b>	<b>11,100.00</b>

# 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.

<input type="checkbox"/> View Selected		Account History Column Options							
<input type="checkbox"/>			Account#	Name	Account Type	Distribution Type	Current Budget	History	VB
<input type="checkbox"/>			43110	Activities	Income	by Period	\$2,150.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			43140	Camps/retreats	Income	by Period	\$37,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			43190	VBS	Income	by Period	\$7,700.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			43200	AWANA	Income	by Period	\$3,325.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			52140	Checkin	Expense	Annual	\$840.00		<input type="checkbox"/>
<input type="checkbox"/>			52170	Curriculum/study books	Expense	by Period	\$3,400.00		<input type="checkbox"/>
<input type="checkbox"/>			52230	Ministry contacts/gifts	Expense	Annual	\$600.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			52260	Nursery Supplies	Expense	Annual	\$3,200.00		<input type="checkbox"/>
<input type="checkbox"/>			52270	Outreach	Expense	by Period	\$1,200.00		<input type="checkbox"/>
<input type="checkbox"/>			52280	Postage/shipping	Expense	Annual	\$300.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			52310	Printing/copier	Expense	Annual	\$1,380.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>			52315	Resource Material	Expense	by Period	\$600.00		<input checked="" type="checkbox"/>

# Variable Budget Accounts – What If?

Report Preferences

FILTERS **OPTIONS**

Change Appearance?  Trebuchet MS 8pt 100%

Report Name Budgeted Financial Statement

Report Template Leadership Monthly Budget Report

Select Different Starting Period for Fiscal Year?


Reporting Period 7 July

Report Type Detail

Adjust Variable Budgets  Yes  No 80 %

Report Options

- Show Missing Budget as (-) Value? ⓘ
- Suppress Zero Balances?
- Print Percent of Year Completed In Heading?
- Show Sub Accounts?
- Print Whole Dollars?



# Where can I watch this video again?

**Watch or Register to attend  
Webinars**

@ [Community.Shelbysystems.com](https://Community.Shelbysystems.com)

Advance Your Knowledge Webinar Series

Register for an Upcoming Webinar

Making, Tracking, and Reporting Budgets	09/28/2022 2:00 PM (Central Time)	<a href="#">Register NOW</a>
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Watch a Previous Webinar

Click on a Title to Watch NOW	Presented	
<a href="#">Tips for Using Interactions, Mass Contact, and Workflows</a>	08/24/2022	<a href="#">Slides</a>
<a href="#">Maximize the Connection Between Your ChMS and Website</a>	07/27/2022	<a href="#">Slides</a>
<a href="#">Tracking Credit Card Activity in ShelbyFinancials</a>	06/29/2022	<a href="#">Slides</a>
<a href="#">Track Mission Trips in ShelbyNext ChMS</a>	05/25/2022	<a href="#">Slides</a>



# Next “Advance Your Knowledge” Webinar

## **E-Filing (W2’s, 1099’s, 1094’s and 1095’s) with ShelbyFinancials and Nelco**

**Date:** 10/12/2022

**Time:** 3pm E/2pm C/12pm P

**Led by:**

Jason Jenison (Nelco) & Ben Lane (Ministry Brands)





# Virtual Workshops

## Virtual Training Workshops (filling up fast)

### **101 Financial & ChMS Workshops**

- 4 days of online classroom instruction, 3 hours each day
- Detailed workbooks, quizzes & discussion included!!!
- Lots of great ideas & skill-building lessons

[Click Here to Register](#)

### **201 Financial & ChMS Workshops**

- Beyond the basics, for the customer who is already using Financials or ChMS
- Multiple classes available; sign up for as many as you like!
- Detailed workbooks, quizzes & discussion included!!!

[Click here to Register](#)