

**Trinity Bible Church of Ottawa**  
**Budget 2010**  
**Version 2.0**

**Approved March 8, 2010**

## **Contents**

Introduction .....	3
Assumptions.....	4
Income .....	4
Expenses .....	4
Fixed Costs - Property, Plant and Equipment .....	5
Fixed Costs – Staff.....	5
Fixed Costs – Support to Infrastructure, Staff and Ministries.....	5
Fixed Costs - Ministries .....	6
Ministry Costs .....	6
Cost Recovery.....	6
Self-Funded Ministries .....	7
Youth Intern .....	7
Appendices.....	ii

### 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 – Version 2.0 changes
- Appendix 2 – Budget summary
- Appendix 3 – Budget breakdown by ministry areas
- Appendix 4 – 2010 Budget breakdown and 2010/2009 budget comparison graphs

## **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 (where the material become the property of the user)
- 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.

## **Draft**

### ***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
- 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 \$262 per month or \$3,144 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

## **Draft**

### ***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 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.

## **Draft**

### ***Self-Funded Ministries***

Trinity has several ministries that are funded apart from the weekly tithe. Funds for these ministries are received from specific or directed donations or from registration fees. Since these ministries are self-funded, their expenses are limited to the level of funds received. These ministries have been included in the 2010 budget using the funding and expense levels from 2009. It is anticipated that as the year unfolds, both the funds received and the associated expenses may vary from those listed in the budget. In addition, it is possible for new self-funded ministries, such as a short-term missions trip, to start during the course of the year. Management of changes to the funding and expense levels of current or new ministries will be governed by the principle that expenses will not exceed funds raised. The following is a list of current self-funded ministries in Trinity:

- You Feed Them – funds raised from directed donations
- In His Care – funds raised from directed donations
- Fourth Week Camp – funds raised from registration fees
- VBS – funds raised from registration fees
- Soccer Camp – funds raised from registration fees

In addition Trinity has contributed, and may in the future contribute, funds to relief organizations as situations arise. The most recent example was funds collected for the relief efforts following the earthquake in Haiti. If the church decides to respond to an emergent situation funds will be collected from directed donations.

For both self-funded ministries and emergent situations, trinity provides overhead or administrative support. Costs associated with such support have a negligible effect on Trinity's overall expenses.

### ***Youth Intern***

The Board is investigating the possibility of adding a youth intern to the staff in 2010. While the discussions are in early stages, provision has been made in the budget should it be decided to hire the individual. Total salary related costs for the intern are \$20,000, of which \$8,000 will be borne in 2010. Other expenses will be determined as the hiring process unfolds. Once the total costs are identified, and in order to keep the costs revenue neutral, special collections will be taken to cover the costs associated with bringing the intern on staff. These collections will be to the general fund only. The intention is that expenses will not exceed funds raised.

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## **Appendices**

Appendix 1 – Version 2.0 Changes

Appendix 2 – Budget Summary

Appendix 3 – Budget Breakdown by Ministry

Appendix 4 - Budget Breakdown by Cost - Graph



## Draft

### Appendix 1

#### Budget 2010 Version 2 Changes

The changes listed below, are incorporated in Budget 2010 version 2. These changes include:

1. You Feed Them and In His Care, neither of which were included in the first budget. Both ministries use directed donations and have not exceeded their donated expenses.
2. The inclusion of VBS under Children's Ministries and an associated income line for registration.
3. The inclusion soccer camp under Children's Ministries and an associated income line for registration.
4. The inclusion of Fourth Week under Youth Ministries and an associated income line for registration.
5. In version 1, the amounts for outreach and short-term missions both under the Outreach Ministry were reversed. The correct amounts are listed in version 2.
6. Benevolent, previously under Fellowship, has been moved to a separate ministry.
7. Car mileage allowance was increased from \$0.45 to \$0.54/km which is in line with the government rate. The total mileage was increased to 12,000 km to reflect actual mileage being driven.

Income	Amount	Remarks
You Feed Them	34,000	Income from raised funds. \$34,000 was raised in 2009.
In His Care	10,000	Income from raised funds. \$10,429 was raised in 2009.
Youth Worker	8,000	Income from special collection.
VBS Registration Fees	4,000	Registration was \$3,783 in 2009.
Soccer Camp	1,000	New program
Fourth Week Registration Fees	3,000	Registration was \$2,413 in 2009.

Expenses	Amount	Remarks
Soccer Camp	1,000	New program
VBS	4,000	Expenses were \$3,268 in 2009.
Fourth Week	3,000	Expenses were \$2,560 in 2009.
Outreach	2,000	Incorrectly shown as \$0 in 2010 Budget version 1
Short Term Missions	0	Incorrectly shown as \$2,000 in 2010 Budget version 1
You Feed Them	34,000	Expenses not to exceed income
In His Care	10,000	Expenses not to exceed income
Benevolent	3,250	A separate budget category, previously under Fellowship
Car / Mileage Allowance	6,930	Mileage increased to \$0.54/km budgeted for 12,000 km (increase from \$0.45/km and 10,000 km)
Outreach	2,720	Douma's no longer in their mission
Youth Worker	8,000	New staff.
AGC Partnership Payments	11,764	Increase from budgeted amount of \$10,500
2010 Audit	5,500	Increase from budgeted amount of \$5,000
Booking	3,144	Increase from budgeted amount of \$2,892

**Budget Summary**

	<b>2010 Budget Version 2.0</b>	<b>% of 2010 Total</b>	<b>2009 Budget Version 3.0</b>	<b>% of 2009</b>
<b>Income</b>	379,800		328,936	
<b>Children's Education</b>	18,350	<b>5%</b>	6,330	<b>2%</b>
<b>Youth</b>	14,950	<b>4%</b>	9,350	<b>3%</b>
<b>Adult</b>	5,100	<b>1%</b>	9,100	<b>3%</b>
<b>Fellowship</b>	1,600	<b>0%</b>	13,050	<b>4%</b>
<b>Outreach</b>	63,580	<b>17%</b>	31,000	<b>9%</b>
<b>Benevolent</b>	3,250	<b>1%</b>	4,000	<b>1%</b>
<b>Worship</b>	4,150	<b>1%</b>	9,233	<b>3%</b>
<b>Compensation, Office and Administration</b>	165,304	<b>44%</b>	148,226	<b>45%</b>
<b>Finance</b>	71,502	<b>19%</b>	68,638	<b>21%</b>
<b>Property</b>	23,188	<b>6%</b>	25,772	<b>8%</b>
<b>Communication</b>	7,925	<b>2%</b>	7,975	<b>2%</b>
<b>Total Expenses</b>	378,899	<b>100%</b>	332,674	<b>100%</b>
<b>Net Income / Loss</b>	901		<b>-3,738</b>	

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## Appendix 3

Budget Breakdown by Ministry					
	2010 Budget Version 2.0	2010 % of Total	2009 Budget Version 3.0	2009 % of Total	
<b>Tax Receiptable Donations -</b>					
Tax Receiptable Donations - General	312,000		289,617		
Tax Receiptable Donations - Other	0		0		
Special Collection - Youth Worker	8,000				
You Feed Them	34,000				
In His Care	10,000				
Short-Term Missions					
Revenue From Fund Raising	0		5,725		
<b>Total Tax Receiptable Revenue</b>	<b>364,000</b>		<b>289,617</b>		
<b>Non-Receiptable Income</b>					
Donations - Loose	7,800		5,688		
Special Collection	0		0		
Recovery of Expenses	0		25,432		
VBS Registration Fees	4,000				
Soccer Camp	1,000				
Fourth Week Registration Fees	3,000				
Donations from Building Rental	0		0		
Funds Carried Forward From 2008			8,000		
Revenue From Fund Raising			2,205		
Interest Revenue	0		199		
<b>Total Non-Receiptable Income</b>	<b>15,800</b>		<b>39,319</b>		
<b>Total Income</b>	<b>379,800</b>		<b>328,936</b>		
<b>EXPENSES</b>					
<b>Discipleship - Children's</b>					
Nursery	0		0		
Kidz Works / Fusoin	7,400		5,930		
Kids Club	5,950		0		
Soccer Camp	1,000				
VBS	4,000				
Children's Education - Administration	0		400		
<b>Total Expenses Children's Education</b>	<b>18,350</b>	<b>5%</b>	<b>6,330</b>	<b>2%</b>	
<b>Discipleship - Youth</b>					
Junior High	1,700		950		
Senior High	9,900		8,100		
Fourth Week	3,000				
Youth Band	350		300		
<b>Total Expenses Youth</b>	<b>14,950</b>	<b>4%</b>	<b>9,350</b>	<b>3%</b>	
<b>Discipleship - Adults</b>					
Small Groups	4,100		6,100		
Library	1,000		3,000		
Training and Conferences	0		9,500		
<b>Total Expenses Adult</b>	<b>5,100</b>	<b>1%</b>	<b>9,100</b>	<b>3%</b>	
<b>Fellowship</b>					
Events and Supplies	1,600		5,300		
Men's Ministry	0		6,250		
Women's Ministry	0		1,500		
<b>Total Expenses Fellowship</b>	<b>1,600</b>	<b>0%</b>	<b>13,050</b>	<b>4%</b>	

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## Appendix 3

### Budget Breakdown by Ministry

#### Outreach

Missionaries	18,580		23,000	
Outreach	2,000			
Short Term Missions	0		2,000	
You Feed Them	33,000			
In His Care	10,000		6,000	
<b>Total Expenses Outreach</b>	<u>63,580</u>	<b>17%</b>	<u>31,000</u>	<b>9%</b>

<b>Benevolent</b>	<u>3,250</u>	<b>1%</b>	<u>4,000</u>	<b>1%</b>
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#### 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	
<b>Total Expenses Worship</b>	<u>4,150</u>	<b>1%</b>	<u>9,233</u>	<b>3%</b>

#### Compensation, Office and Administration

<b>Compensation</b>				
Wages & Salaries	114,828		92,276	
Contractor Salaries	15,800		28,600	
EI Expense	2,860		2,340	
CPP Expense	3,380		2,600	
WSIB Expense	676		494	
Employee Benefits - Group Insurance	5,000		5,000	
Employee Benefits - AD&D				
Employee Benefits - LTD				
Car / Mileage Allowance	6,930		2,950	
Book Allowance	500		500	
Staff Training & Conferences	1,800		1,300	
BlackBerry	1,000		1,000	
<b>Total Compensation</b>	<u>152,774</u>	<b>40%</b>	<u>137,060</u>	<b>41%</b>

#### 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	
<b>Total Office and Administration</b>	<u>12,530</u>	<b>3%</b>	<u>11,166</u>	<b>3%</b>
<b>Total Expenses Compensation, Office and Administration</b>	<u>165,304</u>	<b>44%</b>	<u>148,226</u>	<b>45%</b>

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## Appendix 3

### Budget Breakdown by Ministry

#### Finance

##### Mortgage Payments

Don Haw key	26,640		26,403	
AGC	18,378		18,317	
<b>Total Mortgages</b>		<b>45,018</b>		<b>44,720 13%</b>

##### Insurance, Legal, Accounting, AGC

Insurance and Bank	6,076		4,363	
Legal and Accounting	8,644		14,175	
AGC Partnership	11,764		5,380	
<b>Total Insurance, Legal, Accounting and AGC</b>		<b>26,484</b>		<b>23,918 7%</b>
<b>Total Expenses Finance</b>		<b>71,502 19%</b>		<b>68,638 21%</b>

#### Property

##### Utilities

Propane	6,500		8,400	
Hydro	5,500		4,150	
<b>Total Utilities</b>		<b>12,000</b>		<b>12,550 4%</b>

##### Building and Equipment

<i>Building Maintenance Fund</i>	0		0	
Building and Equipment Supplies	800		1,500	
Building and Equipment - Other	1,200		2,500	
Building and Equipment - Capital Improvement				
Security System	288		284	
<b>Total Building and Equipment</b>		<b>2,288</b>		<b>4,284 1%</b>

##### Maintenance and Repair

Maintenance and Repair	2,500		2,500	
Kitchen and Bathroom	0		2,000	
Cleaning	900		0	
Snow , Lawn and Landscaping	5,000		4,000	
Equipment and Supplies	500		2,438	
<b>Total Maintenance and Repair</b>		<b>8,900</b>		<b>8,938 3%</b>
<b>Total Expenses Property</b>		<b>23,188 6%</b>		<b>25,772 8%</b>

#### Communications

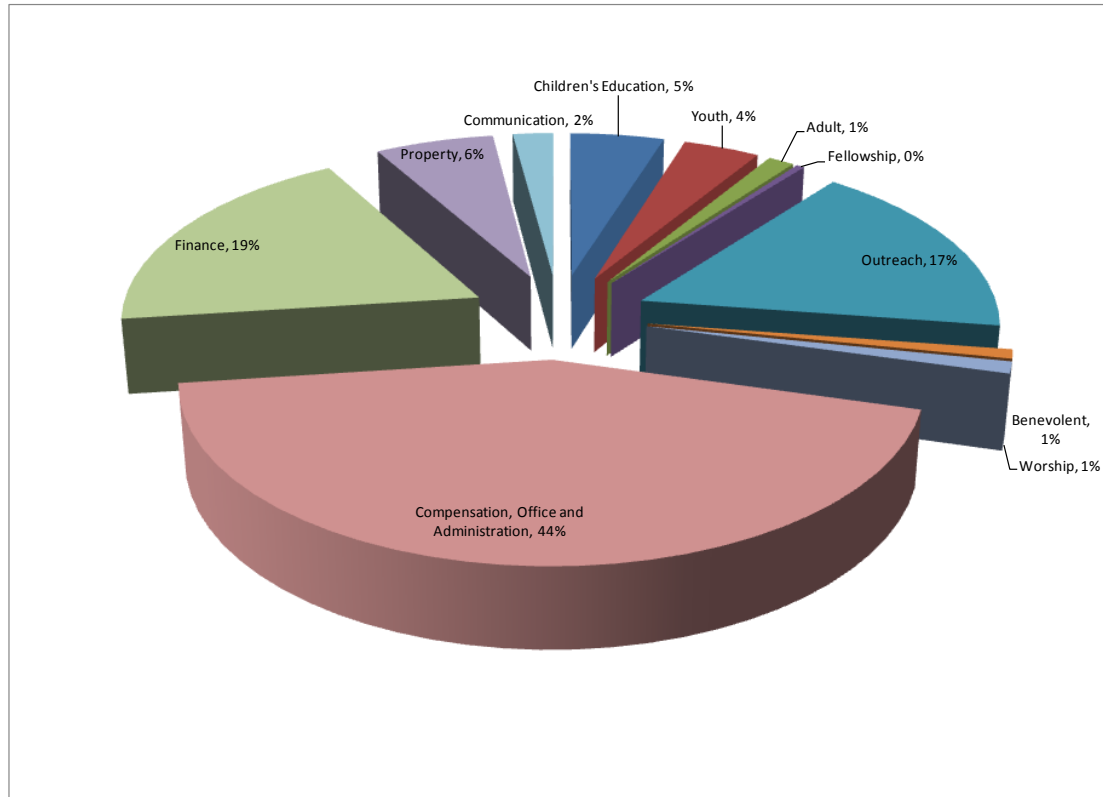
Website	1,200		4,375	
Advertising	6,725		3,600	
<b>Total Expenses Communications</b>		<b>7,925 2%</b>		<b>7,975 2%</b>

<b>Total Expenses</b>		<b>378,899 100%</b>		<b>332,674 100%</b>
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<b>Net Income / Loss</b>		<b>901</b>		<b>-3,738</b>
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## Budget Breakdown by Costs

Budget breakdown by percentage



Comparison between 2010 and 2009 budgets

