

Penn West Conference
2025 Budget Worksheet

Fund #1		2019	2020	2021	2022	2023	2024	2025	Notes
Income		Actual	Actual	Actual	Actual	Actual	Budget	Budget	
		Reviewed	Assessed	Assessed	QB	QB			
	Contribution Income								
	Unrestricted								
4021	OCWM PWC	176,748	179,007	204,086	178,112	169,774	175,000	157,000	Calc 4% decrease each year from 2023 actual
4022	OCWM Faithful Stewards	18,775	17,119	14,721	12,628	13,160	12,000	12,000	
4023	OCWM National	31,758	31,613	16,437	14,211	12,456	14,000	11,500	Calc 4% decrease each year from 2023 actual
4028	Manor Management Fee	-	3,539	5,492	4,130	3,629	5,000	3,600	
	Subtotal Unrestricted	<u>227,281</u>	<u>231,278</u>	<u>240,736</u>	<u>209,081</u>	<u>199,019</u>	<u>206,000</u>	<u>184,100</u>	
	Donor Restricted								
	Temporarily Restricted								
4249	Weber Oil Fund Income	-	16,535	19,241	(17,130)	10,802	-	8,000	
4250	PWC Investment Income	-	32,909	38,296	(34,095)	21,500	18,000	10,000	
	Subtotal Temporarily Restricted	<u>-</u>	<u>49,444</u>	<u>57,537</u>	<u>(51,225)</u>	<u>32,302</u>	<u>18,000</u>	<u>18,000</u>	
	Subtotal Donor Restricted	<u>-</u>	<u>49,444</u>	<u>57,537</u>	<u>(51,225)</u>	<u>32,302</u>	<u>18,000</u>	<u>18,000</u>	
	Subtotal Contribution Income	<u>227,281</u>	<u>280,722</u>	<u>298,273</u>	<u>157,856</u>	<u>231,321</u>	<u>224,000</u>	<u>202,100</u>	
	Interest Income								
4510	Interest/Dividends	23,030	-	50	-	-	-	-	
	Miscellaneous Income								
4620	Miscellaneous Income	14,351	600	8,950	1,941	510	1,000	1,000	
4621	Annual Meeting Receipts	16,900	1,132	1,730	11,663	13,080	11,000	14,000	
4623	Committee, Teams & Others	-	333	-	370	238	200	200	
4626	PPP Loan Grant	-	30,232	-	-	-	-	-	
4627	Advertising Income	-	476	-	-	-	476	-	
	Subtotal Miscellaneous Income	<u>31,251</u>	<u>32,773</u>	<u>10,680</u>	<u>13,974</u>	<u>13,828</u>	<u>12,676</u>	<u>15,200</u>	
	Investment Performance								
4710	Unrealized Gain/Loss	-	49,444	57,537	(51,225)	32,302	18,000	18,000	
	Release from Restrictions								
	Temp Restricted Release								
4849	Weber Oil Fund Release	-	(4,120)	(5,326)	(5,761)	(5,950)	(8,000)	(8,000)	
4850	PWC Investment Release	-	(8,201)	(10,601)	(11,712)	(11,843)	(10,000)	(10,000)	
	Subtotal Temp Restricted Release	<u>-</u>	<u>(12,321)</u>	<u>(15,927)</u>	<u>(17,473)</u>	<u>(17,793)</u>	<u>(18,000)</u>	<u>(18,000)</u>	
	Released From Restriction								
4999	Released from restriction	-	(37,122)	(41,610)	68,698	(14,509)	-	-	
	Subtotal Release from Restrictions	<u>-</u>	<u>(49,443)</u>	<u>(57,537)</u>	<u>51,225</u>	<u>(32,302)</u>	<u>(18,000)</u>	<u>(18,000)</u>	

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Fund #1		2019 Actual Reviewed	2020 Actual Assessed	2021 Actual Assessed	2022 Actual QB	2023 Actual QB	2024 Budget	2025 Budget	Notes
	Total Income	281,562	313,496	309,003	171,830	245,149	236,676	217,300	
	Expenses								
	Fixed Expenses								
5011	OCWM National	31,758	31,613	16,437	14,211	12,456	14,000	11,500	same as income
	Pastoral Staff								
	Pastoral Salaries								
	Conference Minister								
5061	Conference Minister Salary	51,714	58,292	58,292	58,292	60,374	55,396	57,612	+ 4%
5062	Conf Min Housing Allow	34,272	34,272	34,272	34,272	34,272	35,300	35,300	
5063	Conf Min Retirement	11,948	12,038	12,959	11,879	11,879	12,697	13,008	14%
5064	Conf Min Health Ins	13,542	12,567	16,168	13,184	14,318	15,500	16,000	
5065	Conf Min Life & Disb Ins	1,189	1,389	1,389	1,273	1,312	1,360	1,394	1.50%
	Subtotal Pastoral Staff	112,665	118,558	123,080	118,900	122,155	120,253	123,313	
	SUPPORT STAFF								
	STAFF SALARIES								
5155	Office Manager	42,534	45,000	45,000	45,000	-	-	-	
5160	Youth Minister	-	7,548	5,661	-	3,774	7,800	7,800	
	Office Support Staff	2,516	-	-	-	25,386	24,960	25,896	624 hrs. \$25/hr & \$16.50/hr
	Subtotal Staff Salaries	45,050	52,548	50,661	45,000	29,160	32,760	33,696	
	BENEFITS								
5251	Office Manager Annuity	2,259	2,200	2,250	2,254	(205)	-	-	
5256	Misc. Personnel Cost	-	-	-	-	402	-	-	
	EMPLOYER EXPENSES								
5305	Payroll Taxes	3,446	4,020	4,160	4,148	4,217	7,538	7,108	.0765 SSI
5310	Workers Comp Insurance	(763)	148	2,001	(368)	537	1,000	1,000	
	Subtotal Employer Expenses	2,683	4,168	6,161	3,780	4,754	8,538	8,108	
	Subtotal Support Staff	49,992	58,916	59,072	51,034	34,111	41,298	41,804	
	ADMINISTRATIVE EXPENSE								
	OFFICE EXPENSES								
5420	Cell Phone	970	959	746	987	994	1,000	1,074	Calc 4% increase each year from 2023 actual
5425	Office Supplies	929	1,021	1,055	425	608	1,000	657	Calc 4% increase each year from 2023 actual
5430	Publication & Printing	130	-	-	-	264	100	285	Calc 4% increase each year from 2023 actual
5435	Postage/Shipping/Courier	1,205	372	1,400	2,008	1,943	2,000	2,098	Calc 4% increase each year from 2023 actual
5440	Postage Meter Rent	658	234	403	541	503	400	543	Calc 4% increase each year from 2023 actual
5445	Computer Contract	3,234	4,063	3,725	1,747	3,138	4,000	3,389	Calc 4% increase each year from 2023 actual
5446	Copier Contract	-	435	-	-	-	450	-	Calc 4% increase each year from 2023 actual
5447	Computer Software	529	1,180	1,854	3,174	19,737	750	2,000	

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5448	Web Site Maintenance	1,102	513	422	435	525	500	567	Calc 4% increase each year from 2023 actual
5450	License/Fees/Permits	216	222	-	-	226	250	244	Calc 4% increase each year from 2023 actual
5455	Memberships/Dues	-	175	-	-	-	175	-	Calc 4% increase each year from 2023 actual
5460	Committee and Teams	-	183	195	1,966	267	600	288	Calc 4% increase each year from 2023 actual
5465	Conf. Min. Travel Reimburse	13,262	5,201	6,134	9,242	13,722	14,000	14,820	Calc 4% increase each year from 2023 actual
5466	Other Travel Reimbursement	-	28	-	-	-	-	-	Calc 4% increase each year from 2023 actual
	Sabbatical Reserve Expense	-	15,000	160	-	-	-	-	Calc 4% increase each year from 2023 actual
5490	General Expense	5,380	1,974	646	570	213	600	230	Calc 4% increase each year from 2023 actual
	Subtotal Office Expenses	27,615	31,560	16,740	21,095	42,140	25,825	26,195	
	FACILITY EXPENSE								
5505	Rent/Utilities	8,775	8,100	8,100	8,100	8,100	8,100	8,100	
5515	Ins: Contents & Liability	931	1,165	5,554	7,397	5,612	2,500	3,500	
	Subtotal Facility Expense	9,706	9,265	13,654	15,497	13,712	10,600	11,600	
	OUTSIDE FEES & SERVICES								
5605	Auditing & Accounting Fees	5,664	4,500	4,800	-	-	-	15,000	If Keystone
5606	Intuit Charges	-	647	-	-	-	720	-	
5607	Credit Card Fees	-	273	433	306	226	400	350	
5610	Legal Fees	765	2,271	-	-	-	2,000	-	
5615	Council of Conf Ministers	3,795	3,787	3,785	3,727	3,685	4,000	3,980	
	Annual Meeting Expenses	16,222	37	1,336	10,341	12,236	11,000	14,000	
	Subtotal Outside Fees & Services	26,446	11,515	10,354	14,375	16,147	18,120	33,330	
	BENEVOLENCE								
5705	Christian Associates	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5710	Lancaster Seminary	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5712	Living Waters	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5720	PA Council of Churches	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
5725	Other Benevolence	3,296	500	-	-	-	-	-	
	Subtotal Benevolence	7,296	4,500	4,000	4,000	4,000	4,000	4,000	
	Depreciation Office Equip	-	2,290						
	Depreciation Leasehold Improvements	-	2,039						
	Total Expenses	265,477	270,256	243,337	239,112	244,721	234,096	251,742	
	EXCESS INCOME/EXPENSES	16,085	43,240	65,666	(67,281)	428	2,580	(34,442)	