



# Income and Expense Analysis and Budget Preparation for 2025

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Before we can prepare a budget, we need to know or estimate our income and expenses from last year.

As treasurer, you will prepare the Budget for your church differently than the Ministry leaders.

The Ministry leaders plan events and usually divide the projected costs among the anticipated participants.

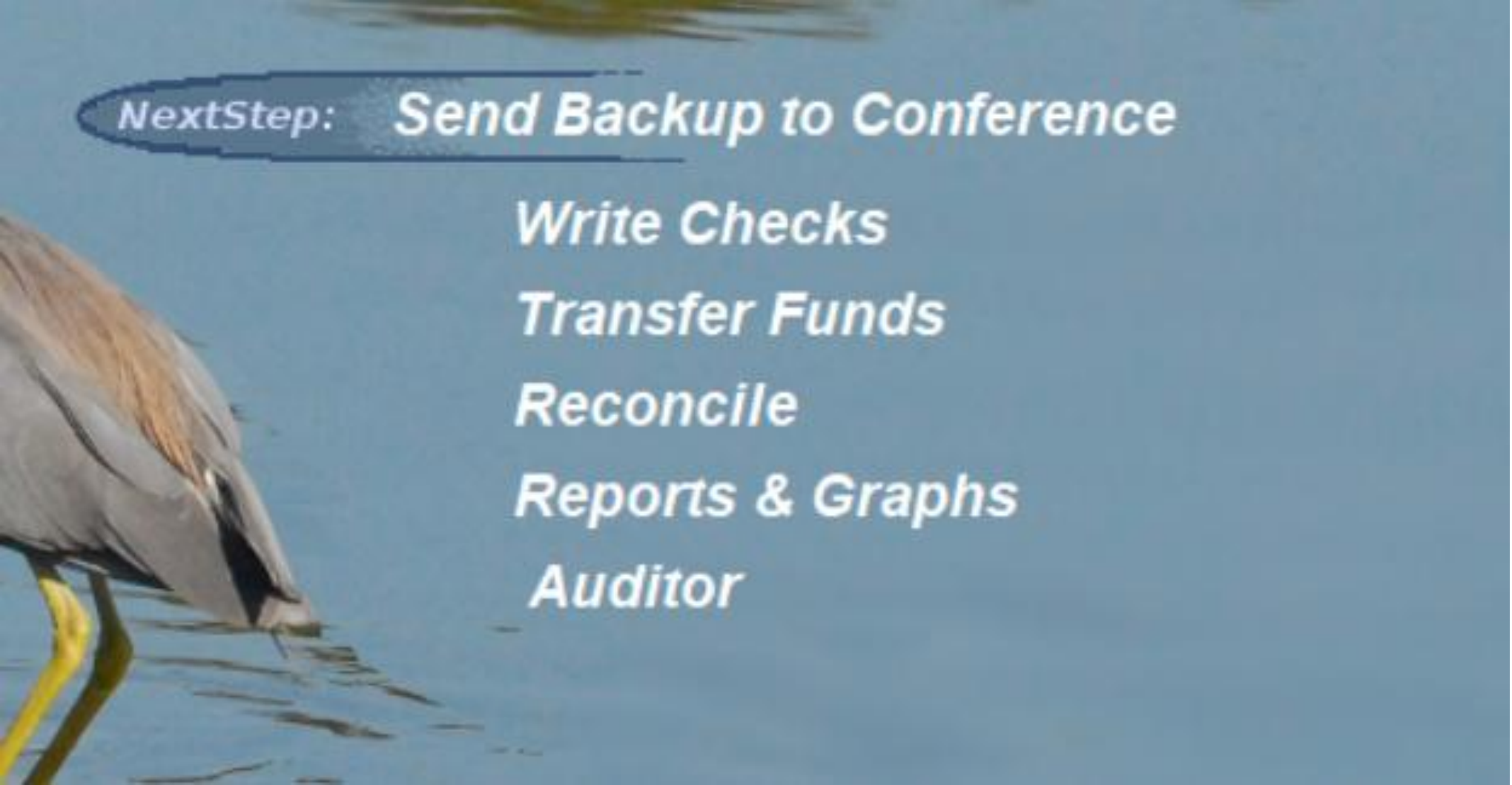
Your task is to ensure that the church's overhead expenses—i.e., Utilities, Rent or Mortgage, Insurance, Grounds Maintenance, Custodial Services, Repairs, Payroll, School Subsidies, various supplies, and Evangelism goals—are met. You are to ensure that these expenses are paid for the safety of our members and visitors and the upkeep of the church, especially if you own the building.

Once you have identified your expense categories for this new year and compared them to your anticipated income (Local Offering only), any surplus can be allocated to help the different Ministries of your church or put into Savings, towards a special project.

Adjusting your spending or asking members to increase their offerings will address the deficit or shortfall.

This is where categorizing your expenses proves to be very important. When all expenses are classified as “Church Expenses,” you must go through your receipts to calculate the annual amount paid for each expense.

The reports you will need to prepare your Budget for 2025 are: the Contribution Report for 2024 and 2023. And the Income and Expenses Reports for 2024 and 2023. These Reports are found under Reports and Graphs in Jewel.



*NextStep: Send Backup to Conference*

*Write Checks*

*Transfer Funds*

*Reconcile*

*Reports & Graphs*

*Auditor*

## Reports

Financial Summary

Monthly Budget

Contribution

Deposit

Check

Transfer/Allocation

Contribution Statistics

Income/Expense

Balance Sheet

We are looking at the last two years to see if there is a trend upward or a decline in income.

We will also consider any special circumstances that may have affected the income or expenses in a positive or negative way and whether or not those conditions will continue into 2025.

Contribution Report

Dates:  To  To

Summary  
 Detail  
 By Donor

*Contribution Report*

| Donor Name | Date | Account Name                           | Amount     | Weekly Total | Period Total |
|------------|------|----------------------------------------|------------|--------------|--------------|
|            |      | Tithe                                  | 101,679.15 |              |              |
|            |      | World Budget - Funds                   | 20.00      |              |              |
|            |      | World Budget Offering                  | 514.06     |              |              |
|            |      | Sabbath School Missions                | 750.00     |              |              |
|            |      | Investment                             | 30.00      |              |              |
|            |      | Birthday Offering/Thank                | 100.00     |              |              |
|            |      | Annual Sacrifice                       | 10.00      |              |              |
|            |      | ADRA- Disaster Relief                  | 100.00     |              |              |
|            |      | Adventist TV Ministry                  | 20.00      |              |              |
|            |      | Christian Record Services              | 20.00      |              |              |
|            |      | Religious Liberty                      | 40.00      |              |              |
|            |      | Florida Evangelism - Conference        | 210.00     |              |              |
|            |      | Florida Advance                        | 310.00     |              |              |
|            |      | Hurricane relief                       | 100.00     |              |              |
|            |      | Hope chanel                            | 20.00      |              |              |
|            |      | Cuba                                   | 80.40      |              |              |
|            |      | Conference Funds                       | 104,003.61 |              |              |
|            |      | Local Church Budget                    | 34,298.21  |              |              |
|            |      | Sabbath School -Expences               | 225.00     |              |              |
|            |      | Building & Repair Fund                 | 355.00     |              |              |
|            |      | Evangelism Local                       | 1,860.00   |              |              |
|            |      | Ingathering - Reversion                | 10.00      |              |              |
|            |      | Kid's Club                             | 1,147.91   |              |              |
|            |      | Pathfinders Fund Raisers               | 329.00     |              |              |
|            |      | Children Ministries/Adventurers        | 120.00     |              |              |
|            |      | Special Fund Raisers                   | 10.00      |              |              |
|            |      | Member support fund                    | 50.00      |              |              |
|            |      | special gift fund- boards discretion   | 4,944.00   |              |              |
|            |      | Spanish member supplys                 | 10.00      |              |              |
|            |      | Adventist Community Services(NAD)      | 10.00      |              |              |
|            |      | FL Adventist Comm Services Emerg. Fund | 10.00      |              |              |
|            |      | Woman's Ministries                     | 20.00      |              |              |
|            |      | Disaster and Famine Relief             | 30.00      |              |              |
|            |      | Local Funds                            | 43,429.12  |              |              |
|            |      | Total Contributions                    | 147,432.73 |              |              |

Here is the Contribution Report for the year 2024.

Note that the date range is 01/01/24 to 12/31/24. The report format is in "Summary" form.

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The top portion of the report is the Conference Funds collected, which are restricted to and for the Conference. Those funds pass through the church and are unavailable for the Church Budget.

The bottom portion of the Contribution Report is Local Funds, from which only the portion given for the Church Budget or donated directly for Expenses can be used for the maintenance and overhead expenses of the Church. Should members contribute for a specific expense, then funds have to be held and used for that specified expense.

Here is the 2023 Contribution Report.

The Local Church Budget was \$36,000. Therefore, there was a decline of \$2,000 in 2024. (\$34,000 in 2024).

There was no significant change in Tithe. It was \$101,679 in 2024 and \$101,433 in 2023.

Therefore, we can estimate for 2025 an amount of income equal to, or a little less than what was received in 2024.

For our example, we will use \$34,000 as our estimated annual income for 2025.

Contribution Report

Summary  
Detail  
By Donor

Contribution Report

Dates: Last fiscal year (2023) 01/01/23 To 12/31/23

| Donor Name | Date | Account Name                           | Amount        | Weekly Total | Period Total |
|------------|------|----------------------------------------|---------------|--------------|--------------|
|            |      | Tithe                                  | 101,433.79    |              |              |
|            |      | World Budget - Funds                   | 160.00        |              |              |
|            |      | World Budget Offering                  | 24.43         |              |              |
|            |      | Sabbath School Missions                | 750.00        |              |              |
|            |      | Birthday Offering/Thank                | 215.00        |              |              |
|            |      | Annual Sacrifice                       | 20.00         |              |              |
|            |      | ADRA- Disaster Relief                  | 1,110.00      |              |              |
|            |      | Adventist World Radio                  | 50.00         |              |              |
|            |      | Adventist TV Ministry                  | 20.00         |              |              |
|            |      | Christian Record Services              | 10.00         |              |              |
|            |      | Religious Liberty                      | 50.00         |              |              |
|            |      | Florida Evangelism - Conference        | 300.00        |              |              |
|            |      | Florida Advance                        | 287.00        |              |              |
|            |      | Hope chanel                            | <u>20.00</u>  |              |              |
|            |      | Conference Funds                       | 104,450.22    |              |              |
|            |      | Local Church Budget                    | 36,747.42     |              |              |
|            |      | Sabbath School -Expences               | 440.00        |              |              |
|            |      | Building & Repair Fund                 | 421.00        |              |              |
|            |      | Evangelism Local                       | 3,006.00      |              |              |
|            |      | Kid's Club                             | 403.12        |              |              |
|            |      | Special Fund Raisers                   | 40.00         |              |              |
|            |      | Member support fund                    | 1,220.00      |              |              |
|            |      | special gift fund- boards discretion   | 5,400.00      |              |              |
|            |      | Adventist Community Services(NAD)      | 20.00         |              |              |
|            |      | Florida Education                      | 20.00         |              |              |
|            |      | FL Adventist Comm Services Emerg. Fund | 50.00         |              |              |
|            |      | Woman's Ministries                     | 10.00         |              |              |
|            |      | Disaster and Famine Relief             | <u>130.00</u> |              |              |
|            |      | Local Funds                            | 47,907.54     |              |              |
|            |      | Total Contributions                    | 152,357.76    |              |              |

I will use Excel to prepare the budget. It is good to use a spreadsheet program that helps with calculations.

First prepare your spreadsheet, labeling your rows and columns as follows:

|    | A              | B           | C              | D | E | F |
|----|----------------|-------------|----------------|---|---|---|
| 1  | Our SDA Church |             |                |   |   |   |
| 2  | 2025 Budget    |             |                |   |   |   |
| 3  |                | 2024 Actual | 2025 Estimated |   |   |   |
| 4  | Income         |             |                |   |   |   |
| 5  | Local Offering | 34000       | 34000          |   |   |   |
| 6  |                |             |                |   |   |   |
| 7  |                |             |                |   |   |   |
| 8  | Expenses       |             |                |   |   |   |
| 9  |                |             |                |   |   |   |
| 10 |                |             |                |   |   |   |
| 11 |                |             |                |   |   |   |
| 12 |                |             |                |   |   |   |
| 13 |                |             |                |   |   |   |
| 14 |                |             |                |   |   |   |
| 15 |                |             |                |   |   |   |
| 16 |                |             |                |   |   |   |
| 17 |                |             |                |   |   |   |
| 18 |                |             |                |   |   |   |

Income/Expense Report

(All Accounts)

Dates: This fiscal year-to-date (2024) 01/01/24 To 12/31/24

*Income/Expense Report*

| ID                      | Account                                | Amount        |
|-------------------------|----------------------------------------|---------------|
| <b>Income</b>           |                                        |               |
| 3                       | Local Church Budget                    | 35,040.12     |
| 3.011                   | Sabbath School -Expences               | 225.00        |
| 3.02                    | Building & Repair Fund                 | 355.00        |
| 3.03                    | Evangelism Local                       | 1,860.00      |
| 3.031                   | Ingathering - Reversion                | 10.00         |
| 3.05                    | Local Church Budget                    |               |
| 3.05                    | Kid's Club                             | 1,147.91      |
| 3.052                   | Pathfinders Fund Raisers               | 329.00        |
| 3.95                    | Children Ministries/Adventurers        | 120.00        |
| 4.1                     | Special Fund Raisers                   | 10.00         |
| 4.9                     | Local Church Budget                    |               |
| 4.9                     | Member support fund                    | 50.00         |
| 5                       | special gift fund- boards discretion   | 4,944.00      |
| 6.1                     | Spanish funds                          |               |
| 6.1                     | Spanish member supplies                | 10.00         |
| 81.417                  | Adventist Community Services(NAD)      | 10.00         |
| 82.8                    | FL Adventist Comm Services Emerg. Fund | 10.00         |
| 82.81                   | Woman's Ministries                     | 20.00         |
| 999.22                  | Disaster and Famine Relief             | <u>30.00</u>  |
| Total Income            |                                        | 44,171.03     |
| <b>Expenses</b>         |                                        |               |
| 3                       | Local Church Budget                    | 35,286.44     |
| 3.011                   | Sabbath School -Expences               | 1,042.72      |
| 3.02                    | Building & Repair Fund                 | 1,691.37      |
| 3.03                    | Evangelism Local                       | 889.43        |
| 3.05                    | Kid's Club                             | 1,006.12      |
| 3.06                    | A.Y. Youth Group                       | <u>100.00</u> |
| Total Expenses          |                                        | 40,016.08     |
| Change in Local Funds   |                                        | 4,154.95      |
| Local funds - beginning |                                        | 74,470.44     |
| Local funds - ending    |                                        | 78,625.39     |

Let us now look at our Income and Expense reports for 2023 and 2024

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Here we have the 2023 Income and Expense Report.

As I mentioned earlier, if you are not categorizing your expenses, your Income and Expense Report will look like this one, where we have \$32,000 coming out of Local Church Budget. But we do not know how much was spent on rent, or utilities, maintenance etc. So this Church Treasurer will need to go through his Account Journal or Receipt File to calculate the various expenses that were paid for the year.

| ID                           | Account                                | Amount           |
|------------------------------|----------------------------------------|------------------|
| <b>Income</b>                |                                        |                  |
| 3                            | Local Church Budget                    | 37,240.84        |
| 3.011                        | Sabbath School -Expences               | 440.00           |
| 3.02                         | Building & Repair Fund                 | 421.00           |
| 3.03                         | Evangelism Local                       | 3,006.00         |
| 3.05                         | Kid's Club                             | 403.12           |
| 4.1                          | Special Fund Raisers                   | 40.00            |
| 4.9                          | Local Church Budget                    |                  |
| 4.9                          | Member support fund                    | 1,220.00         |
| 5                            | special gift fund- boards discretion   | 5,400.00         |
| 81.417                       | Adventist Community Services(NAD)      | 20.00            |
| 82.75                        | Florida Education                      | 20.00            |
| 82.8                         | FL Adventist Comm Services Emerg. Fund | 50.00            |
| 82.81                        | Woman's Ministries                     | 10.00            |
| 999.22                       | Disaster and Famine Relief             | <u>130.00</u>    |
| <b>Total Income</b>          |                                        | <b>48,400.96</b> |
| <b>Expenses</b>              |                                        |                  |
| 3                            | Local Church Budget                    | 32,158.49        |
| 3.011                        | Sabbath School -Expences               | 443.74           |
| 3.03                         | Evangelism Local                       | 1,005.04         |
| 3.05                         | Kid's Club                             | 636.38           |
| 4.9                          | Member support fund                    | <u>1,250.00</u>  |
| <b>Total Expenses</b>        |                                        | <b>35,493.65</b> |
| <b>Change in Local Funds</b> |                                        | <b>12,907.31</b> |
| Local funds - beginning      |                                        | 61,563.13        |
| Local funds - ending         |                                        | 74,470.44        |

If you have this situation, you will need to review all of the transactions from January 1 through December 31, 2024, to have an accurate account of the expenses paid using the Account Journal Report for the Local Church Budget.

Here, I have captured the expenses for January and will use this month's expenses multiplied by 12 to calculate an annual estimate of each expense.

Account Journal

3 Local Church Budget

Dates: 01/01/24 To 12/31/24  Include Subaccounts

Account Journal

Copy to Clipboard Print 1 Copies Close

| Type   | Date    | Memo/Payee                             | To/From Account                 | Amount           | Total     |
|--------|---------|----------------------------------------|---------------------------------|------------------|-----------|
| Begin  | 1/1/24  | Beginning Balance                      |                                 | <u>36,533.90</u> | 36,533.90 |
| #-2892 | 1/3/24  | Home Depot                             | Checking Account                | <u>-21.16</u>    | -21.16    |
| #-2887 | 1/5/24  | Comcast/Xfinity                        | Checking Account                | <u>-189.21</u>   | -189.21   |
| #-2893 | 1/5/24  | Target, TARGET                         | Checking Account                | <u>-25.54</u>    | -25.54    |
| DEP    | 1/6/24  | 01/06/24 offering deposit              | Checking Account                | 366.00           |           |
|        |         |                                        | Checking Account                | 5.00             |           |
|        |         |                                        | Checking Account                | 5.00             | 376.00    |
| #-2894 | 1/8/24  | Natural food center                    | Checking Account                | <u>-178.08</u>   | -178.08   |
| #-2905 | 1/11/24 | Google                                 | Checking Account                | <u>-15.58</u>    | -15.58    |
| DEP    | 1/13/24 | 01/13/24 offering deposit              | Checking Account                | 627.00           |           |
|        |         |                                        | Checking Account                | 10.00            | 637.00    |
| DEP    | 1/15/24 | AdventistGiving 1/15/24                | Checking Account                | <u>51.87</u>     | 51.87     |
| #-2895 | 1/16/24 | Home Depot                             | Checking Account                | <u>-58.68</u>    | -58.68    |
| #-2888 | 1/17/24 | Bonita Springs Utilities               | Checking Account                | <u>-87.10</u>    | -87.10    |
| #-2891 | 1/17/24 | Zoom.us                                | Checking Account                | <u>-15.99</u>    | -15.99    |
| #-2896 | 1/17/24 | Walmart                                | Checking Account                | <u>-10.18</u>    | -10.18    |
| #-2898 | 1/18/24 | FPL                                    | Checking Account                | <u>-237.38</u>   | -237.38   |
| #-2890 | 1/19/24 | Waste Management                       | Checking Account                | <u>-120.70</u>   | -120.70   |
| DEP    | 1/20/24 | 01/20/24 offering deposit              | Checking Account                | 471.00           |           |
|        |         |                                        | Checking Account                | 5.00             |           |
|        |         |                                        | Checking Account                | 12.00            | 488.00    |
| #-2889 | 1/20/24 | Void                                   | Checking Account                | <u>0.00</u>      | 0.00      |
| #-2897 | 1/20/24 | Zoom.us                                | Checking Account                | <u>-15.99</u>    | -15.99    |
| #-2899 | 1/23/24 | Bealls, Outlet                         | Checking Account                | <u>-8.97</u>     | -8.97     |
| #-2900 | 1/24/24 | Best Buy                               | Checking Account                | <u>-202.34</u>   | -202.34   |
| #-2901 | 1/25/24 | Walmart                                | Checking Account                | <u>-15.96</u>    | -15.96    |
| #-2902 | 1/26/24 | Florida Conference of SDA              | Checking Account                | <u>-197.01</u>   | -197.01   |
| #1865  | 1/26/24 | T [REDACTED]                           | Checking Account                | <u>-200.00</u>   | -200.00   |
| #1866  | 1/26/24 | T [REDACTED]                           | Checking Account                | <u>-260.00</u>   | -260.00   |
| #1867  | 1/26/24 | Pedro Lopez Lawn Mowing, Pedro Lopez I | Checking Account                | <u>-150.00</u>   | -150.00   |
| DEP    | 1/27/24 | 01/27/24 offering deposit              | Checking Account                | 1,105.00         |           |
|        |         |                                        | Checking Account                | 5.00             |           |
|        |         |                                        | Checking Account                | 11.00            | 1,121.00  |
| #-2903 | 1/29/24 | Bealls, Outlet                         | Checking Account                | <u>-11.96</u>    | -11.96    |
| #-2906 | 1/29/24 | Home Depot                             | Checking Account                | <u>-117.20</u>   | -117.20   |
| DEP    | 1/31/24 | Interest Income                        | Business Advantage Money Market | <u>0.30</u>      | 0.30      |
| DEP    | 1/31/24 | AdventistGiving 1/31/24                | Checking Account                | <u>22.00</u>     | 22.00     |

Using our income from the 2024 contribution report and our expenses from the income/expense report and account journal, we can prepare our budget for 2025 (without any adjustments).

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Inflation and increases in insurance, rent, utilities, goods, and services will affect your budget.

Other costs that will affect us here in Florida are storm damage, the costs attributed to the 40-year inspection and repairs of our properties, and the subsequent inspections every 10 years thereafter.

|    | A                                      | B            | C              | D                         | E                      | F              |
|----|----------------------------------------|--------------|----------------|---------------------------|------------------------|----------------|
| 1  | <b>Our SDA Church</b>                  |              |                |                           |                        |                |
| 2  | <b>2025 Budget</b>                     |              |                |                           |                        |                |
| 3  |                                        | 2024 Actual  | 2025 Estimated | Estimated Annual Expenses | 2025 Estimated Monthly | January Actual |
| 4  | <b>Income</b>                          |              |                |                           |                        |                |
| 5  | Local Offering                         | \$ 34,000.00 | \$ 34,000.00   |                           | \$2,833.33             |                |
| 6  |                                        |              |                |                           |                        |                |
| 7  |                                        |              |                |                           |                        |                |
| 8  | <b>Expenses</b>                        |              |                |                           |                        |                |
| 9  | Itemization:                           |              |                |                           |                        |                |
| 10 | Cleaning Supplies (Home Depot)         |              |                | 2364.48                   | 197                    |                |
| 11 | Telephone/Internet                     |              |                | 2270.52                   | 189                    |                |
| 12 | Utilities                              |              |                | 1045.2                    | 87                     |                |
| 13 | FPL                                    |              |                | 6000                      | 500                    |                |
| 14 | Streaming Services (Zoom)              |              |                | 383.76                    | 32                     |                |
| 15 | Waste Management                       |              |                | 1448.4                    | 121                    |                |
| 16 | Church Cleaning Services               |              |                | 3120                      | 260                    |                |
| 17 | Lawn Services                          |              |                | 1800                      | 150                    |                |
| 18 | Pest Control                           |              |                | 1716                      | 143                    |                |
| 19 | Property & General Liability Insurance |              |                | 9583                      | 799                    |                |
| 20 | Bible Worker                           |              |                | 2400                      | 200                    |                |
| 21 | Sabbath Potluck                        |              |                | 2500                      | 208                    |                |
| 22 |                                        |              |                |                           |                        |                |
| 23 | Surplus/(Shortfall)                    |              | \$ (631.36)    |                           | \$ (52.61)             |                |

Now, with your drafted budget, the treasurer and the Finance Committee can make the necessary adjustments before presenting a balanced Budget to the Church Board.

Jewel has a Budget Allocation feature that allows you to transfer amounts by sums or percentages of your local offering to the Ministries and/or Expense Accounts.

You will need your prepared and voted Budget for 2025 to set up the Budget Allocations in Jewel.

Go to “Maintenance” on the top menu bar in Jewel, and then select “Edit Budget Allocations.”



The Total Annual Budget needs to be entered.

The From Account is the Local Church Budget.

The To Account(s) are the expense accounts or Ministries.

However, the amounts that you enter are the Monthly Amounts.

For this example, I created all the expense accounts for Our SDA Church to track the expenses.

Remember to click "OK" to save your Budget.

Excel Edit Budget Allocations

## Edit Budget Allocations

Budget Year:  This Fiscal Year (2024)  Next Fiscal Year (2025)


Total Annual Budget:

From Account:

Monthly Allocation Totals:  Cash Amounts  Percentages

To Account(s)

|    |                                 |        |    |
|----|---------------------------------|--------|----|
| 20 | Cleaning Supplies               | 197.00 | \$ |
| 21 | Telephone/Internet              | 189.00 | \$ |
| 22 | Utilities                       | 87.00  | \$ |
| 23 | FPL                             | 500.00 | \$ |
| 24 | Streaming Service               | 32.00  | \$ |
| 25 | Waste Management                | 121.00 | \$ |
| 26 | Church Cleaning Services        | 260.00 | \$ |
| 27 | Lawn Services                   | 150.00 | \$ |
| 28 | Pest Control                    | 143.00 | \$ |
| 29 | Property & Gen. Liab. Insurance | 799.00 | \$ |
| 30 | Bible Worker                    | 200.00 | \$ |
| 31 | Sabbath Potluck                 | 208.00 | \$ |
|    |                                 |        |    |





Thank you for your Dedication!  
Thank you for your Service!

Let us not grow weary in doing good – Be patient to hear the Master say “Well done, good and faithful servant...” Matthew 25:21