

**MINUTES
OF A REGULAR MEETING OF
THE VESTRY OF
EPISCOPAL CHURCH OF ST. JOHN THE BAPTIST, APTOS, CALIFORNIA**
a California nonprofit religious corporation

January 20, 2019

A regular meeting of the Vestry of Episcopal Church of St. John the Baptist, Aptos, California, a California nonprofit religious corporation (the “Parish”), was held at Saint Francis Retreat, 549 Mission Vineyard Road, San Juan Bautista, California, at 9:00 AM on Sunday, January 20, 2019, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent
The Rev. Tracy Wells Miller, Rector	X	
Anne Baker (2019)	X	
Barbara Raney (2020)	X	
Bart Coddington (2021)	X	
Benjamin Davis (2021)	X	
Francis Bayaca (2021)	X	
Karen Greenleaf (2020)	X	
Marlene Bumgarner (2019)		X
Michael Hudson (2021)	X	
Patricia McGowan (2020)	X	
Rick Becton (2019)	X	
Sally Lewis (2020)	X	
Others		
Nelson Crandall, Clerk	X	

The order of presentation of the items below does not necessarily reflect the order of discussion of the items at the meeting.

¹ Term ends in December in the year indicated.

OPENING

Mother Tracy called the meeting to order and lead the opening prayer. In lieu of a devotional exercise, the members had participated in a Lectio by Hand exercise the previous day.

SENIOR AND JUNIOR WARDENS

Mother Tracy announced that she has appointed Rick Benton to serve as Senior Warden. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that Barbara Raney is here elected to the office of Junior Warden.

APPOINTMENT OF TREASURER AND CLERK

Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that Anne Baker is hereby reappointed to the office of Treasurer and Nelson Crandall is appointed to the office of Clerk of the Vestry.

ASSIGNMENT OF VESTRY LIAISONS

During the previous day’s Vestry retreat session, the Vestry (not including Marlene Bumgarner, who was absent) reconsidered how to organize the Parish’s various ministries and the committees that carry them out, assigning in some cases different titles or names to certain ministries. Each member of the Vestry then stated the member’s strongest gifts as determined through the Parish’s Faith Leader process (supplement in some cases by the member’s own assessment. Each member then suggested the names of Vestry members (other than the member’s self) who possess the gifts needed to act successfully as the liaison for each ministry, and also for the position of Junior Warden. Members who were mentioned most prominently for each ministry were then asked if they were willing to so serve. If willing, they were then assigned as the liaison (or one of the liaisons) for the designated ministry or ministries. (Mother Tracy reported that she had previously confirmed that Marlene Bumgarner was willing to serve in the area to which she is assigned.) The results of this process were as follows, and are reproduced in these minutes by consensus:

<u>Ministry</u>	<u>Liaison</u>
Buildings	Bart Coddington
Formation	Marlene Bumgarner
Grounds	Benjamin Davis
Outreach/Social Justice	Michael Hudson Francis Bacaya
Parish Life/Hospitality	Patricia McGowan a future member of the Vestry
Pastoral Care/Welcoming	Sally Lewis
Stewardship	Karen Greenleaf
Worship/Music	Anne Baker

VACANCY ON THE VESTRY

In connection with ratifying the assignment of liaison areas, it was noted that the Vestry presently consists of 12 persons (the Rector plus 11 parishioners) and that the first paragraph of Article 1 of the Parish Bylaws provides for a Vestry of 9-12 persons while the second paragraph specifies that the Rector shall be an ex-officio member of the Vestry. A question was raised as to whether the Bylaws provide for a Vestry consisting of 9-12 persons *including* the Rector or 9-12 persons *plus* the Rector. It was observed that past practice has been the latter interpretation. The consensus of the Vestry was that there is now a vacancy on the Vestry that the Vestry should attempt to fill with a person who will act as a co-Parish Life/Hospitality liaison.

AMENDMENT OF THE AGENDA

By consensus, the following discussion items were added to the agenda.

PERSONNEL AND OPERATING BUDGET DISCUSSION

Bart Coddington led a discussion concerning the amount of the Rector's time that is taken up by administrative matters, especially with the addition of new staff. The suggestion was made that monies could be taken from some large bequests or from the sale of property to fund operating expenses at a greater level, which would enable the Parish to hire additional administrative help. In response, a concern was raised that, as a philosophical matter, the Parish's operating expenses ought to be paid out of current contributions. Additional concerns raised were that the Parish should plan on establishing a rectory once again, and that the Parish is heavily dependent on the contributions of a few loyal parishioners. It was also observed that the amount of time volunteers spend in the Parish office has fallen off in recent years. One of the things the Parish will have to consider in its discernment process is whether the Parish has enough members to support the Aptos Community Youth program and other activities that might emerge.

RECTOR'S HEALTH INSURANCE DISCUSSION

During Saturday's budget discussion, the amount designated for the Rector's family health insurance was raised. It was observed that the current Parish practice is to cover the cost of the Rector's health insurance and one half the cost of her spouse's health insurance, which this year came to \$15,420. The Rector requested that this year, the Parish cover the entire cost of her spouse's insurance as well as her own. The plan the Rector purchased in 2018 was discontinued, and she had to choose a new plan for 2019. To make the cost lower for the Parish, the Rector chose a plan with a higher deductible than in 2018. The total cost of this plan for the Rector and spouse is \$16,716. (Had the Rector purchased a plan equivalent to the coverage of the 2018 plan, the cost of insurance for her family would have been \$18,312.) It was the sense of the Vestry that the Parish ought always to have covered the full cost of the Rector's family's health insurance and should do so going forward. It was also the sense of the Vestry that the Parish should not expect the Rector to have to reduce the terms of her coverage. To correct the situation for this year, the Parish could budget an additional \$3,714 in insurance expense and create a reserve of \$1,596 to be available to offset the cost of increased deductible payments.

There was, however, no consensus, and little discussion, concerning specific budget items to reduce, although there was consensus that the money would have to come from somewhere.

It was therefore decided to defer making a specific proposal to the February meeting. Bart will take responsibility for presenting a proposal.

WINDOW SHADES AUTHORIZATION

The next item on the agenda was a proposal to purchase window shades for the west side of the café/sanctuary space. A suggestion had been made to also purchase window shades for other areas of the Parish hall. After discussion of the pros and cons, a consensus was reached that window shades should not be purchased for those other areas. Upon motion made, seconded, and carried unanimously with one abstention, the following resolution was adopted:

RESOLVED, that the officers of the Parish are hereby authorized to accept the bid from Budget Blinds of LaSelva Beach for approximately \$5,866.64 to have manufactured and installed window shades for the west side of the café/sanctuary space of the Parish Hall.

RESOLVED FURTHER, that the cost of the shades be charged to the building fund.

2019 HELPFUL SHOP BUDGET APPROVAL

After brief discussion, upon motion made, seconded, and carried unanimously, the following resolution was adopted:

RESOLVED, that the Helpful Shop budget presented to this Vestry is hereby approved.

A copy of the budget so presented and approved is attached as Exhibit A to these Minutes.

2019 HELPFUL SHOP GRANTS APPROVAL

After brief discussion, upon motion made, seconded, and carried unanimously, the following resolution was adopted:

RESOLVED, that the Helpful Shop grants proposed to this Vestry are hereby approved.

A copy of the list of grants so proposed and approved is attached as Exhibit B to these Minutes.

2019 REVISED OPERATING BUDGET APPROVAL

Treasurer Anne Baker identified the line items of the draft operating budget that were revised in light of the budget discussion that occurred during the Vestry retreat on Saturday. There were questions asked and answered about specific line items. After discussion, upon motion made, seconded, and carried unanimously, the following resolution was adopted:

RESOLVED, that the \$336,827 revised operating budget for the 2019 calendar year presented to this Vestry is hereby approved.

A copy of budget so presented and approved is attached as Exhibit C to these Minutes.

TREASURER'S REPORT

By consensus, the agenda was amended to include the Treasurer's report. Treasurer Anne Baker distributed and discussed the report on December expenses sorted by Liaison reproduced as Exhibit D to these minutes.

Anne also distributed and discussed a draft of a list indicating who is authorized to sign check requests (not the checks themselves) of behalf of various groups and committees within the Parish. The list has not been updated to reflect the new ministry descriptions and liaison assignments. A copy of the draft is attached as Exhibit E to these minutes.

EVALUATION

Each participant at the meeting gave (or attempted to give) a one-word evaluation of the meeting. The words used included, among others, exciting, eye-opening, adult, feeling-out, introductory, and very good.

ADJOURNMENT

There being no further business, the meeting was adjourned. Mother Tracy led a closing prayer.

Respectfully submitted,

Nelson Crandall

Nelson Crandall, Clerk of the Vestry

EXHIBIT A

Episcopal Church of St John the Baptist	
Helpful Shop	
Budget 2019	
Income	
Total 81000 Helpful Shop Income	\$55,000.00
82000 Helpful Shop Expenses	
82101 HS Rent	\$9,600.00
82102 HS Utilities	\$720.00
82103 HS Phone/Internet	\$960.00
82104 HS Parking	\$0.00
82105 HS Merchant/Bank Fees	\$1,485.00
82106 HS Supplies	\$1,400.00
82107 HS Maint/Improvements	\$200.00
82108 HS Misc Expense	\$300.00
82109 HS Resale Goods	\$300.00
82110 HS Special Events	\$120.00
82140 Staff - Manager	\$9,360.00
82141 Staff - Bookkeeper	\$2,292.00
82142 Staff - Custodian	\$0.00
82145 Staff Taxes//WComp/ & Bus umbrella	\$2,340.00
82150 St John Pledge	\$5,500.00
82200 Grants - Helpful Shop	\$20,000.00
Total 82100 Operating Expenses - Helpful Shop	\$54,577.00
Net Income	\$423.00

EXHIBIT B

2019 HELPFUL SHOP GRANTS

Organization	Amt Granted
Big Brothers/Sisters SC Co	\$ 1,000
EASE PD, Inc.	750
Elm Street Mission	1,000
For Kids Fnd Monterey Bay	1,000
Helping Hands Sr Home Repair	1,000
Kairos - Prison Ministry	1,500
Literacy Program — Volunteer Cen	1,500
Mesa Verde Garden	1,700
Pajaro Valley Loaves & Fishes	1,800
Positive Discipline Comm Res'ces	1,200
Royal Family Kids Camp — S.C.	1,000
Shared Adventures	1,500
St. John's ESL	500
Vets 4 Vets Santa Cruz	750
Wings Homeless Advocacy	1,500
Women Care (Fam Sery Agency)	1,800
TOTAL	\$19,500

EXHIBIT C
2019 REVISED OPERATING BUDGET

	2018 BUDGET	2018 ACTUAL AS OF Dec 31th	2019 PROPOSED	notes:	gross pledge \$309,976
OPERATING INCOME					
40110	Loose Offerings (Anon. Gifts)	\$4,500	\$3,441	\$4,000	
40115	95% of Annual Pledges	\$287,039	\$282,452	\$294,477	2.59% increase over 2018
40121	Prior Year Pledges Realized	\$3,000	\$230	\$2,500	Pledge payments received after the year ended
40123	Prepaid Pledges	\$0	\$0	\$0	Pledge pmts received before the year begins (budget \$0)
40124	Helpful Shop Tithe	\$6,000	\$4,248	\$6,000	
40130	Identifiable Offerings	\$15,000	\$28,717	\$17,000	these are non pledge gifts
40149	Altar Guild Donations	\$2,275	\$750		
GIFTS ON HOLY DAYS					
40151	Easter Offering	\$800	\$918	\$900	
40153	Christmas Offering	\$1,000	\$1,038	\$1,000	
40159	Holy Days - Other	\$200	\$247	\$200	
40150	TOTAL FOR HOLY DAYS	\$2,000	\$2,203	\$2,100	
40160	Memorial, Birthday, Anniv	\$200	\$3,380	\$1,000	a few large memorial gifts in 2018
FUND RAISERS					
40183	Amazon Smile	\$150	\$88	\$150	
40184	Christmas Cookie & Craft Sale	\$3,000	\$3,210	\$4,000	
40189	Other Event Income		\$700	\$800	Piano Concert Series, for example
40180	TOTAL FUND RAISERS	\$3,150	\$3,998	\$4,950	
41200	Facilities Use	4,600.00	\$6,840	\$4,600	1 off renter for \$2000. (Piano Concert Series no longer a renter, it is colaboritive)
40100	SUBTOTAL OPERATING INCOME	\$327,764	\$336,259	\$336,627	
INTEREST & DIVIDEND					
49000	TOTAL INTEREST & DIVIDEND	\$0	\$25	\$200	includes all accounts but Wells Fargo as it is capital
40000	TOTAL INCOME	\$327,764	\$336,284	\$336,827	
EXPENSES					
CLERGY					
50110	Clergy Conference	\$350	\$280	\$290	exactly the cost to the diocese
50120	Substitute Clergy	\$2,500	\$2,825	\$2,500	
50121	Substitute Clergy mileage		\$0	\$20	
50100	TOTAL CLERGY	\$2,850	\$3,105	\$2,810	
EDUCATION					
50220	Adult Education	\$333	\$1,671	\$173	minus \$100 extra

		2018	2018	2019		
		BUDGET	ACTUAL	PROPOSED	notes:	
50240	Sunday School	\$855	\$17	\$227	Reduced an additional \$500 The comitment target is \$3000	
50250	Youth Group	\$2,222	\$2,222	\$3,000		
50200	TOTAL EDUCATION		\$3,410	\$3,910	\$3,400	
	<i>OUTREACH</i>					
50310	Outreach	\$4,777	\$3,541	\$4,060		
50320	COPA	\$3,000	\$3,000	\$3,000		
50325	Adult Education - ESL	\$333	\$90	\$100		
50330	Sheltering (Homeless) Program	\$3,333	\$3,087	\$3,000		
50340	CDSP -Theological Education	\$1,111	\$1,000	\$944		
50390	Work of the Diocese Fair Share	\$43,703	\$45,533	\$45,715		
50300	TOTAL OUTREACH		\$56,257	\$56,250	\$56,820	10% of 206k+20% of anything over, after first subtracting rents,assessments and interest
	<i>PARISH LIFE</i>					
50420	Hospitality/Coffee Hour	\$1,578	\$1,448	\$1,341		
50430	Newcomers	\$222	\$40	\$149	minus \$40 extra	
50440	Parish Care	\$313	\$0	\$16	minus \$250 extra	
50490	Vestry Retreat	\$1,000	\$1,150	\$1,000	Rector, speaker, help strapped Vestry members	
50400	TOTAL PARISH LIFE		\$3,113	\$2,638	\$2,506	
	<i>STEWARDSHIP</i>					
50610	Stewardship	\$1,894	\$1,745	\$1,610		
50611	Endowment Legacy Society	\$1	\$0	\$1	Moved \$1000 into reserve for Stewardship education	
50600	TOTAL STEWARDSHIP		\$1,895	\$1,745	\$1,611	
	<i>WORSHIP</i>					
50701	<i>Reimbursable to flowers & music 1/3-2/3</i>		-\$2,003		Not sure how to notate this "negative" amount	
50705	Worship & Litergy, assets (was 50760)	\$222	\$2,123	\$500		
50710	Altar Supplies, consumable	\$1,444	\$2,572	\$1,400		
50720	Altar Flowers	\$2,611	\$467	\$500		
50730	Organ & Piano Maint.	\$1,600	\$1,125	\$1,360	Actually need \$1600	
50740	Musicians/organist - Special	\$1,650	\$6,400	\$700		
50750	Music Supplies	\$556	\$29	\$473		
50765	Other Worship Events/Food	\$1,200	\$912	\$470	No Feast @ 5, reduced another \$550	
50700	TOTAL WORSHIP		\$9,283	\$11,625	\$5,403	
	<i>FACILITIES</i>					
51010	Buildings Maintenance (repairs)	\$9,969	\$9,748	\$8,474		
51011	Reserve - Major Building Repair	\$3,021	\$2,825	\$3,100	Vestry vote to reserve 1% of received pledges	
51013	Fire Protection System Maint	\$650	\$665	\$650		
51014	Bldg. Systems Maintenance (scheduled)	\$2,000	\$0	\$2,000		
51015	Landscaping & Grounds	\$9,000	\$7,881	\$8,000		
51020	Janitorial Supplies & Svcs.	\$1,000	\$306	\$500		
51025	Fire Alarm Maintenance Contr	\$1,020	\$1,220	\$1,020		
51035	Security Services	\$2,000	\$2,221	\$2,000		

	2018 BUDGET	2018 ACTUAL	2019 PROPOSED	notes:
51041 Utilities - Electricity	\$4,704	\$6,086	\$5,586	29.40% of old combined Utilities
51042 Utilities - Natural Gas	\$2,128	\$3,292	\$2,527	13.30% of old combined Utilities
51043 Utilities - Building Water	\$2,384	\$2,572	\$2,831	14.90% of old combined Utilities
51044 Utilities - Landscape Water	\$3,728	\$4,985	\$4,427	23.30% of old combined Utilities
51045 Utilities - Trash and recycling	\$3,610	\$3,345	\$2,600	19% would be \$3610 but reduced 9 cans to 3
51050 Property Assessments	\$1,050	\$962	\$1,050	
51051 Annex Portable Rent	\$5,200	\$4,289	\$5,200	
51000 TOTAL FACILITIES	\$51,464	\$50,396	\$49,964	
<i>INSURANCE GENERAL</i>				
51110 Umbrella Policy & Liab. Ins	\$3,500	\$3,933	\$3,500	Check this
51130 Insurance Other	\$300	\$0	\$300	
51160 Workers Compensation	\$1,000	\$1,791	\$2,500	includes some Helpful shop
51100 TOTAL INSURANCE GENERAL	\$4,800	\$5,724	\$6,300	
<i>OFFICE/ADMINISTRATION</i>				
51212 Advertising-Other	\$111	\$0	\$94	
51220 Bank Service Charges	\$100	-\$96	\$85	
51225 Payroll Service/Software subscriptions	\$900	\$619	\$900	QuickBooks w/payroll online
51230 Dues & Subscriptions	\$111	\$20	\$44	minus \$50 extra
51239 Copies over contract	\$30	\$774	\$30	contract is for 2000, we use 3500
51240 Office Supplies	\$2,800	\$2,531	\$2,380	
51242 Computer Software & Supplies	\$1,111	\$1,148	\$944	
51244 Entertainment/Rector Business Expense	\$935	\$406	\$655	minus \$140 extra
51245 Postage	\$1,111	\$1,105	\$744	minus \$200 extra
51250 Printing & Publications	\$244	\$268	\$207	
51255 Copier Lease	\$1,000	\$1,279	\$0	Purchase of copier to save \$2500 over 5 years
51260 Telephone	\$2,250	\$2,553	\$2,000	See if we can drop from 3 lines to 2
51265 Internet Services	\$950	\$839	\$840	
51266 Internet Host (website)	\$135	\$0	\$1	paid for 3 years up front for domain name
51280 Annual Audit	\$500	\$350	\$350	
51285 Professional Fees	\$100	\$75	\$100	
51200 TOT. OFFICE/ADMINISTRATION	\$12,388	\$11,871	\$9,376	
<i>OFFICE EQUIPMENT</i>				
51405 Computer Equipment	\$1,606	\$97	\$1,365	If we need a new computer
51407 Computer & software maintenance	\$250	\$0	\$213	
51410 Office Equip. Maintenance (copier)	\$1,000	\$665	\$959	\$73.65 + tax/month, 4000 pgs/month
51400 TOTAL OFFICE EQUIPMENT	\$2,856	\$762	\$2,537	
50000 TOTAL EXPENSES	\$148,316	\$148,027	\$140,726	

SALARIES & COMPENSATION

	2018 BUDGET	2018 ACTUAL	2019 PROPOSED	notes:
<i>PART TIME SALARIES</i>				
60110 Bookkeepers Salary (Church portion)	\$11,388	\$11,672	\$11,388	(Helpful Shop portion is not included)
60120 Office Manager Salary	\$17,100	\$19,773	\$17,100	50 weeks * \$18 * 19 hours a week
60140 Nursery Caregiver	\$2,000	\$1,363	\$2,000	
60050 Director of Music Ministries/Organist Sala	\$22,000	\$11,667	\$37,500	\$30000-\$50000 approved salary range
60056 Youth Music Camp Leader	\$0	\$0	\$0	no employee currently
60060 Youth Coordinator	\$0	\$0	\$0	no employee currently
60190 Custodian/Janitor	\$4,200	\$3,357	\$4,000	5 hours per week at \$16
600xx Sexton/Verger				is \$15000 a good starting salary?
60100 TOTAL PART TIME SALARIES	\$56,688	\$47,831	\$71,988	
<i>RECTOR</i>				
61010 Salary -Rector	\$83,448	\$8,450	23,448	
61020 Housing -Rector		\$75,000	\$60,000	this designation is for the Rector's income tax use
61030 Medical Insurance -Rector	\$12,384	\$12,229	\$13,002	covers rector + 1/2 spouse (sometimes mis reported, ter
61032 Life Insurance-Rector	\$300	\$127	\$300	
61040 Mileage -Rector	\$1,500	\$1,015	\$600	
61050 Pension Premium -Rector	\$15,021	\$15,021	\$15,021	18% of salary + housing
61060 Dental/Disability Ins-Rector	\$2,170	\$1,809	\$2,170	covers two people
61070 Sabbatical Resv. -Rector	\$3,000	\$3,000	\$3,000	@ \$3000 per year, 7 yrs
61075 Education Fund - Rector	\$500	\$500	\$500	unspent moves to reserve at end of the year
61000 TOTAL RECTOR	\$118,323	\$117,151	\$118,041	
65010 Payroll Taxes	\$5,500	\$5,526	\$5,500	
65600 Recruit Employees Expenses	\$290	\$789	\$290	
60000 TOTAL SALARIES & COMPENSATION	\$180,801	\$171,297	\$195,819	
TOTAL FLEXIBLE EXPENSE	\$46,982	\$42,239	\$26,059	
TOTAL EXPENSE, SALARY & COMP.	\$329,117	\$319,324	\$336,545	
TOTAL INCOME	\$327,764	\$336,284	\$336,827	
EXPENSE & SALARY BALANCE REMAINDER			-\$282	\$282 is money available for pay
% CHANGE OF FLEXIBLE EXPENSES, UNUSED			-1.08%	raises, other extras, or or Sexton/Verger
NOTES:				
60016 Helpful Shop Reimb Bookkeeper	-2,292.00			color ADJUSTIBLE BUDGET ITEM
60010 Bookkeepers Salary (both jobs)	13,680.00			meaning FIXED BUDGET ITEM
ADJUST EXPENSES TO BALANCE BUDGET: Adjusted by:				
				FIXED THIS YEAR -15.00% (was -25.5%)

EXHIBIT D

DECEMBER 2018 EXPENSES BY LIAISON

<i>Expenses by Liaison</i>		SPENDING THIS MONTH	SPENDING 2018 YEAR TO MONTH	ANNUAL 2018 BUDGET	REMANING TO SPEND IN 2018
MEMBERS: VESTRY AREA:		December-18			
Bill Kell	<i>SENIOR WARDEN</i>				
50110	Clergy Conference	\$0	\$280	\$350	\$70
50120	Substitute Clergy	\$325	\$2,825	\$2,500	-\$325
	TOTAL	\$325	\$3,105	\$2,850	
Lane Jouvett					
Barbara Raney	<i>EDUCATION</i>				
50220	Adult Education	-\$20	\$1,671	\$333	-\$1,338 move from comp. equip
50240	Sunday School	\$0	\$17	\$855	\$838
50250	Youth Group	\$0	\$2,222	\$2,222	\$0
	TOTAL	-\$20	\$3,911	\$3,411	
Gina Muller	<i>OUTREACH</i>				
50310	Outreach	-\$779	\$3,541	\$4,777	\$1,236
50320	COPA	\$0	\$3,000	\$3,000	\$0
50330	Sheltering (Homeless) Program	\$58	\$3,086	\$3,333	\$247
50325	English as a second language - ESL	\$0	\$90	\$333	\$243
	TOTAL	-\$721	\$9,627	\$11,110	
Karen Greenleaf					
Ben Davis	<i>HOSPITALITY</i>				
50420	Hospitality/Coffee Hour	\$336	\$1,448	\$1,578	\$129
	TOTAL	\$336	\$1,448	\$1,578	
Sally Lewis	<i>NEWCOMERS</i>				
50430	Newcomers	\$0	\$40	\$222	\$182
51210	Advertising - Phone Book	\$0	\$0	\$200	\$200
51212	Advertising-Other	\$0	\$0	\$111	\$111
	TOTAL	\$0	\$40	\$533	
Andrea Sietz	<i>JUNIOR WARDEN</i>				
50490	Vestry Retreat	-\$1,820	\$1,150	\$1,000	-\$150
50440	Parish Care	\$0	\$0	\$313	
51244	Entertainment/Rector Business Expense	\$54	\$406	\$935	\$529
	TOTAL	-\$1,766	\$1,556	\$2,248	
Suzanne					
Krakover-Nickel	<i>STEWARDSHIP</i>				
50610	Stewardship	\$1,013	\$1,758	\$1,894	\$136
50611	Endowment Legacy Society	\$0	\$0	\$1	\$1
	TOTAL	\$1,013	\$1,758	\$1,895	
Mother Tracy	<i>WORSHIP</i>				
50710	Altar Supplies	\$52	\$2,572	\$1,444	-\$1,128
50720	Flowers & Music (50721, 22, 23 & 24)	\$36	\$467	\$2,611	\$2,144
50730	Organ & Piano Maint.	\$330	\$1,125	\$1,600	\$475
50740	Musicians/organist - Special	\$2,500	\$6,400	\$1,650	-\$4,750
50750	Music Supplies	-\$336	\$23	\$556	\$533
50760	Worship & Liturgy	\$1,758	\$2,123	\$222	-\$1,901
50765	Other Worship Events/Food	\$32	\$944	\$1,200	\$256
	TOTAL	\$4,372	\$13,654	\$8,083	

Expenses by Liaison

	SPENDING THIS MONTH	SPENDING 2018 YEAR TO MONTH	ANNUAL 2018 BUDGET	REMANING TO SPEND IN 2018	
Jon Showalter					
Rick Beckton BUILDINGS AND GROUNDS					
51010 Buildings Maintenance (repairs)	\$4,580	\$9,747	\$9,969	\$222	
51011 RESERVE - Major Building Repair	\$2,825	\$2,825	\$3,021	\$196	
51013 Fire Protection System Maint	\$0	\$665	\$650	-\$15	
51014 Bldg. Systems Maintenance (scheduled)	\$0	\$0	\$2,000	\$2,000	
51015 Landscaping & Grounds	\$1,198	\$7,881	\$9,000	\$1,119	
51020 Janitorial Supplies & Svcs.	\$201	\$306	\$1,000	\$694	
51025 Fire Alarm Maintenance Contr	\$1,220	\$1,220	\$1,020	-\$200	
51035 Security Services	-\$665	\$2,221	\$2,000	-\$221	
51041 Utilities - Electricity	\$732	\$6,086	\$16,000	-\$4,280	combined
51042 Utilities - Natural Gas	\$805	\$3,292			utilities
51043 Utilities - Building Water	\$201	\$2,572			\$20,280
51044 Utilities - Landscape Water	\$465	\$4,985			
51045 Utilities - Trash and recycling	\$180	\$3,345			
TOTAL	\$11,742	\$45,144	\$44,660		
Anne Baker TREASURER					
50390 Work of the Diocese Fair Share	\$3,827	\$45,533	\$43,703	-\$1,830	
51050 Property Assessments	\$548	\$962	\$1,050	\$88	
51051 Annex Portable Rent	\$1,790	\$4,289	\$5,200	\$911	
51060 Interest Pmts on Cap. Debt	\$0	\$0	\$0	\$0	
51110 Umbrella Policy & Liab. Ins	\$36	\$3,932	\$3,500	-\$432	
51130 Insurance Other	\$0	\$0	\$300	\$300	
51160 Workers Compensation	-\$61	\$1,791	\$1,000	-\$791	
51220 Bank Service Charges	\$52	-\$96	\$100	\$196	
51225 Payroll Service/Software subscriptons	\$22	\$619	\$900	\$281	
51280 Annual Audit	\$350	\$350	\$500	\$150	
TOTAL	\$6,564	\$57,381	\$56,253		
Mother Tracy RECTOR					
50340 CDSP -Theological Education	\$500	\$1,000	\$1,111	\$111	
51230 Dues & Subscriptions	\$0	\$20	\$111	\$91	
51239 Copies over contract	\$39	\$774	\$30	-\$744	
51240 Office Supplies	\$153	\$2,531	\$2,800	\$269	
51242 Computer Software & Supplies	\$438	\$1,148	\$1,111	-\$37	
51245 Postage	\$950	\$1,105	\$1,111	\$6	
51250 Printing & Publications	\$100	\$268	\$244	-\$23	
51255 Copier Lease	-\$402	\$1,279	\$1,000	-\$279	
51260 Telephone	\$1,003	\$2,554	\$2,250	-\$304	
51265 Internet Services	\$13	\$839	\$950	\$111	
51266 Internet Host (website)	\$0	\$0	\$135	\$135	
51285 Professional Fees	\$0	\$75	\$100	\$25	
51405 Computer Equipment	\$97	\$97	\$1,606	\$1,509	
51407 Computer & software maintenance	\$0	\$358	\$250	-\$108	
51410 Office Equip. Maintenance	\$665	\$665	\$1,000	\$335	
TOTAL	\$3,556	\$12,712	\$13,810		
TOTAL EXPENSES	\$25,400	\$150,336	\$146,430		

EXHIBIT E

DRAFT 2019 AUTHORIZED CHECK REQUEST SIGNERS

2019

1/18/19

Episcopal Church of St John the Baptist

Authorized check request signer:

Budget account	Account title	Vestry Liaison name:	Position:
50110	Clergy conference		Sr. Warden
50120	Substitute Clergy		Sr. Warden
50220	Adult Education		Education
50240	Sunday School		Education
50250	Youth Group		Education
50310	Outreach		Outreach
50320	COPA		Outreach
50325	English as a second language - ESL		Outreach
50330	Sheltering (Homeless) Program		Outreach
50340	COSP - Theological Education	Mother Tracy	Rector
50390	Work of Diocese- Other	Anne Baker	Treasurer
50399	W.O.D. - Annual Fair share	Anne Baker	Treasurer
50420	Hospitality/Coffee Hour		Hospitality
50430	Newcomers		Welcome/Newcomers
50440	Parish Care		Jrd Warden
50490	Vestry Retreat		Jr Warden
50610	Stewardship		Stewardship
50611	Endowment Legacy Society		Stewardship
50705	Worship & Liturgy, Assets		Worship
50710	Altar Supplies, Consumable		Worship
50720	Altar Flowers		Worship
50730	Organ & Piano Maintenance	Mother Tracy	Worship
50740	Musicians/orgaist Special	Mother Tracy	Worship
50750	Music Supplies	Mother Tracy	Worship
50765	Other Worship Events/Food		Worship
51010	Buildings Maintenance (repairs)		Buildings & Grounds
51011	Reserve - Major Building Repair	Anne Baker	Treasurer
51013	Fire Protection System Maintenance		Buildings & Grounds
51014	Building Systems Maintenance (scheduled)		Buildings & Grounds
51015	Landscaping & Grounds		Buildings & Grounds
51020	Janitorial Supplies & Services		Buildings & Grounds
51025	Fire Alarm Maintenance Contr		Buildings & Grounds
51035	Security Services		Buildings & Grounds
51040	Utilities		Buildings & Grounds
51050	Property Assessments	Anne Baker	Treasurer
51051	Annex Portable Rent	Anne Baker	Treasurer

51110	Umbrella Policy & Liab. Insurance	Anne Baker	Treasurer
51130	Insurance Other	Anne Baker	Treasurer
51160	Worker's Compensation	Anne Baker	Treasurer
51210	Advertising - Phone Book		Welcome/Newcomers
51212	Advertising - Other		Welcome/Newcomers
51220	Bank Service Charges	Anne Baker	Treasurer
51225	Fees (Payroll Service)	Anne Baker	Treasurer
51230	Dues & Subscriptions	Mother Tracy	Rector
51239	Copies over contract	Mother Tracy	Rector
51240	Office Supplies	Mother Tracy	Rector
51242	Computer Software & Supplies	Mother Tracy	Rector
51244	Entertainment/Rector Business Expense		Jr Warden
51245	Postage	Mother Tracy	Rector
51250	Printing & Publications	Mother Tracy	Rector
51260	Telephone	Mother Tracy	Rector
51265	Internet Services	Mother Tracy	Rector
51266	Internet Host	Mother Tracy	Rector
51280	Annual Audit	Anne Baker	Treasurer
51285	Professional Fees	Mother Tracy	Rector
51405	Computer Equipment	Mother Tracy	Rector
51407	Computer & Software Maintenance	Mother Tracy	Rector
51410	Office Equipment Maintenance	Mother Tracy	Rector