

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

October 8, 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 in the St. John’s Youth Center at 125 Canterbury Drive, Aptos, California, at 7:00 PM on Tuesday, October 8, 2019, pursuant to notice duly given.

ATTENDANCE

Vestry Members ⁽¹⁾	Present	Absent	Others Present
The Rev. Tracy Wells Miller, Rector	X		Nelson Crandall, Clerk of the Vestry
Anne Baker (2019)	X		John Melvin, parishioner
Barbara Raney, Junior Warden (2020)	X		Charles Greenleaf, parishioner
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, Senior Warden (2019)	X		
Sally Lewis (2020)	X		
Vacant			

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

OPENING

Mother Tracy called the meeting to order at 7:05 PM and led the opening prayer. For a devotional exercise, the members of the Vestry read the stewardship statements they prepared in response to Mother Tracy’s request that they share how they understand their call to give and share their resources with others.

¹ Term ends in December in the year indicated.

MINUTES OF THE JULY, AUGUST, AND SEPTEMBER VESTRY MEETINGS

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

RESOLVED, that the minutes of the July 9, August 13, and September 10, 2019 meetings of the Vestry uploaded to the Vestry's Dropbox™ shared web folder are hereby approved.

REVISED APTOS COMMUNITY YOUTH COMMITTEE CHARGE

Reference was made to the revised Aptos Community Youth Committee Charge circulated to the Vestry on September 29, 2019, a copy of which is attached as Exhibit A. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the revised Aptos Community Youth Committee Charge circulated to the Vestry on September 29, 2019 is hereby ratified and approved.

INSTRUCTION TO THE ARCHITECTURE & SPACE USE COMMITTEE

There was a discussion of what the Vestry expects the Architecture & Space Use Committee to do with respect to further development of the Parish campus. A copy of the Architectural Implications of St. John's Mission and Hopes dated June 27, 1998 and revised July 25, 1998 attached as Exhibit B was circulated among the members present. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the Vestry hereby requests the Architecture & Space Use Committee to update the document entitled Architectural Implications of St. John's Mission and Hopes dated June 27, 1998 and revised July 25, 1998; determine to what extent the document reflects the Parish's needs as they exist today; and recommend modifications to the document as appropriate.

HELPFUL SHOP GRANTS COMMITTEE

Mother Tracy reported that Diane Scofield is soliciting members for the Helpful Shop Grants Committee.

TITHING OF UNDESIGNATED BEQUESTS

Mother Tracy reported that the Outreach Committee has asked the Vestry to reconsider its policy with respect to undesignated bequests and other gifts. Upon motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that a special meeting of the Vestry will be held in executive session on Tuesday, October 29, 2019 in the St. John's Youth Center for the purpose of conducting a discernment with respect to the Vestry's policy concerning undesignated bequests and other gifts.

COLUMBARIUM COMMITTEE REPORT

John Melvin gave a report on the history of the plans the Parish has made and the actions the Parish has taken with respect to a columbarium. (A columbarium is a set of niches for funeral urns containing ashes of the cremated dead.) The Columbarium Committee, which is a subcommittee of the Architecture & Space Use Committee, plans to prepare for Vestry consideration a proposal for moving forward with the columbarium project.

GRATITUDE DINNER

Karen Greenleaf reported on the plans for the gratitude dinner on October 13.

FINANCIAL REPORTS

Before the meeting, the Parish bookkeeper distributed the Parish's September 30, 2019 balance sheet and reports comparing the budget to actual for the month of September 2019, for the nine months ended September 30, 2019, and for the 2019 calendar year. The bookkeeper also distributed a profit and loss statement for the Helpful Shop for the nine months ended September 30, 2019 and a chart of the monthly income (including contributions) of the Helpful Shop from January 1, 2011 through September 30, 2019. The reports are attached as Exhibit C.

TREASURER'S REPORT

Treasurer Anne Baker distributed the budget hypotheticals attached as Exhibit D and the Expenses by Liaison Area attached as Exhibit E. A discussion of the budget hypotheticals followed. There were no decisions.

EVALUATION

Each participant in the meeting gave a one- or two-word evaluation of the meeting. The words used included sweet, laughter, positive, excellent, full, humorous, congenial.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:10 PM. Mother Tracy led a closing prayer.

Respectfully submitted,



Nelson Crandall, Clerk of the Vestry

EXHIBIT A

FINAL APTOS COMMUNITY YOUTH COMMITTEE CHARGE

Aptos Community Youth Committee Charge

1. Purpose

The Aptos Community Youth Committee (ACYC) assists the Community Youth Coordinator (CYC) in coordinating and implementing St. John's community youth program (funded by The Rowland and Patricia Rebele Endowment Fund for Youth Ages 11-18).

2. Membership

The Committee shall have nine (9) members, as follows:

- One (1) member of the Vestry
- A second parishioner at St. John's
- Four (4) youth between the ages of 11 & 18. Particular effort will be made to include at least one youth member from St. John's when possible.
- Three (3) additional members who among them, shall cover all of the following roles:
 - A parent or guardian of a youth between the ages of 11 & 18
 - A person in a position of leadership in a local school
 - An adult from the greater Aptos community who is not a parishioner at St. John's

There will also be up to two youth alternate members who will be available to fill in if one of the four youth members is unable to attend a meeting.

The Vestry member will be appointed by the Vestry; all other members of the committee will be appointed by the Community Youth Coordinator. The Community Youth Coordinator and the Rector shall be ex officio members of the Committee.

The Committee will decide via committee vote who will act in position of committee chair. The chair shall be responsible for presiding at meetings of the committee, preparing the agenda for said meetings, and monitoring the committee membership, ensuring it is in compliance with this Committee Charge. The Community Youth Coordinator will appoint one of the members to serve as treasurer of the committee each year.

With the exception of the ex officio members, adult members shall serve staggered two-year terms. Youth members shall serve one-year terms. All members except for the Vestry representative will serve for an academic school year. New members will be appointed beginning in August of each calendar year. The Vestry member will change in January of each year. Members may be reappointed to a second term, but after serving two consecutive terms a member must rotate off for a period of one year before he or she is eligible to serve on the committee again

3. Meeting Frequency

The Aptos Community Youth Committee shall meet at least once per month. Additional meetings may be called on an as-needed basis by the Community Youth Coordinator, the Rector, or at least four (4) members of the committee.

No meeting of the committee shall be valid unless the Community Youth Coordinator or the Rector and two youth are present.

4. Role and Function of the Committee

- Encourage buy-in and ownership of the program by the parish
- Encourage other parishioners not on the committee to be involved in the program
- Be an “ambassador” for the program both in the parish and in the greater Aptos community. (Promote and spread the word about the program to local community members, students and adults to encourage participation.)
- Assist with recruitment of committee membership, referring potential committee members to the Community Youth Coordinator for screening and interview process
- Work with the Community Youth Coordinator to ensure the youth program is in compliance with its program policies (as approved by the vestry), with diocesan and denominational canons and policies on ministry with youth and children, and with state law regarding work with children.
- Collaborate with Community Youth Coordinator and Rector to ensure the youth program stays on track with its mission.
- Collaborate with the Community Youth Coordinator and the parish Treasurer to develop a budget for the youth program (which will be submitted to the Vestry for approval during the annual parish budgeting process).
- Monitor spending for the youth program to ensure that it is in line with the approved budget
- Work with the Endowment Committee to oversee the corpus of the endowment and monitor its performance, and consider additional sources of funding as necessary
- Provide feedback to the Rector about the Community Youth Coordinator’s work, which the Rector will incorporate into the Community Youth Coordinator’s annual performance review.
- When the Community Youth Coordinator position is vacant, perform many of the job duties of the Community Youth Coordinator during the interim period, while also serving in an advisory role to the Rector as s/he hires a new employee.

EXHIBIT B

Architectural Implications of St. John's Mission and Hopes

Strategic Planning

June 27,1998 (revised July 25)

Worship Area

The worship area should balance the symbols of our faith: congregation, font, ambo (pulpit/lectern) and altar, and capture the essence of our gathering. Three themes have emerged from the discussion of our hopes:

1. the space welcomes everyone into the circle of community
2. the space helps everyone to hear, see and participate in the celebration
3. the space stimulates contemplation both of our religious traditions and the spiritual journey ahead.

The entire building project is based on our community's belief in responsible growth. The worship space should both accommodate the practical requirements for a growing parish and the subtler opportunity to enhance the growth of each individual.

- Accommodate 300
- See each other in worship
- Receive communion in one circle
- See and hear clearly
- Internally visible from entry/outside
- Can see out too
- Need interactive space for choir and organ
- Multiple instrumentation
- Handbell performance space
- Light, open, inviting
- Welcoming for kids
- Flexible
- Adjustable room with sound barrier from which you can see and hear
- Reflecting our Anglican tradition:
 - Can celebrate sacraments
 - Most important symbols:
 - Gathered community
 - Altar
 - Ambo (lectern/pulpit)
 - Font (John the Baptist)
- Pleasurable
- Surprising
- Adventurous (the WOW factor)
- Meditation area/ chapel desirable
- Area for healing in Sunday service
- Sacristy

Education

Formal and informal education is important for parish members of all ages. The spaces should be attractive, inviting, and appropriate for toddlers, young children, teens, and adults. Activities will range from formal study and discussion, to music and sports. The group is even contemplating the idea of a school.

- Attractive and inviting
- Youth room (sound proof, with refrigerator)
- Adult education
- Nursery
- Child education
- Outdoor education facilities (e.g. basketball court)
- Music education and practice (choir/rehearsal)
- Library
- School?
- Bible study

Outreach

We need space to serve diverse needs of the community around us, especially children, AA groups and the homeless. We also want to share the life of our parish by welcoming the community with weekend workshops, forum and art space, and banquet possibilities. These will be enhanced with clear communication and support facilities such as kitchen, volunteer offices and presentation support.

- Latchkey children/After school children/tutoring/music lessons
- Food/clothes collection
- AA meetings (including lockable storage)
- Concerts/ art exhibits
- Community banquet area for 300
- Weekend workshops (need showers)
- Forum for parent education
- Clear signage
- High visibility
- Multimedia capability
- Volunteer Office space
- Kiosk to share information
- Playground
- Kitchen for feeding the homeless

Fellowship

We want an open and inviting space to gather and serve new and old members of the parish, including indoor fellowship area for 300 people, and an adjoining outdoor courtyard or patio. We also need comfortable spaces for smaller meetings (12-30 people). All this should be served by a good kitchen, rest rooms and storage.

- Open and inviting
- Indoor fellowship area for 300 people
- Great kitchen to serve 300 people - adjacent to courtyard for outdoor dining
- Youth room (with refrigerator) plus rugged outdoor area, sturdy play equipment, basketball, etc.
- Inviting and accessible nursery
- Library/conference space
- Parlor/meeting room for 12-30
- Space for community use
- Appropriate storage
- Space for latch key program
- Rest rooms/showers/laundry
- Feeding homeless
- Attractive games, BBQ pit, labyrinth, patio
- Courtyard
- Storage space for all of the above

Entry/Access/General

We want a church that invites access, visible from a distance and obviously hospitable from the entry area. The overall feeling should be open, well-lit, airy and playful, reflecting our local environment. It should guide all types of people, from children to elders, to the spaces and activities they seek. It should be built for active use, with ample and sturdy work and play areas.

- Wood/concrete structure
- Tower (with storage) desirable - visible from freeway
- Architecturally obvious - from parking lot, direct people to church, fellowship, child care, etc.
- Very handicapped and elder accessible
- Modular - some built later if necessary, but according to good overall master plan
- Hospitality obvious and integral
- Low maintenance
- Sturdy and safe for much active use
- Significant work areas - sacristy/dressing areas
- Playful details
- Well-lighted/open airy
- Courtyard
- Entry - include outreach and fellowship indicators
- Entry to church - fellowship area, office, etc.
- Church open at all times - limited access to sensitive areas
- Entry - inviting/mystery/playful
- Physically connected (physically and psychologically) with ocean, beach, surf
- Space for landscape details - permanent?
- Sensitive to environment

Administration

The new center should include a variety of space for all the regular activities of the parish, including adequate offices and small meeting rooms. The rooms make it easier to work on important projects (music, altar guild, publications, bookkeeping). Ample and innovative storage is required for all parish activities.

- Vesting room
- Place for altar guild to iron/clean/do flowers
- Separate Rector's office/counseling office
- Assistant Rector's office
- Meeting (small person's committee)
- Publication workroom
- Receptionists area
- Musician office (choir and instruments)
- Administrative Assistant office
- Desirable to have extra office spaces
- Building maintenance/janitor's rooms
- Bookkeeper space
- Enough space for volunteers to work
- Storage space for all above

EXHIBIT C
FINANCIAL REPORTS
Episcopal Church of St John the Baptist

BALANCE SHEET
As of September 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10010 Petty Cash	170.00
10100 SCCB Checking 1228	49,363.34
10140 SCCB MMkt 0120	156,172.98
10150 SCCB Youth Program 4698	99,563.17
10160 SCCB RDF 1244	4,738.67
10170 SCCB D of King 1251	1,974.27
10180 Curate Disc 044	100.00
10190 Helpful Shop SCCB 1236	32,055.81
10200 WF Checking 4443	18,448.90
10205 WF Savings 8673	92,802.48
10206 WF CD 4829	1,024,657.77
10310 Square Merchant - Helpful Shop	401.07
Total Bank Accounts	\$1,480,448.46
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
10410 SSGA Rebele Endowment	2,892,043.93
10411 Gain/Loss - SSGA Rebele	-434,675.13
Total 10410 SSGA Rebele Endowment	2,457,368.80
10420 SSGA Endowment 41523	32,469.46
10421 Gain/Loss - SSGA Endowment	2,930.26
Total 10420 SSGA Endowment 41523	35,399.72
10425 Charles Schwab (Curate Fund)	24,021.62
12300 Prepaid Expenses	0.00
12500 Deposit - Helpful Shop	1,200.00
Payroll Corrections	0.00
Payroll Refunds	90.39
Undeposited/Transfer Funds	0.00
Total Other Current Assets	\$2,518,080.53
Total Current Assets	\$3,998,528.99
Fixed Assets	
15000 Land & Property	
15110 APN #038-081-35/Land	979,625.00
15150 Building/Construction	7,618,412.75
15153 Furniture & Fixtures	
15154 Misc Furniture/Fixtures	104,675.04
15156 Stained Glass	50,084.50
Total 15153 Furniture & Fixtures	154,759.54
Total 15000 Land & Property	8,752,797.29

Episcopal Church of St John the Baptist

BUDGET COMPARISON

September 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	129.00	333.34	-204.34
40115 Current Operating Pledge	37,303.01	24,539.75	12,763.26
40121 Prior Year Pledges Realized		208.33	-208.33
40124 Helpful Shop Tithe		500.00	-500.00
40130 Identifiable Offerings	527.00	1,416.67	-889.67
40150 Holy Days			
40151 Easter Offerings		0.00	0.00
40153 Christmas Offerings		0.00	0.00
40159 Other Holy Days		0.00	0.00
Total 40150 Holy Days		0.00	0.00
40160 Services, Memorial, Baptism, Wedding, Anniv		83.33	-83.33
40180 Fund Raisers			
40183 Amazon Smile		12.50	-12.50
40184 Christmas/Craft Fair		0.00	0.00
40189 Other Event Income		66.67	-66.67
Total 40180 Fund Raisers		79.17	-79.17
41200 Facility Rental Income	292.50	383.33	-90.83
49000 Interest & Dividend Income	25.67	16.67	9.00
Total 40100 Operating Income	38,277.18	27,560.59	10,716.59
Total Income	\$38,277.18	\$27,560.59	\$10,716.59
GROSS PROFIT	\$38,277.18	\$27,560.59	\$10,716.59
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference		0.00	0.00
50120 Substitute Clergy		208.33	-208.33
Total 50100 Clergy		208.33	-208.33
50200 Education			
50220 Adult Ed		14.42	-14.42
50240 Sunday School		18.92	-18.92
50250 Youth Group		250.00	-250.00
Total 50200 Education		283.34	-283.34
50300 Outreach			
50310 Outreach Grants & Programs		338.33	-338.33
50320 COPA		3,000.00	-3,000.00
50325 ESL - English Learners		8.33	-8.33
50330 Sheltering / Homeless Program		250.00	-250.00
50340 CDSP Theological Education	1,000.00	945.00	55.00
50390 WOD Fair Share	3,857.00	3,809.58	47.42

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 50300 Outreach	4,857.00	8,351.24	-3,494.24
50400 Parish Life			
50420 Hospitality / Coffee Hour	200.39	111.75	88.64
50430 Newcomers		12.42	-12.42
50440 Parish Care		1.33	-1.33
50490 Vestry Retreat		83.33	-83.33
Total 50400 Parish Life	200.39	208.83	-8.44
50600 Stewardship		134.17	-134.17
50700 Worship			
50701 Reimbursable to Flowers/Music	-78.00		-78.00
50705 Worship & Liturgy Assets	616.76	41.67	575.09
50710 Altar Supplies, Consumable	102.69	116.67	-13.98
50720 Altar Flowers	69.55	41.67	27.88
50730 Organ & Piano Maint		113.33	-113.33
50740 Musicians - Contract	400.00	58.33	341.67
50750 Music Supplies		39.42	-39.42
50765 Other Worship Events & Food		39.17	-39.17
Total 50700 Worship	1,111.00	450.26	660.74
51000 Facilities			
51010 Buildings Maintenance	22.00	706.17	-684.17
51011 Reserve - Major Building Repair		0.00	0.00
51013 Fire Protection Maint	1,600.00	54.17	1,545.83
51014 Bldg Systems Maint		166.67	-166.67
51015 Landscape & Grounds	1,100.00	666.67	433.33
51020 Janitorial Supply & Svc	282.11	41.67	240.44
51025 Fire Alarm Maint	255.00	85.00	170.00
51035 Security Service	300.00	166.67	133.33
51040 Utilities			
51041 Power - Electric	699.91	465.50	234.41
51042 Power - Gas	73.18	210.58	-137.40
51043 Water - Facility	242.10	235.92	6.18
51044 Water - Landscape	908.98	368.92	540.06
51045 Trash & Recycling	151.74	216.67	-64.93
Total 51040 Utilities	2,075.91	1,497.59	578.32
51050 Property Assessment		0.00	0.00
51051 Annex Portable Rent	1,147.41	433.33	714.08
Total 51000 Facilities	6,782.43	3,817.94	2,964.49
51100 Insurance			
51110 Umbrella Policy	1,558.25	291.67	1,266.58
51130 Insurance - Other (deleted)		0.00	0.00
51160 Worker's Compensation	179.01	208.33	-29.32
Total 51100 Insurance	1,737.26	500.00	1,237.26
51200 Administration			
51210 Advertising	-993.00	7.83	-1,000.83
51220 Bank Charges & Fees		7.08	-7.08
51225 Payroll Service & Software	115.00	75.00	40.00
51230 Dues & Subscriptions		3.67	-3.67
51239 Copies Over Contract		2.50	-2.50

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
51240 Office Supplies	89.97	198.33	-108.36
51242 Computer Software & Supplies	163.99	78.67	85.32
51244 Rector Business Expenses		54.58	-54.58
51245 Postage		62.00	-62.00
51250 Printing & Publication	75.66	17.25	58.41
51260 Telephone	219.05	166.67	52.38
51265 Internet Service	69.95	70.00	-0.05
51266 Web Hosting		0.00	0.00
51280 Annual Audit		0.00	0.00
51285 Professional Fees		8.33	-8.33
Total 51200 Administration	-259.38	751.91	-1,011.29
51400 Office Equipment			
51405 Computer Equipment		113.75	-113.75
51407 Computer Software & Maint		17.75	-17.75
51410 Office Equip Maintenance		79.92	-79.92
Total 51400 Office Equipment		211.42	-211.42
Total 50000 Operating Expenses	14,428.70	14,917.44	-488.74
60000 Salaries & Compensation			
60100 Part Time Salaries			
60105 HS Manager (to be reimb)	783.00		783.00
60110 Bookkeeper	1,100.00	949.00	151.00
60120 Office Manager	1,624.50	1,425.00	199.50
60140 Nursery Caregiver	37.50	166.66	-129.16
60150 Music Director	3,125.00	3,125.00	0.00
60190 Custodian	280.00	333.33	-53.33
Total 60100 Part Time Salaries	6,950.00	5,998.99	951.01
61000 Rector			
61010 Rector Salary	704.16	1,954.00	-1,249.84
61020 Rector Housing	6,250.00	5,000.00	1,250.00
61030 Rector Medical Insurance	1,393.00	1,083.50	309.50
61032 Rector Life Insurance	27.00	25.00	2.00
61040 Rector Mileage		50.00	-50.00
61050 Rector Pension Premium	1,251.75	1,251.75	0.00
61060 Rector Dental/Disability	317.90	180.83	137.07
61070 Sabbatical Reserve		0.00	0.00
61075 Rector Education		41.67	-41.67
Total 61000 Rector	9,943.81	9,586.75	357.06
65010 Payroll Taxes	869.51	458.33	411.18
65600 Recruitment Expenses		24.17	-24.17
Total 60000 Salaries & Compensation	17,763.32	16,068.24	1,695.08
Total Expenses	\$32,192.02	\$30,985.68	\$1,206.34
NET OPERATING INCOME	\$6,085.16	\$ -3,425.09	\$9,510.25
NET INCOME	\$6,085.16	\$ -3,425.09	\$9,510.25

Episcopal Church of St John the Baptist

BUDGET COMPARISON

January - September, 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	2,334.80	2,999.98	-665.18
40115 Current Operating Pledge	257,541.93	220,857.75	36,684.18
40121 Prior Year Pledges Realized	1,268.00	1,875.01	-607.01
40123 Prepaid Pledges	0.00		0.00
40124 Helpful Shop Tithe	2,922.96	4,500.00	-1,577.04
40130 Identifiable Offerings	6,280.00	12,749.99	-6,469.99
40150 Holy Days			
40151 Easter Offerings	1,356.38	900.00	456.38
40153 Christmas Offerings		0.00	0.00
40159 Other Holy Days		200.00	-200.00
Total 40150 Holy Days	1,356.38	1,100.00	256.38
40160 Services, Memorial, Baptism, Wedding, Anniv		750.01	-750.01
40180 Fund Raisers			
40183 Amazon Smile	61.34	112.50	-51.16
40184 Christmas/Craft Fair		0.00	0.00
40189 Other Event Income		599.99	-599.99
Total 40180 Fund Raisers	61.34	712.49	-651.15
41200 Facility Rental Income	4,117.50	3,450.01	667.49
49000 Interest & Dividend Income	859.56	149.99	709.57
Total 40100 Operating Income	276,742.47	249,145.23	27,597.24
Total Income	\$276,742.47	\$249,145.23	\$27,597.24
GROSS PROFIT	\$276,742.47	\$249,145.23	\$27,597.24
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference	290.00	290.00	0.00
50120 Substitute Clergy	2,100.00	1,875.01	224.99
Total 50100 Clergy	2,390.00	2,165.01	224.99
50200 Education			
50220 Adult Ed	281.78	129.74	152.04
50240 Sunday School	156.68	170.24	-13.56
50250 Youth Group	1,000.00	2,250.00	-1,250.00
Total 50200 Education	1,438.46	2,549.98	-1,111.52
50300 Outreach			
50310 Outreach Grants & Programs	500.00	3,045.01	-2,545.01
50320 COPA	3,000.00	3,000.00	0.00
50325 ESL - English Learners	49.86	75.01	-25.15
50330 Sheltering / Homeless Program	382.69	2,250.00	-1,867.31
50340 CDSP Theological Education	1,000.00	945.00	55.00
50390 WOD Fair Share	34,713.00	34,286.26	426.74

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 50300 Outreach	39,645.55	43,601.28	-3,955.73
50400 Parish Life			
50420 Hospitality / Coffee Hour	761.80	1,005.75	-243.95
50430 Newcomers		111.74	-111.74
50440 Parish Care		12.01	-12.01
50490 Vestry Retreat	1,653.55	750.01	903.54
Total 50400 Parish Life	2,415.35	1,879.51	535.84
50600 Stewardship	34.00	1,207.49	-1,173.49
50700 Worship			
50701 Reimbursable to Flowers/Music	-1,647.00		-1,647.00
50705 Worship & Liturgy Assets	1,407.28	374.99	1,032.29
50710 Altar Supplies, Consumable	872.29	1,049.99	-177.70
50720 Altar Flowers	573.11	374.99	198.12
50730 Organ & Piano Maint	1,436.03	1,020.01	416.02
50740 Musicians - Contract	2,750.00	525.01	2,224.99
50750 Music Supplies	195.00	354.74	-159.74
50765 Other Worship Events & Food		352.49	-352.49
Total 50700 Worship	5,586.71	4,052.22	1,534.49
51000 Facilities			
51010 Buildings Maintenance	13,024.74	6,355.49	6,669.25
51011 Reserve - Major Building Repair		3,100.00	-3,100.00
51013 Fire Protection Maint	2,105.51	487.49	1,618.02
51014 Bldg Systems Maint		1,499.99	-1,499.99
51015 Landscape & Grounds	8,156.44	5,999.99	2,156.45
51020 Janitorial Supply & Svc	898.31	374.99	523.32
51025 Fire Alarm Maint	765.00	765.00	0.00
51035 Security Service	2,400.00	1,499.99	900.01
51040 Utilities			
51041 Power - Electric	5,338.85	4,189.50	1,149.35
51042 Power - Gas	1,413.42	1,895.26	-481.84
51043 Water - Facility	2,035.64	2,123.24	-87.60
51044 Water - Landscape	3,990.26	3,320.24	670.02
51045 Trash & Recycling	1,348.81	1,949.99	-601.18
Total 51040 Utilities	14,126.98	13,478.23	648.75
51050 Property Assessment	498.19	500.00	-1.81
51051 Annex Portable Rent	3,148.85	3,900.01	-751.16
Total 51000 Facilities	45,124.02	37,961.18	7,162.84
51100 Insurance			
51110 Umbrella Policy	5,562.12	2,624.99	2,937.13
51110 Insurance Reimb HS	-120.00		-120.00
Total 51110 Umbrella Policy	5,442.12	2,624.99	2,817.13
51130 Insurance - Other (deleted)		300.00	-300.00
51160 Worker's Compensation	524.75	1,875.01	-1,350.26
Total 51100 Insurance	5,966.87	4,800.00	1,166.87
51200 Administration			
51210 Advertising	451.33	70.51	380.82
51220 Bank Charges & Fees	0.47	63.76	-63.29
51225 Payroll Service & Software	1,033.99	675.00	358.99

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
51230 Dues & Subscriptions	39.00	32.99	6.01
51239 Copies Over Contract	178.04	22.50	155.54
51240 Office Supplies	1,307.81	1,785.01	-477.20
51242 Computer Software & Supplies	1,711.28	707.99	1,003.29
51244 Rector Business Expenses	711.26	491.26	220.00
51245 Postage	154.00	558.00	-404.00
51250 Printing & Publication	1,146.10	155.25	990.85
51260 Telephone	1,957.13	1,499.99	457.14
51265 Internet Service	629.55	630.00	-0.45
51266 Web Hosting		1.00	-1.00
51280 Annual Audit		350.00	-350.00
51285 Professional Fees		75.01	-75.01
Total 51200 Administration	9,319.96	7,118.27	2,201.69
51400 Office Equipment			
51405 Computer Equipment		1,023.75	-1,023.75
51407 Computer Software & Maint		159.75	-159.75
51410 Office Equip Maintenance		719.24	-719.24
Total 51400 Office Equipment		1,902.74	-1,902.74
Total 50000 Operating Expenses	111,920.92	107,237.68	4,683.24
60000 Salaries & Compensation			
60100 Part Time Salaries			
60105 HS Manager (to be reimb)	2,169.00		2,169.00
60110 Bookkeeper	9,900.00	8,541.00	1,359.00
60116 Helpful Shop Reimb Bkp	-1,146.00		-1,146.00
Total 60110 Bookkeeper	8,754.00	8,541.00	213.00
60120 Office Manager	16,725.02	12,825.00	3,900.02
60140 Nursery Caregiver	1,362.51	1,500.02	-137.51
60150 Music Director	24,477.04	28,125.00	-3,647.96
60190 Custodian	2,536.00	3,000.01	-464.01
Total 60100 Part Time Salaries	56,023.57	53,991.03	2,032.54
61000 Rector			
61010 Rector Salary	6,337.44	17,586.00	-11,248.56
61020 Rector Housing	56,250.00	45,000.00	11,250.00
61030 Rector Medical Insurance	12,905.40	9,751.50	3,153.90
61032 Rector Life Insurance	114.15	225.00	-110.85
61040 Rector Mileage	616.04	450.00	166.04
61050 Rector Pension Premium	12,666.15	11,265.75	1,400.40
61060 Rector Dental/Disability	1,382.04	1,627.51	-245.47
61070 Sabbatical Reserve		3,000.00	-3,000.00
61075 Rector Education	469.92	374.99	94.93
Total 61000 Rector	90,741.14	89,280.75	1,460.39
65010 Payroll Taxes	5,465.33	4,125.01	1,340.32
65600 Recruitment Expenses	555.00	217.49	337.51
Total 60000 Salaries & Compensation	152,785.04	147,614.28	5,170.76
Total Expenses	\$264,705.96	\$254,851.96	\$9,854.00
NET OPERATING INCOME	\$12,036.51	\$ -5,706.73	\$17,743.24
NET INCOME	\$12,036.51	\$ -5,706.73	\$17,743.24

Episcopal Church of St John the Baptist

BUDGET COMPARISON

January - December 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
40100 Operating Income			
40110 Loose Offerings	2,334.80	4,000.00	-1,665.20
40115 Current Operating Pledge	257,541.93	294,477.00	-36,935.07
40121 Prior Year Pledges Realized	1,268.00	2,500.00	-1,232.00
40123 Prepaid Pledges	0.00		0.00
40124 Helpful Shop Tithe	2,922.96	6,000.00	-3,077.04
40130 Identifiable Offerings	6,280.00	17,000.00	-10,720.00
40150 Holy Days			
40151 Easter Offerings	1,356.38	900.00	456.38
40153 Christmas Offerings		1,000.00	-1,000.00
40159 Other Holy Days		200.00	-200.00
Total 40150 Holy Days	1,356.38	2,100.00	-743.62
40160 Services, Memorial, Baptism, Wedding, Anniv		1,000.00	-1,000.00
40180 Fund Raisers			
40183 Amazon Smile	61.34	150.00	-88.66
40184 Christmas/Craft Fair		4,000.00	-4,000.00
40189 Other Event Income		800.00	-800.00
Total 40180 Fund Raisers	61.34	4,950.00	-4,888.66
41200 Facility Rental Income	4,117.50	4,600.00	-482.50
49000 Interest & Dividend Income	859.56	200.00	659.56
Total 40100 Operating Income	276,742.47	336,827.00	-60,084.53
Total Income	\$276,742.47	\$336,827.00	\$ -60,084.53
GROSS PROFIT	\$276,742.47	\$336,827.00	\$ -60,084.53
Expenses			
50000 Operating Expenses			
50100 Clergy			
50110 Clergy Conference	290.00	290.00	0.00
50120 Substitute Clergy	2,100.00	2,500.00	-400.00
Total 50100 Clergy	2,390.00	2,790.00	-400.00
50200 Education			
50220 Adult Ed	281.78	173.00	108.78
50240 Sunday School	156.68	227.00	-70.32
50250 Youth Group	1,000.00	3,000.00	-2,000.00
Total 50200 Education	1,438.46	3,400.00	-1,961.54
50300 Outreach			
50310 Outreach Grants & Programs	500.00	4,060.00	-3,560.00
50320 COPA	3,000.00	3,000.00	0.00
50325 ESL - English Learners	49.86	100.00	-50.14
50330 Sheltering / Homeless Program	382.69	3,000.00	-2,617.31
50340 CDSP Theological Education	1,000.00	945.00	55.00
50390 WOD Fair Share	34,713.00	45,715.00	-11,002.00

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 50300 Outreach	39,645.55	56,820.00	-17,174.45
50400 Parish Life			
50420 Hospitality / Coffee Hour	761.80	1,341.00	-579.20
50430 Newcomers		149.00	-149.00
50440 Parish Care		16.00	-16.00
50490 Vestry Retreat	1,653.55	1,000.00	653.55
Total 50400 Parish Life	2,415.35	2,506.00	-90.65
50600 Stewardship	34.00	1,610.00	-1,576.00
50700 Worship			
50701 Reimbursable to Flowers/Music	-1,647.00		-1,647.00
50705 Worship & Liturgy Assets	1,407.28	500.00	907.28
50710 Altar Supplies, Consumable	872.29	1,400.00	-527.71
50720 Altar Flowers	573.11	500.00	73.11
50730 Organ & Piano Maint	1,436.03	1,360.00	76.03
50740 Musicians - Contract	2,750.00	700.00	2,050.00
50750 Music Supplies	195.00	473.00	-278.00
50765 Other Worship Events & Food		470.00	-470.00
Total 50700 Worship	5,586.71	5,403.00	183.71
51000 Facilities			
51010 Buildings Maintenance	13,024.74	8,474.00	4,550.74
51011 Reserve - Major Building Repair		3,100.00	-3,100.00
51013 Fire Protection Maint	2,105.51	650.00	1,455.51
51014 Bldg Systems Maint		2,000.00	-2,000.00
51015 Landscape & Grounds	8,156.44	8,000.00	156.44
51020 Janitorial Supply & Svc	898.31	500.00	398.31
51025 Fire Alarm Maint	765.00	1,020.00	-255.00
51035 Security Service	2,400.00	2,000.00	400.00
51040 Utilities			
51041 Power - Electric	6,026.75	5,586.00	440.75
51042 Power - Gas	1,476.97	2,527.00	-1,050.03
51043 Water - Facility	2,035.64	2,831.00	-795.36
51044 Water - Landscape	3,990.26	4,427.00	-436.74
51045 Trash & Recycling	1,500.55	2,600.00	-1,099.45
Total 51040 Utilities	15,030.17	17,971.00	-2,940.83
51050 Property Assessment	498.19	1,050.00	-551.81
51051 Annex Portable Rent	3,148.85	5,200.00	-2,051.15
Total 51000 Facilities	46,027.21	49,965.00	-3,937.79
51100 Insurance			
51110 Umbrella Policy	5,562.12	3,500.00	2,062.12
51110 Insurance Reimb HS	-120.00		-120.00
Total 51110 Umbrella Policy	5,442.12	3,500.00	1,942.12
51130 Insurance - Other (deleted)		300.00	-300.00
51160 Worker's Compensation	524.75	2,500.00	-1,975.25
Total 51100 Insurance	5,966.87	6,300.00	-333.13
51200 Administration			
51210 Advertising	532.71	94.00	438.71
51220 Bank Charges & Fees	0.47	85.00	-84.53
51225 Payroll Service & Software	1,148.99	900.00	248.99

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
51230 Dues & Subscriptions	39.00	44.00	-5.00
51239 Copies Over Contract	178.04	30.00	148.04
51240 Office Supplies	1,307.81	2,380.00	-1,072.19
51242 Computer Software & Supplies	1,781.28	944.00	837.28
51244 Rector Business Expenses	711.26	655.00	56.26
51245 Postage	154.00	744.00	-590.00
51250 Printing & Publication	1,146.10	207.00	939.10
51260 Telephone	2,176.18	2,000.00	176.18
51265 Internet Service	699.50	840.00	-140.50
51266 Web Hosting		1.00	-1.00
51280 Annual Audit		350.00	-350.00
51285 Professional Fees		100.00	-100.00
Total 51200 Administration	9,875.34	9,374.00	501.34
51400 Office Equipment			
51405 Computer Equipment		1,365.00	-1,365.00
51407 Computer Software & Maint		213.00	-213.00
51410 Office Equip Maintenance		959.00	-959.00
Total 51400 Office Equipment		2,537.00	-2,537.00
Total 50000 Operating Expenses	113,379.49	140,705.00	-27,325.51
60000 Salaries & Compensation			
60100 Part Time Salaries			
60105 HS Manager (to be reimb)	2,169.00		2,169.00
60110 Bookkeeper	9,900.00	11,388.00	-1,488.00
60116 Helpful Shop Reimb Bkp	-1,146.00		-1,146.00
Total 60110 Bookkeeper	8,754.00	11,388.00	-2,634.00
60120 Office Manager	16,725.02	17,100.00	-374.98
60140 Nursery Caregiver	1,362.51	2,000.00	-637.49
60150 Music Director	24,477.04	37,500.00	-13,022.96
60190 Custodian	2,536.00	4,000.00	-1,464.00
Total 60100 Part Time Salaries	56,023.57	71,988.00	-15,964.43
61000 Rector			
61010 Rector Salary	6,337.44	23,448.00	-17,110.56
61020 Rector Housing	56,250.00	60,000.00	-3,750.00
61030 Rector Medical Insurance	12,905.40	13,002.00	-96.60
61032 Rector Life Insurance	114.15	300.00	-185.85
61040 Rector Mileage	616.04	600.00	16.04
61050 Rector Pension Premium	12,666.15	15,021.00	-2,354.85
61060 Rector Dental/Disability	1,382.04	2,170.00	-787.96
61070 Sabbatical Reserve		3,000.00	-3,000.00
61075 Rector Education	469.92	500.00	-30.08
Total 61000 Rector	90,741.14	118,041.00	-27,299.86
65010 Payroll Taxes	5,465.33	5,500.00	-34.67
65600 Recruitment Expenses	555.00	290.00	265.00
Total 60000 Salaries & Compensation	152,785.04	195,819.00	-43,033.96
Total Expenses	\$266,164.53	\$336,524.00	\$ -70,359.47
NET OPERATING INCOME	\$10,577.94	\$303.00	\$10,274.94
NET INCOME	\$10,577.94	\$303.00	\$10,274.94

Episcopal Church of St John the Baptist

HELPFUL SHOP PROFIT AND LOSS

January - September, 2019

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Expenses	
Total Expenses	
NET OPERATING INCOME	\$0.00
Other Income	
81000 Helpful Shop Income	
81001 Sales - Helpful Shop	44,848.43
81002 Donations - Helpful Shop	1,110.42
Total 81000 Helpful Shop Income	45,958.85
Total Other Income	\$45,958.85
Other Expenses	
82000 Helpful Shop Expenses	
82100 Operating Expenses - Helpful Shop	
82101 HS Rent	9,548.29
82102 HS Utilities	223.54
82103 HS Phone/Internet	688.65
82105 HS Merchant/Bank Fees	530.33
82106 HS Supplies	930.15
82107 HS Maint/Improvements	1,125.49
82109 HS Resale Goods	47.03
82140 Staff - Manager	3,834.00
82141 Staff - Bookkeeper	1,146.00
82145 Staff/Insurance/WComp	596.69
82150 St John Pledge	2,909.01
82200 Grants - Helpful Shop	-1,000.00
Total 82100 Operating Expenses - Helpful Shop	20,579.18
Total 82000 Helpful Shop Expenses	20,579.18
Total Other Expenses	\$20,579.18
NET OTHER INCOME	\$25,379.67
NET INCOME	\$25,379.67

Helpful Shop Income Comparison									
includes donations									
	2019	2018	2017	2016	2015	2014	2013	2012	2011
January	4,312.68	4,460.04	3,128.87	3,836.51	4,602.30	5,834.94	4,876.50	3,618.02	3,327.23
February	3,737.46	6,243.65	3,749.23	3,994.28	4,615.82	3,814.72	4,096.76	5,524.01	9,078.49
March	4,291.19	4,482.00	4,823.94	3,193.41	3,558.00	5,073.10	4,676.50	5,844.80	3,856.29
April	5,155.39	5,129.66	4,788.34	4,062.46	5,210.57	4,441.84	6,649.30	5,943.19	6,248.06
May	5,344.55	5,931.98	6,805.55	5,404.64	4,217.42	5,243.31	5,192.87	7,397.69	6,257.20
June	6,248.87	5,664.97	6,009.27	7,074.73	5,951.32	5,447.36	5,462.06	5,204.62	4,702.97
July	7,140.48	6,080.43	7,093.60	7,154.16	5,911.39	5,603.68	7,034.94	5,084.05	2,725.63
August	5,709.43	0.00	5,393.06	6,298.86	4,946.85	6,737.93	5,803.22	6,638.33	9,654.96
September	4,018.80	0.00	6,420.29	7,268.22	5,018.80	5,167.58	5,903.67	6,167.66	5,472.51
October		0.00	4,179.49	4,529.55	5,096.71	5,832.38	5,708.28	5,114.55	4,903.00
November		0.00	5,112.80	5,301.10	3,920.52	3,405.73	4,321.84	4,055.43	9,818.70
December		2,170.46	7,939.96	4,428.63	4,598.23	5,021.88	4,328.28	5,817.32	5,705.08
total revenue	45,958.85	40,163.19	65,444.40	62,546.55	57,647.93	61,624.45	64,054.22	66,409.67	71,750.12
vs last year	45,958.85	37,992.73	<last year total at current month						
	20.97%	<up	from prior year						

EXHIBIT D

2019 Sep actual to date		DRAFTstraw#1.0	2019	BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
Use for reference		OPERATING INCOME		2019 Sub catagories			
\$2,335	40110	Loose Offerings (Anon. Gifts)	\$4,000		\$4,000	\$4,000	\$4,000
\$257,542	40115	Annual Pledge Drive totals	\$297,327		\$267,594	\$297,327	\$341,926
\$1,268	40121	Prior Year Pledges Realized	\$2,500		\$2,500	\$2,500	\$3,000
\$2,923	40124	Helpful Shop Tithe	\$6,000		\$6,000	\$6,000	\$6,000
\$6,280	40130	Identifiable Offerings	\$17,000		\$10,000	\$10,000	\$11,000
		GIFTS ON HOLY DAYS					
\$1,356	40151	Easter Offering		\$900	\$900	\$900	\$1,000
\$0	40153	Christmas Offering		\$1,000	\$1,000	\$1,000	\$1,000
\$0	40159	Holy Days - Other		\$200	\$200	\$200	\$200
	40150	TOTAL FOR HOLY DAYS	\$2,100		\$2,100	\$2,100	\$2,200
\$0	40160	Memorial, Birthday, Anniv	\$1,000		\$1,000	\$1,000	\$250
		FUND RAISERS					
\$61	40183	Amazon Smile		\$150	\$150	\$150	\$150
\$0	40184	Christmas Cookie & Craft Sale		\$4,000	\$3,000	\$4,000	\$5,000
\$0	40189	Other Event Income		\$800			
	40180	TOTAL FUND RAISERS	\$4,950		\$3,150	\$4,150	\$5,150
\$4,118	41200	Facilities Use	\$4,600		\$4,000	\$4,000	\$4,600
\$275,883	40100	SUBTOTAL OPERATING INCOME	\$339,477		\$300,344	\$331,077	\$378,126
		INTEREST & DIVIDEND					
?????	49250	need SC County Bank interest only		\$200	\$180	\$200	\$200
	49000	TOTAL INTEREST & DIVIDEND	\$200		\$180	\$200	\$210
	40000	TOTAL INCOME	\$339,677		\$300,524	\$331,277	\$378,336
				2019 budget subcatagories			
		EXPENSES					
		CLERGY					
\$290	50110	Clergy Conference		\$290	\$290	\$290	\$290
\$2,100	50120	Substitute Clergy		\$2,500	\$2,500	\$2,500	\$2,500

2019 Sep actual to date		DRAFTstraw#1.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
\$0	50121	Substitute Clergy mileage	\$20	\$0	\$20	\$50
\$2,390	50100	TOTAL CLERGY	\$2,790	\$2,790	\$2,790	\$2,790
		EDUCATION				
\$282	50220	Adult Education	\$190	\$10	\$122	\$247
\$157	50240	Sunday School	\$270	\$14	\$173	\$351
\$1,000	50250	Youth Group	\$3,000	\$150	\$1,920	\$3,902
\$1,438	50200	TOTAL EDUCATION	\$3,460	\$173	\$2,214	\$4,501
		OUTREACH				
\$500	50310	Outreach	\$4,299	\$215	\$2,751	\$5,592
\$3,000	50320	COPA	\$3,000	\$0	\$3,000	\$3,000
\$50	50325	English as a second language - ESL	\$100	\$5	\$64	\$130
\$383	50330	Sheltering (Homeless) Program	\$3,000	\$150	\$1,920	\$3,902
\$1,000	50340	CDSP -Theological Education	\$1,000	\$50	\$640	\$1,301
\$34,713	50390	Work of the Diocese Fair Share	\$46,285	\$41,657	\$46,285	\$53,228
\$39,646	50300	TOTAL OUTREACH	\$57,684	\$42,076	\$54,660	\$67,153
		PARISH LIFE				
\$762	50420	Hospitality/Coffee Hour	\$1,420	\$71	\$909	\$1,847
\$0	50430	Newcomers	\$160	\$8	\$102	\$208
\$0	50440	Parish Care	\$32	\$2	\$20	\$42
\$1,654	50490	Vestry Retreat	\$1,000	\$50	\$640	\$1,301
\$2,415	50400	TOTAL PARISH LIFE	\$2,612	\$131	\$1,672	\$3,398
		STEWARDSHIP				
\$34 or \$2589	50610	Stewardship	\$1,705	\$85	\$1,091	\$3,218
\$0	50611	Endowment Legacy Society	\$1	\$1	\$1	\$1
\$0	50600	TOTAL STEWARDSHIP	\$1,706	\$86	\$1,092	\$3,219
		WORSHIP				
-\$1,647	50701	Reimbursable to flowers & music 1/3-2/3				
\$1,407	50705	Worship & Liturgy, assets (was 50760)	\$500	\$25	\$320	\$650
\$873	50710	Altar Supplies, consumable	\$1,400	\$70	\$896	\$1,821
\$573	50720	Altar Flowers	\$500	\$25	\$320	\$650
\$1,436	50730	Organ & Piano Maint.	\$1,440	\$1,440	\$1,600	\$2,192

2019 Sep actual to date		DRAFTstraw#1.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
\$2,750	50740	Independent Contractor Musicians	\$700	\$700	\$700	\$700
\$195	50750	Music Supplies	\$500	\$25	\$320	\$650
\$0	50765	Other Worship Events/Food	\$530	\$0	\$74	\$300
\$5,588	50700	TOTAL WORSHIP	\$4,540	\$2,260	\$3,836	\$6,014
		FACILITIES				
	new ##	Appliance/equipment replacement		\$0	\$1,000	\$2,470
\$6,846	51010	Buildings Maintenance (repairs)	\$8,972	\$449	\$5,742	\$13,671
\$0	51011	Reserve - Major Building Repair	\$3,130	\$2,817	\$3,130	\$3,599
new	51012	Reserve - saving for 5 year fire inspection		\$300	\$300	\$300
\$506	51013	Fire Protection System Maint	\$650	\$650	\$650	\$650
\$1,600	51014	Bldg. Systems Maintenance (scheduled)	\$2,000	\$2,000	\$2,000	\$2,000
\$8,156	51015	Landscaping & Grounds	\$8,000	\$8,000	\$8,000	\$8,000
\$898	51020	Janitorial Supplies & Svcs.	\$500	\$500	\$500	\$1,000
\$765	51025	Fire Alarm Maintenance Contr	\$1,020	\$1,020	\$1,020	\$1,020
\$2,400	51035	Security Services	\$2,000	\$3,600	\$3,600	\$3,600
\$5,339	51041	Utilities - Electricity	\$5,586	\$6,000	\$6,000	\$6,000
\$1,413	51042	Utilities - Natural Gas	\$2,527	\$2,000	\$2,000	\$2,000
\$2,036	51043	Utilities - Building Water	\$2,831	\$2,831	\$2,831	\$2,831
\$3,990	51044	Utilities - Landscape Water	\$4,427	\$4,427	\$4,427	\$4,427
\$1,349	51045	Utilities - Trash and recycling	\$2,600	\$1,800	\$1,800	\$1,800
\$498	51050	Property Assessments	\$1,050	\$1,050	\$1,050	\$1,200
\$3,149	51051	Annex Portable Rent	\$5,200	\$4,000	\$4,000	\$4,000
\$38,946	51000	TOTAL FACILITIES	\$50,493	\$41,443	\$48,050	\$58,568
		INSURANCE GENERAL				
\$5,562	51110	Umbrella Policy & Liab. Ins	\$3,500	\$5,700	\$5,700	\$5,700
-\$120	51130	Insurance Other	\$300	\$0	\$0	\$0
\$525	51160	Workers Compensation	\$2,500	\$2,500	\$2,500	\$2,500
\$5,967	51100	TOTAL INSURANCE GENERAL	\$6,300	\$8,200	\$8,200	\$8,200
		OFFICE/ADMINISTRATION				
943 or 451	51212	Advertising	\$100	\$5	\$64	\$150
\$0	51220	Bank Service Charges	\$90	\$5	\$58	\$100
\$1,034	51225	Payroll Service /Software subscriptions	\$900	\$45	\$1,380	\$1,800
\$39	51230	Dues & Subscriptions	\$50	\$3	\$32	\$65
\$178	51239	Copies over contract	\$30	\$2	\$19	\$39
\$1,308	51240	Office Supplies	\$2,520	\$126	\$1,613	\$3,000

2019 Sep actual to date		DRAFTstraw#1.0	2019 BUDGET	2020 proposed if Pledges = 90%	2020 proposed if Pledges = 100%	2020 if everyone got their wish (115%)
\$1,711	51242	Computer Software & Supplies	\$1,000	\$50	\$640	\$1,200
\$711	51244	Rector Business Expense	\$702	\$35	\$449	\$935
\$154	51245	Postage	\$800	\$40	\$512	\$1,041
\$1,146	51250	Printing & Publications	\$220	\$11	\$141	\$286
\$1,957	51260	Telephone	\$2,000	\$2,000	\$2,500	\$2,800
\$630	51265	Internet Services	\$840	\$840	\$840	\$840
\$0	51266	Internet Host (website)	\$1	\$1	\$1	\$1
\$0	51280	Annual Audit	\$350	\$350	\$350	\$350
\$0	51285	Professional Fees	\$100	\$100	\$100	\$100
\$8,869	51200	TOT. OFFICE/ADMINISTRATION	\$9,703	\$3,612	\$8,699	\$12,707
		OFFICE EQUIPMENT				
\$0	51405	Computer Equipment	\$1,445	\$72	\$925	\$1,880
\$0	51407	Computer & software maintenance	\$225	\$225	\$225	\$225
\$0	51410	Office Equip. Maintenance	\$959	\$959	\$959	\$959
\$0	51400	TOTAL OFFICE EQUIPMENT	\$2,629	\$2,366	\$2,109	\$2,760
	50000	TOTAL EXPENSES	\$141,917	\$103,137	\$133,322	\$169,310
		SALARIES & COMPENSATION				
		PART TIME SALARIES				
\$8,754	60110	Bookkeepers Salary (Church portion)	\$11,388	\$11,388	\$11,388	\$11,821
\$16,725	60120	Office Manager Salary	\$17,100	\$17,100	\$17,100	\$17,750
\$1,363	60140	Nursery Care	\$2,000	\$1,500	\$2,000	\$3,000
\$24,477	60050	Director of Music Ministries	\$34,375	\$34,375	\$34,375	\$34,375
\$0	60056	Youth Music Camp Leader	\$0	\$0	\$1	\$0
\$0	60060	Youth Coordinator	\$0	\$0	\$0	\$0
\$2,536	60090	Custodian/Janitor	\$4,200	\$4,200	\$4,200	\$5,400
	600xx	Organist				\$6,000
	600XX	Sexon/Verger				\$0
\$53,855	60100	TOTAL PART TIME SALARIES	\$69,063	\$68,563	\$69,064	\$78,346
		RECTOR				
\$6,337	61010	Salary -Rector	\$23,448	\$23,448	\$23,448	\$23,448
\$56,250	61020	Housing -Rector	\$60,000	\$60,000	\$60,000	\$60,000
\$12,905	61030	Medical Insurance -Rector	\$16,716	\$16,716	\$16,716	\$16,716
\$114	61032	Life Insurance-Rector	\$300	\$127	\$127	\$127
\$616	61040	Mileage -Rector	\$600	\$1,000	\$1,000	\$1,000

EXHIBIT E

Expenses by Liaison

		SPENT THIS MONTH	SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMANING TO SPEND IN 2019
VESTRY MEMBER:		September	Sep-19		
Rick Becton	SENIOR WARDEN				
	50110 Clergy Conference	\$0.00	\$290	\$290	\$0
	50120 Substitute Clergy	\$0.00	\$2,100	\$2,500	\$400
	50121 Substitute Clergy mileage	\$0.00	\$0	\$20	\$20
	TOTAL		\$2,390	\$2,810	
Marlene Bumgarner	FORMATION				
	50220 Adult Education	\$0.00	\$282	\$190	-\$92
	50240 Sunday School	\$0.00	\$157	\$270	\$113
	50250 Youth Group	\$0.00	\$1,000	\$3,000	\$2,000
	TOTAL		\$1,438	\$3,459	
Francis Bayaca & Michael Hudson	OUTREACH / SOCIAL JUSTICE				
	50310 Outreach	\$0.00	\$500	\$4,299	\$3,799
	50320 COPA	\$0.00	\$3,000	\$3,000	\$0
	50325 Adult Education - ESL	\$0.00	\$50	\$100	\$50
	50330 Sheltering (Homeless) Program	\$0.00	\$383	\$3,000	\$2,617
	TOTAL		\$3,933	\$10,399	
Patricia McGowan	PARISH LIFE / HOSPITALITY				
	50420 Hospitality/Coffee Hour	\$200.39	\$762	\$1,420	\$658
	TOTAL		\$762	\$1,420	
Sally Lewis	PASTORIAL CARE / WELCOMING				
	50430 Newcomers	\$0.00	\$0	\$160	\$160
	50440 Parish Care	\$0.00	\$0	\$1.7	\$32
	TOTAL		\$0	\$192	
Barbara Raney	JUNIOR WARDEN				
	50490 Vestry Retreat	\$0.00	\$1,654	\$1,000	-\$654
	51210 Advertising 51212 ???	-\$993.00	\$451	\$100	-\$351 T-shirts
	51244 Entertainment/Rector Business Expense	\$0.00	\$655	\$702	\$47
	TOTAL		\$2,760	\$1,801	
Karen Greenleaf	STEWARDSHIP				
	50610 Stewardship	\$0.00	\$2,589	\$1,705	-\$884 Mar + Jul
	50611 Endowment Legacy Society	\$0.00	\$0	\$1	\$1
	TOTAL		\$2,589	\$1,706	
Anne Baker	WORSHIP				
	50701 Reimbursable to: Flowers & Music 1/3-2/3	-\$78.00	-\$1,647		
	50705 Worship & Liturgy, Assets	\$616.76	\$1,407	\$500	-\$907
	50710 Altar Supplies, Consumable	\$102.69	\$872	\$1,400	\$528
	50720 Altar Flowers (50721, 22, 23 & 24)	\$69.55	\$573	\$500	-\$73 ??? 573.11
	50730 Organ & Piano Maint.	\$0.00	\$1,436	\$1,440	\$4
	50740 Musicians/organist - Special	\$400.00	\$2,750	\$700	-\$2,050
	50750 Music Supplies	\$0.00	\$195	\$500	\$305
	50765 Other Worship Events/Food	\$0.00	\$0	\$530	\$530
	TOTAL		\$5,587	\$5,570	

Expenses by Liaison

	SPENT THIS MONTH	SPENDING 2019 YEAR TO DATE	ANNUAL 2019 BUDGET	REMANING TO SPEND IN 2019
Bart Coddington	BUILDINGS			
51010 Buildings Maintenance (repairs)	\$22.00	\$6,846	\$8,972	\$2,126 minus blinds
51013 Fire Protection System Maint (sprinklers)	\$0.00	\$506	\$650	\$144
51014 Bldg. Systems Maintenance (scheduled)	\$1,600.00	\$1,600	\$2,000	\$400
51020 Janitorial Supplies & Svcs.	\$282.11	\$898	\$500	-\$398
51025 Fire Alarm Maintenance Contr	\$255.00	\$765	\$1,020	\$255
51041 Utilities - Electrical	\$699.91	\$5,339	\$5,586	\$247
51042 Utilities - Natural Gas	\$73.18	\$1,413	\$2,527	\$1,114
51043 Utilities - Building Water	\$242.10	\$2,036	\$2,831	\$795
TOTAL		\$19,403	\$24,086	
Ben Davis	GROUNDS			
51015 Landscaping & Grounds	\$1,100.00	\$8,156	\$8,000	-\$156
51035 Security Services	\$300.00	\$2,400	\$2,000	-\$400
51044 Utilities - Landscape Water	\$908.98	\$3,990	\$4,427	\$437
51045 Utilities - Trash and Recycling	\$151.74	\$1,349	\$2,600	\$1,251
TOTAL		\$54,702	\$17,027	
Anne Baker	TREASURER			
50390 Work of the Diocese Fair Share	\$3,857.00	\$34,713	\$46,285	\$11,572
51011 Reserve - Major Building Repair	\$0.00	\$0	\$3,130	\$3,130
51050 Property Assessments	\$0.00	\$498	\$1,050	\$552
51051 Annex Portable Rent	\$1,147.41	\$3,149	\$5,200	\$2,051
51110 Umbrella Policy & Liab. Ins	\$1,558.25	\$5,502	\$3,500	-\$2,002
51130 Insurance Other	\$0.00	\$0	\$300	\$300
51160 Workers Compensation	\$179.01	\$525	\$2,500	\$1,975
51220 Bank Service Charges	\$0.00	\$0	\$90	\$90
51225 Payroll Service	\$115.00	\$1,034	\$900	-\$134
51280 Annual Audit	\$0.00	\$0	\$350	\$350
50340 CDSP -Theological Education	\$1,000.00	\$1,000	\$1,000	\$0
TOTAL		\$46,421	\$64,305	
Rick Becton	ADMINISTRATION / OFFICE			
51230 Dues & Subscriptions	\$0.00	\$39	\$50	\$11 ? \$39
51239 Copies over contract	\$0.00	\$178	\$30	-\$148
51240 Office Supplies	\$89.97	\$1,308	\$2,520	\$1,212
51242 Computer Software & Supplies	\$163.99	\$1,711	\$1,000	-\$711
51245 Postage	\$0.00	\$154	\$800	\$646
51250 Printing & Publications	\$75.66	\$1,146	\$220	-\$927
51260 Telephone	\$219.05	\$1,957	\$2,000	\$43 same
51265 Internet Services	\$69.95	\$630	\$840	\$210 same
51266 Internet Host (website)	\$0.00	\$0	\$1	\$1
51285 Professional Fees	\$0.00	\$0	\$100	\$100
51405 Computer Equipment	\$0.00	\$0	\$1,445	\$1,445
51407 Computer & software maintenance	\$0.00	\$0	\$225	\$225
51410 Office Equip. Maintenance	\$0.00	\$0	\$959	\$959
TOTAL		\$7,123	\$10,190	
TOTAL EXPENSES	\$14,428.70	\$147,107	\$142,965	