

**SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL**

**Wednesday, September 18, 2019  
GRACE HOUSE, CONFERENCE ROOM**

Update Date: 9/18/2019

SUMMARY:

MOTIONS:

ACTION ITEMS:

Attendees: Rev. Todd Bryant, Dick Firth, Rev. Susan Geissler-O'Neil, Cathy Hager, Steve Hedden, Alison Hill, Tom Linari, Neal Matsunaga, Lisa Perry, Sally Shea Potts

Absent: Nancy Arroyoavila, Linda Clark, Kari Doolittle, Allison Fletcher, Trudy McMahon, Mike Olden

**1. Opening Prayer** – Pastor Todd – 1 Timothy reading – everyone be saved – leaders have responsibilities – God wants us to pray for everyone – especially for those in leadership roles – lift us those who have authority – even when you don't agree with them. Timothy had the Roman Empire to deal with. Prayers: Nixon family (son's memorial service will be at St. Timothy's on Thursday) and others

**2. Review and Confirm Agenda**

**3. Introduction of Guests** – Steve Mason for Trinity Center Evening Program

**4. Recurring Action Items** – Approve Minutes, Treasurer's, Rector's, and Commission Reports

- a. Minutes from the August 21, 2019 vestry meeting
- b. Treasurers Report, Balance Sheet and P&L through 31 August 2019
- c. Approve Rector's Report
- d. Approve Commission Reports
  - Children and Youth
  - Property Commission
  - Formation

**MOTION** A motion was moved and passed to approve all the above

**5. Non-Recurring Action Items**

a. **Revised Noah's Ark 2018-2019 P&L and Balance Sheet reports** – Neal Matsunaga

As a result of the Noah's Ark fund-raiser, there was an approximately \$7000 unanticipated income. The accounts have been revised to create a reserve account where the \$7000 from the fund-raiser has been put. The result for 2018-2019 is that they have a deficit of \$1000 instead of an excess income of \$6000.

**MOTION:** It was moved and passed to approve the revised Noah's Ark budget report for 2018-2019.

**6. Discussion Items**

a. **Website** – Pastor Todd Bryant – more details in the appended Rector's report

- Built for perspective rector
- Proposal to rebuild with a focus on attracting new members

- Request for vestry to look at test website posted by Todd in his rector's report and send feedback to him
- Proposal: yearlong strategy for web site changes
- Web Master – Rand Mahoney – only now
- Proposal – web assistants – corral people who are scheduled to provide content
- Mike Olden is Communications liaison for the vestry
- Todd has strong ideas on the design
- Steering committee needed for schedule of updates and design

**b. Treasurer Information – Neal Matsunaga**

- Currently we are behind by about \$21,000 which may be covered by the pledgers who have not yet make their payments
- Church Insurance will cover any lawsuits for brought because of financial information leakage as a part of our current policy
- New California Law implications for non-profits  
Parking furnished to employees must be reported as income and taxes paid. Neal consulted the Diocese who consulted their lawyer. Per the lawyer, the parking must be reserved for the employees or if more than 50% of the parking is used by employees.
- Neal discovered when he tried to cancel 2 church credit cards that we did not have an administrator for the accounts. Neal wrote the needed letter and Dick and Sally signed it. This will enable him to cancel anyone's credit card and request new ones

**c. 2020 Budget Preparation – Neal Matsunaga**

On September 2, Neal Matsunaga sent an email to all staff and vestry members outlining the process to create the 2020 church budget. Attachment list:

- Process For 2020 Budget Preparation
- 2020 budget request form.xlsx
- 2019-09-01 budget worksheet.xlsx

The proposed schedule from Neal's letter is as follows:

- 9/1 - budget preparation information sent to Vestry members.
- 11/1 - budget requests due to the treasurer.
- 11/13 - budget reviewed by the Finance Committee
- 11/20 - budget update presented to the Vestry FYI.
- 12/11 - budget reviewed by the Finance Committee.
- 12/18 - budget presented to the Vestry for initial approval.
- 1/15 – budget (with final pledge income) presented to the Vestry for final approval

The full text of the 3 attachments is appended to these minutes.

d. **Breezeway and Parish Hall Roofing** – Tom Linari

- Good communication with the contractor.
- They started on Monday (September 16)
- They will pause on Thursday for the scheduled funeral
- Some dry rot found has been found
- Additional downspouts recommended
- They have recommended a revised roof pitch to avoid problems with a gas line
- Some of the boards that need to be replaced will need to be special ordered since their size no longer matches what is readily available.
- Ackerman 2<sup>nd</sup> bathroom in progress

e. **Stewardship Information Sharing** – D. Firth

Diocesan has recommendations regarding stewardship information sharing — Davey Gerhard will make a presentation at the 2020 Vestry Retreat

Diocese recommends change to current policy about who can see \$\$ amount of pledges. Pledge Secretary, Stewardship chairman, Treasurer, Rector and Stewardship subcommittee

f. **Recommendation for allocation of \$7000 for church growth.**

Per minutes from the January vestry meeting: “The Rector, Worship, Formation and Fellowship Commissioners will come up with a proposal for the allocation of the \$\$ to promote church growth by the March 2019 vestry meeting. – **NO ACTION**

g. **Storage of picture of children** (Action item from January 2019 meeting) – *Will be dropped from future meeting minutes*

7. **FYI**

a. **Children’s Liturgy and Sunday School** – need to work on recruiting teachers and helpers

8. **Closing Prayer** – Lisa Perry

**Sunday Church Lock-up – Current Available Dates:**

September 29  
October 13  
November 3, 10, 17  
December 1, 15, 22

**Coffee Hour – Current Available Dates:**

September 29  
October 6  
November 3, 24  
December 1, 8, 15, 22, 29

**Next Tidings Deadline – Wednesday September 25, 2019**  
**Next Regular Vestry Meeting – Wednesday, October 16, 2019**

## St Timothy's Calendar for Vestry as of 09/12/2019

Items in red have been added since the last vestry meeting

DATE	EVENT
Wednesday, September 18 – 6:30 pm	Vestry Meeting – [OC]
Thursday, September 19 – 6:30 pm	Deanery Meeting – Location unknown
Saturday, September 21 - 9am – 12 pm	Rise Against Hunger meal packing event
Wednesday, September 25	Tidings for October Deadline
Wednesday, October 2 – 7:00 pm	Ministry in Action – [OC,OL]
Thursday, October 3 – 6:00 pm	Outreach Committee – Grant allocation
Sunday, October 6 – 5:00 pm	1 <sup>st</sup> Evening Worship [Church?]
Wednesday, October 16 – 6:30 pm	Vestry Meeting – [OC]
Thursday, October 17 – 7:00 pm	Noah's Ark Parent's Night
Friday, October 25	Tidings for November Deadline
Friday, October 25 – Saturday, October 26	Diocese Convention – Grace Cathedral
Sunday, October 27 – 10:00 am	Covenant Sunday – ONE SERVICE & Lunch
Wednesday, October 30	NEW Women Bunco (Game) gathering
Sunday, November 3 – 5:00 pm	2nd Evening Worship [Church?]
<b>2020</b>	
<b>March</b>	Winters Nights Shelter

Submitted by Sally Shea Potts, Vestry Clerk

# Treasurer's Report

September 18, 2019

## Financial Highlights

- 2019 budget of \$608,416 was based on 144 pledges. An additional 13 pledges have been received since the budget was approved, for a total of 157 pledges and \$640,206.
- As of 8/31
  - 31 families have fully paid their pledges for a total of \$121,667.
  - 12 families have not yet made any payments (down from 15 last month) on their pledges of \$30,820. Usually paid in Q4.
  - Adjusted or lost pledges of -\$5,920.
- 2019 budget vs actual results, through the end of August, are:

	Budget	Actual	Difference
Pledge Income	\$405,611	\$398,608	\$( 7,003)
Other Income	\$ 84,618	\$ 49,523	\$(35,095)
Expenses	\$508,740	\$487,398	\$ 21,342

Income – Pledge Income difference due to:

Pledges received after budget was prepared \$21,193 over budget.

Pledges with no payments through August \$(20,547) under budget.

\$(3,947) adjusted or lost pledges.

Other Income difference due to:

Contributing income was \$37,071 under budget of \$60,667. Estimate it will be about \$55,600 under budget for the year.

Expenses – Operating expense difference is the sum of several small over and under budget items, with main ones being:

Personnel expenses \$3,989 under budget.

Christian formation expenses \$871 under budget.

Children & Youth Ministry expenses \$1,406 under budget.

Fellowship expenses \$2,036 under budget.

Administrative expenses \$1,263 under budget.

Facilities expenses \$778 under budget.

Finance expenses \$3,871 under budget.

Contingency expenses \$6,680 under budget.

## Action Items

- It is budget time again. An email, with instructions, forms and budget information, was sent to all Vestry members with budget responsibilities. The schedule for preparation of the church's 2020 budget is:
  - 9/1 - budget preparation information sent to Vestry members.
  - 11/1 – budget requests due to the treasurer.
  - 11/13 - budget reviewed by the Finance Committee.
  - 11/20 – budget update presented to the Vestry FYI.
  - 12/11 – budget reviewed by the Finance Committee.
  - 12/18 - budget presented to the Vestry for initial approval.
  - 1/15 – budget, with final pledge income, presented to the Vestry for final approval.
- Mid to late September the Diocese will distribute 2020 benefit renewal information and prices. Employee annual enrollment will run from 10/28-11/15. At our October 16 meeting the Vestry will have an action item, as it does each year, to review the plans offered and approve options to be supported for St. Timothy's employees.
- Early November the Diocese will distribute convention approved COLA and clergy compensation numbers for use in preparing 2020 budgets. Once we receive this information, we should be able to complete most of the expense portion of the church budget.
- **Noah's Ark** 2018-2019 results have been restated. The change was to include a reserve account for the situation when there is income and associated expenses that are related but cross over a fiscal year. Example is last year's silent auction fundraiser where income was treated as normal income and booked in 2018-2019 fiscal year. These funds were designated for use in their playground and then expenses were incurred in 2019-2020 fiscal year. Old accounting made it look like positive net income last year and would show a loss for this fiscal year versus having expenses offset income. Restated results show a budget overrun of \$1,700.37 instead of a budget underrun of \$5,602.64 on P&L report and now include \$7,303.01 reserve account on Balance Sheet.

## Other Status

- The church has an account with Bank of America **credit card**. The Rector, Facility Manager, Music Director and Administrative Assistant have cards issued to them for church expenses. Information on who was authorized to make changes to the account has been lost over time. Authorized contacts are the only ones the bank will take instructions from for activities such as cancelling credit cards that have been issued to employees who no longer work for St. Timothy's. Per instructions from a customer service person at the bank, a letter was sent to the bank asking to have any current authorized contacts removed and for Todd Bryant and Neal Matsunaga to be added as authorized contacts. This letter, per instructions from the bank, was signed by two officers of the corporation (Dick Firth and Sally Potts).

**Saint Timothy's Episcopal Church**  
**Balance Sheet**  
 As of August 31, 2019

	Aug 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Heritage Checking	6,042.15
10002 · Heritage Savings	122,260.94
17103 · Schwab	291,621.76
17104 · TD Ameritrade	322,622.98
<b>Total Checking/Savings</b>	742,547.83
<b>Total Current Assets</b>	742,547.83
<b>Fixed Assets</b>	
18000 · Fixed Assets	
18001 · Bell Tower	64,000.00
18002 · Church Building	206,463.00
18003 · Education Wing	29,133.00
18004 · Equipment	94,354.00
18005 · Furniture	283.00
18006 · Grace House & Columbarium	1,800,000.00
18007 · Land	12,000.00
18008 · Land Improvements	62,854.00
18009 · Parish Hall	117,630.00
18010 · Ackerman Property	580,850.00
<b>Total 18000 · Fixed Assets</b>	2,967,567.00
<b>Total Fixed Assets</b>	2,967,567.00
<b>Other Assets</b>	
17101 · SSGA Endowment Fund	347,495.72
17102 · SSGA Endowment Gain/Loss	150,323.70
<b>Total Other Assets</b>	497,819.42
<b>TOTAL ASSETS</b>	4,207,934.25
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
21010 · Endowment Gifts Pending	2,000.00
<b>Total Other Current Liabilities</b>	2,000.00
<b>Total Current Liabilities</b>	2,000.00
<b>Total Liabilities</b>	2,000.00
<b>Equity</b>	
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	310,528.78
31503 · Fixed Assets	2,967,567.00
<b>Total 31300 · Perm. Restricted Net Assets</b>	3,278,095.78
31500 · Temp. Restricted Net Assets	
31504 · SSGA Endowment Gain/(Loss)	150,323.70
31510 · Program	364,089.30
31520 · Outreach	109,668.77
<b>Total 31500 · Temp. Restricted Net Assets</b>	624,081.77
32000 · Unrestricted Net Assets	251,187.39
Net Income	52,569.31
<b>Total Equity</b>	4,205,934.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	4,207,934.25

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Saint Timothy's Episcopal Church

09/05/19

Profit & Loss Budget vs. Actual

Accrual Basis

January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	41,126.49	42,751.00	-1,624.51	96.2%
41100 - Current Year Pledges	394,945.50	565,665.00	-170,719.50	69.8%
41300 - Prior Year Pledges Rec'd Late	3,092.00			
Total 41000 - Pledge Income	439,163.99	608,416.00	-169,252.01	72.2%
42000 - Plate Offering				
42100 - Loose Plate	5,304.45	8,000.00	-2,695.55	66.3%
42150 - Contributing Income	23,596.00	91,000.00	-67,404.00	25.9%
Total 42000 - Plate Offering	28,900.45	99,000.00	-70,099.55	29.2%
43000 - Special Gifts	2,105.00			
44000 - Operating Support				
44200 - Facilities Cost Sharing	17,296.51	24,677.00	-7,380.49	70.1%
44300 - Flower Donations	837.01	2,900.00	-2,062.99	28.9%
Total 44000 - Operating Support	18,133.52	27,577.00	-9,443.48	65.8%
45000 - Other Income				
45100 - eScrip Remittance	2.48			
45200 - Amazon Smile	65.18			
45300 - Interest Income	208.89	280.00	-71.11	74.6%
45400 - Miscellaneous Income	107.57	70.00	37.57	153.7%
Total 45000 - Other Income	384.12	350.00	34.12	109.7%
Total 40000 - Donations	488,667.08	735,343.00	-246,655.92	66.5%
Total Income	488,667.08	735,343.00	-246,655.92	66.5%
Gross Profit	488,667.08	735,343.00	-246,655.92	66.5%



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09/05/19

Accrual Basis

## Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
60000 - Operating Expenses				
61000 - Diocesan Assessment	71,546.68	107,319.00	-35,772.32	66.7%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	61,526.56	92,290.00	-30,763.44	66.7%
62120 - Associate Rector	49,691.36	74,537.00	-24,845.64	66.7%
62198 - Clergy Pension Premiums	24,443.93	36,110.00	-11,666.07	67.7%
62199 - Clergy Benefits & Insurance	19,686.76	28,646.00	-8,959.24	68.7%
<b>Total 62100 - Clergy Compensation</b>	<b>155,347.61</b>	<b>231,582.00</b>	<b>-76,234.39</b>	<b>67.1%</b>
62200 - Lay Staff Compensation				
62202 - Music Director	25,934.06	36,901.00	-12,966.92	66.7%
62203 - Office Manager	6,639.49	24,960.00	-18,320.51	34.6%
62213 - Office Staff-Temporary Help	4,952.75	873.00	4,079.75	567.3%
62204 - Bookkeeper	18,476.64	27,715.00	-9,238.36	66.7%
62205 - Childcare Assistant	1,396.27	2,920.00	-1,523.73	47.8%
62296 - Lay Payroll Taxes	3,760.77	7,296.00	-3,535.23	51.5%
62297 - Lay Pension Premiums	1,679.49	5,747.00	-3,867.51	32.7%
62299 - Pension Reimbursement Noah's Ark	1,481.52			
62298 - Lay Benefits & Insurance	2,541.57	1,111.00	1,430.57	228.8%
<b>Total 62200 - Lay Staff Compensation</b>	<b>69,061.58</b>	<b>109,523.00</b>	<b>-40,461.42</b>	<b>63.1%</b>
62300 - Workers Compensation Insurance	989.00	325.00	664.00	304.3%
62400 - Payroll Processing Fees	615.00	3,094.00	-2,479.00	19.9%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	8,770.00	10,700.00	-1,930.00	82.0%
62512 - Supply Musicians	404.50	2,300.00	-1,895.50	17.6%
<b>Total 62501 - Musicians</b>	<b>9,174.50</b>	<b>13,000.00</b>	<b>-3,825.50</b>	<b>70.6%</b>
62504 - Landscaping	16,136.00	24,210.00	-8,074.00	66.7%
62505 - Janitorial Services	18,750.00	28,600.00	-9,850.00	65.6%
<b>Total 62500 - Contractors (1099)</b>	<b>44,060.50</b>	<b>65,810.00</b>	<b>-21,749.50</b>	<b>67.0%</b>
62600 - Staff Allowances				
62601 - Continuing Education	1,303.57	1,200.00	103.57	108.8%
62602 - Travel	134.16	600.00	-465.82	22.4%
62603 - Clergy Hospitality	1,156.60	2,100.00	-943.40	55.0%
62604 - Clergy Discretionary Fund	165.00	1,000.00	-835.00	16.5%
<b>Total 62600 - Staff Allowances</b>	<b>2,759.33</b>	<b>4,900.00</b>	<b>-2,140.67</b>	<b>56.3%</b>
<b>Total 62000 - Personnel Expense</b>	<b>272,833.04</b>	<b>415,234.00</b>	<b>-142,400.96</b>	<b>65.7%</b>
63100 - Altar Guild				
63101 - Candles and Wine	1,594.22	2,950.00	-1,355.78	54.0%
63102 - Flower Expense	2,196.60	3,220.00	-1,023.40	68.2%
63103 - Laundry Services	0.00	95.00	-95.00	0.0%
63105 - All Other Altar Guild Expenses	105.06	350.00	-244.94	30.0%
<b>Total 63100 - Altar Guild</b>	<b>3,895.88</b>	<b>6,815.00</b>	<b>-2,919.12</b>	<b>58.9%</b>

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### Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

09/09/19

Accrual Basis

January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
<b>0200 - Music</b>				
0200 - Music Expenses				
0201 - Professional Expense	1,085.61	1,200.00	-114.39	89.5%
0210 - Music Hospitality	345.59	500.00	-154.41	69.1%
<b>Total 0200 - Music Expenses</b>	<b>1,431.20</b>	<b>1,700.00</b>	<b>-268.80</b>	<b>79.5%</b>
0206 - Musical Equipment R&M	60.58	350.00	-289.42	20.5%
<b>Total 0200 - Music</b>	<b>1,491.78</b>	<b>2,050.00</b>	<b>-558.22</b>	<b>73.2%</b>
<b>0300 - Christian Formation</b>				
0301 - EPM	0.00	800.00	-800.00	0.0%
0302 - Adult Education	660.64	1,000.00	-339.36	66.0%
0303 - Lenten Series	0.00	500.00	-500.00	0.0%
<b>Total 0300 - Christian Formation</b>	<b>660.64</b>	<b>2,300.00</b>	<b>-1,639.36</b>	<b>28.7%</b>
<b>0350 - Children &amp; Youth Ministry</b>				
0351 - Family Ministries	367.63	1,200.00	-832.37	30.6%
0352 - Youth Ministries	406.73	2,000.00	-1,593.27	20.3%
<b>Total 0350 - Children &amp; Youth Ministry</b>	<b>774.36</b>	<b>3,200.00</b>	<b>-2,425.64</b>	<b>24.1%</b>
<b>0400 - Worship &amp; Liturgy</b>				
0410 - Liturgical Art	109.00			
0415 - Miscellaneous Worship	201.23	500.00	-298.77	40.2%
<b>Total 0400 - Worship &amp; Liturgy</b>	<b>310.23</b>	<b>500.00</b>	<b>-189.77</b>	<b>62.0%</b>
<b>0450 - Fellowship</b>				
0451 - Sunday Coffee & Supplies	431.53	1,500.00	-1,068.47	28.8%
0452 - Parish Events-Connect	266.78	1,200.00	-933.22	22.2%
0453 - Reception Expense	338.37	1,200.00	-861.63	28.2%
0454 - Greeters-Welcome	519.74	100.00	419.74	519.7%
0455 - Invites	0.00	400.00	-400.00	0.0%
0456 - Vestry Expenses	100.00	200.00	-100.00	50.0%
0458 - NEW (New Episcopal Women)	0.00	800.00	-800.00	0.0%
0459 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
<b>Total 0450 - Fellowship</b>	<b>1,650.42</b>	<b>5,500.00</b>	<b>-3,849.58</b>	<b>29.8%</b>
<b>0500 - Administrative</b>				
0510 - Office Supplies	1,801.71	1,500.00	301.71	120.1%
0511 - Paper	2,100.58	4,000.00	-1,899.42	52.5%
0512 - Advertising	66.42	300.00	-233.58	22.1%
0513 - Software	667.64	2,000.00	-1,332.36	33.3%
0514 - Phone & Internet	3,277.33	4,500.00	-1,222.67	73.9%
0516 - Misc. Administration	550.00	600.00	-50.00	91.7%
0520 - Equipment				
0521 - Hardware	529.67	600.00	-70.33	88.3%

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09/05/19

Accrual Basis

### Saint Timothy's Episcopal Church Profit & Loss Budget vs. Actual

January through August 2019

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
65202 - Copiers	11,532.54	20,000.00	-8,467.46	57.7%
65203 - Other Equipment R&D	0.00	500.00	-500.00	0.0%
<b>Total 65200 - Equipment</b>	<b>12,082.21</b>	<b>21,300.00</b>	<b>-9,237.79</b>	<b>56.6%</b>
65300 - Postage				
65301 - Meter Postage	836.27	900.00	-63.73	92.9%
65302 - Other Postage	39.00	200.00	-161.00	19.5%
65303 - Meter Lease	2,358.21	2,600.00	-241.79	90.7%
<b>Total 65300 - Postage</b>	<b>3,233.48</b>	<b>3,700.00</b>	<b>-466.52</b>	<b>87.4%</b>
<b>Total 65000 - Administrative</b>	<b>24,003.54</b>	<b>37,900.00</b>	<b>-13,896.46</b>	<b>63.3%</b>
66000 - Facilities				
66100 - Campus Maintenance	22,965.28	35,000.00	-12,034.72	65.6%
66110 - Rectory Maintenance				
66111 - Insurance	462.00	650.00	-188.00	71.1%
66112 - Landscaping	2,160.00	4,000.00	-1,840.00	54.0%
66113 - Pool	3,274.00	1,700.00	1,574.00	192.6%
66116 - Maintenance	4,581.81	3,000.00	1,581.81	152.7%
<b>Total 66110 - Rectory Maintenance</b>	<b>10,477.81</b>	<b>9,350.00</b>	<b>1,127.81</b>	<b>112.1%</b>
66120 - Services				
66121 - Elevator & Fire Alarm	4,297.10	5,000.00	-702.90	85.9%
66122 - Other Services	1,450.00	6,000.00	-4,550.00	24.2%
<b>Total 66120 - Services</b>	<b>5,747.10</b>	<b>11,000.00</b>	<b>-5,252.90</b>	<b>52.2%</b>
66130 - Facilities Supplies	1,627.04	3,000.00	-1,372.96	54.2%
66140 - Utilities				
66141 - EBMUD	9,294.06	21,000.00	-11,705.94	44.3%
66142 - Garbage	5,178.98	7,000.00	-1,821.02	74.0%
66143 - PG&E Gas	3,847.53	4,500.00	-652.47	85.5%
66144 - PG&E Electrical	8,850.83	12,000.00	-3,349.17	72.1%
66145 - PG&E Loan	5,407.12	8,111.00	-2,703.88	66.7%
<b>Total 66140 - Utilities</b>	<b>32,378.52</b>	<b>52,611.00</b>	<b>-20,232.48</b>	<b>61.5%</b>
<b>Total 66000 - Facilities</b>	<b>73,196.75</b>	<b>110,961.00</b>	<b>-37,765.25</b>	<b>66.0%</b>
67000 - Finance				
67050 - Stewardship	0.00	2,000.00	-2,000.00	0.0%
67100 - Benevity Fees	121.30	190.00	-68.70	63.8%
67101 - Banking Charges	717.38	1,800.00	-1,082.62	39.9%
67103 - Corporate Fees & Expenses	59.95	1,000.00	-940.05	6.0%
67104 - Property & Liability Insurance	22,251.00	29,700.00	-7,448.00	74.9%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	5,573.00	-5,573.00	0.0%
67118 - Rectory Property Tax	513.81	1,038.00	-524.19	49.5%
<b>Total 67107 - Property Taxes</b>	<b>513.81</b>	<b>6,611.00</b>	<b>-6,097.19</b>	<b>7.8%</b>
<b>Total 67000 - Finance</b>	<b>23,663.44</b>	<b>41,301.00</b>	<b>-17,637.56</b>	<b>57.3%</b>
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	10,000.00	15,000.00	-5,000.00	66.7%
68003 - Schools & Interfaith Council	2,000.00	3,000.00	-1,000.00	66.7%
<b>Total 68000 - Budgeted Outreach</b>	<b>12,000.00</b>	<b>18,000.00</b>	<b>-6,000.00</b>	<b>66.7%</b>
69000 - Contingency				
69001 - Contingency	1,319.66	12,000.00	-10,680.34	11.0%
<b>Total 69000 - Contingency</b>	<b>1,319.66</b>	<b>12,000.00</b>	<b>-10,680.34</b>	<b>11.0%</b>
<b>Total 60000 - Operating Expenses</b>	<b>487,398.42</b>	<b>763,110.00</b>	<b>-275,711.58</b>	<b>63.9%</b>
<b>Total Expense</b>	<b>487,398.42</b>	<b>763,110.00</b>	<b>-275,711.58</b>	<b>63.9%</b>
<b>Net Ordinary Income</b>	<b>1,288.66</b>	<b>-27,767.00</b>	<b>29,056.66</b>	<b>-4.6%</b>

Other Income/Expense	
Other Income	
70000 - Program Accounts	
70040 - Boy Scout Troop #36	
70041 - Boy Scout Troop Income	2,750.00
70045 - Boy Scout Troop Expenses	-1,750.00
Total 70040 - Boy Scout Troop #36	1,000.00
70050 - Parish Activities	
70051 - Parish Activities Income	1,610.14
70055 - Parish Activities Expense	-2,220.98
Total 70050 - Parish Activities	-610.84
70060 - Maintenance & Improvement	
70061 - Maint & Improvement Income	
70062 - Roof Income	1,000.00
70061 - Maint & Improvement Income - Other	24,425.00
Total 70061 - Maint & Improvement Income	25,425.00
70065 - Maint & Improvement Expense	-9,638.93
Total 70060 - Maintenance & Improvement	15,786.07
70100 - Vestry Retreat	
70101 - Vestry Retreat Income	394.78
70105 - Vestry Retreat Expense	-394.78
Total 70100 - Vestry Retreat	0.00
70110 - Youth Trips	
70111 - Youth Trips Income	5,008.13
70115 - Youth Trips Expense	-7,910.21
Total 70110 - Youth Trips	-2,904.08
70120 - Vacation Bible School	
70121 - Vacation Bible School Income	2,150.00
70125 - Vacation Bible School Expense	-679.65
Total 70120 - Vacation Bible School	1,470.35
70130 - Concert Series	
70131 - Concert Series Income	3,980.00
70135 - Concert Series Expense	-3,675.30
Total 70130 - Concert Series	284.70
70140 - Columbarium	
70141 - Columbarium Income	400.00
70145 - Columbarium Expense	-608.54
Total 70140 - Columbarium	-208.54
70150 - Ackerman	
70155 - Ackerman Expenses	-29,645.34
Total 70150 - Ackerman	-29,645.34
70160 - Music Program	
70161 - Music Program Income	100.00
Total 70160 - Music Program	100.00
70170 - Memorial	
70171 - Memorial Income	1,525.00
70175 - Memorial Expenses	-784.95
70170 - Memorial - Other	200.00
Total 70170 - Memorial	940.05
70190 - New Episcopal Women (NEW)	

Accrual Basis

January through August 2019

	Jan - Aug 19	Budget
70191 - NEW Income	920.00	
70195 - NEW Expenses	-486.34	
Total 70190 - New Episcopal Women (NEW)	433.66	
70200 - Men's Group		
70201 - Men's Group Income	336.00	
70205 - Men's Group Expense	-292.30	
Total 70200 - Men's Group	43.70	
70500 - Darita Seth's Benefit Concert		
70501 - Concert Income or Donations	190.00	
Total 70500 - Darita Seth's Benefit Concert	190.00	
70600 - Bryant Family House Fund		
70602 - Non-Deductible Pass Thru Dontns	1,000.00	
70605 - House Fund Expenditures	-1,000.00	
Total 70600 - Bryant Family House Fund	0.00	
Total 70000 - Program Accounts	-13,120.27	
80000 - Outreach Accounts		
80010 - Adopt-a-Bike Program		
80011 - Adopt-a-Bike Program Income	800.00	
80015 - Adopt-a-Bike Program Expense	-1,206.05	
Total 80010 - Adopt-a-Bike Program	-406.05	
80020 - Christmas Boxes		
80029 - Christmas Boxes Disbursements	-900.00	
Total 80020 - Christmas Boxes	-900.00	
80040 - Fruits of the Harvest		
80140 - Restaurant Dinner		
80141 - Restaurant Dinner Income	220.00	
Total 80140 - Restaurant Dinner	220.00	
80041 - Event Ticket Sales	6,000.00	
80042 - General Donations	9,665.00	
80043 - Auction Sales Income	48,261.00	
80048 - Event Expenses	-9,525.45	
Total 80040 - Fruits of the Harvest	54,820.55	
80100 - Trinity Center		
80101 - Trinity Center Donations	1,500.00	
80105 - Trinity Center Disbursements	-565.08	
Total 80100 - Trinity Center	934.92	
80110 - Winter Nights		
80111 - Winter Nights Income	940.00	
80115 - Winter Nights Expense	-1,194.92	
Total 80110 - Winter Nights	-254.92	
80160 - Habitat for Humanity		
80165 - Habitat Disbursements	-1,500.00	
Total 80160 - Habitat for Humanity	-1,500.00	
89000 - Other Outreach		
89001 - Other Outreach Donations	12,000.00	
Total 89000 - Other Outreach	12,000.00	
Total 80000 - Outreach Accounts	64,494.50	
Total Other Income	51,374.23	
Other Expense		
100000 - Ask My Accountant	93.58	
Total Other Expense	93.58	
Net Other Income	51,280.65	
Net Income	52,569.31	-27,767.00

## Rector's Report September 2019

This month I want you help envisioning an updated website. We will need a small ad-hoc team to help with "content management" and recruiting 2 more webmasters besides Rand Mahoney. Website thoughts:

- Our website currently is very information heavy. It was built in order to attract a Rector. We still need a dense members section that has historical information, server schedules etc. moving forward-- but most of the website needs to be a marketing tool - a storefront.
- We can use social media / Constant Contact to bring forward events as needed. Newcomers typically just want the basics. We have so much information now that it is easy to get lost.
- I have built a skeleton trial with Weebly. Rand feels like WordPress is the best ---if he and a team can build a similar look a feel, great! This skeleton can be vetted on an ongoing basis by "insiders" and "outsiders". I don't care if we use Weebly as long as I can have input over the look and feel.
- Auditing --Maybe grab a Noah's Ark family and ask them, or someone in the grocery store to spend 3 minutes on our website using their phone and see what they say.
- Rand is more concerned, rightly, with content delivery. Getting more people to give him (and two more webmasters) more information is critical. I would like to grab an ad hoc group to map out when and what to deliver content (for a whole year!),
- Maybe run the test skeleton on our weekly email as well asking for members to give feedback until just before Thanksgiving?
- The new version would ideally be ready before the Christmas cycle - refitted WordPress site or Weebly or whatever.

Side note: - Dani Scoville, Communications Project Manager from the Diocese of California (<https://diocal.org/users/dani-scoville>) gave us an assessment report of what we are doing well and what could be improved. Take a look on next page.

My Weebly experiment is free for now and if we stay with WordPress our cost remains unchanged. (But believe Weebly is cheaper based on sally's feedback.) not certain.

**Whatever you do — LOOK at the skeleton USING YOUR PHONE** and not just laptop/desktop. Mobile orientation is critical for how we present to newcomers *70 and below* in our smartphone heavy bay area. <https://sttimsdan.Weebly.com>

Very specific feedback is helpful, and this skeleton will be our roadmap for refitting the website. Remember all the content is **not** uploaded.

# Website Review: St. Timothy's, Danville from Dani

September 12, 2019

## Keep up the good work

- Excellent quality and content of photographs on landing page
- Service times are easy to find without scrolling on landing page
- Great invitational language in description text
- Love the design of the Origins event image
- Using Way of Love and other TEC resources

## Critiques and Suggestions

- Landing page is quite busy— lots of content and an overwhelming amount of text. I'm not quite sure what the first step is to engage with this website as a visitor.
  - **Focus landing page on welcoming the newcomer with a clear sense of where to look, what to click.**
    - Suggest getting rid of three column design, and implementing one column
    - What is that first step you want a newcomer to take? Put that front and center on the landing page.
    - Physical church address was hard to find, consider making it larger and more prominent.
    - **Consider what information needs to be on the website** versus a church members portal, Facebook group, email newsletter, or church handout. While sharing a lot of information can feel like you're being invitational and communicative, for the first-time viewer, that amount of text could seem overwhelming and difficult to navigate.
    - "Move "Top Stories" to a different part of the website or off the website and into a newsletter or social media page.
  - **Consider what are the values or culture of St. Tim's you want to translate to the design of the website.** Is St. Tim's an oasis or refuge from the non-stop busy life? Then the website should similarly have a peacefulness to how the information is organized.
- Menu is busy with 25 headers. Also, language of headers is for a church member rather than a visitor.
  - **Simplify the menu, limit number of headers and consider titling headers with a visitor in mind**, rather than a church member. What would "outreach" mean to someone new? To someone not Episcopalian? To someone not from a Christian background?
  - Get rid of "Tags" – it's an effective way to find information, instead focus on the menu.
- **Branding:** I've heard such great things from Mike Oliver about how vibrant St. Tim's is, and I'd love to see that reflected in the website branding. Currently, the website colors seem out of date. I also discourage using the color beige, tends to have associations with words like boring or stuffy. Also, the logo at the top of the landing page is pixelated/blurry.

- **Social media buttons seem out of date.** The St. Tim's Twitter account hasn't been updated since May. I haven't seen Twitter be a useful resource for institutions, like churches. It's more for individuals. If your rector wanted an account, that would be more effective. I suggest closing the St. Tim's account and not having a Twitter button on your website.

## Website "Must-have" Content List

Services times listed on home page (placement should be high enough that you do not have to scroll to view).

Church address easy to find and large enough font to read on home page.

List Childcare or Sunday School information briefly on home page (If there are more details, list on Children's Ministry page).

Staff contact information. (Avoid using cell phone numbers due to cyber security reasons).

Photos: outside of church, inside of sanctuary, staff photos, and photos of the people being Church.

If the church has social media: social media buttons with up-to-date design and still link to proper pages.

"What to expect" language or brief belief statement on About page. This helps inquiring people know what to expect (like casual attire? Sunday best?) and if they are welcome.

Big event details: Ash Wednesday, Holy Week dates, Christmas, etc. Minor events are fine to have instead on Facebook, if you do not want to update your website on a week-by-week basis. But we encourage you to update each season to keep it feeling current, fresh, and still active.

Questions? Email Dani Scoville at the diocese at [danis@diocal.org](mailto:danis@diocal.org).



# St. Timothy's Children and Youth Commission Report

## September 2019

I apologize for missing a report and a meeting ... I think I am mostly healthy now and ready to help implement the programs we going to try this fall. We need to ask for help from our teens and parents to be a presence in Children's Liturgy. I have left a sign up in the Children's Liturgy room and would like to put something in 411 (Action Item). John Gerarci does an amazing job running the liturgy and we need to make sure it stays that way!

Sunday School is starting in October and we need teachers. I can't be a dedicated teacher as we are always needing LEV's and for me to be an effective LEV, I do better being in the service. I can be a substitute as needed.

Young People's moment still continues to be a very special part of the service, and with the screens and someone streaming the moment, those in the back can see the action up front. Thank you!

On my to do list

Charter

Storage for old pictures if you want them.

Blessings,

Cathy Hager

# FORMATION COMMISSION VESTRY REPORT

September 18, 2019

We continue to be looking at an on-going, primarily, first Wednesday evening of the month format. We will begin on Wednesday, October 2<sup>nd</sup> with a program presented by parishioner Suzanne Malone. She will discuss both legislation she has drafted (and gotten passed into law) and how that process can work in the furtherance of one's ministry objectives.

The next scheduled presentation (November 6) is being organized by Nora Hudson and will discuss issues of Domestic Violence and Homelessness. A key speaker will be parishioner Alison Hill.

Book Group, hosted by Sally Potts, will begin meeting on Sunday, September 22<sup>nd</sup> with a discussion of "Meet me at the Museum".

Education for Ministries has resumed for the 2019-2020 session. There are 8 students, including one from Saint Anselm's in Lafayette and one post-grad student. An email was sent to all rectors in the Deanery inviting members from their congregations to participate in our program. An offer was also made to assist in the set-up of a new EfM group in their parish. Saint Timothy's is the only EfM group meeting on this side of the hills. The only other East Bay programs are located in Berkeley and Alameda.

We have 8 students and 1 post-grad participating in EfM for 2019-2020:

Year 1 – Older Testament (2 textbooks and reading the entire Old Testament)

Eric Soderstrom

Vicki Pappas – Saint Anselm's

Year 2 – Newer Testament (1 textbook and reading the entire New Testament)

Michael Olden

Year 3 – Church History (1,184-page textbook)

Chris Mouser

Elyse Perry Mouser

Peg Miller (for the 2<sup>nd</sup> time)

Year 4 – Ethics, Philosophy and Vocation (4 textbooks)

Jan Mahoney

Steve Lane

Grad - Auditing as a 5<sup>th</sup> Year (designing his own course of study)

Don Perry

For the second year, in the 11 years I have mentored the program, there are an equal number of men and women participating.

Pastor Todd will not be holding classes for Sunday Adult Education.

Lisa Guevara Perry  
Formation Commissioner

**VESTRY REPORT FOR THE PROPERTY COMMISSION FOR THE SEPTEMBER 2019 VESTRY MEETING**

**From:** tillerman-tom@sbcglobal.net <tillerman-tom@sbcglobal.net>

**Date:** Fri, Sep 13, 2019 at 3:53 PM

**To:** sallyspotts@gmail.com

Hi Sally,

Property commission report:

The following items have been accomplished over the past month.

- Ackerman main bathroom has been completed.
- The upstairs Ackerman bathroom will be starting Monday.
- An anonymous donor has donated 5 thousand dollars to help us in the competition of this bathroom.
- The updated Sunday school room has been completed and carpeting added. ( I'm still working on getting the heater covers finished. 40 years of paint doesn't come off to easily).
- The roofing project for the parish hall, and breeze way will be starting on Tuesday, due to the threat of rain Monday.

Bev will be getting bids from Fidelity roofing on the area above the office that leaks every year.

Thanks,

Tom

Sent from my iPhone

09/12/19

**Noah's Ark Preschool  
Balance Sheet 2019  
As of June 30, 2019**

	Jun 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Heritage Bank - Cking	43,775.22
Heritage Bank - Savings	71,447.99
Gift Cards	905.54
Total Checking/Savings	116,128.75
Total Current Assets	116,128.75
Fixed Assets	
Portable AC Unit	1,247.00
Total Fixed Assets	1,247.00
Other Assets	
Storage Shed	2,403.74
Total Other Assets	2,403.74
<b>TOTAL ASSETS</b>	<b>119,779.49</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Fundraising	
Fundraising Donations	7,303.01
Total Fundraising	7,303.01
Prepaid Tuition 2020	15,815.00
Total Other Current Liabilities	23,118.01
Total Current Liabilities	23,118.01
Total Liabilities	23,118.01
Equity	
Capital	98,094.85
Scholarship Fund	267.00
Net Income	-1,700.37
Total Equity	96,661.48
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>119,779.49</b>

Page 1

**Noah's Ark Preschool**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through June 2019

09/12/19

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Tuition 2018/2019	216,712.50	188,640.00	28,072.50	114.9%
Registration 2019/2020	1,275.00	1,425.00	-150.00	89.5%
Registration 2018/2019	745.00			
Enrichment/Lunch Bunch	13,681.50	8,400.00	5,281.50	162.9%
Other Income	544.24	1,500.00	-955.76	36.3%
<b>Total Income</b>	<b>232,958.24</b>	<b>199,965.00</b>	<b>32,993.24</b>	<b>116.5%</b>
<b>Expense</b>				
<b>Payroll</b>				
Salary	174,883.64	181,149.62	-6,265.98	96.5%
Benefits	3,555.42	3,200.47	354.95	111.1%
Pension	10,508.24	13,000.45	-2,492.21	80.8%
Taxes	13,049.54	13,391.03	-341.49	97.4%
<b>Total Payroll</b>	<b>201,996.84</b>	<b>210,741.57</b>	<b>-8,744.73</b>	<b>95.9%</b>
<b>Administration</b>				
Administrative Fee (8.5%)	17,906.56	16,034.40	1,872.16	111.7%
Advertising	355.00	300.00	55.00	118.3%
Licenses	484.00	800.00	-316.00	60.5%
Office Supplies	926.90	1,000.00	-73.10	92.7%
Payroll Check Charge	1,669.00	1,000.00	669.00	166.9%
Phone	1,117.67	1,320.00	-202.33	84.7%
Misc Admin	396.73	500.00	-103.27	79.3%
<b>Total Administration</b>	<b>22,855.86</b>	<b>20,954.40</b>	<b>1,901.46</b>	<b>109.1%</b>
<b>Insurance</b>	<b>2,888.33</b>	<b>3,850.00</b>	<b>-961.67</b>	<b>75.0%</b>
<b>Program Supplies</b>				
Books	402.81			
Cooking	156.68			
Photo Processing	202.74			
Project Supplies	795.47			
Special Events/Holidays	785.90			
Misc Program	492.88			
Other	0.00	4,600.00	-4,600.00	0.0%
<b>Total Program Supplies</b>	<b>2,836.48</b>	<b>4,600.00</b>	<b>-1,763.52</b>	<b>61.7%</b>
<b>Staff Development</b>				
Books	64.65			
In-Service	1,281.22			
Other	102.00			
Staff Development - Other	0.00	1,600.00	-1,600.00	0.0%
<b>Total Staff Development</b>	<b>1,447.87</b>	<b>1,600.00</b>	<b>-152.13</b>	<b>90.5%</b>
<b>Snack &amp; Kitchen Supplies</b>				
Cleaning Supplies	56.93			
Snack Food	1,190.76			
Misc Snack & Kitchen Supplies	400.51			
Snack & Kitchen Supplies - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total Snack &amp; Kitchen Supplies</b>	<b>1,648.20</b>	<b>1,500.00</b>	<b>148.20</b>	<b>109.9%</b>
<b>Staff Social Functions</b>	<b>304.18</b>	<b>600.00</b>	<b>-295.82</b>	<b>50.7%</b>
<b>Misc Expenses</b>	<b>680.85</b>	<b>500.00</b>	<b>180.85</b>	<b>136.2%</b>
<b>Total Expense</b>	<b>234,658.61</b>	<b>244,345.97</b>	<b>-9,687.36</b>	<b>96.0%</b>
<b>Net Income</b>	<b>-1,700.37</b>	<b>-44,380.97</b>	<b>42,680.60</b>	<b>3.8%</b>

**ST. TIMOTHY'S EPISCOPAL CHURCH**  
**PROCESS FOR 2020 BUDGET PREPARATION**  
**9/1/19**

**Dear Commissioners:**

It is time to start the process to estimate our resources and needs to carry out God's work at St. Timothy's in 2020. Your role in this process is to evaluate what funds are needed to carry out your commissions(s) programs and activities in 2020. I would strongly encourage you to also include Committee Chairs, Program Directors, staff (volunteer and paid) and anyone else involved with your commission(s) in this activity, to help develop the most complete and accurate picture our resources and needs for next year.

**Budget Process and Schedule**

Our budget process provides an opportunity to present funding requests with options for what can be considered for reduction, if sufficient funds are not available, and what activities could be added, if extra funds are available. Please identify, for each of your funding requests, the benefit of increasing an activity and/or explain the consequence if a reduction is needed. Our 2020 budget preparation schedule is:

- 9/1 - budget preparation information sent to Vestry members.
- 11/1 - budget requests due to the treasurer.
- 11/13 - budget reviewed by the Finance Committee
- 11/20 - budget update presented to the Vestry FYI.
- 12/11 - budget reviewed by the Finance Committee.
- 12/18 - budget presented to the Vestry for initial approval.
- 1/15 – budget (with final pledge income) presented to the Vestry for final approval.

**Budget Preparation Information/Tools**

- **Monthly transaction report** - During the past year, all Commissioners should have received monthly transaction reports for any 2019 budget items they were responsible for. These reports show you what expenditures have been made for each budget item that you are responsible for so that you can better understand what is spent versus what was budgeted. If there are budget items that you have not been receiving transaction reports for but need to prepare your 2020 budget request, please email our bookkeeper ([bookkeeper@sainttimothysdanville.org](mailto:bookkeeper@sainttimothysdanville.org)) and Liz will generate the reports for you. Please use these reports to help develop your 2020 funding request.
- **Budget Actual Amounts Spent** - This email also included a worksheet that shows how much money was actually spent, for each budget item in 2017 and 2018 and how much has been spent through July of this year, for the same items. This worksheet should help you understand historical funding needs for your areas and any trends in funding needs. I will distribute an

updated version of this report, after we close the church's books, for August, September, October and November. **Most importantly, this worksheet identifies who I believe is responsible for providing budget information for each line of our 2020 budget and who I am expecting a funding request from for each line. If you have a correction to this information, please see me. Otherwise please take ownership for every budget item that has your name next to it.**

- **Budget Request Form** – Finally, this email includes a form to submit your 2020 budget requests for funding consideration. Please complete a form for each budget item that you are requesting funding for. This form has 3 sections and it is important to complete each. The portion that asks what would be eliminated, if sufficient funds are not available, is very important. Please be as specific as possible so your request can be evaluated as fairly as possible versus other programs and activities if funding requests need to be reduced. If there are not sufficient funds, it is important to know the consequences of each activity funding request that is not included in the budget or not at the level requested.
  - Base request – enter and prioritize funding required to meet expected program obligations; submit as a list of the base program activities and their estimated costs.
  - Less than base budget – identify and prioritize what can be considered for reduced funding if sufficient funds are not available and detail the consequence(s) of reducing funding.
  - More than base budget – identify and prioritize programs that would be included if extra funds are available and detail the benefit(s) of including each.

**Please return completed forms to me no later than November 1<sup>th</sup>.** Requests will be reviewed by the Finance Committee while putting together our 2020 budget. If you have questions or are not able to meet this schedule, please contact me as early as possible at: [nkmats@aol.com](mailto:nkmats@aol.com) or (925) 838-1617. In addition, you may also contact any member of the Finance Committee for questions or assistance.

Members are:

Ken Anderson  
Dick Firth  
John Jess  
Tom Linari  
Charlie Wills

Thank you in advance for your time and effort with this important task,

Neal Matsunaga  
Treasurer





**SECURITY WARNING** Automatic update of links has been disabled Enable Content

		SOURCE	2017 Actuals	2018 Actuals	2019 Budget	2019 Actuals YTD July	2020 Proposed Budget	CUT	ADD	NOTES
1										
2										
3	<b>Income</b>									
4	40000 · Donations									
5	41000 · Pledge Income									
6	41100 · Current Year Pledges	Carns	596,814	560,856	565,665	352,485				
7	41120 · Prepaid Pledges Rec'd 2019	Carns	43,851	91,801	42,751	41,126				
8	41300 · Prior Year Pledges Rec'd late	Carns		3,330		3,092				
9	<b>Total</b>		640,665	655,986	608,416	396,703	0			
10	<b>Total 41000 · Pledge Income</b>		640,665	655,986	608,416	396,703	0			
11										
12	42000 · Plate Offering									
13	42100 · Loose Plate	Matsunaga	9,484	8,401	10,600.00	4,792.45				
14	42101 · 1st Sunday Clergy Disc			2,280						
15	42150 · Contributing Income	Matsunaga	82,021	40,430	91,000	21,221				
16	<b>Total 42000 · Plate Offering</b>		91,505	51,110	101,600	26,013	0			
17										
18	43000 · Special Gifts	Matsunaga	3,988	1,848	0	2,105				
19										
20	44000 · Operating Support									
21	44200 · Facilities Cost Sharing	Matsunaga	24,995	23,217	23,933	16,685				
22	44300 · Flower Donations	Clark, Fletcher	4,487	4,510	4,500	587				
23	<b>Total 44000 · Operating Support</b>		29,482	27,727	28,433	17,272	0			
24										
25	45000 · Other Income	Matsunaga								
26	45100 · eScript Remittance	Matsunaga	10	-10	0	2				
27	45200 · Amazon Smile	Matsunaga	23	4	0	43				
28	45300 · Interest Income	Matsunaga	369	283	280	189				
29	45400 · Miscellaneous Income	Matsunaga	68	77	70	108				
30	<b>Total 45000 · Other Income</b>		470	354	350	342	0			
31										
32	<b>Total Income</b>		766,110	737,024	738,799	442,435	0			

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						SOURCE		2017 Actuals	2018 Actuals	2019 Budget	2019 Actuals YTD July	2020 Proposed Budget		CUT	ADD		NOTES	
34					<b>Expense</b>													
35					60000 · Operating Expenses													
36					61000 · Diocesan Assessment	Matsunaga		123,337	93,793	\$111,559	\$62,602	\$111,559						
37																		
38					62000 · Personnel Expense													
39					62100 · Clergy Compensation	Matsunaga												
40					62110 · Rector	Matsunaga		31,875	88,667	92,290	53,836							
41					62120 · Associate Rector	Matsunaga		67,073	71,173	74,537	43,480							
42					62198 · Clergy Pension Premiums	Matsunaga		30,486	32,545	36,110	21,526							
43					62199 · Clergy Benefits & Insurance	Matsunaga		13,843	26,770	28,633	17,225							
44					Total 62100 · Clergy Compensation			143,278	219,155	231,570	136,067	0						
45					62200 · Lay Staff Compensation													
46					62202 · Music Director	Matsunaga		35,500	37,213	38,901	22,692							
47					62203 · Office Manager	Matsunaga		32,359	23,088	24,960	8,278							
48					62213 · Office Temp Help	Matsunaga			5,654	873	4,953							
49					62204 · Bookkeeper	Matsunaga		25,648	26,589	27,715	16,167							
50					62205 · Childcare Assistant	Matsunaga		2,614	2,452	2,920	1,293							
51					62296 · Lay Payroll Taxes	Matsunaga				7,296	3,366							
52					62297 · Lay Pension Premiums	Matsunaga		2,672	3,445	5,747	1,736							
53					62298 · Lay Benefits & Insurance	Matsunaga		1,090	2,363	1,051	2,504							
54					62299 · Lay Pension Reimbrsmnt Noah's	Matsunaga			2,035		0							
55					Total 62200 · Lay Staff Compensation			99,882	102,840	109,463	60,989	0						
56					62300 · Workers Compensation Insurance	Matsunaga		531	295	325	989							
57					62400 · Payroll Processing	Matsunaga		7,656	7,344	1,008	546							
58					62500 · Contractors (1099)													
59					62501 · Musicians	Fletcher		13,603	15,078									
60					62511 - Paid Musicians	Clark, Fletcher				10,700	7,675							
61					62512 - Supply Musicians	Clark, Fletcher				2,300	405							
62					62504 · Landscaping	Linari		23,598	23,448	24,210	14,119							
63					62505 · Janitorial Services	Linari		27,425	27,850	28,600	16,500							
64					Total 62500 · Contractors (1099)			64,626	66,376	65,810	38,699	0						

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
						SOURCE		2017 Actuals	2018 Actuals	2019 Budget	2019 Actuals YTD July	2020 Proposed Budget		CUT	ADD		NOTES	
1																		
65					62600 - Staff Allowances													
66					62601 - Continuing Education	Matsunaga		1,094	1,064	1,200	574							
67					62602 - Travel	Matsunaga		1,640	589	600	134							
68					62603 - Clergy Hospitality	Matsunaga		2,130	2,187	2,100	915							
69					62604 - Clergy Discretionary Fund	Matsunaga		450	350	1,000	165							
70					Total 62600 - Staff Allowances			5,314	4,190	4,900	1,788	0						
71					Total 62000 - Personnel Expense			321,288	400,200	413,076	239,078	0						
72																		
73					63100 - Altar Guild	Clark, Fletcher												
74					63101 - Candles and Wine	Clark, Fletcher		1,900	2,701	2,950	1,143							
75					63102 - Flower Expense	Clark, Fletcher		3,239	3,021	3,220	2,145							
76					63103 - Laundry Services	Clark, Fletcher		0	87	95	0							
77					63105 - All Other Altar Guild Expenses	Clark, Fletcher		708	942	350	105							
78					Total 63100 - Altar Guild			5,846	6,752	6,615	3,393	0						
79																		
80					63200 - Music - Darita Seth	Clark, Fletcher												
81					63201 - Music Donations & Disbursements	Clark, Fletcher		-1,000		0								
82					63205 - Music Expenses	Clark, Fletcher		3,231	1,765									
83					63215 - Professional Expenses	Clark, Fletcher				1,300	713							
84					63216 - Music Hospitality	Clark, Fletcher				500	346							
85					63206 - Musical Equipment R&M	Clark, Fletcher		1,077	317	350	60							
86					Total 63200 - Music			3,307	2,083	2,150	1,118	0						
87																		

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						SOURCE		2017 Actuals	2018 Actuals	2019 Budget	2019 Actuals YTD July	2020 Proposed Budget				CUT	ADD	NOTES
1																		
88					63300 · Christian Formation	Perry												
89					63301 - EFM	Perry		0	618	800	0							
90					63302 - Adult Education	Perry		1,335	730	1,000	645							
91					63303 - Lenten Series	Perry		318	544	500	0							
92					63304 - Activity Support	Perry		0	413									
93					Total 63300 · Christian Formation			1,653	2,305	2,300	645	0						
94																		
95					63350 -Children & Youth Ministry	Hager												
96					63351 - Family Ministries	Hager		556	385	1,300	358							
97					63352 -Youth Ministries	Hager		286	1,754	2,000	437							
98					63353 · Acolytes	Hager		40	246									
99					Total 63350 -Children & Youth Ministry			882	2,386	3,300	794	0						
100																		
101					64000 · Worship & Liturgy													
102					64108 · Liturgical Art	Clark, Fletcher		0	0	0	109							
103					64150 · Miscellaneous Worship	Clark, Fletcher		787	879	500	119							
104					Total 64000 · Worship & Liturgy			787	879	500	228	0						
105																		
106					64500 · Fellowship													
107					64501 · Sunday Coffee & Supplies	Olden		1,526	1,523	1,500	383							
108					64502 · Parish Events - Connect	Olden		504	1,089	1,300	261							
109					64503 · Reception Expense	Olden		24	1,202	1,200	338							
110					64504 · Greeters - Welcome	Olden		240	536	100	0							
111					64505 · Invites	Olden		1,210	179	400	0							
112					64506 · Vestry Expenses	Olden		736	210	230	100							
113					64508 - NEW (New Episcopal Women)	Olden			733	800	0							
114					64599 - Coffee Hour Donations	Olden			-221	0	0							
115					Total 64500 · Fellowship			4,240	5,251	5,530	1,082	0						
116																		

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
						SOURCE		2017 Actuals		2018 Actuals		2019 Budget	2019 Actuals YTD July	2020 Proposed Budget		CUT	ADD		NOTES	
117					65000 · Administrative															
118					65100 · Office Supplies	Doolittle		2,841		2,447		1,500	817							
119					65101 · Paper	Doolittle		3,603		2,225		4,000	1,922							
120					65102 · Advertising	Doolittle		633		329		300	80							
121					65103 · Software	Doolittle		1,841		1,251		2,000	808							
122					65105 · Phone & Internet	Doolittle		5,227		5,519		4,500	2,841							
123					65106 · Miscellaneous Administration	Doolittle				0		600	550							
124					65200 · Equipment	Doolittle														
125					65201 · Hardware	Doolittle		66		1,412		800	530							
126					65202 · Copiers	Doolittle		18,183		19,648		20,000	10,141							
127					65203 · Other Equipment R&D	Doolittle		0		369		500	0							
128					Total 65200 · Equipment			18,249		21,430		21,300	10,671	0						
129					65300 · Postage	Doolittle														
130					65301 · Meter	Doolittle		5,564		530		900	836							
131					65302 · Other Postage	Doolittle		200		100		200	39							
132					65303 · Meter Lease	Doolittle				2,512		2,600	2,358							
133					Total 65300 · Postage			5,764		3,142		3,700	3,233	0						
134					Total 65000 · Administrative			38,157		36,342		37,900	20,922	0						
135																				
136					66000 · Facilities															
137					66100 · Campus Maintenance	Linari		15,115		32,377		35,000	19,608							
138					66110 · Rectory Maintenance	Linari														
139					66111 · Insurance	Linari		536		482		650	462							
140					66112 · Landscaping	Linari		1,350		3,990		4,000	1,890							
141					66113 · Pool	Linari		2,379		1,680		1,700	3,159							
142					66116 · Maintenance	Linari		765		2,827		3,000	4,565							
143					66110 - Rectory Maintenance Other	Linari														
144					Total 66110 · Rectory Maintenance			5,030		8,979		9,350	10,076	0						
145					66120 · Services	Linari														
146					66121 · Elevator, Fire & Burglar Alarm	Linari		4,672		5,613		5,000	4,188							
147					66122 · Other Services	Linari		6,724		5,781		6,000	0							
148					Total 66120 · Services			11,396		11,393		11,000	4,188	0						
149					66130 · Facilities Supplies	Linari		2,807		2,746		3,000	1,192							
150					66140 · Utilities	Linari														
151					66141 · EBMUD	Linari		17,201		20,928		21,000	4,364							
152					66142 · Garbage	Linari		7,415		7,573		7,500	4,527							
153					66143 · PG&E Gas	Linari		4,727		4,694		4,500	3,723							
154					66144 · PG&E Electrical	Linari		11,506		12,330		12,000	7,408							
155					66145 · PG&E Loan	Matsunaga		8,666		7,435		8,111	4,731							
156					Total 66140 · Utilities			49,516		52,959		53,111	24,753	0						
157					Total 66000 · Facilities			83,864		108,454		111,461	59,816	0						

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						SOURCE		2017 Actuals	2018 Actuals	2019 Budget	2019 Actuals YTD July	2020 Proposed Budget		CUT	ADD		NOTES	
158																		
159					67000 · Finance													
160					67050 · Stewardship	?		1,955	2,512	2,000	0							
161					67100 · Benevity Fees	Matsunaga		178	171	190	73							
162					67101 · Banking Charges	Matsunaga		1,030	1,902	1,800	640							
163					67102 - LOC Interest				57									
164					67103 · Corporate Fees & Expenses	Matsunaga		1,052	139	1,000	60							
165					67104 · Property & Liability Insurance	Linari		19,957	26,723	29,700	22,251							
166					67106 · Property Taxes	Matsunaga		8,346	1,409									
167					67117 - Church Property Tax	Matsunaga				5,573	0							
168					67118 - Rectory Property Tax	Matsunaga				1,038	514							
169					Total 67000 · Finance			32,517	32,914	41,301	23,538	0						
170																		
171					68000 · Budgeted Outreach													
172					68002 · Budgeted Outreach	Matsunaga		7,300	15,000	15,000	8,750							
173					68003 · Schools & Interfaith Council	Hill		2,700	3,000	3,000	1,750							
174					Total 68000 · Budgeted Outreach			10,000	18,000	18,000	10,500	0						
175																		
176					69001 · Contingency	Matsunaga		488	1,688	12,000	806							
177					69002 - YE Reserve Funds	Matsunaga			25,977									
178																		
179					<b>Total Expense</b>			<b>626,366</b>	<b>737,024</b>	<b>765,693</b>	<b>424,522</b>	<b>111,559</b>						
180					<b>Projected Surplus/Loss</b>				<b>0</b>	<b>-26,894</b>	<b>17,912</b>	<b>-111,559</b>						
181																		