

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday August 19, 2020 – 6:30 pm - Zoom

Update Date: 8/27/2020

SUMMARY:

MOTIONS:

MOTION: Vestry approves changing the current church insurance to enable coverage of the new live-stream equipment under our current property and liability policy. Passed unanimously.

MOTION: The vestry accepts the proposed gift by an anonymous donor of approximately \$65,400 to continue the renovations of the parish hall. Passed unanimously.

MOTION: Approve the minutes of the 3 vestry meetings in June, July and early August, the treasurer's report and documents and the reports submitted by the Rector, Worship Commission and the Property Commission. Passed

ACTION ITEMS:

- Vestry will again call parish members listed in the parish directory using the page list from the Vestry Clerk.

Attendees: Nancy Arroyoavila, Rev. Todd Bryant, Linda Clark, Rayne Devlin, Kari Doolittle, Dick Firth, Rev. Susan Geissler-O'Neil, Alison Hill, Tom Linari, Neal Matsunaga, Scott MacDougall, Trudy Macmillan, Sally Shea Potts

Absent: Steve Hedden, Mike Olden

1. **Opening Prayer** – Pastor Todd

2. **Review and Confirm Agenda**

3. **Introduction of Guests** – There were no guests at the meeting

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

a. **MOTION** proposed, seconded and passed unanimously to approve the:

- Minutes from the June 17, July 20 and August 5, 2020 vestry meetings
- Treasurers report through July 31, 2020, Balance Sheets through June 30 and July 31, 2020 and P&L reports through June 30 and July 31, 2020
- The reports received from the Rector, Worship Commission and the Property Commission

5. Summary of **Treasurer's** report – Neal Matsunaga

- Pledge Income through the end of July is under the expected amount by \$26,000. As of July 31, there were 12 families who had not made any payments. 3 of those families have now made payments. If these families had paid their pledges, the income would be under by about \$2,500.
- Expenses through the end of July are under by \$41,000.
- Neither of these numbers include PPP money. The PPP money has now been added to the budget record-keeping.
- Additional information can be found in the full Treasurer's report attached to these minutes

6. **Non-Recurring Action Items**

a. **Insurance change to cover Live-Stream equipment** (Neal Matsunaga)

Finance Committee recommends that the church modify their insurance to add coverage for the livestream equipment to the current property & liability policy, which will likely result in an increased premium. The cost would be about \$100.

MOTION: Vestry approves changing the current church insurance to enable coverage of the new live-stream equipment under our current property and liability policy. Passed unanimously.

b. **Gift to continue Parish Hall renovations**(Neal Matsunaga)

An Anonymous donor has expressed a desire to make a designated donation of about \$65,400 for additional parish hall renovation work. They are pleased with work done so far and would like to see renovation work completed. Estimated amount needed, that was shared with them, was based on:

\$35,000 redo floors (maybe stage carpet too?)
\$ 8,500 160 chairs
\$ 2,100 21 rectangular tables
\$ 4,800 24 round tables
\$10,000 replace doors
\$ 5,000 sound baffles
\$65,400 Total estimate that was shared with donor

Neal recommends that Vestry accept this designated gift.

MOTION: The vestry accepts the proposed gift by an anonymous donor of approximately \$65,400 to continue the renovations of the parish hall. Passed unanimously.

7. **Discussion Items**

a. **Parish Calling – Trudy MacMillan, Dick Firth**

- Would like to have the vestry continue to call the parishioners
- Please let Trudy know if you prefer not to make calls
- Please call you same people
- Dick Firth will call the Popes and the Thatcher's
- Sally will resend the assigned pages for calling using the February 2020 directory.
- Parish Soft may have phone numbers that are NOT in the directory
- Pastor Todd: THANK YOU. 2 distinct communities – older – isolated, missing community; younger: overwhelmed with stuff

b. Outreach – Alison Hill – FOTH 2020 Re-imagined has raised \$43,000+ to date

- **Todd** wants something for next week’s announcements.

8. FYI

a. Election Update – Kari Doolittle

- There will be voting on-site on election day. Looking for younger poll workers
- We will be allowed to 18 – 20 people in the Parish Hall at a time inside
- There will be early voting
- There may be drive through drop-off of ballots

b. Pastor Todd – Really grateful for all the efforts of the vestry and committees

c. Noah’s Ark – Rayne Devlin, Neal Matsunaga, Pastor Todd

- Wants to ask the parish for help with supplies
- Noah’s Ark will be using the Parish Hall for check in. Kari Doolittle and Bev are working on coordination.
- Enrollment seems to be down a little
- 2 other major area pre-schools have closed
- Possibility to look at credentialing the whole campus for the pre-school

9. Closing Prayer – Trudy MacMillan

Next Tidings Deadline – Tuesday, August 25, 2020
Next Regular Vestry Meeting – Wednesday, September 16, 2020

St Timothy's Calendar for Vestry as of 08/19/2020

Date	Event
Tuesday, August 25	Tidings Deadline
Sunday, September 6 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Wednesday, September 16 – 6:30 pm - Zoom	Vestry Meeting
Sunday, September 20 - 2 – 4 pm – Front Parking Lot	Food Drive for Monument Crisis Center
Sunday, September 20 – 10:00 AM	WELCOME HOME - TENTATIVE
Friday, September 25	Tidings Deadline

Submitted by Sally Shea Potts, Vestry Clerk

Treasurer's Report

August 19, 2020

Financial Highlights

- Financial results through July are positive overall though slightly negative in terms of income. There is an underrun in Pledge Income due mainly to pledges that have not made any payments to date and an underrun in Expenses reflecting a decrease in expenses due to shelter in place rules.
- Pledge income in our approved budget for 2020 is based on 159 pledges and includes an assumption that at least 6 additional pledges for at least \$13,400 will be received. As of the end of July, 3 additional pledges for \$1,980 have been received. Our budget included a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and a projected deficit of \$45,034). The hope was that additional new pledges would be received during this year, as in 2019, to help close the deficit.
- 12 pledges for \$40,000 have not made any payments yet in 2020. Last month this number was 13 pledges for \$40,200.
- 30 pledges are paid in full for \$135,751. Last month it was 28 for \$133,051.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$384,196	\$358,294	\$(25,902)
Other Income	\$ 40,690	\$ 40,679	\$(11)
Expenses	\$451,621	\$410,412	\$ 41,209
Net Income	\$ (26,735)	\$(11,439)	

Income

The Pledge Income difference reflects about \$23,333 for pledges that have not made any payments yet through the first 7 months of 2020. Had this money been received our pledge income would have been about \$2,569 under budget through July.

Other Income difference due to:

Loose Plate \$(4,180) and Facilities Cost Sharing \$(2,935) under budget offset by Contributing Income about \$7,440 above budget due primarily to two large gifts several months ago.

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

Personnel expenses \$15,391 under budget

Altar Guild expenses \$1,549 under budget

Children & Youth Ministry expenses \$2,016 under budget.

Fellowship expenses \$1,910 under budget.

Administrative expenses \$4,519 under budget.

Facilities expenses \$11,179 under budget due to campus and rectory maintenance being under budget offset by utilities being over budget. Utilities over budget was due to an extended, undetected leak in the water pipe to Grace House \$(832).

Finance expenses \$786 under budget due to timing of stewardship expenses \$(1,400) and timing of payment for campus property taxes \$(5017) offset by timing of payment of property & liability insurance premiums \$5,017.

Contingency expenses \$2,572 under budget.

Action Items

- Finance recommendation for church insurance change to add livestream equipment to property & liability policy, which will likely result in an increased premium.
- Anonymous donor has expressed a desire to possibly make a designated donation of about \$65,400 for additional parish hall renovation work. They are very pleased with work done so far and would like to see renovation work completed. Estimated amount needed, that was shared with them, was based on:
 - \$35,000 redo floors (maybe stage carpet too?)
 - \$ 8,500 160 chairs
 - \$ 2,100 21 rectangular tables
 - \$ 4,800 24 round tables
 - \$10,000 replace doors
 - \$ 5,000 sound baffles
 - \$65,400 Total estimate that was shared with donor

Recommend that Vestry accept this designated gift.

Other Status

- Church bookkeeper will start reviewing retained records for destruction. Will follow Vestry approved St. Timothy's record retention policy.
- Transferred PPP loan funds from church money market account to church and preschool checking accounts on 8/5:
 - \$73,329.45 church
 - \$38130.55 preschool
 - \$111,460.00 total PPP loan
- Livestream capital fund drive through 8/11
 - 60 donors have made commitments
 - Totaling \$61,005
 - Have received \$46,100
 - 14 donors still to complete their commitments

Neal Matsunaga

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2020



	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	37,083.73	36,818.85	264.88	100.7%
41100 - Current Year Pledges	351,900.68	347,376.75	4,523.93	101.3%
41300 - Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
Total 41000 - Pledge Income	390,819.41	384,195.60	6,623.81	101.7%
42000 - Plate Offering				
42100 - Loose Plate	2,120.38	6,300.00	-4,179.62	33.7%
42150 - Contributing Income	26,284.57	18,841.65	7,442.92	139.5%
Total 42000 - Plate Offering	28,404.95	25,141.65	3,263.30	113.0%
43000 - Special Gifts	100.00	0.00	100.00	100.0%
44000 - Operating Support				
44200 - Facilities Cost Sharing	10,843.27	13,778.00	-2,934.73	78.7%
44300 - Flower Donations	1,026.05	1,458.35	-432.30	70.4%
Total 44000 - Operating Support	11,869.32	15,236.35	-3,367.03	77.9%
45000 - Other Income				
45100 - eScrip Remittance	0.81	0.00	0.81	100.0%
45200 - Amazon Smile	46.05	0.00	46.05	100.0%
45300 - Interest Income	173.13	160.40	12.73	107.9%
45400 - Miscellaneous Income	85.00	151.65	-66.65	56.1%
Total 45000 - Other Income	304.99	312.05	-7.06	97.7%
Total 40000 - Donations	431,498.67	424,885.65	6,613.02	101.6%
Total Income	431,498.67	424,885.65	6,613.02	101.6%
Gross Profit	431,498.67	424,885.65	6,613.02	101.6%
Expense				
66900 - Reconciliation Discrepancies	0.00			
60000 - Operating Expenses				
61000 - Diocesan Assessment	64,902.39	64,902.25	0.14	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	55,565.50	55,569.00	6.50	100.0%
62120 - Associate Rector	45,613.74	45,617.85	-4.11	100.0%
62130 - Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 - Clergy Pension Premiums	21,212.03	21,851.65	-639.62	97.1%
62199 - Clergy Benefits & Insurance	18,322.99	17,807.40	515.59	102.9%
Total 62100 - Clergy Compensation	140,714.26	140,835.90	-121.64	99.9%
62200 - Lay Staff Compensation				
62201 - Family Minister	0.00	0.00	0.00	0.0%
62202 - Music Director	24,316.22	23,418.50	897.72	103.8%
62203 - Office Manager	11,726.78	11,896.50	-169.72	98.6%
62213 - Office Staff-Temporary Help	0.00	525.60	-525.60	0.0%
62204 - Bookkeeper	7,170.00	12,133.35	-4,963.35	59.1%
62205 - Childcare Assistant	393.49	1,752.90	-1,359.41	22.4%
62296 - Lay Payroll Taxes	2,847.62	3,803.90	-956.28	74.9%
62297 - Lay Pension Premiums	2,363.72	3,178.60	-814.88	74.4%
62299 - Pension Reimbramnt Noah's Ark	-87.84	0.00	-87.84	100.0%
62298 - Lay Benefits & Insurance	452.13	3,700.10	-3,247.97	12.2%
Total 62200 - Lay Staff Compensation	49,182.12	60,409.45	-11,227.33	81.4%
62300 - Workers Compensation Insurance	810.00	700.00	110.00	115.7%
62400 - Payroll Processing Fees	469.00	588.00	-119.00	79.8%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	5,650.00	7,291.65	-1,641.65	77.5%

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
62512 - Supply Musicians	250.00	1,341.65	-1,091.65	18.6%
Total 62501 - Musicians	5,900.00	8,633.30	-2,733.30	68.3%
62504 - Landscaping	13,653.54	14,122.50	-468.96	96.7%
62505 - Janitorial Services	16,875.00	16,800.00	75.00	100.4%
Total 62500 - Contractors (1099)	36,428.54	39,555.80	-3,127.26	92.1%
62600 - Staff Allowances				
62601 - Continuing Education	447.78	1,166.65	-718.87	38.4%
62602 - Travel	620.12	350.00	270.12	177.2%
62603 - Clergy Hospitality	520.10	1,050.00	-529.90	49.5%
62604 - Clergy Discretionary Fund	247.96	175.00	72.96	141.7%
Total 62600 - Staff Allowances	1,835.96	2,741.65	-905.69	67.0%
Total 62000 - Personnel Expense	229,439.88	244,830.80	-15,390.92	93.7%
63100 - Altar Guild				
63101 - Candles and Wine	514.26	1,720.85	-1,206.59	29.9%
63102 - Flower Expense	1,610.59	1,878.35	-267.76	85.7%
63103 - Laundry Services	0.00	46.65	-46.65	0.0%
63105 - All Other Altar Guild Expenses	113.92	204.15	-90.23	55.8%
63100 - Altar Guild - Other	61.82			
Total 63100 - Altar Guild	2,300.59	3,850.00	-1,549.41	59.8%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	0.00	758.35	-758.35	0.0%
63216 - Music Hospitality	0.00	291.65	-291.65	0.0%
63205 - Music Expenses - Other	951.07			
Total 63205 - Music Expenses	951.07	1,050.00	-98.93	90.6%
63206 - Musical Equipment R&M	260.00	408.35	-148.35	63.7%
Total 63200 - Music	1,211.07	1,458.35	-247.28	83.0%
63300 - Christian Formation				
63301 - EFM	0.00	291.65	-291.65	0.0%
63302 - Adult Education	87.00	583.35	-496.35	14.9%
63303 - Lenten Series	406.80	175.00	231.80	232.5%
63304 - Activity Support	0.00	0.00	0.00	0.0%
Total 63300 - Christian Formation	493.80	1,050.00	-556.20	47.0%
63350 - Children & Youth Ministry				
63351 - Family Ministries	83.92	758.35	-674.43	11.1%
63352 - Youth Ministries	0.00	1,166.65	-1,166.65	0.0%
63353 - Acolytes	0.00	175.00	-175.00	0.0%
Total 63350 - Children & Youth Ministry	83.92	2,100.00	-2,016.08	4.0%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	175.00	-175.00	0.0%
64150 - Miscellaneous Worship	275.37	291.65	-16.28	94.4%
Total 64000 - Worship & Liturgy	275.37	466.65	-191.28	59.0%
64250 - Pastoral Care	0.00	291.65	-291.65	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	367.97	758.35	-390.38	48.5%
64502 - Parish Events-Connect	0.00	466.65	-466.65	0.0%
64503 - Reception Expense	0.00	466.65	-466.65	0.0%
64504 - Greeters-Welcome	76.00	291.65	-215.65	26.1%
64505 - Invites	0.00	116.65	-116.65	0.0%
64506 - Vestry Expenses	95.99	58.35	37.64	164.5%
64508 - NEW (New Episcopal Women)	0.00	291.65	-291.65	0.0%

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

January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
64599 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 64500 - Fellowship	539.96	2,449.95	-1,909.99	22.0%
65000 - Administrative				
65100 - Office Supplies	582.81	1,166.65	-583.84	50.0%
65101 - Paper	911.02	2,158.35	-1,247.33	42.2%
65102 - Advertising	575.90	350.00	225.90	164.5%
65103 - Software	809.82	1,166.65	-356.83	69.4%
65105 - Phone & Internet	3,351.62	3,231.65	119.97	103.7%
65106 - Misc Administration	0.00	350.00	-350.00	0.0%
65200 - Equipment				
65204 - Risograph Copier	0.00	2,566.65	-2,566.65	0.0%
65201 - Hardware	748.86	408.35	340.51	183.4%
65202 - Ricoh Copier	8,153.97	9,100.00	-946.03	89.6%
65203 - Other Equipment R&D	500.00	291.65	208.35	171.4%
Total 65200 - Equipment	9,402.83	12,366.65	-2,963.82	76.0%
65300 - Postage				
65301 - Meter Postage	600.00	583.35	16.65	102.9%
65302 - Other Postage	136.51	87.50	49.01	156.0%
65303 - Meter Lease	2,379.50	1,808.35	571.15	131.6%
Total 65300 - Postage	3,116.01	2,479.20	636.81	125.7%
Total 65000 - Administrative	18,750.01	23,269.15	-4,519.14	80.6%
66000 - Facilities				
66100 - Campus Maintenance	9,918.79	20,416.65	-10,497.86	48.6%
66110 - Rectory Maintenance				
66111 - Insurance	261.00	379.15	-118.15	68.8%
66112 - Landscaping	1,890.00	2,333.35	-443.35	81.0%
66113 - Pool	955.00	991.65	-36.65	96.3%
66116 - Maintenance	1,514.53	2,333.35	-818.82	64.9%
66110 - Rectory Maintenance - Other	53.06			
Total 66110 - Rectory Maintenance	4,673.59	6,037.50	-1,363.91	77.4%
66120 - Services				
66121 - Elevator & Fire Alarm	4,402.01	4,666.65	-264.64	94.3%
66122 - Other Services	3,477.30	3,500.00	-22.70	99.4%
Total 66120 - Services	7,879.31	8,166.65	-287.34	96.5%
66130 - Facilities Supplies	1,555.79	1,750.00	-194.21	88.9%
66140 - Utilities				
66141 - EBMUD	12,032.42	11,200.00	832.42	107.4%
66142 - Garbage	4,732.94	4,550.00	182.94	104.0%
66143 - PG&E Gas	3,311.08	3,033.35	277.73	109.2%
66144 - PG&E Electrical	7,887.80	7,816.65	-128.85	98.4%
66145 - PG&E Loan	4,731.23	4,731.40	-0.17	100.0%
Total 66140 - Utilities	32,495.47	31,331.40	1,164.07	103.7%
Total 66000 - Facilities	56,522.95	67,702.20	-11,179.25	83.5%
67000 - Finance				
67050 - Stewardship	0.00	1,400.00	-1,400.00	0.0%
67100 - Benevity Fees	33.37	87.50	-54.13	38.1%
67101 - Banking Charges	1,336.69	700.00	636.69	191.0%
67103 - Corporate Fees & Expenses	0.00	58.35	-58.35	0.0%
67104 - Property & Liability Insurance	23,212.93	18,051.85	5,161.08	128.6%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	5,016.65	-5,016.65	0.0%
67118 - Rectory Property Tax	464.74	519.15	-54.41	89.5%
Total 67107 - Property Taxes	464.74	5,535.80	-5,071.06	8.4%

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Total 67000 - Finance	25,047.73	25,833.50	-785.77	97.0%
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	8,750.00	8,750.00	0.00	100.0%
68003 - Schools & Interfaith Council	1,750.00	1,750.00	0.00	100.0%
Total 68000 - Budgeted Outreach	10,500.00	10,500.00	0.00	100.0%
69000 - Contingency				
69001 - Contingency	344.34	2,916.65	-2,572.31	11.8%
Total 69000 - Contingency	344.34	2,916.65	-2,572.31	11.8%
Total 60000 - Operating Expenses	410,412.01	451,621.15	-41,209.14	90.9%
Total Expense	410,412.01	451,621.15	-41,209.14	90.9%
Net Ordinary Income	21,086.66	-26,735.50	47,822.16	-78.9%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-20,136.43			
70231 - Livestreaming - Donations	45,600.00			
Total 70230 - Capital Fund - Livestreaming	25,463.57			
70040 - Boy Scout Troop #36				
70041 - Boy Scout Troop Income	1,525.00			
70045 - Boy Scout Troop Expenses	-1,525.00			
Total 70040 - Boy Scout Troop #36	0.00			
70050 - Parish Activities				
70051 - Parish Activities Income	680.00			
70055 - Parish Activities Expense	-680.00			
Total 70050 - Parish Activities	0.00			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	5,688.25			
70065 - Maint & Improvement Expense	-68,691.68			
Total 70060 - Maintenance & Improvement	-63,003.43			
70100 - Vestry Retreat				
70105 - Vestry Retreat Expense	-344.19			
Total 70100 - Vestry Retreat	-344.19			
70110 - Youth Trips				
70111 - Youth Trips Income	300.00			
Total 70110 - Youth Trips	300.00			
70130 - Concert Series				
70131 - Concert Series Income	25.00			
70135 - Concert Series Expense	-5,992.62			
Total 70130 - Concert Series	-5,967.62			
70140 - Columbarium				
70141 - Columbarium Income	250.00			
70145 - Columbarium Expense	-108.01			
Total 70140 - Columbarium	141.99			
70150 - Ackerman				
70155 - Ackerman Expenses	-3,000.47			



3:51 PM

08/10/20

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Total 70150 - Ackerman	-3,000.47			
70160 - Music Program				
70165 - Music Program Expenses	-1,150.00			
Total 70160 - Music Program	-1,150.00			
70170 - Memorial				
70171 - Memorial Income	1,025.00			
Total 70170 - Memorial	1,025.00			
70200 - Men's Group				
70201 - Men's Group Income	345.00			
70205 - Men's Group Expense	-304.20			
Total 70200 - Men's Group	40.80			
Total 70000 - Program Accounts	-46,494.35			
80000 - Outreach Accounts				
80010 - Adopt-a-Bike Program				
80011 - Adopt-a-Bike Program Income	870.00			
80015 - Adopt-a-Bike Program Expense	-3,336.17			
80019 - Adopt-a-Bike Disbursements	-400.00			
80010 - Adopt-a-Bike Program - Other	100.00			
Total 80010 - Adopt-a-Bike Program	-2,766.17			
80020 - Christmas Boxes				
80029 - Christmas Boxes Disbursements	-1,000.00			
Total 80020 - Christmas Boxes	-1,000.00			
80040 - Fruits of the Harvest				
80048 - Event Expenses	-1,295.00			
Total 80040 - Fruits of the Harvest	-1,295.00			
80050 - Backpack Project				
80051 - Backpack Project Donations	75.00			
Total 80050 - Backpack Project	75.00			
80100 - Trinity Center				
80101 - Trinity Center Donations	2,000.00			
80105 - Trinity Center Disbursements	-1,980.00			
Total 80100 - Trinity Center	20.00			
80110 - Winter Nights				
80111 - Winter Nights Income	1,640.00			
80115 - Winter Nights Expense	-78.52			
Total 80110 - Winter Nights	1,561.48			
80130 - Outreach Emergency				
80135 - Outreach Emergency Expense	-10,000.00			
Total 80130 - Outreach Emergency	-10,000.00			
89000 - Other Outreach				
89001 - Other Outreach Donations	16,075.00			
89005 - Other Outreach Disbursements	-16,075.00			
Total 89000 - Other Outreach	0.00			
Total 80000 - Outreach Accounts	-13,406.69			
Total Other Income	-59,901.04			
Other Expense				

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January through July 2020

	<u>Jan - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
100000 - Ask My Accountant	<u>838.03</u>			
Total Other Expense	<u>838.03</u>			
Net Other Income	<u>-60,739.07</u>			
Net Income	<u>-39,652.41</u>	<u>-26,735.50</u>	<u>-12,916.91</u>	<u>148.3%</u>

Saint Timothy's Episcopal Church
Balance Sheet
As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	65,128.15
10002 - Heritage Savings	116,465.62
17103 - Schwab	174,876.52
17104 - TD Ameritrade	337,250.18
Total Checking/Savings	693,720.47
Total Current Assets	693,720.47
Fixed Assets	
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
Total 18000 - Fixed Assets	2,967,567.00
Total Fixed Assets	2,967,567.00
Other Assets	
17101 - \$SGA Endowment Fund	480,535.41
17102 - \$SGA Endowment Gain/Loss	149,526.96
Total Other Assets	630,062.37
TOTAL ASSETS	4,291,349.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	12,172.44
Total Accounts Payable	12,172.44
Other Current Liabilities	
21006 - Prepaid Pledges 2020	26,033.99
Total Other Current Liabilities	26,033.99
Total Current Liabilities	38,206.43
Total Liabilities	38,206.43
Equity	
31300 - Perm. Restricted Net Assets	
31501 - \$SGA Endowment Fund	630,062.37
31503 - Fixed Assets	2,967,567.00
Total 31300 - Perm. Restricted Net Assets	3,597,629.37
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	116,968.05
Total 31500 - Temp. Restricted Net Assets	477,716.10
32000 - Unrestricted Net Assets	217,450.36
Net Income	-39,652.41

3:49 PM

08/10/20

Accrual Basis

Saint Timothy's Episcopal Church

Balance Sheet

As of July 31, 2020

	<u>Jul 31, 20</u>
Total Equity	<u>4,253,143.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,291,349.84</u></u>

Rector's Report

August 2020

I don't have anything substantive to add to the work already being done by many people except to be grateful.

I am grateful for the livestream team who continues to work to prepare us for on-campus worship, especially to Don and Michael who have put enormous sweat equity into the project.

Grateful for the reopening team headed by Allen.

Grateful for the outpouring of support via the FOTH online fundraiser headed by Leslie.

Grateful for the MCC food drive and all the people who have worked so hard on bi-monthly effort, especially Carolyn Bried and her leadership.

Grateful for the tireless work of Neal and Dick who have helped not only on recent staffing issues, but many other warden and treasurer projects.

EMAIL FROM TOM LINARI, JR Warden, Property Commission

SUBJECT: Property commission meeting information

FROM: tillerman-tom@sbcglobal.net <tillerman-tom@sbcglobal.net>

DATE/TIME: Sun, Aug 16, 2020 at 7:30 PM

TO: sallyspotts@gmail.com

Sally, could you please add the notes to the Vestry agenda? Thank you!

Hello all,

The following items were discussed at the last property commission meeting.

Ackerman Improvements

The finishing touches are being completed for the downstairs bathroom at the Ackerman house. The total bill is \$15,667.56

The maintenance account for the Ackerman house was approximately \$24,000 dollars. Meaning we only have \$8,000 dollars left for maintenance.

Parish Hall

Anonymous donor for the parish hall.

After seeing how nice the parish hall looked after the new paint job, and clear windows and lighting added, an anonymous donor would like to donate approximately \$46 thousand more dollars to keep going and finish the floor, buy new tables of different sizes, new chairs and replace the doors.

This is going to be quite a job.

I have asked Leslie Firth and Sandy Varco to oversee this section of the renovations Due to the expertise they have with colors, size of tables for gatherings, (what fits, what doesn't). comfortable chairs etc.

Live stream update:

Rand, Don and Michael will have an update better than anything I could provide , but the property commission was asked to make a suggestion on the best way to protect all the new equipment that will be installed at the church.

There were two options that were discussed.

1. Improve the locks and latching hardware on the existing doors for the church. And rely on the insurance company to take care of us if there is indeed a break in. As of now \$1000 deductible. Bev will be contacting the insurance company to go over the policy on how much it will be to upgrade our coverage with the new equipment.
2. Get a security system installed ranging from around \$80 -160 a month depending on if you just want an alarm system (\$80) if someone breaks in, or if you want cameras to cover the church area (\$160).

The two problems that we came up with on the security system are:

- Who would be responsible when the alarm goes off?
- You get two false alarms free then you must pay a fee every time To Danville P.D.

- Who gets the passcode to Arm/ Disarm the alarm?

There is a lot of people that go in and out of the church. Alter guild, choir, cleaners, just to name a few. After a lengthy discussion, it was agreed upon to upgrade the locks / and latch hardware, In the church, and rely on our insurance for replacement. For now

Thank you,

Tom Linari

Worship Commission Report

August 2020

Submitted by Linda Clark

- On the Online Streaming Committee. Discussions on equipment, and all aspects of installation of necessary wire and wi-fi speed. Attending weekly meetings.
- Participated in the Church Survey committee to create a survey allowing parishioners to voice their opinion about when and how they would like to begin in-church services.
- Attended additional Vestry online meetings.