

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday August 18, 2021 - Zoom

Update Date: 08/25/2021

MOTIONS:

- **MOTION:** Approve the changes to the staff holiday schedule as proposed by the Treasurer. The official list of staff holidays starting in 2022 will be: 1) New Year's Day, 2) Martin Luther King Day, 3) President's Day, 4) Memorial Day, 5) Independence Day, 6) Labor Day, 7) Thanksgiving, 8) Friday after Thanksgiving, 9) Christmas Day. Approved unanimously.
- **MOTION:** Enable access to part of the church WIFI network for groups that sign an agreement for the responsible usage of the WIFI. The Administration Commission will work to isolate such usage from the service times. The motion passed unanimously.
- **MOTION:** Vestry approved the proposed schedule for clergy staff sabbaticals in 2021 and 2022. Pastor Todd will take his 3-month sabbatical in November and December 2021 and January 2022 – returning for the Annual Meeting. Pastor Susan will take her 2-month sabbatical in the summer of 2022. The church will compensate Pastor Susan for 40 hours/week during the period of Todd's sabbatical. Passed unanimously.
- **MOTION:** Approve pre-meeting reports including minutes of the June 2021 vestry meeting, treasurer report and supporting documents through 31 July 2021, Venmo report, Rector's report, Administration, Communications, Outreach, Pastoral Care and Worship commission reports.

Attendees: Ade Adekunle, Rev. Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Linda Clark, Rayne Devlin, Steve Hedden, Scott MacDougall, Neal Matsunaga, Cecilia Oduwole, Steve Oki, Sally Shea Potts, Trudy Macmillan

Absent: Rev. Susan Geissler-O'Neil

1. Opening Prayer – Pastor Todd –

Prayers: Ephesians 6 –

Pray for: People of Afghanistan, Linda's grandson, Stevie (Jacque), people of Haiti, Fred (healing), Mary Jane (Trudy's sister), CA fire victims, Cecilia's grand-daughter, St. Tim's clergy, those in positions of power for good decision-making, kids back in school, Steve (neighbor of Jacque), DVC students and professors, care-givers in states where COVID is spreading

2. Review and Confirm Agenda – Draft 6 of the agenda was approved unanimously

3. Introduction of Guests – Dick Firth

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

- a. Minutes from the June 2021 vestry meeting
- b. Treasurers Report, Balance Sheet and P&L through 31 July 2021
- c. Commission and other Reports
 - Rector
 - Administration
 - Communications
 - Pastoral Care
 - Worship

MOTION: Approve the Agenda, all minutes and submitted reports - approved unanimously

Treasurer’s Comments – Neal Matsunaga

- Income has held steady per predictions. The underrun in loose plate offering and facilities cost sharing has been compensated for by higher than anticipated pledge and contributing income to date.
- Positive budget status is due to staff vacancy (parish administrator and childcare person) and reduced expenses due to the pandemic
- Neal discussed the origin of the variation in the staff paid holidays.
- Neal discussed the need to update the Personnel Policy Manual. He has solicited help from the Finance Committee and welcomes assistance from the vestry.
- Budget forms and instructions will be distributed in September. Budget requests will be due at the end of October.

5. Non-Recurring Action Items

a. Staff Paid Holidays – Treasurer – Neal Matsunaga

“Propose changes to church paid holiday policy in the parish Personnel Policy Manual and in employee letters of agreement. Changes will continue with 9 paid holidays but with three changes to paid holidays and will get St. Timothy’s paid holiday policy in sync internally:

- Remove Veteran’s Day as a paid holiday (currently Todd, Darita and Rebekah have this, and Susan does not)
- Add Martin Luther King Day as a paid holiday (currently only Susan has this as a paid holiday)
- Remove “The Day After Christmas or New Year’s Eve” from Personnel Policy Manual list of paid holidays and add “The day after Thanksgiving”
- Treat new Juneteenth federal holiday as a church feast day but not paid holiday (sync with how the Diocese is treating Juneteenth holiday).

Changes will be reflected in the Personnel Policy Manual immediately and in employee letters of agreement starting January 1, 2022.”

MOTION: Approve the changes to the staff holiday schedule as proposed by the Treasurer. The official list of staff holidays starting in 2022 will be: 1) New Year's Day, 2) Martin Luther King Day, 3) President's Day, 4) Memorial Day, 5) Independence Day, 6) Labor Day, 7) Thanksgiving, 8) Friday after Thanksgiving, 9) Christmas Day. Approved unanimously.

Ade asked why the document and the LOA's have gotten so out of synchronization.

Ade suggested that there be a parish operations manual that includes the information from the commission charters.

Neal explained that the Personnel Manual is primarily an HR document, and he believes that it should stay that way.

Neal informed the vestry that the Finance Committee has agreed to help with the update of the Personnel Manual. Other vestry members are invited to participate in this effort. They should contact Neal to do that.

b. WIFI Use by AA – Steve Oki

Two AA groups have asked if we could set up a WIFI access point for their use. Steve has investigated how to protect the St. Timothy's WIFI access from AA use. Steve has researched options to limit the access. Steve has consulted with Scott MacDougall (Property) and Todd. AA would like to enable use of Zoom during their on-site meetings. Steve and Scott want the vestry's input on the decision.

- Neal is in favor of enabling their use.
- Cecilia recommends having an agreement for the use.
- Steve says that the current hardware does not have the ability to require agreement on the screen – similar to what is done in libraries and airports.

MOTION: Enable access to part of the church WIFI network for groups that sign an agreement for the responsible usage of the WIFI. The Administration Commission will work to isolate such usage from the service times. The motion passed unanimously.

c. Sabbaticals – Pastor Todd Bryant

MOTION:

The vestry supports The Rev. Todd Bryant's sabbatical beginning on November 1 and ending February 1. The sabbatical will be in accordance with Diocesan guideline and stipulations within The Rev. Todd Bryant's Letter of Agreement.

The vestry supports The Rev. Susan Geissler-O'Neil's sabbatical beginning in the summer of 2022. The sabbatical will be in accordance with Diocesan guidelines and stipulations within The Rev. Susan Geissler-O'Neil's Letter of Agreement.

In addition, the vestry approves elevating The Rev. Susan Geissler O'Neil to full time during the period when the rector is on sabbatical.

Neal briefed the vestry on the amount of money needed to pay Susan for 40 hours a week vs her current 30 hours a week. Neal briefed the vestry on the amount of time that is specified for these sabbaticals in their Letters of Agreement.

Todd's plans include: writing, podcast, travel to Texas, time with the kids and golf.

MOTION: Moved and passed unanimously.

6. Discussion Items

a. **St. Timothy's Personnel Policy Manual** – Treasurer – Neal Matsunaga

This manual needs to be revised and updated. Volunteers to help with review and revisions are needed. The Finance Commission has agreed to participate in this effort.

b. **Quarterly Website Review** – Ade Adekunle

Ade asks members of the vestry to review the parts of the website that they are responsible – per his spreadsheet.

7. FYI

a. **Music Director Search** – Pastor Todd

Todd and Susan met with the candidate from Southern California (B.). He is looking to move to the Bay Area to be closer to his children. Neal asked about relocation assistance – does he want/need that. Todd wants to pay him to fly to the Bay Area. Neal recommended paying for air fare and 1 night's lodging.

Todd will meet with the other candidate for Santa Cruz (E.) (where he teaches full time). If we hire him, he will come to the area for several days a week. Jacque is concerned about the need for the musician for funerals and holiday services.

Rayne told the vestry about the search process. There were 18 resumes reviewed and narrowed down to 2.

Todd and David Macmillan are researching area salaries.

Pastor Todd has the final decision on the hiring of the Music Director

b. **Adult Education** – Pastor Todd Bryant

- Proposed Fall Sunday Schedule
 - 8:00 – 8:45 am – worship – on campus only
 - 9:00 – 9:40 am – Adult education in the church and on Zoom;
 - 9:00 – 9:40 am – Possible Sunday School
 - 10:00 – 10:45 am – worship in church and Live Stream
 - Food fellowship - problematic

c. **Midweek services** – Pastor Todd Bryant

- Survey of mid-week worship participants shows little or no interest to returning to mid-week worship on campus
- 10:30 am – Wednesday – virtual community worship – mix of lay and clergy leadership
- 11:00 am – 12:00 pm – virtual community Bible study - mix of lay and clergy leadership
- First Wednesday Eucharist – on campus – 1st Wednesday of the month – 10:30 am – plan to Live Stream using YouTube

d. Alamo UMC Youth Minister – Pastor Todd

Pastor Todd is exploring possibility of a shared youth minister with a Methodist church in Alamo.

e. Live Stream Assistance

Todd is looking for assistance needed for producing the live stream materials. The work needs someone will computer skills and can be done from home.

f. Safe Church - Neal asked for an update on Safe Church – Todd referred him to Kari Doolittle and Roz Adekunle.

8. Closing Prayer – Steve Oki

St Timothy's Calendar for Vestry as of 08/18/2021

| Date – Time - Location | Event |
|--|------------------------------|
| Wednesday, August 18 – 6:30 pm - Zoom | Vestry Meeting |
| | |
| Wednesday, September 1 | September Tidings Deadline |
| Wednesday, September 15 – 6:30 pm - Zoom | Vestry Meeting |
| Thursday, September 16 – 6:30 pm - ??? | Contra Costa Deanery Meeting |
| Sunday, September 19 – 12 pm – Zoom | FOTH 2021 |
| Sunday, September 26 – 12 pm – Zoom | FOTH 2021 |
| | |
| Wednesday, October 20 – 6:30 pm - ?????? | Vestry Meeting |
| Friday Evening and Saturday, Octobe4 22 – 23 - ??????? | Diocese of CA Convention |

Submitted by Sally Shea Potts, Vestry Clerk

Next **Tidings** Deadline – Wednesday September 1, 2021

Next Regular Vestry Meeting – Wednesday September 15, 2021

Rector Report Aug 2021

I want to talk about four things:

- 1st the musician search process with two finalists.
- 2nd A sabbatical proposal for Susan (summer of 2022)
As well as a proposal for myself (Nov 1, 2021 – February 1, 2022).
- 3rd Adult Education in the Fall.
- 4th Status of midweek services. Education and midweek are going to become hybrid and in person experience.

1 Musician Search Process

Dave, Rayne, Patti, Jennifer, and Carolyn have worked incredibly quickly and thoroughly to give us two finalists. In the report, I am going to refer to these finalists as “NorCal” and “SoCal.” I am happy to share their names in the meeting. Susan and I ‘zoomed’ with *SoCal* on Tuesday, Aug 17. Susan and I will ‘zoom’ with *NorCal* on Thursday Aug 19. *SoCal* has a well-established musical career and is looking to move to the Bay Area, in part for his family. *NorCal* is a teacher and would commute. *NorCal* is an accomplished singer and musician but has less experience especially in an Episcopal worship context.

The team’s first choice is *SoCal*, but they highly recommend both. I can’t speak for my impression of *NorCal* as yet because I meet with him tomorrow, but hopeful about either. I want us to pay to fly *SoCal* to Oakland to spend the day with us soon.

If our first or second choice says yes, we will move quickly into the details of offer, budget etc. The Diocese does not have current salary comparables. I have reached out to local colleagues, while Dave MacMillian is connecting with local Roman Catholic parishes for comparable salaries.

2 Sabbatical

I have spoken with most of you one-on-one about sabbatical. Both Susan and I are contractually eligible for sabbatical. Everyone that I was able to speak with supports the following timing:

Todd

November 1 – February 1

Concerns – Missing Christmas Eve, vestry recruitment, workload for Susan, getting ready for annual meeting.

Susan

Summer of 2022

Concerns – none stated

I will work very hard to do as much as possible to make this smooth for Susan in particular as well as the parish in general. I *will* come out of sabbatical for a wedding in December and Jacque is working with the couple right now.

Suggested motion

The vestry supports The Rev. Todd Bryant's sabbatical beginning on November 1 and ending February 1. The sabbatical will be in accordance with Diocesan guideline and stipulations within The Rev. Todd Bryant's Letter of Agreement.

Suggested motion 2

The vestry supports The Rev. Susan Geissler-O'Neil's sabbatical beginning in the summer of 2021. The sabbatical will be in accordance with Diocesan guideline and stipulations within The Rev. Susan Geissler-O'Neil's Letter of Agreement.

In addition, the vestry approves elevating The Rev. Susan Geissler O'Neil to full time staff during the period.

3 Adult Ed/ Formation

I really enjoy teaching and have missed it during the pandemic. I want to resurrect Adult Ed but in hybrid model this Fall. I believe "In person only" formation has a low likelihood success. Hybrid has a better chance of helping people's spiritual formation as we continue through the pandemic.

Sample Sunday Schedule:

8am -8:45am - worship

On campus worship only

9:00am -9:40am - education

Adult Ed in church, that is available to in person participants and zoom based participant. We will also be working to mix virtual Sunday School with in person formation for young children.

Rational for timing --I think this unlikely but if an 8am wanted to come to campus for worship, but wanted be home for Christian Ed with a cup of homebrewed coffee they would have time make home. And 10am worshippers could do Christian Ed at home but have time to come to campus for worship.

Food Fellowship

I really think starting up food fellowship in the Fall could remain problematic.

10am – 10:45am – worship Hybrid on-campus and virtual worship continues.

4 Midweek services in the Fall

I have spoken with many of the midweek worship participants. I have also sought feedback from participants via email. There is little to no energy for returning to on-campus midweek worship. As a result, we are going to move forward with this general approach. We might tweak the timing a little bit:

Wednesdays starting after Labor Day.

10:30am – virtual community worship - mix of lay and clergy worship leadership.

11:00am-12:00pm – virtual community Bible study - mix of lay and clergy worship leadership.

First Wednesday Eucharist

We have an on-campus Eucharist on the first Wednesday of the month at 10:30am
Given our livestream capabilities this can be streamed to YouTube simultaneously.

Treasurer's Report

July 21, 2021

Financial Highlights

- Financial results through June are positive overall despite underruns in loose plate offerings and facilities cost sharing due to the underruns being offset by higher than budgeted pledge and contributing income to date
- The 2021 budget assumed 153 pledges for \$643,317 that had been received by the end of 2020 and forecast receiving an additional 6 pledges for an additional \$15,000. Through June the church has received an additional 5 pledges for \$11,360, 2 of which were part of the forecast of 6 additional pledges and 3 that were new pledges. Given the time of year it appears unlikely we will be receiving any more of the pledges that were anticipated in the budget.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

| | Budget | Actual | Difference |
|---------------|------------|-----------|------------|
| Pledge Income | \$329,159 | \$341,051 | \$11,892 |
| Other Income | \$ 21,627 | \$ 23,997 | \$ 2,370 |
| Expenses | \$376,901 | \$331,198 | \$45,703 |
| Net Income | \$(26,115) | \$ 33,850 | \$59,965 |

Pledge Income difference due mainly to:

Receipt of \$18,275 2020 pledges in January and pledge payments in April \$34,368 better than budget offset by underrun of \$27,373 in pledge income in May.

Other Income difference due mainly to:

Loose Plate \$(3,796) and Facilities Cost Sharing \$(6,663) under budget offset by Contributing Income \$13,127 above budget.

Expenses – Operating expense difference is the sum of a number of under budget items, with the main ones being:

| | |
|------------------------------------|---|
| Personnel expenses | \$10,268 under budget due mainly to \$5,860 for administrative assistant/office manager and \$1,430 for childcare assistant positions being vacant. |
| Altar Guild expenses | \$860 under budget |
| Music expenses | \$1,224 under budget |
| Christian Formation expenses | \$712 under budget |
| Children & Youth Ministry expenses | \$1,058 under budget |
| Fellowship expenses | \$1,300 under budget |
| Administrative expenses | \$4,689 under budget |
| Facilities expenses | \$18,960 under budget |
| Finance expenses | \$4,375 under budget |
| Contingency expenses | \$1,854 under budget |

Action Items

- Propose changes to church paid holiday policy in the parish Personnel Policy Manual and in employee letters of agreement. Share request with the Vestry now and review and approve changes in August Vestry meeting. Changes will continue with 9 paid holidays but with three changes to paid holidays and will get St. Timothy's paid holiday policy in sync internally:
 - Remove Veteran's Day as a paid holiday (currently Todd, Darita and Rebekah have this and Susan does not)
 - Add Martin Luther King Day as a paid holiday (currently only Susan has this as a paid holiday)
 - Remove "The Day After Christmas or New Year's Eve" from Personnel Policy Manual list of paid holidays and add "The day after Thanksgiving"
 - Treat new Juneteenth federal holiday as a church feast day but not paid holiday (sync with how the Diocese is treating Juneteenth holiday)

Changes will be reflected in the Personnel Policy Manual immediately and in employee letters of agreement starting January 1, 2022.

Recurring Status

- Acct 62604 - Clergy Discretionary Fund activity year-to-date as of the end of June
 - 6/30 \$300 check to individual
- Venmo transactions in June
 - 6/5 \$35 donation
 - 6/12 \$20 designated gift for Brazil/India (sent to Presiding Bishop Relief Fund for Covid-19 relief)
 - 6/12 \$30 donation
 - 6/15 \$200 payment on education load
 - 6/25 \$30 donation
 - 6/26 \$400 reimbursement from Kari Doolittle for value of Comcast gift card
 - 6/28 \$715 transferred to church checking acct/posted in Heritage 6/29
 - Bookkeeper completed monthly reconciliation of withdrawals/transfers with Venmo statement

Other Status

- Noah's Ark fiscal year results:

| | Budget | Actual | Difference |
|------------|-------------|-----------|------------|
| Income | \$234,475 | \$205,947 | \$(28,528) |
| Expenses | \$271,169 | \$202,801 | \$ 68,368 |
| Net Income | \$(36,694) | \$ 3,146 | \$ 39,840 |

Income underran due to \$41,054 Tuition underrun offset by \$13,151 Enrichment overrun.

Expenses underran due mainly to \$67,320 Payroll underrun.

- Dick Firth and I gave Darita an update of the discussion at the June Vestry meeting regarding his paying back of his educational loan from St. Timothy's. We shared that we are agreeable with him making monthly payments via Venmo but requested that since we know there is a collection for a going away purse for him happening that he use some of this money to pay back the loan instead of just making monthly payments. He was agreeable. Subsequent to our meeting with Darita a parishioner approached me and handed me a check for \$1,000 made out to St. Timothy's designating that it be applied to Darita's educational loan. The parishioner will include a note in the purse letting Darita know what he has done. This check, plus a July loan payment, will leave a balance of \$2,800 on the loan for Darita to pay off when he leaves.
- o Filed IRS form 5578 Annual Certification of Racial Non-Discrimination for a Private School Exempt from Federal Income Tax on July 1. Requirement is to file certification by the 15th day of the 5th month after the end of the fiscal year (November 15 for Noah's Ark).
- o Distribution of a designated gift on Venmo to Brazil/India of \$20. Plan is to send it to Episcopal Relief & Development's Covid-19 Pandemic Response.

Neal Matsunaga

Treasurer's Report

August 18, 2021

Financial Highlights

- Financial results through July are positive overall despite underruns in loose plate offerings and facilities cost sharing due to the underruns being offset by higher than budgeted pledge and contributing income to date
- The 2021 budget assumed 153 pledges for \$643,317 that had been received by the end of 2020 and forecast receiving an additional 6 pledges for an additional \$15,000. Through July the church has received an additional 5 pledges for \$11,360, 2 of which were part of the forecast of 6 additional pledges and 3 that were new pledges. Given the time of year it appears unlikely we will be receiving any more of the pledges that were anticipated in the budget.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

| | Budget | Actual | Difference |
|---------------|------------|-----------|------------|
| Pledge Income | \$384,018 | \$420,957 | \$36,939 |
| Other Income | \$ 25,231 | \$24,779 | \$(452) |
| Expenses | \$439,717 | \$393,301 | \$46,416 |
| Net Income | \$(30,468) | \$ 52,436 | \$82,903 |

Pledge Income difference due mainly to: Pledges better than budgeted.

Other Income difference due mainly to:

Loose Plate \$(4,322) and Facilities Cost Sharing \$(9,020) under budget offset by Contributing Income \$12,197 above budget.

Expenses – Operating expense difference is the sum of a number of under budget items, with the main ones being:

| | |
|------------------------------------|--|
| Personnel expenses | \$6,925 under budget due mainly to \$5,946 for administrative assistant/office manager and \$1,685 for childcare assistant positions being vacant. |
| Altar Guild expenses | \$1,135 under budget |
| Music expenses | \$1,591 under budget |
| Children & Youth Ministry expenses | \$1,109 under budget |
| Fellowship expenses | \$1,487 under budget |
| Administrative expenses | \$5,895 under budget |
| Facilities expenses | \$17,044 under budget |
| Finance expenses | \$7,776 under budget |
| Contingency expenses | \$2,108 under budget |

Action Items

- Propose changes to church paid holiday policy in the parish Personnel Policy Manual and in employee letters of agreement. Changes will continue with 9 paid holidays but with three changes to paid holidays and will get St. Timothy's paid holiday policy in sync internally:
 - Remove Veteran's Day as a paid holiday (currently Todd, Darita and Rebekah have this and Susan does not)
 - Add Martin Luther King Day as a paid holiday (currently only Susan has this as a paid holiday)
 - Remove "The Day After Christmas or New Year's Eve" from Personnel Policy Manual list of paid holidays and add "The day after Thanksgiving"
 - Treat new Juneteenth federal holiday as a church feast day but not paid holiday (sync with how the Diocese is treating Juneteenth holiday)
- Changes will be reflected in the Personnel Policy Manual immediately and in employee letters of agreement starting January 1, 2022.
- Revise/update St. Timothy's Personnel Policy Manual. Volunteers to help with review and revisions.

Recurring Status

- Acct 62604 - Clergy Discretionary Fund activity year-to-date as of the end of July
 - 6/30 \$300 check to individual
- Venmo transactions in July
 - 7/2 \$30 donation
 - 7/14 \$150 mini mission trip
 - 7/15 \$200 loan payment
 - 7/16 \$30 donation
 - 7/27 \$410 transferred to church checking acct/posted in Heritage
 - 7/28 Bookkeeper completed monthly reconciliation of withdrawals/transfers with Venmo statement

Other Status

- As of the end of July the balance on Darita's church education loan was \$2,800.
- Budget season is almost here. Budget forms and instructions will be distributed in September with goal to have all budget requests submitted by the end of October.

Neal Matsunaga

11:29 AM

Saint Timothy's Episcopal Church

07/14/21

Balance Sheet

Cash Basis

As of June 30, 2021

| | Jun 30, 21 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10001 - Heritage Checking | 216,970.72 |
| 10002 - Heritage Savings | 11,738.12 |
| 17103 - Schwab | 183,671.80 |
| 17104 - TD Ameritrade | 380,030.39 |
| Total Checking/Savings | 772,409.03 |
| Other Current Assets | |
| 13000 - Special Loan | 3,000.00 |
| Total Other Current Assets | 3,000.00 |
| Total Current Assets | 775,409.03 |
| Fixed Assets | |
| 18000 - Fixed Assets | |
| 18001 - Bell Tower | 64,000.00 |
| 18002 - Church Building | 208,463.00 |
| 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 - SSGA Endowment Fund | 480,535.41 |
| 17102 - SSGA Endowment Gain/Loss | 258,869.92 |
| Total Other Assets | 739,405.33 |
| TOTAL ASSETS | 4,482,381.36 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 - Accounts Payable | -11,273.81 |
| Total Accounts Payable | -11,273.81 |
| Other Current Liabilities | |
| 21007 - Prepaid Pledge 2021 | 21,321.65 |
| Total Other Current Liabilities | 21,321.65 |
| Total Current Liabilities | 10,047.84 |
| Total Liabilities | 10,047.84 |
| Equity | |
| 31300 - Perm. Restricted Net Assets | |
| 31501 - SSGA Endowment Fund | 739,405.33 |
| 31503 - Fixed Assets | 2,967,567.00 |
| Total 31300 - Perm. Restricted Net Assets | 3,706,972.33 |
| 31500 - Temp. Restricted Net Assets | |
| 31510 - Program | 360,748.05 |
| 31520 - Outreach | 106,468.05 |

11:29 AM

Saint Timothy's Episcopal Church

07/14/21

Balance Sheet

Cash Basis

As of June 30, 2021

| | <u>Jun 30, 21</u> |
|---|-----------------------------------|
| Total 31500 - Temp. Restricted Net Assets | 487,216.10 |
| 32000 - Unrestricted Net Assets | 229,885.54 |
| Net Income | <u>68,259.55</u> |
| Total Equity | <u>4,472,333.52</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>4,482,381.36</u></u> |

11:31 AM

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through June 2021

07/14/21

Accrual Basis

| | Jan - Jun 21 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 - Donations | | | | |
| 41000 - Pledge Income | | | | |
| 41120 - Prepaid Pledges Rec'd Prev Year | 21,321.60 | 21,321.60 | 0.00 | 100.0% |
| 41100 - Current Year Pledges | 348,801.99 | 307,838.90 | 40,765.09 | 113.2% |
| 41300 - Prior Year Pledges Rec'd Late | 18,275.00 | | | |
| Total 41000 - Pledge Income | 388,198.59 | 329,158.50 | 59,040.09 | 117.0% |
| 42000 - Plate Offering | | | | |
| 42100 - Loose Plate | 1,204.00 | 4,999.98 | -3,795.98 | 24.1% |
| 42150 - Contributing Income | 20,827.00 | 7,500.00 | 13,127.00 | 275.0% |
| Total 42000 - Plate Offering | 21,831.00 | 12,499.98 | 9,331.02 | 174.6% |
| 43000 - Special Gifts | 20.00 | | | |
| 44000 - Operating Support | | | | |
| 44200 - Facilities Cost Sharing | 1,446.00 | 8,109.30 | -6,663.30 | 17.8% |
| 44300 - Flower Donations | 330.00 | 750.00 | -420.00 | 44.0% |
| Total 44000 - Operating Support | 1,776.00 | 8,859.30 | -7,083.30 | 20.0% |
| 45000 - Other Income | | | | |
| 45200 - Amazon Smile | 69.92 | | | |
| 45300 - Interest Income | 200.35 | 137.52 | 62.83 | 145.7% |
| 45400 - Miscellaneous Income | 100.00 | 129.98 | -29.98 | 76.9% |
| Total 45000 - Other Income | 370.27 | 267.50 | 102.77 | 138.4% |
| Total 40000 - Donations | 412,195.86 | 350,785.28 | 61,410.58 | 117.5% |
| Total Income | 412,195.86 | 350,785.28 | 61,410.58 | 117.5% |
| Gross Profit | 412,195.86 | 350,785.28 | 61,410.58 | 117.5% |
| Expense | | | | |
| 66900 - Reconciliation Discrepancies | 0.00 | | | |
| 60000 - Operating Expenses | | | | |
| 61000 - Diocesan Assessment | 57,416.04 | 57,416.12 | -0.08 | 100.0% |
| 62000 - Personnel Expense | | | | |
| 62100 - Clergy Compensation | | | | |
| 62110 - Rector | 48,384.00 | 48,384.00 | 0.00 | 100.0% |
| 62120 - Associate Rector | 40,168.56 | 40,168.50 | 0.06 | 100.0% |
| 62198 - Clergy Pension Premiums | 18,552.24 | 19,100.67 | -548.43 | 97.1% |
| 62199 - Clergy Benefits & Insurance | 16,584.90 | 16,651.08 | -66.18 | 99.6% |
| Total 62100 - Clergy Compensation | 123,689.70 | 124,304.25 | -614.55 | 99.5% |
| 62200 - Lay Staff Compensation | | | | |
| 62202 - Music Director | 23,151.00 | 20,394.00 | 2,757.00 | 113.5% |
| 62203 - Office Manager | 4,498.75 | 10,358.40 | -5,859.65 | 43.4% |
| 62213 - Office Staff-Temporary Help | 2,693.51 | 398.40 | 2,295.11 | 676.1% |
| 62204 - Bookkeeper | 4,856.48 | 5,283.22 | -426.74 | 91.9% |
| 62205 - Childcare Assistant | 96.00 | 1,526.44 | -1,430.44 | 6.3% |
| 62296 - Lay Payroll Taxes | 2,053.62 | 2,903.94 | -850.32 | 70.7% |
| 62297 - Lay Pension Premiums | 1,343.05 | 2,767.69 | -1,424.64 | 48.5% |
| 62299 - Pension Reimbrsmnt Noah's Ark | 0.00 | | | |
| 62298 - Lay Benefits & Insurance | 292.69 | 3,197.05 | -2,904.36 | 9.2% |
| Total 62200 - Lay Staff Compensation | 38,985.10 | 46,829.14 | -7,844.04 | 83.2% |
| 62300 - Workers Compensation Insurance | 0.00 | 500.02 | -500.02 | 0.0% |
| 62400 - Payroll Processing Fees | 336.00 | 504.00 | -168.00 | 66.7% |
| 62500 - Contractors (1099) | | | | |
| 62501 - Musicians | | | | |
| 62511 - Paid Musicians | 5,500.00 | 6,249.98 | -749.98 | 88.0% |
| 62512 - Supply Musicians | 500.00 | 500.02 | -0.02 | 100.0% |

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07/14/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through June 2021

| | Jan - Jun 21 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Total 62501 - Musicians | 6,000.00 | 6,750.00 | -750.00 | 88.9% |
| 62504 - Landscaping | 12,102.00 | 12,102.00 | 0.00 | 100.0% |
| 62505 - Janitorial Services | 14,850.00 | 14,400.00 | 450.00 | 103.1% |
| Total 62500 - Contractors (1099) | 32,952.00 | 33,252.00 | -300.00 | 99.1% |
| 62600 - Staff Allowances | | | | |
| 62601 - Continuing Education | 0.00 | 500.02 | -500.02 | 0.0% |
| 62602 - Travel | 0.00 | 300.00 | -300.00 | 0.0% |
| 62603 - Clergy Hospitality | 208.73 | 399.98 | -191.25 | 52.2% |
| 62604 - Clergy Discretionary Fund | 300.00 | 150.00 | 150.00 | 200.0% |
| Total 62600 - Staff Allowances | 508.73 | 1,350.00 | -841.27 | 37.7% |
| Total 62000 - Personnel Expense | 196,471.53 | 206,739.41 | -10,267.88 | 95.0% |
| 63100 - Altar Guild | | | | |
| 63101 - Candles and Wine | 152.39 | 999.98 | -847.59 | 15.2% |
| 63102 - Flower Expense | 502.78 | 500.02 | 2.76 | 100.6% |
| 63105 - All Other Altar Guild Expenses | 134.60 | 150.00 | -15.40 | 89.7% |
| Total 63100 - Altar Guild | 789.77 | 1,650.00 | -860.23 | 47.9% |
| 63200 - Music | | | | |
| 63205 - Music Expenses | | | | |
| 63215 - Professional Expense | 0.00 | 249.98 | -249.98 | 0.0% |
| 63216 - Music Hospitality | 0.00 | 99.98 | -99.98 | 0.0% |
| 63205 - Music Expenses - Other | 585.86 | 1,200.00 | -614.14 | 48.8% |
| Total 63205 - Music Expenses | 585.86 | 1,549.96 | -964.10 | 37.8% |
| 63206 - Musical Equipment R&M | 390.00 | 650.02 | -260.02 | 60.0% |
| Total 63200 - Music | 975.86 | 2,199.98 | -1,224.12 | 44.4% |
| 63300 - Christian Formation | | | | |
| 63301 - EFM | 0.00 | 249.98 | -249.98 | 0.0% |
| 63302 - Adult Education | 87.00 | 500.02 | -413.02 | 17.4% |
| 63303 - Lenten Series | 101.45 | 150.00 | -48.55 | 67.6% |
| Total 63300 - Christian Formation | 188.45 | 900.00 | -711.55 | 20.9% |
| 63350 - Children & Youth Ministry | | | | |
| 63351 - Family Ministries | 21.84 | 650.02 | -628.18 | 3.4% |
| 63352 - Youth Ministries | 0.00 | 500.02 | -500.02 | 0.0% |
| 63353 - Acolytes | 0.00 | 150.00 | -150.00 | 0.0% |
| 63350 - Children & Youth Ministry - Other | 220.08 | | | |
| Total 63350 - Children & Youth Ministry | 241.92 | 1,300.04 | -1,058.12 | 18.6% |
| 64000 - Worship & Liturgy | | | | |
| 64108 - Liturgical Art | 0.00 | 150.00 | -150.00 | 0.0% |
| 64150 - Miscellaneous Worship | 147.24 | 300.00 | -152.76 | 49.1% |
| Total 64000 - Worship & Liturgy | 147.24 | 450.00 | -302.76 | 32.7% |
| 64250 - Pastoral Care | 0.00 | 99.98 | -99.98 | 0.0% |
| 64500 - Fellowship | | | | |
| 64501 - Sunday Coffee & Supplies | 0.00 | 399.98 | -399.98 | 0.0% |
| 64502 - Parish Events-Connect | 0.00 | 249.98 | -249.98 | 0.0% |
| 64503 - Reception Expense | 0.00 | 249.98 | -249.98 | 0.0% |
| 64504 - Greeters-Welcome | 0.00 | 249.98 | -249.98 | 0.0% |
| 64505 - Invites | 0.00 | 99.98 | -99.98 | 0.0% |
| 64506 - Vestry Expenses | 0.00 | 50.02 | -50.02 | 0.0% |
| Total 64500 - Fellowship | 0.00 | 1,299.92 | -1,299.92 | 0.0% |
| 65000 - Administrative | | | | |
| 65100 - Office Supplies | 329.50 | 750.00 | -420.50 | 43.9% |

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Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through June 2021

07/14/21

Accrual Basis

| | Jan - Jun 21 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|-------------------|---------------|
| 65101 - Paper | 168.46 | 1,250.02 | -1,081.56 | 13.5% |
| 65102 - Advertising | 304.55 | 500.02 | -195.47 | 60.9% |
| 65103 - Software | 1,392.67 | 1,200.00 | 192.67 | 116.1% |
| 65105 - Phone & Internet | 3,367.68 | 2,750.02 | 617.66 | 122.5% |
| 65106 - Misc Administration | 20.00 | 300.00 | -280.00 | 6.7% |
| 65200 - Equipment | | | | |
| 65201 - Hardware | 1,094.73 | 500.02 | 594.71 | 218.9% |
| 65202 - Ricoh Copier | 3,945.63 | 7,800.00 | -3,854.37 | 50.6% |
| 65203 - Other Equipment R&D | 0.00 | 249.98 | -249.98 | 0.0% |
| 65204 - Risograph Copier | 377.79 | 540.00 | -162.21 | 70.0% |
| Total 65200 - Equipment | 5,418.15 | 9,090.00 | -3,671.85 | 59.6% |
| 65300 - Postage | | | | |
| 65301 - Meter Postage | 584.98 | 500.02 | 84.96 | 117.0% |
| 65302 - Other Postage | 145.00 | 75.00 | 70.00 | 193.3% |
| 65303 - Meter Lease | 1,544.92 | 1,550.02 | -5.10 | 99.7% |
| Total 65300 - Postage | 2,274.90 | 2,125.04 | 149.86 | 107.1% |
| Total 65000 - Administrative | 13,275.91 | 17,965.10 | -4,689.19 | 73.9% |
| 66000 - Facilities | | | | |
| 66100 - Campus Maintenance | 7,294.11 | 17,499.98 | -10,205.87 | 41.7% |
| 66110 - Rectory Maintenance | | | | |
| 66111 - Insurance | 0.00 | 324.98 | -324.98 | 0.0% |
| 66112 - Landscaping | 1,620.00 | 2,000.02 | -380.02 | 81.0% |
| 66113 - Pool | 842.00 | 849.98 | -7.98 | 99.1% |
| 66116 - Maintenance | 1,850.99 | 2,000.02 | -149.03 | 92.5% |
| Total 66110 - Rectory Maintenance | 4,312.99 | 5,175.00 | -862.01 | 83.3% |
| 66120 - Services | | | | |
| 66121 - Elevator & Fire Alarm | 3,437.62 | 3,000.00 | 437.62 | 114.6% |
| 66122 - Other Services | 675.75 | 3,000.00 | -2,324.25 | 22.5% |
| 66120 - Services - Other | 363.00 | | | |
| Total 66120 - Services | 4,476.37 | 6,000.00 | -1,523.63 | 74.6% |
| 66130 - Facilities Supplies | 742.60 | 1,749.98 | -1,007.38 | 42.4% |
| 66140 - Utilities | | | | |
| 66141 - EBMUD | 5,160.60 | 9,600.00 | -4,439.40 | 53.8% |
| 66142 - Garbage | 3,235.33 | 4,250.02 | -1,014.69 | 76.1% |
| 66143 - PG&E Gas | 3,342.55 | 2,600.02 | 742.53 | 128.6% |
| 66144 - PG&E Electrical | 6,050.79 | 6,699.98 | -649.19 | 90.3% |
| Total 66140 - Utilities | 17,789.27 | 23,150.02 | -5,360.75 | 76.8% |
| Total 66000 - Facilities | 34,615.34 | 53,574.98 | -18,959.64 | 64.6% |
| 67000 - Finance | | | | |
| 67050 - Stewardship | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 67100 - Benevity Fees | 17.80 | 75.00 | -57.20 | 23.7% |
| 67101 - Banking Charges | 1,083.23 | 600.00 | 483.23 | 180.5% |
| 67103 - Corporate Fees & Expenses | 27.78 | 50.02 | -22.24 | 55.5% |
| 67104 - Property & Liability Insurance | 15,522.00 | 15,531.52 | -9.52 | 99.9% |
| 67107 - Property Taxes | | | | |
| 67117 - Church Property Tax | 0.00 | 3,569.00 | -3,569.00 | 0.0% |
| 67118 - Rectory Property Tax | 404.31 | 404.48 | -0.17 | 100.0% |
| Total 67107 - Property Taxes | 404.31 | 3,973.48 | -3,569.17 | 10.2% |
| Total 67000 - Finance | 17,055.12 | 21,430.02 | -4,374.90 | 79.6% |
| 68000 - Budgeted Outreach | | | | |
| 68002 - Budgeted Outreach | 7,500.00 | 7,500.00 | 0.00 | 100.0% |
| 68003 - Schools & Interfaith Council | 1,500.00 | 1,500.00 | 0.00 | 100.0% |
| Total 68000 - Budgeted Outreach | 9,000.00 | 9,000.00 | 0.00 | 100.0% |

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07/14/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through June 2021

| | Jan - Jun 21 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|--------------|
| 69000 - Contingency | | | | |
| 69001 - Contingency | 888.88 | 2,499.98 | -1,613.10 | 35.5% |
| 69003 - COVID-19 Supplies | 134.43 | 375.00 | -240.57 | 35.8% |
| Total 69000 - Contingency | <u>1,021.31</u> | <u>2,874.98</u> | <u>-1,853.67</u> | <u>35.5%</u> |
| Total 60000 - Operating Expenses | <u>331,198.49</u> | <u>378,900.53</u> | <u>-45,702.04</u> | <u>87.9%</u> |
| Total Expense | <u>331,198.49</u> | <u>378,900.53</u> | <u>-45,702.04</u> | <u>87.9%</u> |
| Net Ordinary Income | 80,997.37 | -26,115.25 | 107,112.62 | -310.2% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 70000 - Program Accounts | | | | |
| 70060 - Maintenance & Improvement | | | | |
| 70061 - Maint & Improvement Income | 4,500.00 | | | |
| 70065 - Maint & Improvement Expense | -16,807.20 | | | |
| Total 70060 - Maintenance & Improvement | <u>-12,307.20</u> | | | |
| 70120 - Vacation Bible School | | | | |
| 70121 - Vacation Bible School Income | 200.00 | | | |
| 70125 - Vacation Bible School Expense | -104.17 | | | |
| Total 70120 - Vacation Bible School | <u>95.83</u> | | | |
| 70130 - Concert Series | | | | |
| 70131 - Concert Series Income | 100.00 | | | |
| 70135 - Concert Series Expense | -225.00 | | | |
| Total 70130 - Concert Series | <u>-125.00</u> | | | |
| 70140 - Columbarium | | | | |
| 70141 - Columbarium Income | 9,600.00 | | | |
| 70145 - Columbarium Expense | -379.24 | | | |
| Total 70140 - Columbarium | <u>9,220.76</u> | | | |
| 70170 - Memorial | | | | |
| 70171 - Memorial Income | 1,000.00 | | | |
| Total 70170 - Memorial | <u>1,000.00</u> | | | |
| 70230 - Capital Fund - Livestreaming | | | | |
| 70232 - Livestreaming - Expenses | -8,777.86 | | | |
| Total 70230 - Capital Fund - Livestreaming | <u>-8,777.86</u> | | | |
| Total 70000 - Program Accounts | <u>-10,893.47</u> | | | |
| 80000 - Outreach Accounts | | | | |
| 80040 - Fruits of the Harvest | | | | |
| 80048 - Event Expenses | -795.00 | | | |
| Total 80040 - Fruits of the Harvest | <u>-795.00</u> | | | |
| 80110 - Winter Nights | | | | |
| 80119 - Winter Nights Disbursements | -2,396.90 | | | |
| Total 80110 - Winter Nights | <u>-2,396.90</u> | | | |
| 89000 - Other Outreach | | | | |
| 89001 - Other Outreach Donations | 12,000.00 | | | |
| 89005 - Other Outreach Disbursements | -2,000.00 | | | |
| Total 89000 - Other Outreach | <u>10,000.00</u> | | | |
| Total 80000 - Outreach Accounts | <u>6,808.10</u> | | | |
| Total Other Income | <u>-4,085.37</u> | | | |

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07/14/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January through June 2021

| | <u>Jan - Jun 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|----------------------------|---------------------|-------------------|-----------------------|--------------------|
| Other Expense | | | | |
| 100000 - Ask My Accountant | 0.00 | | | |
| Total Other Expense | 0.00 | | | |
| Net Other Income | -4,085.37 | | | |
| Net Income | <u>76,912.00</u> | <u>-26,115.25</u> | <u>103,027.25</u> | <u>-294.5%</u> |

Saint Timothy's Episcopal Church
Balance Sheet
As of July 31, 2021

| | <u>Jul 31, 21</u> |
|---|-----------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10001 - Heritage Checking | 238,994.06 |
| 10002 - Heritage Savings | 5,000.13 |
| 17103 - Schwab | 184,063.65 |
| 17104 - TD Ameritrade | 357,725.44 |
| Total Checking/Savings | <u>785,783.28</u> |
| Other Current Assets | |
| 13000 - Special Loan | 2,800.00 |
| Total Other Current Assets | <u>2,800.00</u> |
| Total Current Assets | <u>788,583.28</u> |
| 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 | <u>2,967,567.00</u> |
| Total Fixed Assets | <u>2,967,567.00</u> |
| Other Assets | |
| 17101 - SSGA Endowment Fund | 480,535.41 |
| 17102 - SSGA Endowment Gain/Loss | 264,564.21 |
| Total Other Assets | <u>745,099.62</u> |
| TOTAL ASSETS | <u><u>4,501,249.90</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 - Accounts Payable | -11,273.81 |
| Total Accounts Payable | <u>-11,273.81</u> |
| Other Current Liabilities | |
| 21007 - Prepaid Pledge 2021 | 17,768.05 |
| Total Other Current Liabilities | <u>17,768.05</u> |
| Total Current Liabilities | <u>6,494.24</u> |
| Total Liabilities | <u>6,494.24</u> |
| Equity | |
| 31300 - Perm. Restricted Net Assets | |
| 31501 - SSGA Endowment Fund | 745,099.62 |
| 31503 - Fixed Assets | 2,967,567.00 |
| Total 31300 - Perm. Restricted Net Assets | <u>3,712,666.62</u> |
| 31500 - Temp. Restricted Net Assets | |
| 31510 - Program | 360,748.05 |
| 31520 - Outreach | 106,468.05 |

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08/11/21
Cash Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of July 31, 2021

| | <u>Jul 31, 21</u> |
|---|-----------------------------------|
| Total 31500 - Temp. Restricted Net Assets | 467,216.10 |
| 32000 - Unrestricted Net Assets | 227,972.44 |
| Net Income | <u>86,900.50</u> |
| Total Equity | <u>4,494,755.68</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>4,501,249.90</u></u> |

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08/11/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2021

| | Jan - Jul 21 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 40000 · Donations | | | | |
| 41000 · Pledge Income | | | | |
| 41120 · Prepaid Pledges Rec'd Prev Year | 24,875.20 | 24,875.20 | 0.00 | 100.0% |
| 41100 · Current Year Pledges | 417,096.99 | 359,143.05 | 57,953.94 | 116.1% |
| 41300 · Prior Year Pledges Rec'd Late | 18,275.00 | | | |
| Total 41000 · Pledge Income | 460,247.19 | 384,018.25 | 76,228.94 | 119.9% |
| 42000 · Plate Offering | | | | |
| 42100 · Loose Plate | 1,511.00 | 5,833.31 | -4,322.31 | 25.9% |
| 42150 · Contributing Income | 20,947.00 | 8,750.00 | 12,197.00 | 239.4% |
| Total 42000 · Plate Offering | 22,458.00 | 14,583.31 | 7,874.69 | 154.0% |
| 43000 · Special Gifts | 1,150.00 | | | |
| 44000 · Operating Support | | | | |
| 44200 · Facilities Cost Sharing | 441.00 | 9,460.85 | -9,019.85 | 4.7% |
| 44300 · Flower Donations | 330.00 | 875.00 | -545.00 | 37.7% |
| Total 44000 · Operating Support | 771.00 | 10,335.85 | -9,564.85 | 7.5% |
| 45000 · Other Income | | | | |
| 45200 · Amazon Smile | 69.92 | | | |
| 45300 · Interest Income | 230.29 | 160.44 | 69.85 | 143.5% |
| 45400 · Miscellaneous Income | 100.00 | 151.65 | -51.65 | 65.9% |
| Total 45000 · Other Income | 400.21 | 312.09 | 88.12 | 128.2% |
| Total 40000 · Donations | 485,026.40 | 409,249.50 | 75,776.90 | 118.5% |
| Total Income | 485,026.40 | 409,249.50 | 75,776.90 | 118.5% |
| Gross Profit | 485,026.40 | 409,249.50 | 75,776.90 | 118.5% |
| Expense | | | | |
| 66900 · Reconciliation Discrepancies | 0.00 | | | |
| 60000 · Operating Expenses | | | | |
| 61000 · Diocesan Assessment | 66,985.38 | 66,985.47 | -0.09 | 100.0% |
| 62000 · Personnel Expense | | | | |
| 62100 · Clergy Compensation | | | | |
| 62110 · Rector | 56,448.00 | 56,448.00 | 0.00 | 100.0% |
| 62120 · Associate Rector | 46,863.32 | 46,863.25 | 0.07 | 100.0% |
| 62198 · Clergy Pension Premiums | 21,644.28 | 22,284.12 | -639.84 | 97.1% |
| 62199 · Clergy Benefits & Insurance | 19,349.05 | 19,426.27 | -77.22 | 99.6% |
| Total 62100 · Clergy Compensation | 144,304.65 | 145,021.64 | -716.99 | 99.5% |
| 62200 · Lay Staff Compensation | | | | |
| 62202 · Music Director | 27,386.76 | 23,793.00 | 3,593.76 | 115.1% |
| 62203 · Office Manager | 6,138.75 | 12,084.80 | -5,946.05 | 50.8% |
| 62213 · Office Staff-Temporary Help | 3,672.05 | 464.80 | 3,207.25 | 790.0% |
| 62204 · Bookkeeper | 5,598.16 | 6,163.75 | -565.59 | 90.8% |
| 62205 · Childcare Assistant | 96.00 | 1,780.84 | -1,684.84 | 5.4% |
| 62296 · Lay Payroll Taxes | 2,486.46 | 3,387.94 | -901.48 | 73.4% |
| 62297 · Lay Pension Premiums | 1,576.31 | 3,228.98 | -1,652.67 | 48.8% |
| 62299 · Pension Reimbrsmnt Noah's Ark | 0.00 | | | |
| 62298 · Lay Benefits & Insurance | 356.86 | 3,729.89 | -3,371.03 | 9.6% |
| Total 62200 · Lay Staff Compensation | 47,313.35 | 54,634.00 | -7,320.65 | 86.6% |
| 62300 · Workers Compensation Insurance | -49.00 | 583.35 | -632.35 | -8.4% |
| 62400 · Payroll Processing Fees | 399.00 | 588.00 | -189.00 | 67.9% |
| 62500 · Contractors (1099) | | | | |
| 62501 · Musicians | | | | |
| 62511 · Paid Musicians | 7,125.00 | 7,291.65 | -166.65 | 97.7% |
| 62512 · Supply Musicians | 750.00 | 583.35 | 166.65 | 128.6% |
| Total 62501 · Musicians | 7,875.00 | 7,875.00 | 0.00 | 100.0% |

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

08/11/21

January through July 2021

Accrual Basis

| | Jan - Jul 21 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|------------------|---------------|
| 62504 · Landscaping | 14,119.00 | 14,119.00 | 0.00 | 100.0% |
| 62505 · Janitorial Services | 19,800.00 | 16,800.00 | 3,000.00 | 117.9% |
| Total 62500 · Contractors (1099) | 41,794.00 | 38,794.00 | 3,000.00 | 107.7% |
| 62600 · Staff Allowances | | | | |
| 62601 · Continuing Education | 0.00 | 583.35 | -583.35 | 0.0% |
| 62602 · Travel | 0.00 | 350.00 | -350.00 | 0.0% |
| 62603 · Clergy Hospitality | 208.73 | 466.65 | -257.92 | 44.7% |
| 62604 · Clergy Discretionary Fund | 300.00 | 175.00 | 125.00 | 171.4% |
| Total 62600 · Staff Allowances | 508.73 | 1,575.00 | -1,066.27 | 32.3% |
| Total 62000 · Personnel Expense | 234,270.73 | 241,195.99 | -6,925.26 | 97.1% |
| 63100 · Altar Guild | | | | |
| 63101 · Candles and Wine | 152.39 | 1,166.65 | -1,014.26 | 13.1% |
| 63102 · Flower Expense | 502.78 | 583.35 | -80.57 | 86.2% |
| 63105 · All Other Altar Guild Expenses | 134.60 | 175.00 | -40.40 | 76.9% |
| Total 63100 · Altar Guild | 789.77 | 1,925.00 | -1,135.23 | 41.0% |
| 63200 · Music | | | | |
| 63205 · Music Expenses | | | | |
| 63215 · Professional Expense | 0.00 | 291.65 | -291.65 | 0.0% |
| 63216 · Music Hospitality | 0.00 | 116.65 | -116.65 | 0.0% |
| 63205 · Music Expenses - Other | 585.86 | 1,400.00 | -814.14 | 41.8% |
| Total 63205 · Music Expenses | 585.86 | 1,808.30 | -1,222.44 | 32.4% |
| 63206 · Musical Equipment R&M | 390.00 | 758.35 | -368.35 | 51.4% |
| Total 63200 · Music | 975.86 | 2,566.65 | -1,590.79 | 38.0% |
| 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 | 101.45 | 175.00 | -73.55 | 58.0% |
| Total 63300 · Christian Formation | 188.45 | 1,050.00 | -861.55 | 17.9% |
| 63350 · Children & Youth Ministry | | | | |
| 63351 · Family Ministries | 21.84 | 758.35 | -736.51 | 2.9% |
| 63352 · Youth Ministries | 0.00 | 583.35 | -583.35 | 0.0% |
| 63353 · Acolytes | 166.24 | 175.00 | -8.76 | 95.0% |
| 63350 · Children & Youth Ministry - Other | 220.08 | | | |
| Total 63350 · Children & Youth Ministry | 408.16 | 1,516.70 | -1,108.54 | 26.9% |
| 64000 · Worship & Liturgy | | | | |
| 64108 · Liturgical Art | 0.00 | 175.00 | -175.00 | 0.0% |
| 64150 · Miscellaneous Worship | 157.99 | 350.00 | -192.01 | 45.1% |
| Total 64000 · Worship & Liturgy | 157.99 | 525.00 | -367.01 | 30.1% |
| 64250 · Pastoral Care | 0.00 | 116.65 | -116.65 | 0.0% |
| 64500 · Fellowship | | | | |
| 64501 · Sunday Coffee & Supplies | 0.00 | 466.65 | -466.65 | 0.0% |
| 64502 · Parish Events-Connect | 0.00 | 291.65 | -291.65 | 0.0% |
| 64503 · Reception Expense | 29.25 | 291.65 | -262.40 | 10.0% |
| 64504 · Greeters-Welcome | 0.00 | 291.65 | -291.65 | 0.0% |
| 64505 · Invites | 0.00 | 116.65 | -116.65 | 0.0% |
| 64506 · Vestry Expenses | 0.00 | 58.35 | -58.35 | 0.0% |
| Total 64500 · Fellowship | 29.25 | 1,516.60 | -1,487.35 | 1.9% |
| 65000 · Administrative | | | | |
| 65100 · Office Supplies | 334.38 | 875.00 | -540.62 | 38.2% |
| 65101 · Paper | 209.07 | 1,458.35 | -1,249.28 | 14.3% |
| 65102 · Advertising | 304.55 | 583.35 | -278.80 | 52.2% |

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08/11/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2021

| | Jan - Jul 21 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|-------------------|---------------|
| 65103 - Software | 1,482.86 | 1,400.00 | 82.86 | 105.9% |
| 65105 - Phone & Internet | 4,013.96 | 3,208.35 | 805.61 | 125.1% |
| 65106 - Misc Administration | 20.00 | 350.00 | -330.00 | 5.7% |
| 65200 - Equipment | | | | |
| 65201 - Hardware | 1,094.73 | 583.35 | 511.38 | 187.7% |
| 65202 - Ricoh Copier | 4,747.96 | 9,100.00 | -4,352.04 | 52.2% |
| 65203 - Other Equipment R&D | 0.00 | 291.65 | -291.65 | 0.0% |
| 65204 - Risograph Copier | 475.67 | 630.00 | -154.33 | 75.5% |
| Total 65200 - Equipment | 6,318.36 | 10,605.00 | -4,286.64 | 59.6% |
| 65300 - Postage | | | | |
| 65301 - Meter Postage | 584.98 | 583.35 | 1.63 | 100.3% |
| 65302 - Other Postage | 145.00 | 87.50 | 57.50 | 165.7% |
| 65303 - Meter Lease | 1,651.03 | 1,808.35 | -157.32 | 91.3% |
| Total 65300 - Postage | 2,381.01 | 2,479.20 | -98.19 | 96.0% |
| Total 65000 - Administrative | 15,063.99 | 20,959.25 | -5,895.26 | 71.9% |
| 66000 - Facilities | | | | |
| 66100 - Campus Maintenance | 14,089.07 | 20,416.65 | -6,327.58 | 69.0% |
| 66110 - Rectory Maintenance | | | | |
| 66111 - Insurance | 0.00 | 379.15 | -379.15 | 0.0% |
| 66112 - Landscaping | 1,890.00 | 2,333.35 | -443.35 | 81.0% |
| 66113 - Pool | 959.00 | 991.65 | -32.65 | 98.7% |
| 66116 - Maintenance | 3,056.39 | 2,333.35 | 723.04 | 131.0% |
| Total 66110 - Rectory Maintenance | 5,905.39 | 6,037.50 | -132.11 | 97.8% |
| 66120 - Services | | | | |
| 66121 - Elevator & Fire Alarm | 3,554.48 | 3,500.00 | 54.48 | 101.6% |
| 66122 - Other Services | 675.75 | 3,500.00 | -2,824.25 | 19.3% |
| 66120 - Services - Other | 363.00 | | | |
| Total 66120 - Services | 4,593.23 | 7,000.00 | -2,406.77 | 65.6% |
| 66130 - Facilities Supplies | 984.04 | 2,041.65 | -1,057.61 | 48.2% |
| 66140 - Utilities | | | | |
| 66141 - EBMUD | 5,160.60 | 11,200.00 | -6,039.40 | 46.1% |
| 66142 - Garbage | 3,787.30 | 4,958.35 | -1,171.05 | 76.4% |
| 66143 - PG&E Gas | 3,469.12 | 3,033.35 | 435.77 | 114.4% |
| 66144 - PG&E Electrical | 7,470.98 | 7,816.65 | -345.67 | 95.6% |
| Total 66140 - Utilities | 19,888.00 | 27,008.35 | -7,120.35 | 73.6% |
| Total 66000 - Facilities | 45,459.73 | 62,504.15 | -17,044.42 | 72.7% |
| 67000 - Finance | | | | |
| 67050 - Stewardship | 0.00 | 1,400.00 | -1,400.00 | 0.0% |
| 67100 - Benevity Fees | 17.80 | 87.50 | -69.70 | 20.3% |
| 67101 - Banking Charges | 1,253.41 | 700.00 | 553.41 | 179.1% |
| 67103 - Corporate Fees & Expenses | 27.78 | 58.35 | -30.57 | 47.6% |
| 67104 - Property & Liability Insurance | 15,522.00 | 18,120.10 | -2,598.10 | 85.7% |
| 67107 - Property Taxes | | | | |
| 67117 - Church Property Tax | 0.00 | 4,163.83 | -4,163.83 | 0.0% |
| 67118 - Rectory Property Tax | 404.31 | 471.90 | -67.59 | 85.7% |
| Total 67107 - Property Taxes | 404.31 | 4,635.73 | -4,231.42 | 8.7% |
| Total 67000 - Finance | 17,225.30 | 25,001.68 | -7,776.38 | 68.9% |
| 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 | 1,111.88 | 2,916.65 | -1,804.77 | 38.1% |

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08/11/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
 January through July 2021

| | Jan - Jul 21 | Budget | \$ Over Budget | % of Budget |
|--|--------------|------------|----------------|-------------|
| 69003 · COVID-19 Supplies | 134.43 | 437.50 | -303.07 | 30.7% |
| Total 69000 · Contingency | 1,248.31 | 3,354.15 | -2,107.84 | 37.2% |
| Total 60000 · Operating Expenses | 393,300.92 | 439,717.29 | -46,416.37 | 89.4% |
| Total Expense | 393,300.92 | 439,717.29 | -46,416.37 | 89.4% |
| Net Ordinary Income | 91,725.48 | -30,467.79 | 122,193.27 | -301.1% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 70000 · Program Accounts | | | | |
| 70060 · Maintenance & Improvement | | | | |
| 70061 · Maint & Improvement Income | 4,500.00 | | | |
| 70065 · Maint & Improvement Expense | -18,080.96 | | | |
| Total 70060 · Maintenance & Improvement | -13,580.96 | | | |
| 70110 · Youth Trips | | | | |
| 70111 · Youth Trips Income | 150.00 | | | |
| Total 70110 · Youth Trips | 150.00 | | | |
| 70120 · Vacation Bible School | | | | |
| 70121 · Vacation Bible School Income | 250.00 | | | |
| 70125 · Vacation Bible School Expense | -104.17 | | | |
| Total 70120 · Vacation Bible School | 145.83 | | | |
| 70130 · Concert Series | | | | |
| 70131 · Concert Series Income | 100.00 | | | |
| 70135 · Concert Series Expense | -225.00 | | | |
| Total 70130 · Concert Series | -125.00 | | | |
| 70140 · Columbarium | | | | |
| 70141 · Columbarium Income | 9,600.00 | | | |
| 70145 · Columbarium Expense | -454.50 | | | |
| Total 70140 · Columbarium | 9,145.50 | | | |
| 70170 · Memorial | | | | |
| 70171 · Memorial Income | 1,000.00 | | | |
| Total 70170 · Memorial | 1,000.00 | | | |
| 70230 · Capital Fund - Livestreaming | | | | |
| 70232 · Livestreaming - Expenses | -8,777.86 | | | |
| Total 70230 · Capital Fund - Livestreaming | -8,777.86 | | | |
| Total 70000 · Program Accounts | -12,042.49 | | | |
| 80000 · Outreach Accounts | | | | |
| 80040 · Fruits of the Harvest | | | | |
| 80048 · Event Expenses | -1,229.40 | | | |
| Total 80040 · Fruits of the Harvest | -1,229.40 | | | |
| 80110 · Winter Nights | | | | |
| 80119 · Winter Nights Disbursements | -2,396.90 | | | |
| Total 80110 · Winter Nights | -2,396.90 | | | |
| 89000 · Other Outreach | | | | |
| 89001 · Other Outreach Donations | 13,500.00 | | | |
| 89005 · Other Outreach Disbursements | -2,000.00 | | | |
| Total 89000 · Other Outreach | 11,500.00 | | | |

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08/11/21

Accrual Basis

Saint Timothy's Episcopal Church
Profit & Loss Budget vs. Actual
January through July 2021

| | Jan - Jul 21 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|------------------|-------------------|-------------------|----------------|
| Total 80000 - Outreach Accounts | 7,873.70 | | | |
| Total Other Income | -4,168.79 | | | |
| Other Expense | | | | |
| 100000 - Ask My Accountant | 99.04 | | | |
| Total Other Expense | 99.04 | | | |
| Net Other Income | -4,267.83 | | | |
| Net Income | <u>87,457.65</u> | <u>-30,467.79</u> | <u>117,925.44</u> | <u>-287.0%</u> |

8/4/2021

RE: Venmo July Statement

Subject: **RE: Venmo July Statement**
Date: 8/4/2021 12:18:56 PM Pacific Standard Time
From: bookkeeper@sainttimothysdanville.org
To: nkmats@aol.com
Cc: pledges@sainttimothysdanville.org, lgclark19@yahoo.com

CONFIRMED

Steve Zimmerman
Bookkeeper
St. Timothy's Episcopal Church
Office Hours: Wednesdays 9:00 to 2:00

----- Original Message -----

Subject: Venmo July Statement
From: <nkmats@aol.com>
Date: Sun, August 01, 2021 5:51 pm
To: bookkeeper@sainttimothysdanville.org
Cc: pledges@sainttimothysdanville.org, lgclark19@yahoo.com

Steve attached is the July Venmo statement. Transactions were:

| | | |
|------|-------|--|
| 7/2 | \$30 | donation |
| 7/15 | \$150 | mini camp fee for two sons |
| 7/16 | \$200 | payment on church education loan |
| 7/16 | \$30 | donation |
| 7/27 | \$410 | transfer donauons to church checking account |

Per our procedure for Venmo please send me an email confirming that you have reconciled that all deposits in Venmo have been accounted for and transferred to the church checking account.

Thanks,
Neal

7/7/2021

RE: Venmo Monthly Statement

Subject: **RE: Venmo Monthly Statement**
Date: 7/7/2021 11:30:16 AM Pacific Standard Time
From: bookkeeper@sainttimothysdanville.org
To: nk mats@aol.com
Cc: lgclark19@yahoo.com

Neal and Linda-

June Venmo verified; received \$715 on 6/29/21

Steve

Steve Zimmerman

Bookkeeper

Office Hours- Monday Afternoons

From: [nk mats@aol.com](mailto:nkmats@aol.com) [mailto:nkmats@aol.com]
Sent: Thursday, July 1, 2021 5:20 PM
To: bookkeeper@sainttimothysdanville.org
Cc: lgclark19@yahoo.com; pledges@sainttimothysdanville.org; parish@sainttimothysdanville.org
Subject: Venmo Monthly Statement

Attached is the Venmo statement for June. It reflect \$715 received and transferred to the church checking account. Booking for the donations received are:

| | | |
|------|-------|--|
| 6/5 | \$35 | donation |
| 6/12 | \$20 | designated Brazil/India (will send to presiding bishop relief for covid-19 relief) |
| | \$30 | donation |
| 6/15 | \$200 | payment on St. Timothy education loan |
| 6/25 | \$30 | donation |
| | \$400 | reimburse church for Comcast billing refund gift card (book to comcast acct) |

Steve please email myself and Linda Clark when you have confirmed that all funds received in the Venmo acct, that were transferred, have appeared in the church checking account.

07/14/21

Noah's Ark Preschool
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

| | Jul '20 - Jun 21 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Tuition 2020/2021 | 175,800.60 | 216,855.00 | -41,054.40 | 81.1% |
| Registration 2021/2022 | 990.00 | | | |
| Registration 2020/2021 | 2,165.00 | 1,620.00 | 545.00 | 133.6% |
| Enrichment/Lunch Bunch | 28,650.50 | 13,500.00 | 13,150.50 | 197.4% |
| Other Income | 341.24 | 2,500.00 | -2,158.76 | 13.6% |
| Total Income | 205,947.34 | 234,475.00 | -28,527.66 | 87.8% |
| Expense | | | | |
| Payroll | | | | |
| Salary | 162,735.10 | 211,938.72 | -49,203.62 | 76.8% |
| Benefits | 3,154.69 | 13,139.62 | -9,984.93 | 24.0% |
| Pension | 7,802.54 | 12,791.05 | -4,988.51 | 61.0% |
| Taxes | 12,437.97 | 15,581.28 | -3,143.31 | 79.8% |
| Total Payroll | 186,130.30 | 253,450.67 | -67,320.37 | 73.4% |
| Administration | | | | |
| Advertising | 141.87 | 300.00 | -158.13 | 47.3% |
| Licenses | 484.00 | 800.00 | -316.00 | 60.5% |
| Office Supplies | 967.72 | 1,000.00 | -32.28 | 96.8% |
| Payroll Check Charge | 1,752.20 | 1,848.00 | -95.80 | 94.8% |
| Phone | 1,308.86 | 1,320.00 | -13.14 | 99.0% |
| Misc Admin | 387.75 | 500.00 | -112.25 | 77.6% |
| Total Administration | 5,040.40 | 5,768.00 | -727.60 | 87.4% |
| Insurance | 3,396.00 | 3,850.00 | -454.00 | 88.2% |
| Program Supplies | | | | |
| Books | 822.70 | | | |
| Cooking | 72.58 | | | |
| Equipment/Games | 18.55 | | | |
| Photo Processing | 93.45 | | | |
| Project Supplies | 857.27 | | | |
| Special Events/Holidays | 153.09 | | | |
| Misc Program | 467.53 | | | |
| Program Supplies - Other | 9.09 | 4,600.00 | -4,590.91 | 0.2% |
| Total Program Supplies | 2,494.26 | 4,600.00 | -2,105.74 | 54.2% |
| Staff Development | | | | |
| In-Service | 1,184.00 | | | |
| Other | 72.44 | | | |
| Staff Development - Other | 9.58 | 700.00 | -690.42 | 1.4% |
| Total Staff Development | 1,266.02 | 700.00 | 566.02 | 180.9% |
| Snack & Kitchen Supplies | | | | |
| COVID-19 Supplies | 1,554.99 | | | |
| Snack Food | 1,079.80 | | | |
| Misc Snack & Kitchen Supplies | 388.46 | | | |
| Snack & Kitchen Supplies - Other | 47.38 | 1,800.00 | -1,552.62 | 3.0% |
| Total Snack & Kitchen Supplies | 3,070.63 | 1,800.00 | 1,470.63 | 191.9% |
| Staff Social Functions | 716.00 | 700.00 | 16.00 | 102.3% |
| Misc Expenses | 687.10 | 500.00 | 187.10 | 137.4% |
| Total Expense | 202,800.71 | 271,168.67 | -68,367.96 | 74.8% |
| Net Ordinary Income | 3,146.63 | -36,693.67 | 39,840.30 | -8.6% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| PPP Loan Forgiven | 38,130.55 | | | |
| Total Other Income | 38,130.55 | | | |

07/14/21

Noah's Ark Preschool
Profit & Loss Budget vs. Actual
July 2020 through June 2021

| | <u>Jul '20 - Jun 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|------------------|-------------------------|-------------------|-----------------------|--------------------|
| Net Other Income | 38,130.55 | | | |
| Net Income | <u>41,277.18</u> | <u>-36,693.67</u> | <u>77,970.85</u> | <u>-112.5%</u> |

| HOLIDAY | CURRENT PAID HOLIDAYS | | | | PERSONNEL POLICY MANUAL | DIOCESE | NOAH'S ARK |
|---------------------------------------|-----------------------|-------|--------|---------|-------------------------|---------|--------------|
| | TODD | SUSAN | DARITA | REBEKAH | | | |
| New Year's Day | X | X | X | X | X | X | Winter break |
| Martin Luther King Day | | X | | | X | X | X |
| President's Day | X | X | X | X | X | X | X |
| Spring break (1 wk) | | | | | | | X |
| Good Friday | | | | | | X | |
| Memorial Day | X | X | X | X | X | X | X |
| Independence Day | X | X | X | X | X | X | X |
| Labor Day | X | X | X | X | X | X | X |
| Day after convention | | | | | | X | |
| Veterans Day | X | | X | X | | X | X |
| Thanksgiving break (1 wk) | | | | | | | X |
| Thanksgiving | X | X | X | X | X | X | Thx break |
| Friday after Thanksgiving | X | X | X | X | | X | Thx break |
| Winter break (not paid) | | | | | | | X |
| Christmas | X | X | X | X | X | X | Winter break |
| Day after Christmas or New Year's Eve | | | | | X | | |

NOTES:

- Bookkeeper and Childcare assistant do not work enough hours to qualify for paid holidays
- Juneteenth is treated as a feast day by Diocese and not a paid holiday
- Recommendation for paid holidays
- Document needs change to be in sync

File Name: 2021-07-21 recommendation for paid holidays.pdf

2021-07 and 08 Admin Commission Report

Steven Oki

Activities and Problems

- **WiFi Usage from Outside Users**
 - Received a request via Bev Matsunaga for usage of our WiFi by AA for Zoom meetings. I asked if we had any usage language in our contracts with outside groups. Bev said it was possible to add language, but no language existed to this point. I consulted with Scott MacDougall (Facilities) if we should allow WiFi usage by outside groups. We did create a AA Zoom WiFi, but made it contingent on if the Vestry approves.
- **Ricoh Lease Review**
 - We have started a review of our Ricoh Lease. Our lease came up for renewal earlier in the year, but we were busy finding our office assistant so we delayed the review until now. We will be looking at Shamrock and two other vendors to compare companies and copiers.
- **Review of other Postage Stamp Software**
 - Pitney Bowes has a smaller offering we are starting to review with the vendor (Sendpro online postage program).
- **WiFi/Internet Problems in Grace House**
 - 8/4 Discovered an outage on our network that could have been affecting us for a month since 7/4. We were being subjected to high volume packet resends that could have been causing us speed and outage problems on our equipment. Comcast confirmed the problem was on their network and resolved the ticket about 3 days later.
 - Rich Wood and Steven Oki investigated problems from the last Vestry meeting that WiFi/Internet was not available in the Grace House conference room.
 - We discovered an unplugged ethernet cable in Susan's office was not allowing Internet access to the routers. WiFi was still up, but whenever you were closer to the errant router you would not get Internet access. We corrected the problem and Grace House WiFi/Internet has been restored.
 - We are also running a test of a Satellite router to allow for access to the WiFi in the Parish Hall. Currently that router is being tested in Grace House, but will be moved to the Parish Hall soon to determine signal strength. We have increased the signal strength on this satellite router, but so far still not effective enough to reach the Parish Hall. Rich Wood will be looking further into this testing.
- **Phishing Attempt on Admin**
 - The Admin received an email from what looked like Todd and was asked to purchase Amazon gift cards for the staff. The phishing communications went on for a couple of days and was brought to Susan's attention. No breach occurred and the Admin has been advised on the best future course of action.
- **Comcast Billing Problems Resolved**
 - Kari Doolittle has resolved the problem with Comcast billing. The problem was caused by Comcast having two different addresses for each of their Phone and Internet services. Sally and Kari have now corrected out bill payment procedures so each is handled separately.

Office Changes

- Kimberly Bryant, Kari Doolittle, Sally Potts and Susan Oki have all worked with Rebekkah Dodda, our new Office Assistant, to help her manage the church office.
- The office and Grace House are now open from 10 to 2 on Monday thru Thursday, when Rebekkah is in the office and from 10 to 1 on Friday when an office volunteer is in the office.
 - Outside and inside groups are again meeting on campus.
- Malwarebytes Renewal
 - Bev Matsunaga has charged the renewal on her Church credit card. The Admin will be getting her card soon and responsibility will transfer to her when she gets it.
- Zoom Hybrid Meeting Setup being tested to determine if we can have onsite meeting and still have people participate from home on Zoom.
- Church computers (purchased in June 2014) are being inspected and upgraded.
 - Music Director Computer
 - Parish Admin Computer
 - Volunteer Desk Computer
 - Bookkeeper's Computer to be done (Week of June 13th)
 - Susan's Computer in August
- A calendar of expected equipment bills has been created to help the Parish Administrator and committee know when to expect them (and avoid late fees)
- The Postage Meter in the office will not be replaced when the lease runs out in late July 2021. The Administration Group looked at the cost of the current machine and a less expensive replacement and consulted with the staff and the major users and decided that the cost/benefit did not justify replacing the machine.

Communications Commission Monthly Report

August 2021

Actions taken since July, 2021:

- Assumed administration of Facebook page from Darita. Ongoing familiarization with the maintenance chores and protocols.
- Quarterly review of Web pages for quality assurance
- Revised [Web Page Responsibilities](#) document. Notified vestry members to review and correct contents for accuracy and timeliness.
- Revised [Communication Vehicles](#) document
- Revised [Communications Handbook](#) document

Please click on links to the documents to review and provide feedback.

Submitted by:

Ade Adekunle

Outreach Update for Vestry Meeting Aug 18 '21. (G. Chong-Horsley)

FOTH :

- After consideration of the latest information on the high transmissibility of the new Delta Variant among unvaccinated as well as vaccinated people, members of the Outreach Committee and guests voted to not have an in-person event with food on the patio.
- Instead, we will do the FOTH Outreach fundraiser as two virtual noontime events for the parish on Sunday, Sept. 15th and Sunday, Sept. 26th. A revised video on the Outreach Ministries will be shown at both virtual events.
- Next steps:
 - Aug 15 - kick off STARTED! 😊
 - Sunday service announcement that the paper invitation and website are coming the following week
 - Invitations stuffed and stamped and mailed out Aug 16
 - Actual donation web page with invitation details being constructed – should be ready this week.
 - Sept Tidings article to be published.
- List of Grant recipients and contact information gathered this summer
- Liaisons have been contacting FOTH ministry organizations to provide video clips for FOTH event. They are working on editing out children's images to ensure compliance of privacy concerns.

Options Recovery Services:

Options Recovery Services announced that they are starting furniture gathering project. Our church really does not have the physical space to be collecting furniture for them. Also, it does not seem fair to all other organizations by singularly promote an individual project to fundraise for them during FOTH. This is more appropriate to be a God's Hands Project, and should be managed from our Outreach perspective of the number of events that we do.

Amazon Smile:

Submitted Announcement just in time for Amazon Prime Day, to encourage parishioners to sign-up for the program so that small proceeds of each purchase would be donated to St Timothy's Outreach programs.

PASTORAL CARE Summer 2021

A heartfelt thank you to all the members of the vestry for calling our parishioners. The past nearly two years has had a stressful effect in different ways for nearly all of us. The personal touch expressed by a simple phone call is surely an important ministry.

My hope for the coming fall is we can continue to reach out to our members – perhaps another phone check in September to discover how folks are feeling.

I remain grateful to Pastor Todd and Pastor Susan for their leadership and guidance during this covid time.

Trudy Macmillan

Worship Vestry Report

August 2021

Update since our last Vestry Meeting in June:

- Celebrated the life of 5 parishioners.
- Baptized four individuals.
- Graduated and said farewell to 3 long-tenured youth acolytes.
- Trained four new acolytes.
- Launched a Search Committee for a new Music Director.
- Said Farewell to Darita.
- Welcomed Father Maurice to the pulpit.
- Developed the Servers' Schedule for the Summer.
- Maintained the Volunteer Schedule on the Parish Website.
- Participated in tech training for online Sunday Worship.
- Met with our new Office Administrator

Submitted by Jacqueline Chiavini