

SAINT TIMOTHY’S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL
Wednesday September 15, 2021 – Zoom

Update Date: 09/25/2021

SUMMARY:

MOTIONS:

- **MOTION:** The vestry voted unanimously to approve the agenda, the minutes and all the submitted reports.
- **MOTION:** Approve spending the funds required to replace the downstairs HVAC system in the Ackerman property and the needed transfer of \$1600 from other funds to cover the cost that cannot be covered by money in the Ackerman maintenance account.

ACTION ITEMS:

- Ade and the Diocese are looking for Episcopalians to recruit for Diocese committees
- Vestry members need to review and update the St. Timothy’s website pages for which they are responsible
- Pastor Todd will send his draft blurb for Announcements on the mask mandate to the vestry for comment.

Attendees: Ade Adekunle, Jacque Chiavini, Linda Clark, Rayne Devlin, Steve Oki, Steve Hedden, Neal Matsunaga, Cecilia Oduwole, Sally Shea Potts, Rev. Todd Bryant, Susan Geissler-O’Neil

Absent: Gabel Chong-Horsley, Scott MacDougall, Trudy Macmillan

1. **Opening Prayer** – Pastor
2. **Recurring Action Items** – Minutes, Treasurer’s, Rector’s, and Commission Reports
 - a. Agenda
 - b. Minutes from the August 2021 vestry meeting
 - c. Treasurers Report, Balance Sheet and P&L through 31 August 2021
 - d. Rector, Administration, Communications and Worship Reports

MOTION: The vestry voted unanimously to approve the agenda, the minutes and all the submitted reports.

3. Review of Treasurer’s Report

Net income dropped between last month and this month. Neal explained how he “counts” pledges that have been paid in full as of the end of the previous month. In July, there was no update of the “All Paid” pledges. Neal used the count from June for the August report. The count was updated in August, so the net changed.

2 AA groups are meeting on-site, but they are meeting outside – not inside. Scouts are meeting. TOPS is meeting.

There is a section of the report that summarizes the information that the vestry is required to be informed about – Venmo transactions and the clergy discretionary fund.

4. Non-Recurring Action Items

a. Ackerman maintenance funding – Neal Matsunaga

The upstairs furnace-compressor/AC was replaced before the Bryants moved into the house. The contractor who inspects the equipment yearly recommends that the downstairs now be replaced. The \$\$ needed is more than the \$9,000 remaining in the Ackerman maintenance account. The Finance Committee agreed to transfer money from another account to cover the account. A second contractor recommends leaving the unit in place until it breaks and doing it then. Neal recommends that the vestry approve the transfer of funds to have it available when the unit fails.

MOTION: Approve spending the funds required to replace the downstairs HVAC system in the Ackerman property and the needed transfer of \$1600 from other funds to cover the cost that cannot be covered by money in the Ackerman maintenance account.

AdeA comments:

- His experience is that getting a replacement unit can take a while.
- What are the plans for replace the Ackerman maintenance fund?

Todd: Plans to include Ackerman in capital campaign planned for 2022 or 2023. Campaigns for deferred maintenance by itself are **AWFUL** and seldom successful

b. Planning for the 2022 budget – Neal Matsunaga

Neal reviewed:

- The budget report that they can see on the Google Drive
- The budget request document that vestry members are responsible for
- The schedule for budget preparation – vestry input is due by 11/17
 - 9/15 – budget information distributed
 - 2017-2020 and 2021 ytd actuals history
 - 2022 budget funding request form
 - 10/20 – updated budget information
 - 11/17 – 2022 budget funding requests due
 - 12/1 – 2022 draft budget initial review by Finance Committee
 - 12/8 – 2022 draft budget (initial income, final expenses) reviewed by Finance Committee
 - 12/15 – 2022 draft budget (initial income, final expenses) reviewed by Vestry
 - 1/12 – 2022 final budget (final income & expenses) reviewed by Finance Committee
 - 1/19 – 2022 final budget (final income & expenses) reviewed by Vestry

5. Rector Discussion

- a. Music Director – both of the 2 final candidates turned down the job offer. The committee has restarted the search. The Southern California candidate has decided not to move to the Bay Area. The northern California person asked to have Christmas off which we agreed to, but he decided to take the open job at St. Paul's in Walnut Creek. Rayne says that both the finalists indicated that they are REALLY interested.

M.J. will be with us through September. M.J.'s mom is willing to direct after that. Todd is also working with Jennifer from Sacramento. M.J. was re-offered her job at the Catholic Church. M.J.'s father is singing with the choir.

- b. Sunday Tech – Todd is very happy with the Live Stream tech team
- c. Youth Ministry – Todd is VERY impressed with the youth minister – Robbie Frederiksen - but is discouraged by the level of participation by the parents and youth from St Timothy's. Todd asked that the vestry pray for the program. Susan suggested that vestry members reach out to parents and teens who would benefit from the program and to parents with younger children. Jacque: There are 4 new acolytes, but more are needed.

6. Discussion Items

- a. **Possible requirement to provide proof of vaccination to attend in-person services – Linda Clark**

CCC has mandated that gyms and restaurants must check for vaccination status starting on 9/22. Pastor Todd thinks managing this would be problematic. The County or the Bishop may require this

L. Clark – we should start thinking about ways to implement the program so we are ready if necessary.

R. Devlin – I think we should be ready.

S. G-ON – Cathedral is requiring this.

N. Matsunaga – Holy Cross plan seems simple and sounds doable. What about groups that use the facilities?

A. Adekunle – How the congregation in introduced to the topic needs to be planned

N. Matsunaga – suggests an article in announcements informing the parish that we are not doing this now because the CCC rule currently doesn't apply to worship, but it could be extended to houses of worship.

Ade suggests that vestry listen to what the congregation is saying.

Todd will send his draft blurb for Announcements to the vestry for comment.

- b. **Sunday Vestry Lock-up – Sally Shea Potts**

Lock-up people needed for 9/19 and 9/26.

- Sally will lock up on 9/19.
- Linda Clark will lock up on 9/26.

7. FYI

a. Ade – Communications

Diocese Standing Committee has a task force on leadership. There is a need for people for the committees and not a lot of interest. Ade is a member of the task force and working on the issue including training.

8. Closing Prayer – Gabel Chong-Horsley – read by Pastor Susan

St Timothy's Calendar for Vestry as of 09/15/2021

Date	Event
Wednesday, September 15 - 6:30 pm - Zoom	Vestry Meeting https://us02web.zoom.us/j/81798167499?pwd=cktxUkJuQU55dEd5ZTF4a2lVN0FEZz09
Thursday, September 16 – 6:30 pm - ?	Contra Costa Deanery Meeting
Friday, September 24	Tidings Deadline
Sunday, September 19 – 12:00 pm	FOTH 2021 Coffee Hour https://us02web.zoom.us/j/83566192753?pwd=Ukdydmt0b1gxN1Zsam1oK2lmT2RhZz09
Sunday, September 26 – 12:00 pm	FOTH 2021 Coffee Hour https://us02web.zoom.us/j/83566192753?pwd=Ukdydmt0b1gxN1Zsam1oK2lmT2RhZz09
Sunday, September 26 – 11:30 am	Vestry Lock-up Person needed https://www.signupgenius.com/go/20f0b4aafa62ea20-sunday1
Sunday, October 10 – 11 am – 1 pm	Food Drive for Monument Crisis Center
Sunday, October 10 – 12 – 1 pm	Blessing of the Animals
Wednesday, October 20	Vestry Meeting https://us02web.zoom.us/j/81798167499?pwd=cktxUkJuQU55dEd5ZTF4a2lVN0FEZz09
Friday – Saturday October 22 – 23	Diocese of CA Convention in San Francisco

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – Friday September 24, 2021
Next Regular Vestry Meeting – Wednesday October 20, 2021

Treasurer's Report

September 15, 2021

Financial Highlights

- Financial results through August 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. Decrease in net income compared to July month (\$52,436) due mainly to amortization of pledges paid in full in 2021 not including all such pledges in amortization calculation.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$438,878	\$451,366	\$ 12,488
Other Income	\$ 28,836	\$ 25,796	\$(3,040)
Expenses	\$502,534	\$455,527	\$ 47,007
Net Income	\$(34,820)	\$ 21,635	\$ 56,455

Pledge Income difference due mainly to:

Pledges better than budgeted in previous months.

Other Income difference due mainly to:

Loose Plate \$(4,906) and Facilities Cost Sharing \$(10,266) under budget offset by Contributing Income \$11,382 and Special Gifts \$1,150 above budget.

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

Personnel expenses \$13,326 under budget due mainly to \$6,072 for administrative assistant/office manager and \$1,819 for childcare assistant for being vacant part of the year.

Altar Guild expenses \$1,156 under budget

Music expenses \$1,476 under budget

Christian Formation expenses \$1,012 under budget

Children & Youth Ministry expenses \$1,325 under budget

Fellowship expenses \$1,704 under budget

Administrative expenses \$6,534 under budget

Facilities expenses \$13,835 under budget

Finance expenses \$4,037 under budget

Contingency expenses \$2,027 under budget

Action Items

- Account 70150 – Ackerman maintenance & improvement reserve has a balance of \$9,879.42 with no active work that will need that reserve. The rectory has a furnace and compressor for the downstairs that should be replaced per recommendation from the hvac vendor after the annual maintenance service of the hvac units; the vendor noticed that the downstairs hvac equipment was not producing adequate cool air, but the coolant used in the compressor is no longer available so both units should be replaced. The estimate from the hvac vendor is \$11,500 after a discount for the church of \$1,000. This is the first occurrence of the church exhausting one of the maintenance & improvement reserve accounts. Recommend the property commission have the units replaced and that we allocate \$1,620.58 from Unrestricted Net Assets to fund the balance of the cost for the hvac replacement. This does mean that after this work we will have no reserves for maintenance & improvement work to the Ackerman property.
- Review 2022 budget preparation process and schedule.
 - 9/15 – budget information distributed
 - 2017-2020 and 2021 ytd actuals history
 - 2022 budget funding request form
 - 10/20 – updated budget information
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Recurring Status

- Acct 62604 - Clergy Discretionary Fund activity year-to-date as of the end of August
 - 6/30 \$300 check to individual
- Venmo transactions in August
 - 8/1 \$25 donation
 - 8/7 \$30 donation
 - 8/13 \$200 loan payment
 - 8/14 \$30 donation
 - 8/27 285 transferred to church checking acct/posted in Heritage 8/30
 - Bookkeeper completed monthly reconciliation of withdrawals/transfers with Venmo statement

Other Status

- As of the end of August the balance on the special education loan is \$2,600.

Neal Matsunaga

Saint Timothy's Episcopal Church
Balance Sheet
As of September 8, 2021

	Sep 8, 21
ASSETS	
Current Assets	
Checking/Savings	
10001 · Heritage Checking	191,149.30
10002 · Heritage Savings	17,987.23
17103 · Schwab	184,358.52
17104 · TD Ameritrade	357,803.38
Total Checking/Savings	751,298.43
Other Current Assets	
13000 · Special Loan	2,600.00
Total Other Current Assets	2,600.00
Total Current Assets	753,898.43
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 · SSGA Endowment Fund	480,535.41
17102 · SSGA Endowment Gain/Loss	273,168.24
Total Other Assets	753,703.65
TOTAL ASSETS	4,475,169.08
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	14,214.45
Total Other Current Liabilities	14,214.45
Total Current Liabilities	2,940.64
Total Liabilities	2,940.64
Equity	
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	753,703.65
31503 · Fixed Assets	2,967,567.00
Total 31300 · Perm. Restricted Net Assets	3,721,270.65
31500 · Temp. Restricted Net Assets	
31510 · Program	360,748.05
31520 · Outreach	106,468.05

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09/08/21
Cash Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of September 8, 2021

	<u>Sep 8, 21</u>
Total 31500 - Temp. Restricted Net Assets	467,216.10
32000 - Unrestricted Net Assets	228,345.25
Net Income	<u>55,306.44</u>
Total Equity	<u>4,472,228.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,475,169.08</u></u>

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

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - Donations				
41000 - Pledge Income				
41120 - Prepaid Pledges Rec'd Prev Year	28,428.80	28,428.80	0.00	100.0%
41100 - Current Year Pledges	452,851.99	410,449.20	42,402.79	110.3%
41300 - Prior Year Pledges Rec'd Late	18,275.00			
Total 41000 - Pledge Income	499,555.79	438,878.00	60,677.79	113.8%
42000 - Plate Offering				
42100 - Loose Plate	1,761.00	6,666.64	-4,905.64	26.4%
42150 - Contributing Income	21,382.00	10,000.00	11,382.00	213.8%
Total 42000 - Plate Offering	23,143.00	16,666.64	6,476.36	138.9%
43000 - Special Gifts	1,150.00			
44000 - Operating Support				
44200 - Facilities Cost Sharing	546.00	10,812.40	-10,266.40	5.0%
44300 - Flower Donations	505.00	1,000.00	-495.00	50.5%
Total 44000 - Operating Support	1,051.00	11,812.40	-10,761.40	8.9%
45000 - Other Income				
45200 - Amazon Smile	91.26			
45300 - Interest Income	261.25	183.36	77.89	142.5%
45400 - Miscellaneous Income	100.00	173.32	-73.32	57.7%
Total 45000 - Other Income	452.51	356.68	95.83	126.9%
Total 40000 - Donations	525,352.30	467,713.72	57,638.58	112.3%
Total Income	525,352.30	467,713.72	57,638.58	112.3%
Gross Profit	525,352.30	467,713.72	57,638.58	112.3%
Expense				
66900 - Reconciliation Discrepancies	0.00			
60000 - Operating Expenses				
61000 - Diocesan Assessment	76,554.72	76,554.82	-0.10	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	64,512.00	64,512.00	0.00	100.0%
62120 - Associate Rector	53,558.08	53,558.00	0.08	100.0%
62198 - Clergy Pension Premiums	24,736.32	25,467.57	-731.25	97.1%
62199 - Clergy Benefits & Insurance	22,113.20	22,201.46	-88.26	99.6%
Total 62100 - Clergy Compensation	164,919.60	165,739.03	-819.43	99.5%
62200 - Lay Staff Compensation				
62202 - Music Director	29,186.76	27,192.00	1,994.76	107.3%
62203 - Office Manager	7,738.75	13,811.20	-6,072.45	56.0%
62213 - Office Staff-Temporary Help	3,672.05	531.20	3,140.85	691.3%
62204 - Bookkeeper	6,431.28	7,044.28	-613.00	91.3%
62205 - Childcare Assistant	216.00	2,035.24	-1,819.24	10.6%
62296 - Lay Payroll Taxes	2,681.77	3,871.94	-1,190.17	69.3%
62297 - Lay Pension Premiums	1,870.10	3,690.27	-1,820.17	50.7%
62299 - Pension Reimbrsmnt Noah's Ark	-0.01			
62298 - Lay Benefits & Insurance	384.34	4,262.73	-3,878.39	9.0%
Total 62200 - Lay Staff Compensation	52,181.04	62,438.86	-10,257.82	83.6%
62300 - Workers Compensation Insurance	-49.00	666.68	-715.68	-7.3%
62400 - Payroll Processing Fees	455.00	672.00	-217.00	67.7%
62500 - Contractors (1099)				
62501 - Musicians				
62511 - Paid Musicians	7,625.00	8,333.32	-708.32	91.5%
62512 - Supply Musicians	750.00	666.68	83.32	112.5%

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

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
Total 62501 - Musicians	8,375.00	9,000.00	-625.00	93.1%
62504 - Landscaping	16,136.00	16,136.00	0.00	100.0%
62505 - Janitorial Services	19,800.00	19,200.00	600.00	103.1%
Total 62500 - Contractors (1099)	44,311.00	44,336.00	-25.00	99.9%
62600 - Staff Allowances				
62601 - Continuing Education	0.00	666.68	-666.68	0.0%
62602 - Travel	0.00	400.00	-400.00	0.0%
62603 - Clergy Hospitality	208.73	533.32	-324.59	39.1%
62604 - Clergy Discretionary Fund	300.00	200.00	100.00	150.0%
Total 62600 - Staff Allowances	508.73	1,800.00	-1,291.27	28.3%
Total 62000 - Personnel Expense	262,326.37	275,652.57	-13,326.20	95.2%
63100 - Altar Guild				
63101 - Candles and Wine	314.37	1,333.32	-1,018.95	23.6%
63102 - Flower Expense	502.78	666.68	-163.90	75.4%
63105 - All Other Altar Guild Expenses	227.26	200.00	27.26	113.6%
Total 63100 - Altar Guild	1,044.41	2,200.00	-1,155.59	47.5%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	1,067.57	333.32	734.25	320.3%
63216 - Music Hospitality	0.00	133.32	-133.32	0.0%
63205 - Music Expenses - Other	0.00	1,600.00	-1,600.00	0.0%
Total 63205 - Music Expenses	1,067.57	2,066.64	-999.07	51.7%
63206 - Musical Equipment R&M	390.00	866.68	-476.68	45.0%
Total 63200 - Music	1,457.57	2,933.32	-1,475.75	49.7%
63300 - Christian Formation				
63301 - EFM	0.00	333.32	-333.32	0.0%
63302 - Adult Education	87.00	666.68	-579.68	13.0%
63303 - Lenten Series	101.45	200.00	-98.55	50.7%
Total 63300 - Christian Formation	188.45	1,200.00	-1,011.55	15.7%
63350 - Children & Youth Ministry				
63351 - Family Ministries	21.84	866.68	-844.84	2.5%
63352 - Youth Ministries	0.00	666.68	-666.68	0.0%
63353 - Acolytes	166.24	200.00	-33.76	83.1%
63350 - Children & Youth Ministry - Other	220.08			
Total 63350 - Children & Youth Ministry	408.16	1,733.36	-1,325.20	23.5%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	200.00	-200.00	0.0%
64150 - Miscellaneous Worship	157.99	400.00	-242.01	39.5%
Total 64000 - Worship & Liturgy	157.99	600.00	-442.01	26.3%
64250 - Pastoral Care	0.00	133.32	-133.32	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	0.00	533.32	-533.32	0.0%
64502 - Parish Events-Connect	0.00	333.32	-333.32	0.0%
64503 - Reception Expense	29.25	333.32	-304.07	8.8%
64504 - Greeters-Welcome	0.00	333.32	-333.32	0.0%
64505 - Invites	0.00	133.32	-133.32	0.0%
64506 - Vestry Expenses	0.00	66.68	-66.68	0.0%
Total 64500 - Fellowship	29.25	1,733.28	-1,704.03	1.7%
65000 - Administrative				
65100 - Office Supplies	392.55	1,000.00	-607.45	39.3%

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

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
65101 - Paper	439.58	1,666.68	-1,227.10	26.4%
65102 - Advertising	304.55	666.68	-362.13	45.7%
65103 - Software	2,430.66	1,600.00	830.66	151.9%
65105 - Phone & Internet	4,435.03	3,666.68	768.35	121.0%
65106 - Misc Administration	20.00	400.00	-380.00	5.0%
65200 - Equipment				
65201 - Hardware	1,094.73	666.68	428.05	164.2%
65202 - Ricoh Copier	5,310.75	10,400.00	-5,089.25	51.1%
65203 - Other Equipment R&D	0.00	333.32	-333.32	0.0%
65204 - Risograph Copier	610.52	720.00	-109.48	84.8%
Total 65200 - Equipment	7,016.00	12,120.00	-5,104.00	57.9%
65300 - Postage				
65301 - Meter Postage	584.98	666.68	-81.70	87.7%
65302 - Other Postage	145.00	100.00	45.00	145.0%
65303 - Meter Lease	1,651.03	2,066.68	-415.65	79.9%
Total 65300 - Postage	2,381.01	2,833.36	-452.35	84.0%
Total 65000 - Administrative	17,419.38	23,953.40	-6,534.02	72.7%
66000 - Facilities				
66100 - Campus Maintenance	18,920.88	23,333.32	-4,412.44	81.1%
66110 - Rectory Maintenance				
66111 - Insurance	261.00	433.32	-172.32	60.2%
66112 - Landscaping	2,160.00	2,666.68	-506.68	81.0%
66113 - Pool	1,076.00	1,133.32	-57.32	94.9%
66116 - Maintenance	3,778.59	2,666.68	1,111.91	141.7%
Total 66110 - Rectory Maintenance	7,275.59	6,900.00	375.59	105.4%
66120 - Services				
66121 - Elevator & Fire Alarm	4,034.34	4,000.00	34.34	100.9%
66122 - Other Services	675.75	4,000.00	-3,324.25	16.9%
Total 66120 - Services	4,710.09	8,000.00	-3,289.91	58.9%
66130 - Facilities Supplies	1,141.87	2,333.32	-1,191.45	48.9%
66140 - Utilities				
66141 - EBMUD	9,398.14	12,800.00	-3,401.86	73.4%
66142 - Garbage	4,339.27	5,666.68	-1,327.41	76.6%
66143 - PG&E Gas	3,469.12	3,466.68	2.44	100.1%
66144 - PG&E Electrical	8,343.65	8,933.32	-589.67	93.4%
Total 66140 - Utilities	25,550.18	30,866.68	-5,316.50	82.8%
Total 66000 - Facilities	57,598.61	71,433.32	-13,834.71	80.6%
67000 - Finance				
67050 - Stewardship	0.00	1,600.00	-1,600.00	0.0%
67100 - Benevity Fees	17.80	100.00	-82.20	17.8%
67101 - Banking Charges	1,426.25	800.00	626.25	178.3%
67103 - Corporate Fees & Expenses	27.78	66.68	-38.90	41.7%
67104 - Property & Liability Insurance	15,522.00	20,708.68	-5,186.68	75.0%
67107 - Property Taxes				
67117 - Church Property Tax	7,137.96	4,758.66	2,379.30	150.0%
67118 - Rectory Property Tax	404.31	539.32	-135.01	75.0%
Total 67107 - Property Taxes	7,542.27	5,297.98	2,244.29	142.4%
Total 67000 - Finance	24,536.10	28,573.34	-4,037.24	85.9%
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	10,000.00	10,000.00	0.00	100.0%
68003 - Schools & Interfaith Council	2,000.00	2,000.00	0.00	100.0%
Total 68000 - Budgeted Outreach	12,000.00	12,000.00	0.00	100.0%
69000 - Contingency				

12:15 PM

09/08/21

Accrual Basis

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

January through August 2021

	Jan - Aug 21	Budget	\$ Over Budget	% of Budget
69001 - Contingency	1,655.60	3,333.32	-1,677.72	49.7%
69003 - COVID-19 Supplies	150.42	500.00	-349.58	30.1%
Total 69000 - Contingency	1,806.02	3,833.32	-2,027.30	47.1%
Total 60000 - Operating Expenses	455,527.03	502,534.05	-47,007.02	90.6%
Total Expense	455,527.03	502,534.05	-47,007.02	90.6%
Net Ordinary Income	69,825.27	-34,820.33	104,645.60	-200.5%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	4,700.00			
70065 - Maint & Improvement Expense	-18,080.96			
Total 70060 - Maintenance & Improvement	-13,380.96			
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	10,800.00			
70145 - Columbarium Expense	-627.13			
Total 70140 - Columbarium	10,172.87			
70170 - Memorial				
70171 - Memorial Income	1,250.00			
Total 70170 - Memorial	1,250.00			
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-8,777.86			
Total 70230 - Capital Fund - Livestreaming	-8,777.86			
Total 70000 - Program Accounts	-10,565.12			
80000 - Outreach Accounts				
80040 - Fruits of the Harvest				
80042 - General Donations	9,925.00			
80048 - Event Expenses	-1,230.74			
Total 80040 - Fruits of the Harvest	8,694.26			
80110 - Winter Nights				
80119 - Winter Nights Disbursements	-2,396.90			
Total 80110 - Winter Nights	-2,396.90			
89000 - Other Outreach				
89001 - Other Outreach Donations	15,000.00			
89005 - Other Outreach Disbursements	-2,000.00			

Page 4

12:15 PM

09/08/21

Accrual Basis

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

January through August 2021

	<u>Jan - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 89000 - Other Outreach	13,000.00			
Total 80000 - Outreach Accounts	19,297.36			
Total Other Income	8,732.24			
Other Expense				
100000 - Ask My Accountant	74.78			
Total Other Expense	74.78			
Net Other Income	8,657.46			
Net Income	<u>78,482.73</u>	<u>-34,820.33</u>	<u>113,303.06</u>	<u>-225.4%</u>

9/1/2021

RE: Venmo Transfer

Subject: **RE: Venmo Transfer**
Date: 9/1/2021 9:59:51 AM Pacific Standard Time
From: bookkeeper@sainttimothysdanville.org
To: nkmats@aol.com, pledges@sainttimothysdanville.org
Cc: rwfirth@gmail.com

Confirming received at Heritage Bank.
Steve

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

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

Subject: Venmo Transfer
From: <nkmats@aol.com>
Date: Fri, August 27, 2021 11:12 am
To: bookkeeper@sainttimothysdanville.org,
pledges@sainttimothysdanville.org,
Cc: rwfirth@gmail.com

I just initiated a transfer of Venmo funds to the church's checking account. Details of funds are:

8/1	\$25 donation Jojo Malabuyo
8/7	\$30 donation Bob Mchugh
8/13	\$200 payment on loan by Darita
8/14	\$30 donation Bob Mchugh

Transfer of \$285 was initiated today and estimated to post in bank account by 8/30

Neal

Budget History – page 1

SOURCE		2017	2018	2019	2020	2021	2021	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals Aug	
Income								
40000 · Donations								
41000 · Pledge Income								
41100 · Current Year Pledges	Cams	596,814	560,856	595,423	565,101	615,674	449,022	
41120 · Prepaid Pledges Rec'd Prev Yr	Cams	43,851	91,801	41,126	63,118	42,643	28,429	
41300 · Prior Year Pledges Rec'd late	Cams		3,330	4,592	1,835	0	18,275	
41000 · Pledge Income - Other				23,245				
Total		640,665	655,986	664,387	630,053	658,317	495,726	
Total 41000 · Pledge Income		640,665	655,986	664,387	630,053	658,317	495,726	
42000 · Plate Offering								
42100 · Loose Plate	Matsunaga	9,484	8,401	10,857	2,120	10,000	1,701	
42101 · 1st Sunday Clergy Disc			2,280					
42150 · Contributing Income	Cams	82,021	40,430	42,466	49,369	15,000	21,182	
42000 · Plate Offering Other				145				
Total 42000 · Plate Offering		91,505	51,110	53,468	51,490	25,000	22,883	
43000 · Special Gifts								
43000 · Special Gifts	Matsunaga	3,988	1,848	2,605	384	0	1,150	
44000 · Operating Support								
44200 · Facilities Cost Sharing	Matsunaga	24,995	23,217	27,321	10,939	16,219	546	
44300 · Flower Donations	Chiavini	4,487	4,510	3,913	1,759	1,500	505	
Total 44000 · Operating Support		29,482	27,727	31,234	12,698	17,719	1,051	
45000 · Other Income								
45100 · eScript Remittance	Matsunaga	10	-10	1	-1	0	0	
45200 · Amazon Smile	Matsunaga	23	4	-3	2	0	91	
45300 · Interest Income	Matsunaga	369	283	274	382	275	261	
45400 · Miscellaneous Income	Matsunaga	68	77	262	248	260	100	
45500 · PPP Funds	Matsunaga							
45600 · Pledge Reserve	Matsunaga							
Total 45000 · Other Income		470	354	534	631	535	453	
Total Income		766,110	737,024	752,227	695,256	701,571	521,262	
Expense								
60000 · Operating Expenses								
61000 · Diocesan Assessment	Matsunaga	123,337	93,793	107,319	111,261	114,832	76,555	
62000 · Personnel Expense								
62100 · Clergy Compensation								
62110 · Rector	Matsunaga	31,875	88,667	92,290	95,251	96,768	60,480	
62120 · Associate Rector	Matsunaga	67,073	71,173	74,537	78,198	80,337	50,211	
62198 · Clergy Pension Premiums	Matsunaga	30,486	32,545	36,115	36,363	38,201	24,736	
62190 · Clergy Benefits & Insurance	Matsunaga	13,843	26,770	29,529	31,411	33,302	22,113	
Total 62100 · Clergy Compensation		143,277	219,155	232,471	241,223	248,609	157,540	
62200 · Lay Staff Compensation								
62202 · Music Director	Matsunaga	35,500	37,213	38,901	41,044	40,788	29,187	
62203 · Office Manager	Matsunaga	32,359	23,088	15,289	20,139	20,717	6,939	
62213 · Office Temp Help	Matsunaga		5,654	4,953	0	797	3,672	
62204 · Bookkeeper	Matsunaga	25,648	26,589	26,318	10,900	10,566	5,598	

Budget History – page 2

SOURCE		2017	2018	2019	2020	2021	2021	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals	
		<hr/>						
62205 - Childcare Assistant	Matsunaga	2,614	2,452	2,216	393	3,053	96	
62298 - Lay Payroll Taxes	Matsunaga			5,656	4,709	5,808	2,548	
62297 - Lay Pension Premiums	Matsunaga	2,672	3,445	3,057	4,509	5,535	1,870	
62298 - Lay Benefits & Insurance	Matsunaga	1,090	2,363	2,786	775	6,394	384	
62299 - Lay Pension Reimbrsmnt Noah's	Matsunaga		2,035	0	1,337	0	0	
Total 62200 - Lay Staff Compensation		99,882	102,840	99,177	83,807	93,658	50,294	
62300 - Workers Compensation Insurance	Matsunaga	531	295	989	1,621	1,000	-49	
62400 - Payroll Processing	Matsunaga	7,656	7,344	945	784	1,008	420	
62500 - Contractors (1099)		<hr/>						
62501 - Musicians		13,603	15,078					
62511 - Paid Musicians	Chiavini			14,695	13,050	12,500	7,125	
62512 - Supply Musicians	Chiavini			805	250	1,000	750	
62504 - Landscaping	MacDougall	23,598	23,448	24,204	23,739	24,204	16,136	
62505 - Janitorial Services	MacDougall	27,425	27,850	27,750	29,250	28,800	19,800	
Total 62500 - Contractors (1099)		64,626	66,376	67,454	66,289	66,504	43,811	
62600 - Staff Allowances		<hr/>						
62601 - Continuing Education	Matsunaga	1,094	1,064	1,782	478	1,000	0	
62602 - Travel	Matsunaga	1,640	589	568	714	600	0	
62603 - Clergy Hospitality	Matsunaga	2,130	2,187	1,771	1,322	800	209	
62604 - Clergy Discretionary Fund	Matsunaga	450	350	165	15	300	300	
Total 62600 - Staff Allowances		5,314	4,190	4,286	2,529	2,700	509	
Total 62000 - Personnel Expense		321,288	400,200	405,320	396,253	413,479	252,525	
63100 - Altar Guild		<hr/>						
63101 - Candles and Wine	Chiavini	1,900	2,701	1,933	609	2,000	314	
63102 - Flower Expense	Chiavini	3,239	3,021	3,110	2,548	1,000	503	
63103 - Laundry Services	Chiavini	0	87	0	0	0	0	
63105 - All Other Altar Guild Expenses	Chiavini	708	942	361	363	300	227	
Total 63100 - Altar Guild		5,846	6,752	5,404	3,520	3,300	1,044	
63200 - Music		<hr/>						
63201 - Music Donations & Disbursements	Chiavini	-1,000		0	0	0	0	
63205 - Music Expenses	Chiavini	3,231	1,765					
63215 - Professional Expenses	Chiavini			1,086	0	500	1,068	
63216 - Music Hospitality	Chiavini			418	176	200	0	
63205 - Music Expenses - Other	Chiavini			103	1,406	2,400	0	
63206 - Musical Equipment R&M	Chiavini	1,077	317	653	260	1,300	390	
Total 63200 - Music		3,307	2,083	2,260	1,842	4,400	1,458	
63300 - Christian Formation		<hr/>						
63301 - EFM	?	0	618	0	0	500	0	
63302 - Adult Education	?	1,335	730	760	174	1,000	97	
63303 - Lenten Series	?	318	544	0	407	300	101	
63304 - Activity Support	?	0	413			0	0	
Total 63300 - Christian Formation		1,653	2,305	760	581	1,800	188	
63350 -Children & Youth Ministry		<hr/>						
63351 - Family Ministries	Devlin	556	385	771	131	1,300	22	
63352 -Youth Ministries	Devlin	286	1,754	437	0	1,000	0	
63350 - Children & Youth Ministry - Other	Devlin			300		0	166	
63353 - Acolytes	Devlin	40	246	100	200	300	220	
Total 63350 -Children & Youth Ministry		882	2,386	1,607	331	2,600	408	

Budget History – page 3

SOURCE		2017	2018	2019	2020	2021	2021	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals Aug	
64000 - Worship & Liturgy								
64108 - Liturgical Art	Chiavini	0	0	109	0	300	0	
64150 - Miscellaneous Worship	Chiavini	787	879	414	931	600	158	
Total 64000 - Worship & Liturgy		787	879	523	931	900	158	
64250 - Pastoral Care								
Total 64250 - Pastoral Care Macmillan					0	200	0	
64500 - Fellowship								
64501 - Sunday Coffee & Supplies	Kotesky	1,526	1,523	1,262	368	800	0	
64502 - Parish Events - Connect	Kotesky	504	1,089	613	0	500	0	
64503 - Reception Expense	Kotesky	24	1,202	758	0	500	29	
64504 - Greeters - Welcome	Kotesky	240	536	520	76	500	0	
64505 - Invites	Kotesky	1,210	179	0	0	200	0	
64506 - Vestry Expenses	Kotesky	736	210	100	96	100	0	
64508 - NEW (New Episcopal Women)	Kotesky		733	315	0	0	0	
64599 - Coffee Hour Donations	Kotesky		-221	0	0	0	0	
Total 64500 - Fellowship		4,240	5,251	3,567	540	2,600	29	
65000 - Administrative								
65100 - Office Supplies	Oki	2,841	2,447	3,104	622	1,500	393	
65101 - Paper	Oki	3,603	2,225	3,439	1,015	2,500	440	
65102 - Advertising	Oki	633	329	764	576	1,000	305	
65103 - Software	Oki	1,841	1,251	1,564	1,936	2,400	1,483	
65105 - Phone & Internet	Oki	5,227	5,519	5,412	5,399	5,500	4,435	
65106 - Miscellaneous Administration	Oki		0	720	0	600	20	
65200 - Equipment								
65201 - Hardware	Oki	66	1,412	530	1,014	1,000	1,095	
65202 - Ricoh	Oki	18,183	19,648	17,565	12,397	15,800	5,311	
65203 - Other Equipment R&D	Oki	0	369	0	733	500	0	
65204 - Risograph	Oki				0	1,080	611	
Total 65200 - Equipment		18,249	21,430	18,095	14,144	18,180	7,016	
65300 - Postage								
65301 - Meter	Oki	5,564	530	1,325	1,235	1,000	585	
65302 - Other Postage	Oki	200	100	-45	137	150	145	
65303 - Meter Lease	Oki		2,512	3,131	3,152	3,100	1,651	
Total 65300 - Postage		5,764	3,142	4,411	4,523	4,250	2,381	
Total 65000 - Administrative		38,157	36,342	37,508	28,214	35,930	16,471	
66000 - Facilities								
66100 - Campus Maintenance	MacDougall	15,115	32,377	38,697	41,022	35,000	18,921	
66110 - Rectory Maintenance								
66111 - Insurance	MacDougall	536	482	462	261	650	261	
66112 - Landscaping	MacDougall	1,350	3,990	3,240	3,240	4,000	2,160	
66113 - Pool	MacDougall	2,379	1,680	1,627	1,530	1,700	1,076	
66116 - Maintenance	MacDougall	765	2,827	3,975	2,750	4,000	3,779	
66110 - Rectory Maintenance Other	MacDougall					0		
Total 66110 - Rectory Maintenance		5030	8979	9304	7781	10350	7,276	
66120 - Services								
66121 - Elevator, Fire & Burgler Alarm	MacDougall	4,672	5,613	8,155	10,800	6,000	4,034	
66122 - Other Services	MacDougall	6,724	5,781	4,622	4,057	6,000	676	
Total 66120 - Services		11,396	11,393	12,777	14,858	12,000	4,710	

Budget History – page 4

SOURCE		2017	2018	2019	2020	2021	2021	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals Aug	
66130 - Facilities Supplies	MacDougall	2,807	2,746	3,493	2,396	3,500	1,142	
66140 - Utilities	MacDougall							
66141 - EBMUD	MacDougall	17,201	20,928	19,160	26,946	19,200	9,398	
66142 - Garbage	MacDougall	7,415	7,573	7,787	8,254	8,500	4,339	
66143 - PG&E Gas	MacDougall	4,727	4,694	5,138	4,699	5,200	3,469	
66144 - PG&E Electrical	MacDougall	11,506	12,330	13,236	12,901	13,400	8,344	
66145 - PG&E Loan	Matsunaga	8,666	7,435	8,111	6,299			
Total 66140 - Utilities		49,516	52,959	53,432	59,099	46,300	25,550	
Total 66000 - Facilities		83,864	108,454	117,703	125,155	107,150	57,599	
67000 - Finance								
67050 - Stewardship	Oliver	1,955	2,512	2,342	144	2,400	0	
67100 - Benevity Fees	Matsunaga	178	171	141	33	150	18	
67101 - Banking Charges	Matsunaga	1,030	1,902	1,188	2,124	1,200	1,426	
67102 - LOC Interest	Matsunaga		57					
67103 - Corporate Fees & Expenses	Matsunaga	1,052	139	100	0	100	28	
67104 - Property & Liability Insurance	MacDougall	19,957	26,723	29,662	38,728	31,063	15,522	
67106 - Property Taxes	Matsunaga	8,346	1,409					
67117 - Church Property Tax	Matsunaga			8,519	10,772	7,138	7,138	
67118 - Rectory Property Tax	Matsunaga			918	869	809	404	
Total 67000 - Finance		32,517	32,914	42,871	52,670	42,860	24,536	
68000 - Budgeted Outreach								
68002 - Budgeted Outreach	Matsunaga	7,300	15,000	15,000	15,000	15,000	10,000	
68003 - Schools & Interfaith Council	Chong-Horsley	2,700	3,000	3,000	3,000	3,000	2,000	
Total 68000 - Budgeted Outreach		10,000	18,000	18,000	18,000	18,000	12,000	
69000 - Contingency								
69001 - Contingency	Matsunaga	488	1,688	1,389	784	5,000	1,112	
69003 - Covid-19 Supplies	Matsunaga				898	750	150	move to facility supplies in future
69002 - YE Reserve Funds	Matsunaga		25,977					
Total Expense		626366	737024	744232	740978	753801	444234	
Projected Surplus/Loss			0	7,995	-45,722	-52,230	77,029	

Rector Report

September 2021

Youth Ministry

Robbie, our new youth minister, has been excellent in both conducting programs as well as reaching out to parents. **However**, I am concerned by the lackluster response by the parents and youth. It does not seem to hold value for them. I have personally reached out to each family inviting them to try our programs and have attended both middle and high school events. It's still early, so maybe we will build momentum.

If we get to December with a similar collective "too busy," we will have our answer not to pursue youth ministry in 2022. I think youth ministry is critical to our future, but that conviction cannot reside with me, vestry, and staff alone.

Music Director search

We had two strong finalists, but both did not work out, so the team is starting over.

Sunday Tech

I am pleased with how tech responsibilities are being distributed on Sunday. For our technology to work, we need 3 people on a given Sunday: 1 sound person, 1 camera person, 1 slide clicker person. 5 people are now "expert" clicker people (advancing the slides on TVs). By November 1, I would like to have 8 people who can advance slides. We could still really use 2 more people who would be willing to be trained on running sound and cameras.

Pastor Todd Bryant

2021-09 Admin Commission Report

Steven Oki

Activities and Problems

- **Wi-Fi Usage from Outside Users**

- The Vestry approved moving forward with adding an addendum to our Use agreements for those wishing to use our Wi-Fi. The added text is as follows

Wireless Network Addendum

By accepting this agreement and accessing the wireless network, you acknowledge that you are of legal age, you have read and understood, and agree to be bound by this addendum.

- *The wireless network service is provided by the property owner and is completely at their discretion. Your access to the network may be blocked, suspended, or terminated at any time for any reason.*
- *Use of the Wi-Fi network should only be used for purposes deemed necessary for the meeting and not for general use by its membership. Wi-Fi passwords should not be distributed to the membership.*
- *You agree not to use the wireless network for any purpose that is unlawful or otherwise prohibited and you are fully responsible for your use.*
- *The wireless network is provided "as is" without warranties of any kind, either expressed or implied.*

- **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. We have asked each vendor to give us bids for our most needed applications. We hope to have all bids in by the end of September in time for us to present them to the Finance committee and later the Vestry in October.

- **Review of other Postage Stamp Software**

- Pitney Bowes has a smaller offering we are starting to review with the vendor (SendPro online postage program). We are planning on testing the SendPro postage program which costs us \$5/month to see if it is a usable replacement for our stamp needs. We will utilize our own printing equipment.

-
- **Wi-Fi/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.
 - 9/2 Worked with Comcast again as we were trying to determine the problem with one of our Wi-Fi routers. We are still getting inconsistent connection problems with this satellite router. Rich Wood suggests we may try another device that will give IP address to this router rather than depending on Comcast Modem to do this job. Waiting on Rich Wood's availability.
 - During the above debug session, we noted that Comcast still needs to repair its network problems. They are trying to plan a large outage time to handle this in the town of Danville. We should get a warning to parish@sainttimothysdanville.org when this will happen.

Communications Commission Monthly Report

September 2021

Actions taken since August 2021:

- Coordination of Website updates
- Ongoing familiarization with Facebook maintenance chores and protocols.
- Revised [Web Page Responsibilities](#) document.
- Revised [Communication Vehicles](#) document
- Revised [Communications Handbook](#) document

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

Submitted by:

Ade Adekunle

=====

Worship Commission Report

September 2021

- Several meetings with Pastor Todd re: online service
Weekly connection with the liturgy team
- Continued updating of the Volunteer Schedule on our home page

Submitted by Jacqueline Chiavini