

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday April 15, 2020

Zoom

Update Date: 4/27/2020

SUMMARY:

MOTIONS:

MOTION: The vestry approved the application on behalf of the St. Timothy's parish and the Noah's Ark preschool for a CARES Paycheck Protection Loan.

MOTION: The vestry voted to approve donating \$10,000 from Outreach Emergency Fund to 6 local charities (who have all been supported in the past by St. Timothy's) to help them in the current COvid-19 crisis. The donations were proposed by the Outreach Committee and reviewed by the Finance Committee.

MOTION: Approve facility usage fee suspension for AA, ACA and TOPS and reduced fees for Noah's Ark preschool during the current COvid-19 crisis. Note: None of the listed organizations are currently using the facilities at St. Timothy's.

MOTION: The March meeting minutes, summary of a vestry email vote, treasurer reports and commission reports were approved as submitted:

ACTION ITEMS:

VESTRY CALLING: The vestry will again contact the people on their list from the February directory – either via email or phone call if they believe that the person should be contacted again.

NOAH'S ARK BOARD – Kari Doolittle and Rayne Devlin are working on recruiting another board member from the parish.

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

Absent: Steve Hedden, Mike Olden

1. Opening Prayer – Pastor Todd – Jesus appears to the Disciples – Holy Spirit

Thanksgivings: Pastor Todd & Kimberly have been approved as foster parents of a girl currently in detention– Griselda (17) – from Guatemala

1. Review and Confirm Agenda – there were no modifications to the agenda

2. Introduction of Guests – no guests attended the vestry meeting

3. Recurring Action Items –

MOTION: The following meeting minutes, summary of a vestry email vote, treasurer reports and commission reports were approved as submitted:

- Minutes from the March 18, 2020 vestry meeting
- Minutes from the April 5, 2020 Emergency Vestry Meeting
- Summary of the Parish Hall renovation email vote – 3/24/2020
- Treasurers Report, Balance Sheet and P&L through 31 March 2020

- Outreach and Property Commission Reports

4. Non-Recurring Action Items

a. CARES Paycheck Protection Program application – Treasurer – Neal Matsunaga

- Loan application has been accepted by Heritage Bank. An additional form has been submitted. Based on a webinar that Neal attended, he had the necessary payroll reports that the bank asked for. Neal asked the bank contact for a time estimate of the processing time.
- Union Bank (bank for the Diocese of California) changed their minds about accepting applications from member churches. Neal will apply to them if Heritage Bank application fails.

MOTION: The vestry approved the application on behalf of the St. Timothy's parish and the Noah's Ark preschool for a CARES Paycheck Protection Loan.

b. Request to approve expenditure from the Outreach Emergency Fund

The Outreach steering committee proposed spending \$10,000 of the total of \$15,000 in the Outreach Emergency Fund (Account 80130) at their meeting on Tuesday, April 7, 2020.

The Finance Committee reviewed and approved the initial proposed expenditure at their meeting on April 8, 2020.

The full Outreach committee modified and voted on the modified proposal on Monday, April 13th. The list of charities was changed from 5 to 6 and the amounts for each was slightly modified based on information from the liaisons that was not available to the steering committee. The revised proposal has gone to the Finance Committee.

MOTION: The vestry voted to approve donating \$10,000 from Outreach Emergency Fund to 6 local charities (who have all been supported in the past by St. Timothy's) to help them in the current COvid-19 crisis. The donations were proposed by the Outreach Committee and reviewed by the Finance Committee.

c. Proposal to drop property usage fees - Treasurer – Neal Matsunaga

Neal Matsunaga shared a spreadsheet which details the usage fees paid by AA, ACA, TOPS and Noah's Ark preschool

Renters: AA, Noah's Ark, ACA, Tops –

- \$600/month
- Noah's Ark is paying a reduced amount

MOTION: Approve facility usage fee suspension for AA, ACA and TOPS and reduced fees for Noah's Ark preschool during the current COvid-19 crisis. Note: None of the listed organizations are currently using the facilities at St. Timothy's.

d. Noah's Ark Operations

- Shut down from March 16 – 31.
- Remote learning with NA teachers started April 1
- 1:1 sessions with the teachers are available
- 3 families withdrew their kids from the school; 8 families have not yet participated in the remote learning
- Total pre shutdown enrollment was 47 students

- 7 resumes have been received for administrator position – 1 or 2 of those look like viable candidates. Sue Ennis and Cynthia are reviewing the applications.
- Loan, if approved, forgiveness requires 8 weeks of continued payroll payment. Neal has proposed to Cynthia extending the school year if the loan is approved

5. Discussion Items

a. Treasurer summary of current position – Neal Matsunaga

- Pledge income is \$25,000 below budget – note that pledges that have been fully paid are prorated over 12 months.
- 24 pledges have not made any payments. If those people had made payments, we would be on budget.
- 23 pledges have been paid in full - up from 19 in February
- Currently looks like \$58,400 deficit which could be closed by an expected additional \$13,000 of expected late pledges
- Plate offering is under due to no services
- Loss of Easter giving could be significant due to the occasional givers.
- About 12 families have gone to on-line payments in the past month.

b. Diocese of CA Episcopal Impact Fund gave each parish \$1000 to use.

c. Vestry meeting with the Bishop – Sunday, April 19 – Pastor Todd

- Zoom meeting will be used
- Coffee hour at 11:00
- Last month's suggestions – Plan for the diocese and he appears and speaks
- Pastor Todd believes that both issues have been addressed by his actions and the actions of the Diocese.
- The vestry agreed that we do not need a meeting with the bishop at this time.

6. FYI

a. Vestry Parish Calling Project – Trudy Macmillan

- Trudy suggests that vestry members recheck with those on their list via email or phone
- Linda Clark referred someone to the clergy – plea for others to refer anyone who needs to have them reach out.

b. Parish Member Assistance – Steve Hedden

- Steve and others are shopping for several parish members. Steve did not attend the meeting so additional details are not available.

c. Noah's Ark Board – from Neal Matsunaga

Noah's Ark Preschool current board members are:

Preschool

- Cynthia Chavez
- Chris Buchanan
- Christa Nix
- Laura Ruskowski

Church

- Todd Bryant (sub Susan Geissler-O'Neil)
- Rayne Devlin
- Kari Doolittle
- Neal Matsunaga
- Cathy Hager

The church should have one more member on the board. Suggestion: Meghan ? Rayne will reach out and ask her. Other suggestions: Sue Ennis, John Geraci – Kari and Rayne will work on this issue together

d. Website – Kari Doolittle

- Will be spending \$50 for additional security
- Advice on phishing emails coming

Next Tidings Deadline – Saturday April 25, 2020
Next Regular Vestry Meeting – Wednesday, May 20, 2020

St Timothy's Calendar for Vestry as of 04/09/2020

Items in red have been added since the last vestry meeting

Date	Event
Sunday, April 12 – Easter – 8:15 am	Join Washington Cathedral Easter celebration via computer
Sunday, April 12 – Easter 9:30 am	Zoom Chat with the Parish
Sunday, April 19 – One Service	Bishop Marc will visit virtually
Sunday, April 26 – One Service	Online
Wednesday, May 20 – 6:30 pm	Vestry Meeting – Zoom or GH Overby Conference Room
Saturday, May 16	FOTH – 2020 - CANCELLED
Monday – Friday, June 15-19	VBS (with St. Joan of Arc)

Submitted by Sally Shea Potts, Vestry Clerk

Treasurer's Report

April 15, 2020

Financial Highlights

- Financial results through March appear to be positive. Income underrun is mainly due to pledges that have not been paid yet to date and expenses reflect slowdown in expenses due to shelter in place rules and winter weather.
- Pledge income in our approved budget for 2020 is based on 159 pledges and includes an assumption that at least 6 additional pledges for at least \$13,400 will be received. Through March 2 additional pledges for \$12,620 have been received. Our budget has a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and projected deficit of \$45,034). The hope is that new pledges will be received during the year, as in 2019, but there is also an opportunity and challenge for parishioners to make or increase their pledges.
- 24 pledges for \$106,020 have not made any payments yet in 2020. Last month this number was 42 pledges so thank you.
- 23 pledges are paid in full for \$113,710. Last month it was 19 for \$94,969.
- 2020 budget vs actual results, through March, adjusted for amortizing "pledges paid in full" in the current year:

	Budget	Actual	Difference
Pledge Income	\$164,655	\$139,830	\$(24,825)
Other Income	\$ 19,115	\$ 17,881	\$(1,233)
Expenses	\$193,552	\$183,807	\$ 9,745
Net Income	\$(9,782)	\$(26,095)	

Income

Pledge income difference due to about \$26,500 for pledges that have not made any payments yet.

Other Income difference due to:

Plate Offerings \$(1,800) under budget.

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

Personnel expenses \$3,640 under budget

Altar Guild expenses \$(400) over budget due to December flower bill paid in 2020.

Music expenses \$360 under budget.

Children & Youth Ministry expenses \$890 under budget.

Fellowship expenses \$510 under budget.

Administrative expenses \$2,010 under budget due mainly to quarterly copier leases paid in March and less office supplies and paper expense.

Facilities expenses \$4,930 under budget due to campus and rectory maintenance being under budget and services being over budget.

Finance expenses \$(4,890) over budget due to timing of quarterly insurance bill payment.

Contingency expenses \$910 under budget.

Action Items

- At our special meeting on 4/5, the Vestry approved the Rector, Senior Warden and/or Treasurer applying for a loan under the CARES Act Paycheck Protection Program. 4/6 update – church's application was completed with the Treasurer as representative and was emailed and confirmed as received by Heritage Bank on Monday 4/6. Application was for a loan of \$111,460.
- Review and approve an Outreach Committee request to allocate \$10,000 from account 80130-Outreach Emergency. Current balance is \$15,000. This money was a designated gift a while back and the donor requested that it be used for emergency situations in the Outreach ministry area. Recommendation is to donate \$2000 each to Hope Solutions (CCIH), Loaves & Fishes, Monument Crisis Center, Shelter Inc and Winter Nights.
- Recommend that church tell our regular non-profit facility users (AA, ACA, TOPS) that for April and the rest of the covid-19 shutdown they do not need to reimburse us for using our facilities. Preschool will continue to reimburse us but 8.5% for tuition actually received versus students enrolled.

Other Status

- Through 4/1, eleven additional families have started making donations online.
- Preschool restarted April 1, after shutting down from March 16 – 31. They restarted with new distance learning classes only and will continue these classes through spring break (normally a vacation period for the school) for at least the rest of April. Cynthia Chavez and the teachers worked hard to learn new technology and to design a curriculum that could be taught remotely. Classes have been well received by parents and kids.
- 6 resumes received for our preschool director position to date.
- Two gifts received from a parishioner: \$1000 for endowment fund and \$1000 for campus maintenance reserve. Endowment gift will be deposited with ECF/SSGA after shelter in place and social distancing rules are canceled.

Neal Matsunaga

Saint Timothy's Episcopal Church

Balance Sheet

As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
10001 - Heritage Checking	67,532.21
10002 - Heritage Savings	164,822.48
17103 - Schwab	166,758.57
17104 - TD Ameritrade	312,322.77
Total Checking/Savings	<u>711,236.03</u>
Total Current Assets	711,236.03
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	117,830.00
18010 - Ackerman Property	580,850.00
Total 18000 - Fixed Assets	<u>2,967,567.00</u>
Total Fixed Assets	2,967,567.00
Other Assets	
17101 - SSGA Endowment Fund	479,535.41
17102 - SSGA Endowment Gain/Loss	119,187.34
Total Other Assets	<u>598,722.75</u>
TOTAL ASSETS	<u><u>4,277,525.78</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	-511.47
Total Accounts Payable	-511.47
Other Current Liabilities	
21006 - Prepaid Pledges 2020	47,678.00
Total Other Current Liabilities	<u>47,678.00</u>

5:23 PM

04/06/20

Accrual Basis

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

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Donations				
41000 · Pledge Income				
41120 · Prepaid Pledges Rec'd Prev Year	15,439.72	15,779.53	-339.81	97.8%
41100 · Current Year Pledges	164,338.09	148,875.75	15,462.34	110.4%
41300 · Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
41000 · Pledge Income - Other	240.00			
Total 41000 · Pledge Income	181,852.81	164,655.28	17,197.53	110.4%
42000 · Plate Offering				
42100 · Loose Plate	1,526.38	2,700.00	-1,173.62	56.5%
42150 · Contributing Income	6,870.00	8,074.97	-1,204.97	85.1%
42000 · Plate Offering - Other	594.00			
Total 42000 · Plate Offering	8,990.38	10,774.97	-1,784.59	83.4%
43000 · Special Gifts	230.00	0.00	230.00	100.0%
44000 · Operating Support				
44200 · Facilities Cost Sharing	7,694.59	7,581.00	113.59	101.5%
44300 · Flower Donations	809.55	625.03	184.52	129.5%
Total 44000 · Operating Support	8,504.14	8,206.03	298.11	103.6%
45000 · Other Income				
45100 · eScrip Remittance	0.00	0.00	0.00	0.0%
45200 · Amazon Smile	21.02	0.00	21.02	100.0%
45300 · Interest Income	50.87	68.72	-17.85	74.0%
45400 · Miscellaneous Income	85.00	64.97	20.03	130.8%
Total 45000 · Other Income	156.89	133.69	23.20	117.4%
Total 40000 · Donations	199,734.22	183,769.97	15,964.25	108.7%
Total Income	199,734.22	183,769.97	15,964.25	108.7%
Gross Profit	199,734.22	183,769.97	15,964.25	108.7%

5:23 PM

04/06/20

Accrual Basis

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

Expense	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
66900 - Reconciliation Discrepancies	0.00			
60000 - Operating Expenses				
61000 - Diocesan Assessment	27,815.31	27,815.25	0.06	100.0%
62000 - Personnel Expense				
62100 - Clergy Compensation				
62110 - Rector	23,817.50	23,811.00	6.50	100.0%
62120 - Associate Rector	19,548.46	19,550.53	-4.07	100.0%
62130 - Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 - Clergy Pension Premiums	9,090.87	9,364.97	-274.10	97.1%
62199 - Clergy Benefits & Insurance	7,852.71	7,631.72	220.99	102.9%
Total 62100 - Clergy Compensation	60,307.54	60,358.22	-50.68	99.9%
62200 - Lay Staff Compensation				
62201 - Family Minister	0.00	0.00	0.00	0.0%
62202 - Music Director	10,834.22	10,036.50	897.72	108.9%
62203 - Office Manager	4,843.67	5,098.50	-254.83	95.0%
62213 - Office Staff-Temporary Help	0.00	225.28	-225.28	0.0%
62204 - Bookkeeper	4,130.00	5,200.03	-1,070.03	79.4%
62205 - Childcare Assistant	393.49	751.22	-357.73	52.4%
62296 - Lay Payroll Taxes	1,342.37	1,630.22	-287.85	82.3%
62297 - Lay Pension Premiums	1,608.33	1,362.28	246.05	118.1%
62299 - Pension Reimbrsmnt Noah's Ark	0.00	0.00	0.00	0.0%
62298 - Lay Benefits & Insurance	193.77	1,585.78	-1,392.01	12.2%
Total 62200 - Lay Staff Compensation	23,445.85	25,889.81	-2,443.96	90.6%
62300 - Workers Compensation Insurance	772.00	300.00	472.00	257.3%
62400 - Payroll Processing Fees	217.00	252.00	-35.00	86.1%
62500 - Contractors (1099)				

Page 1

5:23 PM

04/06/20

Accrual Basis

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



	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
62501 - Musicians				
62511 - Paid Musicians	2,775.00	3,124.97	-349.97	88.8%
62512 - Supply Musicians	250.00	574.97	-324.97	43.5%
Total 62501 - Musicians	3,025.00	3,699.94	-674.94	81.8%
62504 - Landscaping	5,585.54	6,052.50	-466.96	92.3%
62505 - Janitorial Services	6,975.00	7,200.00	-225.00	96.9%
Total 62500 - Contractors (1099)	15,585.54	16,952.44	-1,366.90	91.9%
62600 - Staff Allowances				
62601 - Continuing Education	432.79	499.97	-67.18	86.6%
62602 - Travel	30.50	150.00	-119.50	20.3%
62603 - Clergy Hospitality	495.23	450.00	45.23	110.1%
62604 - Clergy Discretionary Fund	0.00	75.00	-75.00	0.0%
Total 62600 - Staff Allowances	958.52	1,174.97	-216.45	81.6%
Total 62000 - Personnel Expense	101,286.45	104,927.44	-3,640.99	96.5%
63100 - Altar Guild				
63101 - Candles and Wine	418.07	737.53	-319.46	56.7%
63102 - Flower Expense	1,569.51	805.03	764.48	195.0%
63103 - Laundry Services	0.00	19.97	-19.97	0.0%
63105 - All Other Altar Guild Expenses	67.46	87.47	-20.01	77.1%
Total 63100 - Altar Guild	2,055.04	1,650.00	405.04	124.5%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	0.00	325.03	-325.03	0.0%
63216 - Music Hospitality	0.00	124.97	-124.97	0.0%
63205 - Music Expenses - Other	268.58			
Total 63205 - Music Expenses	268.58	450.00	-181.42	59.7%
63206 - Musical Equipment R&M	0.00	175.03	-175.03	0.0%
Total 63200 - Music	268.58	625.03	-356.45	43.0%
63300 - Christian Formation				
63301 - EFM	0.00	124.97	-124.97	0.0%
63302 - Adult Education	0.00	250.03	-250.03	0.0%
63303 - Lenten Series	406.80	75.00	331.80	542.4%
63304 - Activity Support	0.00	0.00	0.00	0.0%
Total 63300 - Christian Formation	406.80	450.00	-43.20	90.4%

5:23 PM

04/06/20

Accrual Basis

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

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
Total 63300 - Christian Formation	406.80	450.00	-43.20	90.4%
63350 - Children & Youth Ministry				
63351 - Family Ministries	13.99	325.03	-311.04	4.3%
63352 - Youth Ministries	0.00	499.97	-499.97	0.0%
63353 - Acolytes	0.00	75.00	-75.00	0.0%
Total 63350 - Children & Youth Ministry	13.99	900.00	-886.01	1.6%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	75.00	-75.00	0.0%
64150 - Miscellaneous Worship	65.55	124.97	-59.42	52.5%
Total 64000 - Worship & Liturgy	65.55	199.97	-134.42	32.8%
64250 - Pastoral Care	0.00	124.97	-124.97	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	367.97	325.03	42.94	113.2%
64502 - Parish Events-Connect	0.00	199.97	-199.97	0.0%
64503 - Reception Expense	0.00	199.97	-199.97	0.0%
64504 - Greeters-Welcome	76.00	124.97	-48.97	60.8%
64505 - Invites	0.00	49.97	-49.97	0.0%
64506 - Vestry Expenses	95.99	25.03	70.96	383.5%

5:23 PM

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

04/06/20

January through March 2020

Accrual Basis

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
64508 - NEW (New Episcopal Women)	0.00	124.97	-124.97	0.0%
64599 - Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 64500 - Fellowship	539.96	1,049.91	-509.95	51.4%
65000 - Administrative				
65100 - Office Supplies	288.38	499.97	-231.59	53.7%
65101 - Paper	482.80	925.03	-442.23	52.2%
65102 - Advertising	287.95	150.00	137.95	192.0%
65103 - Software	635.99	499.97	136.02	127.2%
65105 - Phone & Internet	1,335.43	1,384.97	-49.54	96.4%
65106 - Misc Administration	0.00	150.00	-150.00	0.0%
65200 - Equipment				
65204 - Risograph Copier	0.00	1,099.97	-1,099.97	0.0%
65201 - Hardware	0.00	175.03	-175.03	0.0%
65202 - Ricoh Copier	3,653.67	3,900.00	-246.33	93.7%
65203 - Other Equipment R&D	0.00	124.97	-124.97	0.0%
Total 65200 - Equipment	3,653.67	5,299.97	-1,646.30	68.9%
65300 - Postage				
65301 - Meter Postage	400.00	250.03	149.97	160.0%
65302 - Other Postage	66.00	37.50	28.50	176.0%
65303 - Meter Lease	834.58	775.03	59.55	107.7%
Total 65300 - Postage	1,300.58	1,062.56	238.02	122.4%
Total 65000 - Administrative	7,964.80	9,972.47	-2,007.67	79.9%
66000 - Facilities				
66100 - Campus Maintenance	3,483.16	8,749.97	-5,266.81	39.8%
66110 - Rectory Maintenance				
66111 - Insurance	0.00	162.47	-162.47	0.0%
66112 - Landscaping	810.00	1,000.03	-190.03	81.0%
66113 - Pool	495.00	424.97	70.03	116.5%
66116 - Maintenance	129.00	1,000.03	-871.03	12.9%
Total 66110 - Rectory Maintenance	1,434.00	2,587.50	-1,153.50	55.4%
66120 - Services				
66121 - Elevator & Fire Alarm	2,809.14	1,999.97	809.17	140.5%
66122 - Other Services	2,377.30	1,500.00	877.30	158.5%
Total 66120 - Services	5,186.44	3,499.97	1,686.47	148.2%
66130 - Facilities Supplies	1,322.43	750.00	572.43	176.3%
66140 - Utilities				
66141 - EBMUD	2,920.30	4,800.00	-1,879.70	60.8%
66142 - Garbage	1,915.78	1,950.00	-34.22	98.2%
66143 - PG&E Gas	2,357.19	1,300.03	1,057.16	181.3%
66144 - PG&E Electrical	3,436.46	3,349.97	86.49	102.6%
66145 - PG&E Loan	2,027.67	2,027.72	-0.05	100.0%
Total 66140 - Utilities	12,657.40	13,427.72	-770.32	94.3%
Total 66000 - Facilities	24,083.43	29,015.16	-4,931.73	83.0%

5:23 PM

04/06/20

Accrual Basis

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

☰	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
Total 66000 - Facilities	24,083.43	29,015.16	-4,931.73	83.0%
67000 - Finance				
67050 - Stewardship	0.00	600.00	-600.00	0.0%
67100 - Benevity Fees	20.02	37.50	-17.48	53.4%
67101 - Banking Charges	464.42	300.00	164.42	154.8%
67103 - Corporate Fees & Expenses	0.00	25.03	-25.03	0.0%
67104 - Property & Liability Insurance	15,477.85	7,736.53	7,741.32	200.1%
67107 - Property Taxes				
67117 - Church Property Tax	0.00	2,149.97	-2,149.97	0.0%
67118 - Rectory Property Tax	0.00	222.47	-222.47	0.0%
Total 67107 - Property Taxes	0.00	2,372.44	-2,372.44	0.0%
Total 67000 - Finance	15,962.29	11,071.50	4,890.79	144.2%

5:23 PM

04/06/20

Accrual Basis

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



	<u>Jan - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	2,500.00	3,750.00	-1,250.00	66.7%
68003 - Schools & Interfaith Council	500.00	750.00	-250.00	66.7%
Total 68000 - Budgeted Outreach	<u>3,000.00</u>	<u>4,500.00</u>	<u>-1,500.00</u>	<u>66.7%</u>
69000 - Contingency				
69001 - Contingency	344.34	1,249.97	-905.63	27.5%
Total 69000 - Contingency	<u>344.34</u>	<u>1,249.97</u>	<u>-905.63</u>	<u>27.5%</u>
Total 60000 - Operating Expenses	<u>183,806.54</u>	<u>193,551.67</u>	<u>-9,745.13</u>	<u>95.0%</u>
Total Expense	<u>183,806.54</u>	<u>193,551.67</u>	<u>-9,745.13</u>	<u>95.0%</u>
Net Ordinary Income	15,927.68	-9,781.70	25,709.38	-162.8%

5:23 PM

04/06/20

Accrual Basis

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

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	15,927.68	-9,781.70	25,709.38	-162.8%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70040 - Boy Scout Troop #36				
70041 - Boy Scout Troop Income	1,525.00			
70045 - Boy Scout Troop Expenses	-550.00			
Total 70040 - Boy Scout Troop #36	<u>975.00</u>			
70050 - Parish Activities				
70051 - Parish Activities Income	225.00			
70055 - Parish Activities Expense	-225.00			
Total 70050 - Parish Activities	<u>0.00</u>			
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	1,038.25			
70065 - Maint & Improvement Expense	-320.00			
Total 70060 - Maintenance & Improvement	<u>718.25</u>			
70100 - Vestry Retreat				
70105 - Vestry Retreat Expense	-344.19			
Total 70100 - Vestry Retreat	<u>-344.19</u>			
70110 - Youth Trips				
70111 - Youth Trips Income	300.00			
Total 70110 - Youth Trips	<u>300.00</u>			
70130 - Concert Series				
70131 - Concert Series Income	25.00			
70135 - Concert Series Expense	-5,992.62			
Total 70130 - Concert Series	<u>-5,967.62</u>			
70140 - Columbarium				
70145 - Columbarium Expense	-82.07			
Total 70140 - Columbarium	<u>-82.07</u>			
70150 - Ackerman				
70155 - Ackerman Expenses	-1,350.00			
Total 70150 - Ackerman	<u>-1,350.00</u>			
70170 - Memorial				
70171 - Memorial Income	775.00			
Total 70170 - Memorial	<u>775.00</u>			
70200 - Men's Group				
70201 - Men's Group Income	345.00			

Page 4

5:23 PM

04/06/20

Accrual Basis

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

	Jan - Mar 20	Budget	\$ Over Budget	% of Budget
70205 - Men's Group Expense	-304.20			
Total 70200 - Men's Group	40.80			
Total 70000 - Program Accounts	-4,934.83			
80000 - Outreach Accounts				
80010 - Adopt-a-Bike Program				
80011 - Adopt-a-Bike Program Income	240.00			
80015 - Adopt-a-Bike Program Expense	-3,282.89			
Total 80010 - Adopt-a-Bike Program	-3,042.89			
80020 - Christmas Boxes				
80029 - Christmas Boxes Disbursements	-1,000.00			
Total 80020 - Christmas Boxes	-1,000.00			
80100 - Trinity Center				
80101 - Trinity Center Donations	2,000.00			
Total 80100 - Trinity Center	2,000.00			
80110 - Winter Nights				
80111 - Winter Nights Income	1,415.00			
80115 - Winter Nights Expense	-78.52			
Total 80110 - Winter Nights	1,336.48			
Total 80000 - Outreach Accounts	-706.41			
Total Other Income	-5,641.24			
Other Expense				
100000 - Ask My Accountant	838.03			
Total Other Expense	838.03			
Net Other Income	-6,479.27			
Net Income	<u>9,448.41</u>	<u>-9,781.70</u>	<u>19,230.11</u>	<u>-96.6%</u>



**Paycheck Protection Program
Borrower Application Form**

OMB Control No.: 3245-0407
Expiration Date: 09/30/2020

Check One: <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corp <input type="checkbox"/> S-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Independent contractor <input type="checkbox"/> Eligible self-employed individual <input checked="" type="checkbox"/> 501(c)(3) nonprofit <input type="checkbox"/> 501(c)(19) veterans organization <input type="checkbox"/> Tribal business (sec. 31(b)(2)(C) of Small Business Act) <input type="checkbox"/> Other	DBA or Tradename if Applicable	
Business Legal Name		
St. Timothy's Episcopal Church in Danville, California		
Business Address		Business TIN (EIN, SSN)
1550 Diablo Rd, Danville, CA, 94526		94-6037235
		Business Phone
		925/ 837 4993
		Primary Contact
		Email Address
		Neal Matsunaga
		treasurer@sainttimothysdanville.org

Average Monthly Payroll:	\$ 44584	x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request:	\$ 111460	Number of Employees:	7.99
Purpose of the loan (select more than one):					
<input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Lease / Mortgage Interest <input type="checkbox"/> Utilities <input type="checkbox"/> Other (explain): _____					

Applicant Ownership

List all owners of 20% or more of the equity of the Applicant. Attach a separate sheet if necessary.

Owner Name	Title	Ownership %	TIN (EIN, SSN)	Address
n/a				

If questions (1) or (2) below are answered "Yes," the loan will not be approved.

Question	Yes	No
1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? If yes, list all such businesses and describe the relationship on a separate sheet identified as addendum A.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has the Applicant received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details on a separate sheet identified as addendum B.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If questions (5) or (6) are answered "Yes," the loan will not be approved.

Question	Yes	No
5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole? Initial here to confirm your response to question 5 → <u>nkm</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? Initial here to confirm your response to question 6 → <u>nkm</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Is the Applicant a franchise that is listed in the SBA's Franchise Directory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Paycheck Protection Program Borrower Application Form

By Signing Below, You Make the Following Representations, Authorizations, and Certifications

CERTIFICATIONS AND AUTHORIZATIONS

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule).
- The Applicant (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All SBA loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rule.
- To the extent feasible, I will purchase only American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.
- Any loan received by the Applicant under Section 7(b)(2) of the Small Business Act between January 31, 2020 and April 3, 2020 was for a purpose other than paying payroll costs and other allowable uses loans under the Paycheck Protection Program Rule.

For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

CERTIFICATIONS

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

nkm The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.

nkm Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

nkm The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.

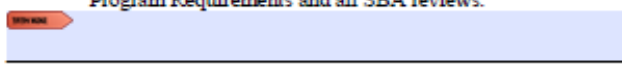
nkm The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.

nkm I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs.

nkm During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.

nkm I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

nkm I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.



Signature of Authorized Representative of Applicant

Neal Matsunaga

Print Name



Date

4/6/20

Title



Paycheck Protection Program Borrower Application Form

Purpose of this form:

This form is to be completed by the authorized representative of the Applicant and *submitted to your SBA Participating Lender*. Submission of the requested information is required to make a determination regarding eligibility for financial assistance. Failure to submit the information would affect that determination.

Instructions for completing this form:

With respect to "purpose of the loan," payroll costs consist of compensation to employees (whose principal place of residence is the United States) in the form of salary, wages, commissions, or similar compensation; cash tips or the equivalent (based on employer records of past tips or, in the absence of such records, a reasonable, good-faith employer estimate of such tips); payment for vacation, parental, family, medical, or sick leave; allowance for separation or dismissal; payment for the provision of employee benefits consisting of group health care coverage, including insurance premiums, and retirement; payment of state and local taxes assessed on compensation of employees; and for an independent contractor or sole proprietor, wage, commissions, income, or net earnings from self-employment or similar compensation.

For purposes of calculating "Average Monthly Payroll," most Applicants will use the average monthly payroll for 2019, excluding costs over \$100,000 on an annualized basis for each employee. For seasonal businesses, the Applicant may elect to instead use average monthly payroll for the time period between February 15, 2019 and June 30, 2019, excluding costs over \$100,000 on an annualized basis for each employee. For new businesses, average monthly payroll may be calculated using the time period from January 1, 2020 to February 29, 2020, excluding costs over \$100,000 on an annualized basis for each employee.

If Applicant is refinancing an Economic Injury Disaster Loan (EIDL): Add the outstanding amount of an EIDL made between January 31, 2020 and April 3, 2020, less the amount of any "advance" under an EIDL COVID-19 loan, to Loan Request as indicated on the form.

All parties listed below are considered owners of the Applicant as defined in 13 CFR § 120.10, as well as "principals":

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

Paperwork Reduction Act – You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 8 minutes. Comments about this time or the information requested should be sent to: Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416., and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503.

Privacy Act (5 U.S.C. 552a) – Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. (But see Debt Collection Notice regarding taxpayer identification number below.) Disclosures of name and other personal identifiers are required to provide SBA with sufficient information to make a character determination. When evaluating character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act).

Disclosure of Information – Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses. In addition, the CARES Act, requires SBA to register every loan made under the Paycheck Protection Act using the Taxpayer Identification Number (TIN) assigned to the borrower.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) – SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice, or (6) foreclose on collateral or take other action permitted in the loan instruments.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) – The Right to Financial Privacy Act of 1978, grants SBA access rights to financial records held by financial institutions that are or have been doing business with you or your business including any financial



Paycheck Protection Program Borrower Application Form

institutions participating in a loan or loan guaranty. SBA is only required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records. SBA's access rights continue for the term of any approved loan guaranty agreement. SBA is also authorized to transfer to another Government authority any financial records concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552) – Subject to certain exceptions, SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) – The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined, forced to cease operations, or prevented from starting operations. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

Civil Rights (13 C.F.R. 112, 113, 117) – All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. All borrowers must display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) – Creditors are prohibited from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Debarment and Suspension Executive Order 12549; (2 CFR Part 180 and Part 2700) – By submitting this loan application, you certify that neither the Applicant or any owner of the Applicant have within the past three years been: (a) debarred, suspended, declared ineligible or voluntarily excluded from participation in a transaction by any Federal Agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the regulations or (d) delinquent on any amounts owed to the U.S. Government or its instrumentalities as of the date of execution of this certification.

LOAN COMPUTATION

	METHOD 1		METHOD 2		METHOD 2 CAPPED	
	TOTAL	MO AVG	TOTAL	MO AVG	TOTAL	MO AVG
CHURCH	\$254,503.91	\$21,208.66	331646.92	\$27,637.24	\$310,330.16	\$25,860.85
PRESCHOOL	\$70,247.71	\$15,610.60	\$84,255.94	\$18,723.54	\$84,255.94	\$18,723.54
TOTAL	\$324,751.62	\$36,819.26	\$415,902.86	\$46,360.79	\$394,586.10	\$44,584.39
LOAN MAX		\$92,048.15		\$115,901.96		\$111,460.97 \$111,460.00 rounded

EMPLOYEES COMPUTATION

	Equiv FT		
	Feb-Jun 2019	Jan-Dec 2019	Mar-20
CHURCH	3.08	3.08	3.08
PRESCHOOL	4.91	5.40	5.89
TOTAL	7.99	8.47	8.97

2020-4-5 payroll calculation.xlsx - Sheet 2 – Preschool

PAYROLL COST													
CUMULATIVE PAYROLL COST													
	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19
Salary	\$81,266.56	\$95,678.04	\$107,971.33	\$132,637.60	\$151,847.21	\$167,852.96	\$174,883.64	\$6,545.32	\$16,570.34	\$34,782.38	\$55,609.61	\$76,954.88	\$89,389.56
Benefits	\$1,752.30	\$2,052.82	\$2,353.34	\$2,653.86	\$2,954.38	\$3,254.90	\$3,555.42	\$304.84	\$566.66	\$828.48	\$1,090.30	\$1,352.12	\$1,613.94
Pension	\$3,990.33	\$3,368.47	\$5,474.45	\$6,389.90	\$7,529.21	\$6,750.06	\$10,508.24	-\$361.76	-\$842.76	-\$1,422.16	-\$762.44	\$5,347.72	\$4,104.54
Taxes	\$6,057.31	\$7,130.45	\$8,042.24	\$9,899.86	\$11,339.51	\$12,534.65	\$13,049.54	\$484.15	\$1,235.24	\$2,596.79	\$4,158.46	\$5,759.73	\$6,679.38
Total Payroll	\$93,066.50	\$108,229.78	\$123,841.36	\$151,581.22	\$173,670.31	\$190,392.57	\$201,996.84	\$6,972.55	\$17,529.48	\$36,785.49	\$60,095.93	\$89,414.45	\$101,787.42
MONTHLY PAYROLL COST													
Salary		\$14,411.48	\$12,293.29	\$24,666.27	\$19,209.61	\$16,005.75	\$7,030.68	\$6,545.32	\$10,025.02	\$18,212.04	\$20,827.23	\$21,345.27	\$12,434.68
Benefits		\$300.52	\$300.52	\$300.52	\$300.52	\$300.52	\$300.52	\$304.84	\$261.82	\$261.82	\$261.82	\$261.82	\$261.82
Pension		-\$621.86	\$2,105.98	\$915.45	\$1,139.31	-\$779.15	\$3,758.18	-\$361.76	-\$481.00	-\$579.40	\$659.72	\$6,110.16	-\$1,243.18
Taxes		\$1,073.14	\$911.79	\$1,857.62	\$1,439.65	\$1,195.14	\$514.89	\$484.15	\$751.09	\$1,361.55	\$1,561.67	\$1,601.27	\$919.65
Total Payroll		\$15,163.28	\$15,611.58	\$27,739.86	\$22,089.09	\$16,722.26	\$11,604.27	\$6,972.55	\$10,556.93	\$19,256.01	\$23,310.44	\$29,318.52	\$12,372.97
2/1-2/15 PAYROLL COST													
Salary			\$8,957.89										
Benefits			\$300.52										
Pension			-\$417.90										
Taxes			\$670.61										
Total Payroll			\$9,511.12										
METHOD 1 (CASH MONTHLY PAYROLL COST (2/1-6/30 LESS 2/1-2/12))								TOTAL	MO AVG				
Salary			\$3,335.40	\$24,666.27	\$19,209.61	\$16,005.75	\$7,030.68	\$70,247.71	\$15,610.60				
Benefits													
Pension													
Taxes													
Total Payroll			\$3,335.40	\$24,666.27	\$19,209.61	\$16,005.75	\$7,030.68	\$70,247.71	\$15,610.60				
METHOD 2 (CASH PLUS BENEFITS MONTHLY PAYROLL COST (2/1-6/30 LESS 2/1-2/15))								TOTAL	MO AVG				
Salary			\$3,335.40	\$24,666.27	\$19,209.61	\$16,005.75	\$7,030.68	\$70,247.71	\$15,610.60				
Benefits			\$0.00	\$300.52	\$300.52	\$300.52	\$300.52	\$1,202.08	\$267.13				
Pension			\$2,523.88	\$915.45	\$1,139.31	-\$779.15	\$3,758.18	\$7,557.67	\$1,679.48				
Taxes			\$241.18	\$1,857.62	\$1,439.65	\$1,195.14	\$514.89	\$5,248.48	\$1,166.33				
Total Payroll			\$6,100.46	\$27,739.86	\$22,089.09	\$16,722.26	\$11,604.27	\$84,255.94	\$18,723.54				

2020-4-5 payroll calculation.xlsx - Sheet 2 – Preschool – continued

EMPLOYEES															
	Nam	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Tot	Ave
	Chavez, Cynthia	35.00	35.00	35.00	35.00	35.00	35.00	40.00	40.00	40.00	40.00	40.00	40.00	450.00	37.50
	Athavan, Bhuvanewari	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	288.00	24.00
	Bekker, Stacey	24.00	24.00	24.00	24.00	24.00	24.00	15.00	15.00	15.00	15.00	15.00	15.00	234.00	19.50
	Bryant, Kimberly	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00	10.00
	Chakraborty, Priyanka							18.00	18.00	18.00	18.00	18.00	18.00	108.00	18.00
	Kleinberg, Kristin	15.50	15.50	15.50	15.50	15.50	15.50	18.00	18.00	18.00	18.00	18.00	18.00	201.00	16.75
	Matsunaga, Beverly	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00	20.00
	Miyazaki, Miho	7.00	7.00	7.00	7.00	7.00	7.00	10.50	10.50	10.50	10.50	10.50	10.50	105.00	8.75
	Rastogi, Shipra	22.00	22.00	22.00	22.00	22.00	22.00	25.00	25.00	25.00	25.00	25.00	25.00	282.00	23.50
	Spanyol, Gladys							16.00	16.00	16.00	16.00	16.00	16.00	96.00	16.00
	Taniguchi, Mayumi	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	48.00	4.00
	Widman, Grace	21.00	21.00	21.00	21.00	21.00	21.00	20.50	20.50	20.50	20.50	20.50	20.50	249.00	20.75
	Zambrano, Lucille	14.00	14.00	14.00	14.00	14.00	14.00	14.40	14.40	14.40	14.40	14.40	14.40	170.40	14.20
	TOTAL HRS	196.50	196.50	196.50	196.50	196.50	196.50	235.40	235.40	235.40	235.40	235.40	235.40	2591.40	215.95
	EQUIVALENT FULL TIME	4.91	4.91	4.91	4.91	4.91	4.91	5.89	5.89	5.89	5.89	5.89	5.89	64.79	5.40

2020-4-5 payroll calculation.xlsx - Sheet 2 – Sheet 3 – Church – top

PAYROLL COST					
		2019			
		Annual	Mo Avg	Compute Todd payroll cost capped at \$100k	
62100 - Clergy Compensation					
62110 - Rector		\$92,289.84	\$7,690.82	Todd pay + benefits	\$121,316.76
62120 - Associate Rector		\$74,537.04	\$6,211.42	Todd benefits	\$29,026.92
62198 - Clergy Pension Prem		\$36,114.81	\$3,009.57	Todd cap payroll	\$100,000.00
62199 - Clergy Benefits & In:		\$29,528.64	\$2,460.72	Todd cap reduction	\$21,316.76
Total 62100 - Clergy Comper		\$232,470.33	\$19,372.53	Todd capped mo avg	\$8,333.33
62200 - Lay Staff Compensation					
62202 - Music Director		\$38,901.12	\$3,241.76		
62203 - Office Manager		\$15,289.49	\$1,274.12		
62213 - Office Staff - Tempor		\$4,952.75	\$412.73		
62204 - Bookkeeper		\$26,317.98	\$2,193.17		
62205 - Childcare Assistant		\$2,215.69	\$184.64		
62296 - Lay Payroll Taxes		\$5,656.05	\$471.34		
62297 - Lay Pension Premiun		\$3,057.22	\$254.77		
62299 - Pension Reimb NA			\$0.00		
62298 - Lay Benefits & Insur:		\$2,786.29	\$232.19		
Total 62200 - Lay Staff Comp		\$99,176.59	\$8,264.72		
AVERAGE MONTHLY PAYROLL COST					
Method 1 (only cash compen		\$254,503.91	\$21,208.66		
Method 2 (method 1 plus per		\$331,646.92	\$27,637.24		
Method 2 (method 2 less Toc		\$310,330.16	\$25,860.85		
NOTES					
1. One rule said cash compensation only so that is method 1 numbers					
2. One rule said cash compensation plus benefits and retirement so that is method 2					
3. Rule is employee payroll expense cannot exceed \$100k so had to reduce amount of Todd's payroll cost so that is method 3					

2020-4-5 payroll calculation.xlsx - Sheet 2 – Sheet 3 – Church – bottom

EMPLOYEES															
Position	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Tot	Avg	
Rector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00	1.00	
Associate Rector	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	9.00	0.75	
Music Director	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	6.00	0.50	
Bookkeeper	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	3.00	0.25	
Office Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	6.00	0.50	
Childcare Provider	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.08	0.90	0.08	
TOTAL	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	3.08	36.90	3.08	

2020-4-25 2020 cost sharing budget.xlsx

44200 - Facility Cost Sharing															
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total	NOTES	
ACA	103	103	103	103	103	103	103	103	103	103	103	103	1236	increase 3.2% over 2019	
Scouts BSA	0	0	0	0	0	0	0	0	0	0	0	0	0		
Diablo AA	425	425	425	425	425	425	425	425	425	425	425	425	5100	increase 3.2% over 2019	
carpet clean			165				165				165		495	increase to 50% of qtrly cleaning	
SUBTOTAL	425	425	590	425	425	425	590	425	425	425	590	425	5595		
Noah's Ark (8.5% of tuition)															
Tu/Th(\$415)	353	353	353	353	353	0	0	0	353	353	353	353	3175	10 students	
MWF(\$485)	577	577	577	577	577	0	0	0	577	577	577	577	5194	14 students	
Pre-K(\$525)	982	982	982	982	982	0	0	0	982	982	982	982	8836	22 students	
SUBTOTAL	1912	1912	1912	1912	1912	0	0	0	1912	1912	1912	1912	17205		
TOPS			96			96			96			96	384	increase 3.2% over 2019	
TOTAL	2440	2440	2701	2440	2440	624	693	528	2536	2440	2605	2536	24420		

2020 pledge amortization worksheet.xlsx

# MONTHS	BUDGET		ACTUALS	
3	ANNUAL	YTD	YEAR TO DATE	ADJUSTED
PrePaid Pledges	\$63,118.00	\$15,779.53	\$15,439.72	
Current Year Pledges	\$595,503.00	\$148,875.75	\$164,338.09	\$122,315.59
Prior Year Pledges			\$1,835.00	
Pledge Income - Other			\$240.00	
Total Pledge Income	\$658,621.00	\$164,655.28	\$181,852.81	\$139,830.31
Loose Plate	\$10,800.00	\$2,700.00	\$1,526.38	
Contributing	\$32,300.00	\$8,074.97	\$6,870.00	
Plate Offering - Other			\$594.00	
Special Gifts			\$230.00	
Facilities Cost Sharing	\$24,420.00	\$7,581.00	\$7,694.59	
Flower Donations	\$2,500.00	\$625.03	\$809.55	
Other Income	\$535.00	\$133.69	\$156.89	
Total Other Income	\$70,555.00	\$19,114.69	\$17,881.41	\$17,881.41
Total Income	\$729,176.00	\$183,769.97	\$199,734.22	\$157,711.72
Total Expense	\$774,210.00	\$193,551.67	\$183,806.54	
Net Income	-\$45,034.00	-\$9,781.70	\$15,927.68	-\$26,094.82
No Payment Yet			\$106,020.00	\$26,505.00
Adjustments				\$0.00
Lost Pledges				\$0.00
Paid in Full			\$113,719.28	\$28,429.82
Paid in full prepays			\$57,689.28	\$14,422.32
Paid in full curr pledge			\$56,030.00	\$14,007.50
Paid in Full left to amortize				\$42,022.50
NOTES				
	Budget	Actual	Diff	
Pledge Income	\$164,655.28	\$139,830.31	-\$24,824.97	
Other Income	\$19,114.69	\$17,881.41	-\$1,233.28	
Expenses	\$193,551.67	\$183,806.54	\$9,745.13	
Net Income	-\$9,781.70	-\$26,094.82		

OUTREACH COMMISSION REPORT

Submitted by Alison Hill

April 13th, 2020

There is a separate item on the agenda to approve some funds to help in this crisis, but I wanted to outline the challenges as reported by the organizations:

Several of ministries we support are trying desperately to **meet the increasing and urgent sheltering and feeding needs of the COVID-19 pandemic.**

Monument Crisis Center -Sally Shea Potts

The number of people who need help tripled when the first shelter in place order was issued in response to the corona virus pandemic. When that order was extended to May, Monument braced for even more people. On Friday 3rd they started handing out bags of food at 9:00am. By 11:00am, they were out of cereal and low on other pantry essentials. **THEY NEED FOOD** donations of non-perishable food. [especially rice, pasta, canned beans, cereal and peanut butter] Anytime they are doing a food distribution it can be dropped at the gate or food for Monument is being collected in the food barrels at St Timothy's'. [thanks to D. Kutrosky & Tania Hanson DeYoung for delivery trips] We understand many of St Timothy's members are not going to grocery stores at all and of course Monument would be grateful for any financial contributions.

On a happy note the director applied to Episcopal Relief Fund and has received a wonderful, gratefully received \$10,000.

Options Recovery Services - Peg Miller

Options is serving 400 to 500 people daily in 40 to 50 sites, including their treatment program, prisons, Santa Rita jail, mental health facilities and housing 150 clients 159 per day...rising to occasion with tele-health. There has been no loss of funding and no loss of staff...no corona virus in staff, clients, housing...one death, but it was flu.

SHELTER Inc - Leslie Firth

Shelter Inc. is continuing to try to house as many as possible, particularly helping with rent to keep as many clients in homes as possible at this time. The staff are working remotely, but the shelters are open and operating under strict health precautions.

Loaves & Fishes - Leslie Firth

Loaves and Fishes have the central kitchen open, but do not have their dining rooms open at this time. [St Timothy's' volunteers usually prepare, cook and serve in the Martinez location] Without their volunteers at each location L. & F. cannot make the hot lunches that are usually served. They are managing to provide pre-packaged lunches from the doors of their dining rooms and handing out bags of groceries from the donations collected from local groceries and collected by White Pony express. More and more people are turning up needing this food and they need financial help to meet this increasing need.

Hope Solutions -Leslie Firth

Hope Solutions [formerly C. C.I.H.] are trying to keep those in their residences safe, they recognize that it is the homeless and formerly homeless that are at most risk of contracting the Covid-19 virus. They are asking for donations to their emergency fund to allow the staff to maximize their efforts to keep the families safe and healthy. They are asking for financial help and items for emergency packs to be given to clients who may need to quarantine.

Trinity Center & St. Paul's Commons - Steve Mason & Tania Hanson DeYoung

Trinity center is being asked to provide double the number of lunches it had been providing before the pandemic. Most of this food is being provided by Loaves & Fishes central kitchen. It is being supplemented by some wonderful Walnut Creek restaurants who are keeping their own staff employed and donating food to Trinity and St Paul's commons.

The new residents in St Paul's commons are getting assistance paying the rent, but they have to pay for all their utilities and may also need help with on-line educational hardware. Gift cards for somewhere open, like Target would help .

Winter Nights Shelter - Joann Oliver

Winter Nights' Shelter has been fortunate to continue with their program in church halls, but without the benefit of volunteer parishioners They are having to provide the residents with food from restaurants which is more expensive. The good news is that most of this year's clients are already or almost in housing. They would appreciate some help getting to the end of this year's program with money towards buying the restaurant necessary food.

Gretta Foundation -Tania Hanson DeYoung

Some of the scholarship money usually used for training new nurses in Uganda is being diverted to providing P.P.E. to the nurses already in the field.

GAIA Diane Carpenter

GAIA is now treating patients with Corona Virus.

EMAIL FROM TOM LINARI – PROPERTY COMMISSION REPORT – APRIL 2020

Re: Current Agenda for Wednesday, April 15 Vestry Meeting - 4:30 PM - Zoom

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

DATE: Tue, Apr 14, 2020 at 11:27 AM

To: Sally Shea Potts <sallyspotts@gmail.com>

Property commission:

Due to the shelter in place order all jobs, such as painting, window replacement for the parish hall , and the Ackerman downstairs bathroom have been postponed until we get the all clear.

Tom

 Sally Shea Potts <sallyspotts@gmail.com>

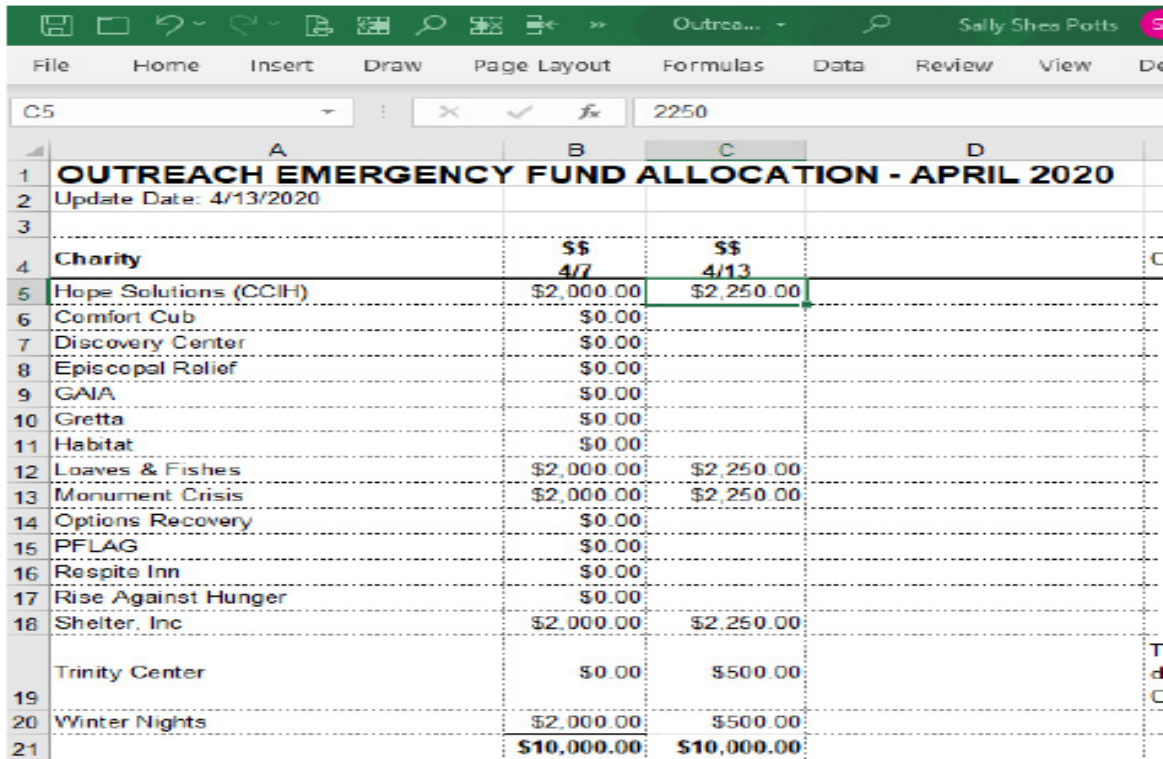
Updated Outreach Emergency Fund Grant request from the full Outreach Committee
1 message

Sally Shea Potts <sallyspotts@gmail.com> Tue, Apr 14, 2020 at 2:28 PM
 To: Alison Hill <AllRHill@comcast.net>, Dick Firth <rwfirth@gmail.com>, Kari Doolittle <kari.doolittle@gmail.com>, Linda Clark <lclark19@yahoo.com>, Michael Olden <oldenmichael69@yahoo.com>, Nancy Arroyoavila <Naa2005retire@gmail.com>, Neal Matsunaga <nkmats@aol.com>, Rayne Devlin <srdevlin@gmail.com>, "Rev. Susan Geissler-O'Neil" <SGeisslerOneil@sainttimothysdanville.org>, "Rev. Todd Bryant" <rector@sainttimothysdanville.org>, Scott MacDougall <smacdoug@gmail.com>, Stephen Hedden <stephenhedden@yahoo.com>, Tom Linari <tillerman-tom@sbcglobal.net>, Trudy C Macmillan <alexlife@astound.net>

Vestry,

- On Tuesday, April 7, the Outreach Steering Committee met to consider a proposal to recommend a donation from the Outreach Emergency Fund to local area charities who are working to house and feed people in Contra Costa County. They recommended donating \$10,000 to 5 charities that we have made grants to in the past.
- On Wednesday, April 8th the above recommendation was reviewed and approved by the Finance Committee at their meeting .
- On Monday, April 13th the full Outreach Committee met to consider the proposal from the steering committee. During the week between the 2 Outreach meetings, additional information became available and the original recommendation was modified. The total amount did not change but based on input from Joann Oliver regarding Winter Nights Shelter, Steve Mason re Trinity Center and Tania Hanson deYoung regarding St. Paul's Commons and a gift from one of her friends the distribution was modified as shown below.
- Neal Matsunaga has shared the spreadsheet below with the Finance Committee

Please approve the grants in the "\$\$ 4/13" column below.



Charity	\$\$ 4/7	\$\$ 4/13
Hope Solutions (CCH)	\$2,000.00	\$2,250.00
Comfort Cub	\$0.00	
Discovery Center	\$0.00	
Episcopal Relief	\$0.00	
GAIA	\$0.00	
Gretta	\$0.00	
Habitat	\$0.00	
Loaves & Fishes	\$2,000.00	\$2,250.00
Monument Crisis	\$2,000.00	\$2,250.00
Options Recovery	\$0.00	
PFLAG	\$0.00	
Respite Inn	\$0.00	
Rise Against Hunger	\$0.00	
Shelter, Inc	\$2,000.00	\$2,250.00
Trinity Center	\$0.00	\$500.00
Winter Nights	\$2,000.00	\$500.00
TOTAL	\$10,000.00	\$10,000.00

Sally Shea Potts
<sallyspotts@gmail.com>