

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

Monday December 13, 2021

Update Date: 1/15/2022

SUMMARY:

MOTIONS:

- Approve **2022 annual housing resolutions** for Pastor Todd Bryant and Pastor Susan Geissler-O'Neil for 2022
- Allocate **any 2021 excess income to the 2 maintenance reserve accounts** for the church campus and the Ackerman property. Passed without objection
- Approved the policy to **move excess funds in the church several investment accounts to the church and Ackerman property Maintenance Reserve accounts**. The amount moved will be limited.
- Approve Finance Committee proposal to **reallocate part of the church investment portfolio** to result in a 60/40 stock / cash-bond ratio.
- Approve December vestry meeting agenda, November vestry meeting minutes, Treasurer's report and reports from: Associate Rector, Administration Commission, Communications Commission, Outreach Commission and Worship and Liturgy Commission.

ACTION ITEMS:

- Neal will send the vestry a report showing the list of investments from TD Ameritrade
- Ask for investigation by the Finance Committee into guidance related to green and responsible investment accounts
- Finance Committee to talk to other churches who have switched insurance carriers

Attendees: Ade Adekunle, Jacque Chiavini, Gabel Chong-Horsley, Linda Clark, Rayne Devlin, Susan Geissler-O'Neil, Neal Matsunaga, Trudy Macmillan, Cecilia Oduwole, Steve Oki, Sally Shea Potts, Scott MacDougall, Steve Hedden

Absent: Todd Bryant (Sabbatical)

1. **Opening Prayer** – Pastor Susan
2. **Review and Confirm Agenda** – The agenda was approved as drafted
3. **Introduction of Guests** – Dick Firth
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
  - a. **Agenda** for the December 2021 meeting
  - b. **Minutes** from the November 2021 vestry meeting.
  - c. **Treasurers** Report, Balance Sheet and P&L through 30 November 2021, in that order
  - d. **Commission and other Reports** (Links to be added as the reports are posted)
    - Associate Rector
    - Administration
    - Communications
    - Outreach
    - Worship

**MOTION:** Approved all the above as presented on the Google Drive and sent via email.

## 5. Non-Recurring Action Items

### a. Clergy Housing Resolutions for 2022

- WHEREAS the **Rev. Todd Bryant** is employed as a minister of the Gospel by St. Timothy's Episcopal Church in Danville, CA, which does provide a residence for him, but does not provide the full cost of maintaining such residence; the Vestry of St. Timothy's resolves that of the total compensation of approximately \$99,865 to be paid to the Rev. Todd Bryant during 2022, that \$80,890 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.
- WHEREAS the **Rev. Susan Geissler-O'Neil** is employed as a minister of the Gospel by St. Timothy's Episcopal Church, Danville, California, which does not provide a residence for her; the Vestry of St. Timothy's resolves that of the total compensation of \$84,849 to be paid to the Reverend Susan Geissler-O'Neil during 2022, \$47,000 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986

**MOTION:** Moved seconded and passed to approve the proposed housing allowance motions as proposed by the Treasurer

- b. Resolution regarding any **net income at the end of 2021** movement to maintenance & improvement reserve accounts (70060 (Church Campus) Maintenance & Improvement and 70150-Ackerman maintenance).

***Information from the Treasurer's report:***

"Approve moving any positive net income at end of 2021 to maintenance & improvement reserve accounts (70060-Maintenance & Improvement and 70150-Ackerman). As of the end of November it appears we might have about \$25,000 net income at the end of December. The exact amount will not be known until we close the church books after December hence the request to allow moving any positive amount instead of an exact number. The Diocese expects us to have \$0 net income at the end of the year and suggests we move any positive net income into a reserve type account. Our practice recently has been to use any positive net income to help fund the Maintenance & Improvement account, since we do not have any identified recurring source of funding for these accounts."

**MOTION:** Allocate any 2021 excess income to the 2 maintenance reserve accounts for the church campus and the Ackerman property. Passed without objection.

Discussion:

- Pastor Susan: Money might be used for a youth minister

- c. Resolution regarding the **assignment of any growth in the several church investment accounts** at the end of the year to the Church and Ackerman Maintenance and Improvement Accounts – 70060 and 70150.

**PROPOSED MOTION:** (From the Treasurer)

St. Timothy's has non-designated funds invested with two brokerages, currently Charles Schwab and Smart Portfolios (TD Ameritrade) and typically retains any growth of the funds in the funds. St. Timothy's also currently has two long term maintenance & improvement accounts, one for the campus (70060 – Maintenance & Improvement) and one for the rectory (70150 – Ackerman).

Annual distributions of any growth in the above two brokerage accounts is allowed from either or both of the funds to one or both of the two long term maintenance & improvement accounts. Annual distributions, if any, shall be limited to an amount no more than the equivalent of the three-year average return of the funds and shall be only done once a year, preferably in January. The portion of any distribution to be allocated to each of the long-term maintenance & improvement accounts shall be determined by the Finance Committee.

**MOTION:** Approved the policy to move excess funds in the church several investment accounts to the church and Ackerman property Maintenance Reserve accounts. The amount moved will be limited to no more than the equivalent of the three-year average return of the funds and shall be only done once a year, preferably in January. The portion of any distribution to be allocated to each of the long-term maintenance & improvement accounts shall be determined by the Finance Committee.

**The above motion was approved as proposed by the treasurer.**

Discussion:

- Why 3-year average? Neal: avoids large variations

- d. Resolution regarding a **change in investment strategy** recommended by the Finance Committee.

*Information from the treasurer's report:*

"Finance Committee recommends approving a change in investment strategy to potentially increase the return on our funds being managed by Smart Portfolios (TD Ameritrade acct). We are currently using a moderate risk portfolio (Strategic Profile 6 (SP6)) and the fund manager has proposed, due to our asking for recommendations for ways to increase returns without major increases in risk, moving to a strategy of:

- Split current \$350,000 into two buckets
- One bucket called working capital (\$250,000) in Litman Gregory (Moderate)
- One bucket called long term reserve (\$100,000) in Strategic Profile 7 (SP7)
- Overall profile would move to 60/40% stocks/cash

Summary – Moderate risk in working capital base account. Higher growth potential in long term reserves – not expecting to use this for 5-10 years to facilitate riding out any more volatile periods. Potential higher commission fees if maintenance withdrawal frequencies are high."

Discussion:

- The aim is to improve investment return. Recommendation: Rebalance investment moneys so that some money is moved to a higher risk & expected higher return account. Linda attended the meeting and feels that this is a good idea.
- Pastor Susan asked about the consideration being given to Green investments.
- Ade: Question asking by types of investments being made – individual vs funds
- Neal will send the vestry a report showing the list of investments from TDAmeritrade
- Neal suggests that the Finance Committee look at the issue and make a recommendation regarding the allocation of funds with a responsible strategy
- Gabel: How often the allocation is reviewed with the manager Neal: Response –currently there is no set schedule for review
- Dick: Not sure how much direction is allowed
- Cecilia: Consider setting a policy on what to and what NOT to invest in based on principles
- ACTION: Ask for investigation by the Finance Committee into guidance related to Green and responsible investment accounts

**MOTION:** Approve Finance Committee proposal to reallocate part of the church investment portfolio to result in a 60/40 stock / cash-bond ratio.

## 6. Discussion Items

a. **2022 Budget** – review draft budget. Schedule for finalizing the budget:

- 12/13/2021 – 2022 draft budget (initial income, final expenses) reviewed by Vestry
- 1/12/2022 - 2022 final budget (final income & expenses) reviewed by Finance Committee
- 1/19/2022 – 2022 final budget (final income & expenses) reviewed by Vestry

**DISCUSSION:**

- 30 fewer pledges than the total number used for 2021 budget
- \$80,000 less than 2021. Carleen expects \$30,000 - \$50,000 more to come in.
- Largest items are staff salaries - \$37,000 more in 2022 than 2021.
- Current 2022 budget forecasts a deficit of \$168,000+.
- Diocese makes a recommendation regarding salary changes – this year the recommendation is 3.2%.
- Neal has a discussion this week with Mike Oliver (Stewardship) regarding ways to address the anticipated 2022 budget problem.
- Linda: Come together to solve the problem

**b. Home Warranty** on Ackerman property

- Ade: suggestion investigating getting a Home Warranty on Ackerman
- Ade and Sally will send the names of their warranty companies

**c. Vaccination Checks** – Linda Clark – Senior Warden

- Need help on Sunday for 10:00 service
- As of Wednesday, need to return to masks

**d. Annual Meeting and Report – Sunday, February 6, 2022** – Sally Potts

Thursday, 12/23/2021	Sally will send 2020 Annual Report extracts to vestry members with assignments.
Wednesday, 1/5/2022	Notification of Annual Meeting sent to parish members via Constant Contact and postcard (for those with no email address)
Wednesday, 1/19/2022	Annual Reports are due (Vestry Meeting)
Sunday, 1/30/2022	Printed Annual Report available at church
Monday, 1/31/2022	Annual Reports sent to members who cannot attend

**7. FYI**

**a. Treasurer:**

- Discussion of the Treasurer's report - expect end \$\$ to be \$74,000 better than projected at the beginning of the year.
- 17 families have not made payments for \$32,000 possible income.
- Clergy Discretionary Fund
- Venmo Transactions in October
- Current activities regarding alternative insurance carrier

**b. Church Insurance**

- Based on recommendation of the Bookkeeper and the fact that the Diocese has approved addition insurance companies, Neal and the Finance Committee will be investigating insurance options
- Cecilia: Suggest talking to the other churches. Neal: Finance Committee will talk to others

**c. Movie Night** was fun and successful – 14 + kids and parents =

**d. Attendance Numbers** are back to pre-pandemic levels if you combine on-line and in person

**e. 2022 Vestry Nominees** – Senior Warden – Linda Clark

Have 2 vestry nominees. Looking for 1 more nominee.

**f. Sunday Church Lock-up**

AVAILABLE DATES: SUNDAYS 1/30/2022 & 2/6/2022

Link: <https://www.signupgenius.com/go/20f0b4aafa62ea20-sunday1>

**8. Closing Prayer – Rayne Devlin**

**St Timothy's Calendar for Vestry as of 12/11/2021**

Date	Event
December 2 – 17	Parish Administrator out – Volunteers in the Office
Monday, December 13 – 6:30 pm	<b>VESTRY MEETING – Grace House Conference Room</b>
Wednesday, December 15	Front Church Parking Lot will be used for parking for a neighborhood post memorial service reception
Thursday, December 16 6:30 pm	Deanery Meeting – location unknown
Saturday, December 18 1:00 pm	Memorial Service & Reception for Betty Davis
Sunday, December 19 4:00 pm	All-Youth Christmas Party – Parish Hall
Thursday, December 23 2:00	Funeral – No Reception
Friday, December 24	Church Office Closed
<b>Friday, December 24 3:00, 5:00, 7:30 pm</b>	<b>Christmas Eve Services</b>
<b>Saturday, December 25 10:00 am</b>	<b>Christmas Day Service</b>
Sunday, December 26 10:00 am only	First Sunday after Christmas
Wednesday, December 29 (tentative)	Memorial Service for Nancy Kindley
Friday, December 31	Church Office Closed
<b>2022</b>	
January 17 – 31, 2022	Winter Nights Shelter in the Parish Hall
Wednesday, January 19 – 6:30 pm	<b>Vestry Meeting</b>
Sunday, February 6	Parish Annual Meeting
Sunday, February 6	<b>Vestry Meeting following the Annual Meeting</b>

Submitted by Sally Shea Potts, Vestry Clerk

**Next Tidings Deadline – Sunday December 19, 2021**  
**Next Regular Vestry Meeting – Wednesday January 19, 2022**

# Treasurer's Report

December 15, 2021

## Financial Highlights

- Financial results through November 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.
- Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	Budget	Actual	Difference
Pledge Income	\$603,457	\$617,001	\$13,544
Other Income	\$ 38,298	\$ 41,834	\$ 3,536
Expenses	\$690,984	\$620,216	\$70,768
Net Income	\$(49,229)	\$ 38,619	\$87,848

Pledge Income difference due mainly to:

Pledges better than budgeted in early 2021. There are also 17 families who have not yet made payments on \$32,370 in pledges.

Other Income difference due mainly to:

Loose Plate \$(6,375) and Facilities Cost Sharing \$(7,702) under budget offset by Contributing Income \$13,307 and Special Gifts \$2,850 above budget.

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

Personnel expenses \$30,793 under budget due mainly to second payroll period expenses not being posted to books yet.

Altar Guild expenses \$940 under budget

Music expenses \$2,033 under budget

Christian Formation expenses \$1,418 under budget

Children & Youth Ministry expenses \$1,716 under budget

Fellowship expenses \$2,307 under budget

Administrative expenses \$7,472 under budget

Facilities expenses \$14,164 under budget

Finance expenses \$6,016 under budget

Contingency expenses \$3,243 under budget

## Action Items

- Approve clergy housing allowance resolutions for Rector and Associate.
- Approve moving any positive net income at end of 2021 to maintenance & improvement reserve accounts (70060-Maintenance & Improvement and 70150-Ackerman). As of the end of November it appears we might have about \$25,000 net income at the end of December. The exact amount will not be known until we close the church books after December hence the request to allow moving any positive amount instead of an exact number. The Diocese expects us to have \$0 net income at the end of the year and suggests we move any positive net income into a reserve type account. Our practice recently has been to use any positive net income to help fund the Maintenance & Improvement account, since we do not have any identified recurring source of funding for these accounts.
- Approve a policy to use growth in investment accounts (currently funds in Charles Schwab and TD Ameritrade) to fund maintenance & improvement reserve accounts 70060-Maintenance & Improvement and 70150-Ackerman. Delegate to the Finance Committee decision making on how much to allocate to each of the two accounts. Allocations would happen once a year. If this policy had been in place at the end of 2020, it would have resulted in \$15,200 (\$5,400 from Schwab and \$9,800 from Smart Portfolio) being allocated last January to long term maintenance reserves.
- Finance Committee recommends approving a change in investment strategy to potentially increase the return on our funds being managed by Smart Portfolios (TD Ameritrade acct). We are currently using a moderate risk portfolio (Strategic Profile 6 (SP6)) and the fund manager has proposed, due to our asking for recommendations for ways to increase returns without major increases in risk, moving to a strategy of:
  - Split current \$350,000 into two buckets
  - One bucket called working capital (\$250,000) in Litman Gregory (Moderate)
  - One bucket called long term reserve (\$100,000) in Strategic Profile 7 (SP7)
  - Overall profile would move to 60/40% stocks/cash

Summary – Moderate risk in working capital base account. Higher growth potential in long term reserves – not expecting to use this for 5-10 years to facilitate riding out any more volatile periods. Potential higher commission fees if maintenance withdrawal frequencies are high.
- Review and initial approval of St. Timothy’s 2022 budget. Schedule for finalizing the 2022 budget:
  - 12/13 – 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

## **Fiduciary Status**

- Acct 62604 - Clergy Discretionary Fund activity year-to-date as of the end of October
  - 6/30 \$300 check to individual
- Venmo transactions in October
  - 11/5 \$30 donation
  - 11/10 \$156 Xmas food box



- 11/12 \$30 donation
- 11/14 \$100 pledge
- 11/19 \$30 donation
- 11/21 \$100 pledge
- 11/25 \$30 donation
- 11/29 \$476 transferred to church checking acct/posted in Heritage 12/1
- Bookkeeper completed monthly reconciliation of withdrawals/transfers with Venmo statement

### **Other Status**

- As of the end of November the balance on the special education loan was \$2,200, the same as at the end of October. The November payment was made but not until 12/4.
- Researching an alternative insurance carrier for St. Timothy's coverage due to feedback from our bookkeeper who has seen 4 other Episcopal churches he works with change their carrier with significant savings. In November 2018 the Diocese notified us that the Diocesan Finance Committee approved two additional insurance companies in addition to Church Insurance Co., Church Mutual and Brotherhood Mutual. We are researching Brotherhood Mutual based on the information from our bookkeeper.

Neal Matsunaga

**Saint Timothy's Episcopal Church**  
**Balance Sheet**  
 As of November 30, 2021

	Nov 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10001 - Heritage Checking	180,280.02
10002 - Heritage Savings	14,249.10
17103 - Schwab	182,320.96
17104 - TD Ameritrade	350,630.14
<b>Total Checking/Savings</b>	<b>707,480.22</b>
Other Current Assets	
13000 - Special Loan	2,200.00
<b>Total Other Current Assets</b>	<b>2,200.00</b>
<b>Total Current Assets</b>	<b>709,680.22</b>
<b>Fixed Assets</b>	
18000 - Fixed Assets	
18001 - Bell Tower	64,000.00
18002 - Church Building	206,463.00
18003 - Education Wing	29,133.00
18004 - Equipment	94,354.00
18005 - Furniture	283.00
18006 - Grace House & Columbarium	1,800,000.00
18007 - Land	12,000.00
18008 - Land Improvements	62,854.00
18009 - Parish Hall	117,630.00
18010 - Ackerman Property	580,850.00
<b>Total 18000 - Fixed Assets</b>	<b>2,967,567.00</b>
<b>Total Fixed Assets</b>	<b>2,967,567.00</b>
<b>Other Assets</b>	
17101 - SSGA Endowment Fund	480,535.41
17102 - SSGA Endowment Gain/Loss	261,364.35
<b>Total Other Assets</b>	<b>741,899.76</b>
<b>TOTAL ASSETS</b>	<b>4,419,146.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 - Accounts Payable	-19,532.08
<b>Total Accounts Payable</b>	<b>-19,532.08</b>
Other Current Liabilities	
21007 - Prepaid Pledge 2021	3,553.65
21008 - Prepaid Pledge 2022	2,790.00
<b>Total Other Current Liabilities</b>	<b>6,343.65</b>
<b>Total Current Liabilities</b>	<b>-13,188.41</b>
<b>Total Liabilities</b>	<b>-13,188.41</b>
<b>Equity</b>	
31300 - Perm. Restricted Net Assets	
31501 - SSGA Endowment Fund	741,899.76
31503 - Fixed Assets	2,967,567.00
<b>Total 31300 - Perm. Restricted Net Assets</b>	<b>3,709,466.76</b>
31500 - Temp. Restricted Net Assets	
31510 - Program	360,748.05
31520 - Outreach	106,468.05
	<b>467,216.10</b>

**Saint Timothy's Episcopal Church**  
**Balance Sheet**  
As of November 30, 2021

	<u>Nov 30, 21</u>
Total 31500 - Temp. Restricted Net Assets	467,216.10
32000 - Unrestricted Net Assets	220,085.22
Net Income	35,567.31
Total Equity	<u>4,432,335.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>4,419,146.98</u></u></b>

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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40000 · Donations				
41000 · Pledge Income				
41120 · Prepaid Pledges Rec'd Prev Year	39,089.60	39,089.60	0.00	100.0%
41100 · Current Year Pledges	582,280.64	564,367.65	17,912.99	103.2%
41300 · Prior Year Pledges Rec'd Late	18,275.00			
<b>Total 41000 · Pledge Income</b>	<b>639,645.24</b>	<b>603,457.25</b>	<b>36,187.99</b>	<b>106.0%</b>
42000 · Plate Offering				
42100 · Loose Plate	2,792.00	9,166.63	-6,374.63	30.5%
42150 · Contributing Income	27,057.00	13,750.00	13,307.00	196.8%
<b>Total 42000 · Plate Offering</b>	<b>29,849.00</b>	<b>22,916.63</b>	<b>6,932.37</b>	<b>130.3%</b>
43000 · Special Gifts	2,850.00			
44000 · Operating Support				
44200 · Facilities Cost Sharing	7,165.05	14,867.05	-7,702.00	48.2%
44300 · Flower Donations	1,520.00	1,375.00	145.00	110.5%
<b>Total 44000 · Operating Support</b>	<b>8,685.05</b>	<b>16,242.05</b>	<b>-7,557.00</b>	<b>53.5%</b>
45000 · Other Income				
45200 · Amazon Smile	0.00			
45300 · Interest Income	349.60	252.12	97.48	138.7%
45400 · Miscellaneous Income	100.00	238.33	-138.33	42.0%
<b>Total 45000 · Other Income</b>	<b>449.60</b>	<b>490.45</b>	<b>-40.85</b>	<b>91.7%</b>
<b>Total 40000 · Donations</b>	<b>681,478.89</b>	<b>643,106.38</b>	<b>38,372.51</b>	<b>106.0%</b>
<b>Total Income</b>	<b>681,478.89</b>	<b>643,106.38</b>	<b>38,372.51</b>	<b>106.0%</b>
<b>Gross Profit</b>	<b>681,478.89</b>	<b>643,106.38</b>	<b>38,372.51</b>	<b>106.0%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	0.00			
60000 · Operating Expenses				
61000 · Diocesan Assessment	105,262.74	105,262.87	-0.13	100.0%
62000 · Personnel Expense				
62100 · Clergy Compensation				
62110 · Rector	84,672.00	88,704.00	-4,032.00	95.5%
62120 · Associate Rector	70,294.98	73,642.25	-3,347.27	95.5%
62198 · Clergy Pension Premiums	34,012.44	35,017.92	-1,005.48	97.1%
62199 · Clergy Benefits & Insurance	30,405.65	30,527.03	-121.38	99.6%
<b>Total 62100 · Clergy Compensation</b>	<b>219,385.07</b>	<b>227,891.20</b>	<b>-8,506.13</b>	<b>96.3%</b>
62200 · Lay Staff Compensation				
62201 · Youth Minister	1,575.00			
62202 · Music Director	33,535.16	37,389.00	-3,853.84	89.7%
62203 · Office Manager	12,138.75	18,990.40	-6,851.65	63.9%
62213 · Office Staff-Temporary Help	3,672.05	730.40	2,941.65	502.7%
62204 · Bookkeeper	7,894.16	9,685.87	-1,801.71	81.4%
62205 · Childcare Assistant	356.80	2,798.44	-2,441.64	12.7%
62296 · Lay Payroll Taxes	3,378.48	5,323.94	-1,945.46	63.5%
62297 · Lay Pension Premiums	2,145.10	5,074.14	-2,929.04	42.3%
62299 · Pension Reimbrsmnt Noah's Ark	-0.01			
62298 · Lay Benefits & Insurance	460.78	5,861.25	-5,400.47	7.9%
<b>Total 62200 · Lay Staff Compensation</b>	<b>65,146.27</b>	<b>85,853.44</b>	<b>-20,707.17</b>	<b>75.9%</b>
62300 · Workers Compensation Insurance	-49.00	916.67	-965.67	-5.3%
62400 · Payroll Processing Fees	630.00	924.00	-294.00	68.2%
62500 · Contractors (1099)				
62501 · Musicians				
62511 · Paid Musicians	10,745.00	11,458.33	-713.33	93.8%
62512 · Supply Musicians	2,375.00	916.67	1,458.33	259.1%

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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
Total 62501 - Musicians	13,120.00	12,375.00	745.00	106.0%
62504 - Landscaping	22,187.00	22,187.00	0.00	100.0%
62505 - Janitorial Services	27,225.00	26,400.00	825.00	103.1%
Total 62500 - Contractors (1099)	62,532.00	60,962.00	1,570.00	102.6%
62600 - Staff Allowances				
62601 - Continuing Education	0.00	916.67	-916.67	0.0%
62602 - Travel	0.00	550.00	-550.00	0.0%
62603 - Clergy Hospitality	285.22	733.33	-448.11	38.9%
62604 - Clergy Discretionary Fund	300.00	275.00	25.00	109.1%
Total 62600 - Staff Allowances	585.22	2,475.00	-1,889.78	23.6%
Total 62000 - Personnel Expense	348,229.56	379,022.31	-30,792.75	91.9%
63100 - Altar Guild				
63101 - Candles and Wine	583.22	1,833.33	-1,250.11	31.8%
63102 - Flower Expense	1,144.41	916.67	227.74	124.8%
63105 - All Other Altar Guild Expenses	247.26	275.00	-27.74	89.9%
63100 - Altar Guild - Other	110.53			
Total 63100 - Altar Guild	2,085.42	3,025.00	-939.58	68.9%
63200 - Music				
63205 - Music Expenses				
63215 - Professional Expense	0.00	458.33	-458.33	0.0%
63216 - Music Hospitality	0.00	183.33	-183.33	0.0%
63205 - Music Expenses - Other	1,350.72	2,200.00	-849.28	61.4%
Total 63205 - Music Expenses	1,350.72	2,841.66	-1,490.94	47.5%
63206 - Musical Equipment R&M	650.00	1,191.67	-541.67	54.5%
Total 63200 - Music	2,000.72	4,033.33	-2,032.61	49.6%
63300 - Christian Formation				
63301 - EFM	0.00	458.33	-458.33	0.0%
63302 - Adult Education	130.50	916.67	-786.17	14.2%
63303 - Lenten Series	101.45	275.00	-173.55	36.9%
Total 63300 - Christian Formation	231.95	1,650.00	-1,418.05	14.1%
63350 - Children & Youth Ministry				
63351 - Family Ministries	232.26	1,191.67	-959.41	19.5%
63352 - Youth Ministries	0.00	916.67	-916.67	0.0%
63353 - Acolytes	215.18	275.00	-59.82	78.2%
63350 - Children & Youth Ministry - Other	220.08			
Total 63350 - Children & Youth Ministry	667.52	2,383.34	-1,715.82	28.0%
64000 - Worship & Liturgy				
64108 - Liturgical Art	0.00	275.00	-275.00	0.0%
64150 - Miscellaneous Worship	340.59	550.00	-209.41	61.9%
Total 64000 - Worship & Liturgy	340.59	825.00	-484.41	41.3%
64250 - Pastoral Care	0.00	183.33	-183.33	0.0%
64500 - Fellowship				
64501 - Sunday Coffee & Supplies	0.00	733.33	-733.33	0.0%
64502 - Parish Events-Connect	0.00	458.33	-458.33	0.0%
64503 - Reception Expense	76.56	458.33	-381.77	16.7%
64504 - Greeters-Welcome	0.00	458.33	-458.33	0.0%
64505 - Invites	0.00	183.33	-183.33	0.0%
64506 - Vestry Expenses	0.00	91.67	-91.67	0.0%
Total 64500 - Fellowship	76.56	2,383.32	-2,306.76	3.2%
65000 - Administrative				
65100 - Office Supplies	738.96	1,375.00	-636.04	53.7%

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Accrual Basis

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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
65101 - Paper	578.75	2,291.67	-1,712.92	25.3%
65102 - Advertising	478.55	916.67	-438.12	52.2%
65103 - Software	2,950.08	2,200.00	750.08	134.1%
65105 - Phone & Internet	6,919.62	5,041.67	1,877.95	137.2%
65106 - Misc Administration	20.00	550.00	-530.00	3.6%
65200 - Equipment				
65201 - Hardware	1,283.39	916.67	366.72	140.0%
65202 - Ricoh Copier	8,740.79	14,300.00	-5,559.21	61.1%
65203 - Other Equipment R&D	483.94	458.33	25.61	105.6%
65204 - Risograph Copier	708.40	990.00	-281.60	71.6%
<b>Total 65200 - Equipment</b>	<b>11,216.52</b>	<b>16,665.00</b>	<b>-5,448.48</b>	<b>67.3%</b>
65300 - Postage				
65301 - Meter Postage	633.48	916.67	-283.19	69.1%
65302 - Other Postage	276.83	137.50	139.33	201.3%
65303 - Meter Lease	1,651.03	2,841.67	-1,190.64	58.1%
<b>Total 65300 - Postage</b>	<b>2,561.34</b>	<b>3,895.84</b>	<b>-1,334.50</b>	<b>65.7%</b>
<b>Total 65000 - Administrative</b>	<b>25,463.82</b>	<b>32,935.85</b>	<b>-7,472.03</b>	<b>77.3%</b>
66000 - Facilities				
66100 - Campus Maintenance	30,067.18	32,083.33	-2,016.15	93.7%
66110 - Rectory Maintenance				
66111 - Insurance	261.00	595.83	-334.83	43.8%
66112 - Landscaping	2,970.00	3,666.67	-696.67	81.0%
66113 - Pool	1,427.00	1,558.33	-131.33	91.6%
66116 - Maintenance	4,043.59	3,666.67	376.92	110.3%
<b>Total 66110 - Rectory Maintenance</b>	<b>8,701.59</b>	<b>9,487.50</b>	<b>-785.91</b>	<b>91.7%</b>
66120 - Services				
66121 - Elevator & Fire Alarm	5,582.22	5,500.00	82.22	101.5%
66122 - Other Services	1,074.05	5,500.00	-4,425.95	19.5%
<b>Total 66120 - Services</b>	<b>6,656.27</b>	<b>11,000.00</b>	<b>-4,343.73</b>	<b>60.5%</b>
66130 - Facilities Supplies	1,428.28	3,208.33	-1,780.07	44.5%
66140 - Utilities				
66141 - EBMUD	14,314.92	17,600.00	-3,285.08	81.3%
66142 - Garbage	5,995.18	7,791.67	-1,796.49	76.9%
66143 - PG&E Gas	4,282.50	4,766.67	-484.17	89.8%
66144 - PG&E Electrical	12,611.29	12,283.33	327.96	102.7%
<b>Total 66140 - Utilities</b>	<b>37,203.89</b>	<b>42,441.67</b>	<b>-5,237.78</b>	<b>87.7%</b>
<b>Total 66000 - Facilities</b>	<b>84,057.19</b>	<b>98,220.83</b>	<b>-14,163.64</b>	<b>85.6%</b>
67000 - Finance				
67050 - Stewardship	0.00	2,200.00	-2,200.00	0.0%
67100 - Benevity Fees	17.80	137.50	-119.70	12.9%
67101 - Banking Charges	1,986.00	1,100.00	886.00	178.7%
67103 - Corporate Fees & Expenses	27.78	91.67	-63.89	30.3%
67104 - Property & Liability Insurance	23,283.00	28,474.42	-5,191.42	81.8%
67107 - Property Taxes				
67117 - Church Property Tax	7,137.98	6,543.15	594.83	109.1%
67118 - Rectory Property Tax	839.62	741.58	98.04	113.2%
<b>Total 67107 - Property Taxes</b>	<b>7,977.60</b>	<b>7,284.73</b>	<b>692.87</b>	<b>109.5%</b>
<b>Total 67000 - Finance</b>	<b>33,272.18</b>	<b>39,288.32</b>	<b>-6,016.14</b>	<b>84.7%</b>
68000 - Budgeted Outreach				
68002 - Budgeted Outreach	13,750.00	13,750.00	0.00	100.0%
68003 - Schools & Interfaith Council	2,750.00	2,750.00	0.00	100.0%
<b>Total 68000 - Budgeted Outreach</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>	<b>100.0%</b>
69000 - Contingency				
69001 - Contingency	1,876.94	4,583.33	-2,706.39	41.0%

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Accrual Basis

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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
69003 - COVID-19 Supplies	150.42	687.50	-537.08	21.9%
Total 69000 - Contingency	2,027.36	5,270.83	-3,243.47	38.5%
Total 60000 - Operating Expenses	620,215.61	690,984.33	-70,768.72	89.8%
Total Expense	620,215.61	690,984.33	-70,768.72	89.8%
Net Ordinary Income	61,263.28	-47,877.95	109,141.23	-128.0%
Other Income/Expense				
Other Income				
70000 - Program Accounts				
70060 - Maintenance & Improvement				
70061 - Maint & Improvement Income	12,200.00			
70065 - Maint & Improvement Expense	-26,055.12			
Total 70060 - Maintenance & Improvement	-13,855.12			
70070 - Children's Liturgy				
70071 - Children's Liturgy Income	20.00			
Total 70070 - Children's Liturgy	20.00			
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	10,877.41			
70145 - Columbarium Expense	-3,334.01			
Total 70140 - Columbarium	7,543.40			
70170 - Memorial				
70171 - Memorial Income	1,250.00			
Total 70170 - Memorial	1,250.00			
70230 - Capital Fund - Livestreaming				
70232 - Livestreaming - Expenses	-10,144.57			
70231 - Livestreaming - Donations	100.00			
Total 70230 - Capital Fund - Livestreaming	-10,044.57			
Total 70000 - Program Accounts	-14,915.46			
80000 - Outreach Accounts				
80020 - Christmas Boxes				
80021 - Christmas Boxes Income	9,231.00			
80025 - Christmas Boxes Expense	-5,602.26			
Total 80020 - Christmas Boxes	3,628.74			
80040 - Fruits of the Harvest				
80042 - General Donations	51,210.00			
80048 - Event Expenses	-3,239.26			
80049 - Outreach Disbursements	-61,700.00			

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Accrual Basis

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

	Jan - Nov 21	Budget	\$ Over Budget	% of Budget
Total 80040 - Fruits of the Harvest	-13,729.26			
80110 - Winter Nights				
80119 - Winter Nights Disbursements	-2,396.90			
Total 80110 - Winter Nights	-2,396.90			
89000 - Other Outreach				
89001 - Other Outreach Donations	19,591.26			
89005 - Other Outreach Disbursements	-2,000.00			
Total 89000 - Other Outreach	17,591.26			
Total 80000 - Outreach Accounts	5,093.84			
Total Other Income	-9,821.62			
Other Expense				
100000 - Ask My Accountant	74.78			
Total Other Expense	74.78			
Net Other Income	-9,896.40			
<b>Net Income</b>	<b>51,366.88</b>	<b>-47,877.95</b>	<b>99,244.83</b>	<b>-107.3%</b>



### **2022 HOUSING RESOLUTION - REVEREND TODD BRYANT**

Resolution of the vestry of St. Timothy's Episcopal Church, December 13, 2021

WHEREAS the Rev. Todd Bryant is employed as a minister of the Gospel by St. Timothy's Episcopal Church in Danville, CA, which does provide a residence for him, but does not provide the full cost of maintaining such residence; the Vestry of St. Timothy's resolves that of the total compensation of approximately \$99,865 to be paid to the Rev. Todd Bryant during 2022, that \$80,890 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. This resolution will be attached to the Vestry minutes for the meeting it was approved at.

### **2022 HOUSING RESOLUTION – REVEREND SUSAN GEISLER-O'NEIL**

Resolution of the vestry of St. Timothy's Episcopal Church, December 13, 2021

WHEREAS the Rev. Susan Geissler-O'Neil is employed as a minister of the Gospel by St. Timothy's Episcopal Church, Danville, California, which does not provide a residence for her; the Vestry of St. Timothy's resolves that of the total compensation of \$84,849 to be paid to the Reverend Susan Geissler-O'Neil during 2022, \$47,000 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986

This resolution will be attached to the Vestry minutes for the meeting at which it is approved.

**GUIDELINES FOR THE ALLOCATION OF THE GROWTH IN NON-OPERATING INVESTMENT FUNDS TO LONG TERM MAINTENANCE RESERVE PURPOSES**  
**SAINT TIMOTHY’S EPISCOPAL CHURCH**  
**DANVILLE, CALIFORNIA**  
12/13/21

St. Timothy’s has non-designated funds invested with two brokerages, currently Charles Schwab and Smart Portfolios (TD Ameritrade) and typically retain any growth of the funds in the funds. St. Timothy’s also currently has two long term maintenance & improvement accounts, one for the campus (70060 – Maintenance & Improvement) and one for the rectory (70150 – Ackerman).

Annual distributions of any growth in the above two brokerage accounts is allowed from either or both of the funds to one or both of the two long term maintenance & improvement accounts. Annual distributions, if any, shall be limited to an amount no more than the equivalent of the three-year average return of the funds and shall be only done once a year, preferably in January. The portion of any distribution to be allocated to each of the long-term maintenance & improvement accounts shall be determined by the Finance Committee.

Approved by the Vestry of St. Timothy’s  
Date: December 13, 2021

**2022 BUDGET PRIORITIES**

1. COLA increases for all employees
2. Balanced budget (ok if small deficit with assumption that will continue efforts to raise income)
3. Fund campus and rectory maintenance & improvement reserves

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021 (Oct)</u>	<u>Change</u>	<u>Percent Change</u>
Campus	\$241,474	\$155,048	\$140,957	\$80,276	\$66,420	-\$175,054	-72.49%
Rectory	\$50,000	\$50,000	\$17,182	\$9,879	\$9,879	-\$40,121	-80.24%

4. Support new initiatives approved by vestry Youth Minister?  
Youth Ministry  
Family Ministry?

SOURCE		2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals	Budget	Yr Change			
							Nov					
<b>Income</b>												
40000 - Donations												
41000 - Pledge Income												
41100 - Current Year Pledges	Carns	596,814	560,856	595,423	565,101	615,674	582,281	572,285	-43,389			
41120 - Prepaid Pledges Rec'd Prev Yr	Carns	43,851	91,801	41,126	63,118	42,643	39,090	5,420	-37,223			
41300 - Prior Year Pledges Rec'd late	Carns		3,330	4,592	1,835	0	18,275	0	0			
41000 - Pledge Income - Other				23,245				0				
	<b>Total</b>	<b>640,665</b>	<b>655,986</b>	<b>664,387</b>	<b>630,053</b>	<b>658,317</b>	<b>639,645</b>	<b>577,705</b>	<b>-80,612</b>			
	Total 41000 - Pledge Income	640,665	655,986	664,387	630,053	658,317	639,645	577,705	-80,612			
42000 - Plate Offering												
42100 - Loose Plate	Matsunaga	9,484	8,401	10,857	2,120	10,000	2,792	3,000	-7,000			
42101 - 1st Sunday Clergy Disc			2,280									
42150 - Contributing Income	Carns	82,021	40,430	42,466	49,369	15,000	27,057	15,000	0			
42000 - Plate Offering Other				145								
	<b>Total 42000 - Plate Offering</b>	<b>91,505</b>	<b>51,110</b>	<b>53,468</b>	<b>51,490</b>	<b>25,000</b>	<b>29,849</b>	<b>18,000</b>	<b>-7,000</b>			
43000 - Special Gifts												
	Matsunaga	3,988	1,848	2,605	384	0	2,850	0	0			
44000 - Operating Support												
44200 - Facilities Cost Sharing	Matsunaga	24,995	23,217	27,321	10,939	16,219	7,165	25,178	8,960			preschool contribute Sept-Dec only, 1/6% increas
44300 - Flower Donations	Chiavini	4,487	4,510	3,913	1,759	1,500	1,520	1,000	-500			
	<b>Total 44000 - Operating Support</b>	<b>29,482</b>	<b>27,727</b>	<b>31,234</b>	<b>12,698</b>	<b>17,719</b>	<b>8,685</b>	<b>26,178</b>	<b>8,460</b>			
45000 - Other Income												
45100 - eScript Remittance	Matsunaga	10	-10	1	-1	0	0	0	0			
45200 - Amazon Smile	Matsunaga	23	4	-3	2	0	0	0	0			
45300 - Interest Income	Matsunaga	369	283	274	382	275	350	390	115			
45400 - Miscellaneous Income	Matsunaga	68	77	262	248	260	100	150	-110			
45600 - Pledge Reserve	Matsunaga											
	<b>Total 45000 - Other Income</b>	<b>470</b>	<b>354</b>	<b>534</b>	<b>631</b>	<b>535</b>	<b>450</b>	<b>540</b>	<b>5</b>			
<b>Total Income</b>		<b>766,110</b>	<b>737,024</b>	<b>752,227</b>	<b>695,256</b>	<b>701,571</b>	<b>681,479</b>	<b>622,423</b>	<b>-79,147</b>			
<b>Expense</b>												
60000 - Operating Expenses												
61000 - Diocesan Assessment												
	Matsunaga	123,337	93,793	107,319	111,261	114,832	105,263	115,883	1,051			
62000 - Personnel Expense												
62100 - Clergy Compensation												
62110 - Rector	Matsunaga	31,875	88,867	92,290	95,251	96,768	84,672	99,865	3,097			
62120 - Associate Rector	Matsunaga	67,073	71,173	74,537	78,198	80,337	70,295	84,849	4,512			
62198 - Clergy Pension Premiums	Matsunaga	30,486	32,545	36,115	36,363	38,201	34,012	38,641	440			
62199 - Clergy Benefits & Insurance	Matsunaga	13,843	26,770	29,529	31,411	33,302	30,408	34,821	1,519			
	<b>Total 62100 - Clergy Compensation</b>	<b>143,278</b>	<b>219,155</b>	<b>232,470</b>	<b>241,223</b>	<b>248,609</b>	<b>219,385</b>	<b>258,176</b>	<b>9,568</b>			
62200 - Lay Staff Compensation												
62201 - Youth Minister	Matsunaga						1,575					
62202 - Music Director	Matsunaga	35,500	37,213	38,901	41,044	40,788	33,535	41,278	490			
62203 - Office Manager	Matsunaga	32,359	23,088	15,289	20,139	20,717	12,139	21,382	665			
62213 - Office Temp Help	Matsunaga		5,654	4,953	0	797	3,672	822	25			
62204 - Bookkeeper	Matsunaga	25,648	26,589	26,318	10,900	10,566	7,894	21,809	11,243			
62205 - Childcare Assistant	Matsunaga	2,614	2,452	2,216	393	3,053	357	3,201	148			
62296 - Lay Payroll Taxes	Matsunaga			5,656	4,709	5,808	3,378	6,770	962			
62297 - Lay Pension Premiums	Matsunaga	2,672	3,445	3,057	4,509	5,535	2,145	5,639	104			
62298 - Lay Benefits & Insurance	Matsunaga	1,090	2,363	2,786	775	6,394	461	6,512	118			
62299 - Lay Pension Reimbrsmnt Noah's	Matsunaga		2,035	0	1,337	0	0	0	0			
	<b>Total 62200 - Lay Staff Compensation</b>	<b>99,882</b>	<b>102,840</b>	<b>99,177</b>	<b>83,807</b>	<b>93,658</b>	<b>65,146</b>	<b>107,413</b>	<b>13,755</b>			
62300 - Workers Compensation Insurance	Matsunaga	531	295	989	1,621	1,000	-49	1,000	0			
62400 - Payroll Processing	Matsunaga	7,656	7,344	945	784	1,008	630	1,008	0			
62500 - Contractors (1099)												
62501 - Musicians		13,603	15,078									

SOURCE		2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals Nov	Budget	Yr Change			
62511 - Paid Musicians	Chiavini			14,895	13,050	12,500	10,745	13,000	500			
62512 - Supply Musicians	Chiavini			805	250	1,000	2,375	1,000	0			
62504 - Landscaping	MacDougall	23,598	23,448	24,204	23,739	24,204	22,187	24,612	408			
62505 - Janitorial Services	MacDougall	27,425	27,850	27,750	29,250	28,800	27,225	31,200	2,400			
Total 62500 - Contractors (1099)		64,626	66,376	67,454	66,289	66,504	62,532	69,812	3,308			
62600 - Staff Allowances												
62601 - Continuing Education	Matsunaga	1,094	1,064	1,782	478	1,000	0	650	-350			
62602 - Travel	Matsunaga	1,640	589	568	714	600	0	960	360			
62603 - Clergy Hospitality	Matsunaga	2,130	2,187	1,771	1,322	800	285	790	-10			
62604 - Clergy Discretionary Fund	Matsunaga	450	350	165	15	300	300	300	0			
Total 62600 - Staff Allowances		5,314	4,190	4,286	2,529	2,700	585	2,700	0			
Total 62000 - Personnel Expense		321,288	400,200	405,320	396,253	413,479	348,230	440,110	26,631			
63100 - Altar Guild												
63101 - Candles and Wine	Chiavini	1,900	2,701	1,933	609	2,000	583	1,000	-1,000			
63102 - Flower Expense	Chiavini	3,239	3,021	3,110	2,548	1,000	1,144	1,500	500			
63103 - Laundry Services	Chiavini	0	87	0	0	0	0	0	0			
63105 - All Other Altar Guild Expenses	Chiavini	708	942	361	363	300	358	300	0			
Total 63100 - Altar Guild		5,846	6,752	5,404	3,520	3,300	2,085	2,800	-500			
63200 - Music												
63201 - Music Donations & Disbursements	Chiavini	-1,000		0	0	0	0	0	0			
63205 - Music Expenses	Chiavini	3,231	1,765									
63215 - Professional Expenses	Chiavini			1,088	0	500	0	1,000	500			Assuming complete opening mid-late 2021
63216 - Music Hospitality	Chiavini			418	176	200	0	200	0			
63205 - Music Expenses - Other	Chiavini			103	1,406	2,400	1,351	2,000	-400			Additional licensing and software
63206 - Musical Equipment R&M	Chiavini	1,077	317	653	260	1,300	650	1,000	-300			Piano is old and needs more repairs
Total 63200 - Music		3,307	2,083	2,260	1,842	4,400	2,001	4,200	-200			
63300 - Christian Formation												
63301 - EFM	Perry	0	618	0	0	500	0	500	0			
63302 - Adult Education	Perry	1,335	730	760	174	1,000	131	500	-500			
63303 - Lenten Series	Perry	318	544	0	407	300	101	300	0			
63304 - Activity Support	Perry	0	413			0	0	0	0			
Total 63300 - Christian Formation		1,653	2,305	760	581	1,800	232	1,300	-500			
63350 - Children & Youth Ministry												
63351 - Family Ministries	Devlin	556	385	771	131	1,300	232	1,000	-300			
63352 - Youth Ministries	Devlin	286	1,754	437	0	1,000	0	2,000	1,000			
63350 - Children & Youth Ministry - Other	Devlin			300		0	220	0	0			
63353 - Acolytes	Devlin	40	246	100	200	300	215	500	200			
Total 63350 - Children & Youth Ministry		882	2,386	1,607	331	2,600	668	3,500	900			
64000 - Worship & Liturgy												
64108 - Liturgical Art	Chiavini	0	0	109	0	300	0	300	0			
64150 - Miscellaneous Worship	Chiavini	787	879	414	931	600	341	600	0			
Total 64000 - Worship & Liturgy		787	879	523	931	900	341	900	0			
64250 - Pastoral Care												
Total 64250 - Pastoral Care					0	200	0	200	0			
64500 - Fellowship												
64501 - Sunday Coffee & Supplies	Kotesky	1,526	1,523	1,262	368	800	0	1,300	500			
64502 - Parish Events - Connect	Kotesky	504	1,089	613	0	500	0	500	0			
64503 - Reception Expense	Kotesky	24	1,202	758	0	500	77	500	0			
64504 - Greeters - Welcome	Kotesky	240	536	520	76	500	0	500	0			
64505 - Invites	Kotesky	1,210	179	0	0	200	0	200	0			
64506 - Vestry Expenses	Kotesky	736	210	100	96	100	0	0	-100			
64508 - NEW (New Episcopal Women)	Kotesky		733	315	0	0	0	200	200			
64599 - Coffee Hour Donations	Kotesky		-221	0	0	0	0	0	0			
Total 64500 - Fellowship		4,240	5,251	3,567	540	2,600	77	3,200	600			

SOURCE		2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
		Actuals	Actuals	Actuals	Actuals	Budget	Actuals	Budget	Yr Change			
							Nov					
65000 - Administrative												
65100 - Office Supplies	Ok	2,841	2,447	3,104	622	1,500	739	1,000	-500			
65101 - Paper	Ok	3,603	2,225	3,439	1,015	2,500	579	1,200	-1,300			
65102 - Advertising	Ok	633	329	764	576	1,000	479	700	-300		X	
65103 - Software	Ok	1,841	1,251	1,564	1,936	2,400	2,950	2,100	-300		X	
65105 - Phone & Internet	Ok	5,227	5,519	5,412	5,399	5,500	6,920	7,800	2,300			
65106 - Miscellaneous Administration	Ok		0	720	0	600	20	400	-200			
65200 - Equipment												
65201 - Hardware	Ok	66	1,412	530	1,014	1,000	1,283	1,000	0		X	
65202 - Ricoh	Ok	18,183	19,648	17,565	12,397	15,600	8,741	11,000	-4,600			
65203 - Other Equipment R&D	Ok	0	369	0	733	500	484	500	0			
65204 - Risograph	Ok				0	1,080	708	500	-580			
Total 65200 - Equipment		18,249	21,430	18,095	14,144	18,180	11,217	13,000	-5,180			
65300 - Postage												
65301 - Meter	Ok	5,564	530	1,325	1,235	1,000	633	500	-500			
65302 - Other Postage	Ok	200	100	-45	137	150	277	400	250			
65303 - Meter/Send Pro Lease	Ok		2,512	3,131	3,152	3,100	1,651	60	-3,040			
Total 65300 - Postage		5,764	3,142	4,411	4,523	4,250	2,561	960	-3,290			
Total 65000 - Administrative		38,157	36,342	37,508	28,214	35,930	25,464	27,160	-8,770			
66000 - Facilities												
66100 - Campus Maintenance	MacDougall	15,115	32,377	38,697	41,022	35,000	30,067	35,000	0			
66110 - Rectory Maintenance												
66111 - Insurance	MacDougall	536	462	462	261	650	261	261	-389			
66112 - Landscaping	MacDougall	1,350	3,990	3,240	3,240	4,000	2,970	3,240	-760			
66113 - Pool	MacDougall	2,379	1,680	1,627	1,530	1,700	1,427	1,404	-296			
66116 - Maintenance	MacDougall	765	2,827	3,975	2,750	4,000	4,044	4,700	700			
66110 - Rectory Maintenance Other	MacDougall					0		0	0			
Total 66110 - Rectory Maintenance		5030	8979	9304	7781	10350	8,702	9,605	-745			
66120 - Services												
66121 - Elevator, Fire & Burglar Alarm	MacDougall	4,672	5,613	8,155	10,800	6,000	5,582	10,025	4,025			
66122 - Other Services	MacDougall	6,724	5,781	4,622	4,057	6,000	1,074	4,000	-2,000			
Total 66120 - Services		11,396	11,393	12,777	14,858	12,000	6,656	14,025	2,025			
66130 - Facilities Supplies												
66140 - Utilities	MacDougall	2,807	2,746	3,493	2,396	3,500	1,428	3,000	-500			
66141 - EBMUD												
66141 - EBMUD	MacDougall	17,201	20,928	19,160	26,946	19,200	14,315	19,000	-200			
66142 - Garbage	MacDougall	7,415	7,573	7,787	8,254	8,500	5,995	6,624	-1,876			
66143 - PG&E Gas	MacDougall	4,727	4,694	5,138	4,699	5,200	4,283	5,140	-60			
66144 - PG&E Electrical	MacDougall	11,506	12,330	13,236	12,901	13,400	12,611	14,500	1,100			
66145 - PG&E Loan	Matsunaga	8,666	7,435	8,111	6,299				0			paid off 10/20
Total 66140 - Utilities		49,516	52,959	53,432	59,099	46,300	37,204	45,264	-1,036			
Total 66000 - Facilities		83,864	108,454	117,703	125,155	107,150	84,057	106,894	-256			
67000 - Finance												
67050 - Stewardship	Oliver	1,955	2,512	2,342	144	2,400	0	2,000	-400			
67100 - Benevity Fees	Matsunaga	178	171	141	33	150	18	30	-120			
67101 - Banking Charges	Matsunaga	1,030	1,902	1,188	2,124	1,200	1,966	2,642	1,442			
67102 - LOC Interest	Matsunaga		57						0			
67103 - Corporate Fees & Expenses	Matsunaga	1,052	139	42	0	100	28	42	-58			
67104 - Property & Liability Insurance	MacDougall	19,957	26,723	29,662	38,728	31,063	23,283	32,592	1,529			
67106 - Property Taxes	Matsunaga	8,346	1,409									
67117 - Church Property Tax	Matsunaga			8,519	10,772	7,138	7,138	18,118	10,980			
67118 - Rectory Property Tax	Matsunaga			918	869	809	840	871	62			
Total 67000 - Finance		32,517	32,914	42,813	52,670	42,860	33,272	56,295	13,435			
68000 - Budgeted Outreach												
68002 - Budgeted Outreach	Matsunaga	7,300	15,000	15,000	15,000	15,000	13,750	15,000	0			
68003 - Schools & Interfaith Council	Matsunaga	2,700	3,000	3,000	3,000	3,000	2,750	3,000	0			
Total 68000 - Budgeted Outreach		10,000	18,000	18,000	18,000	18,000	16,500	18,000	0			
69000 - Contingency												
69001 - Contingency	Matsunaga	488	1,688	1,389	784	5,000	1,877	10,000	5,000			
69003 - Covid-19 Supplies	Matsunaga				898	750	150	250	-500			move to facility supplies in future

SOURCE	2017	2018	2019	2020	2021	2021	2022	Yr over	CUT	ADD	NOTES
	Actuals	Actuals	Actuals	Actuals	Budget	Actuals Nov	Budget	Yr Change			
09002 - YE Reserve Funds											
Matsunaga		25,977						0			
<b>Total Expense</b>	<b>626366</b>	<b>737024</b>	<b>744174</b>	<b>740978</b>	<b>753801</b>	<b>620216</b>	<b>790691</b>	<b>36,890</b>	<b>0</b>	<b>0</b>	
<b>Projected Surplus/Loss</b>		<b>0</b>	<b>8,053</b>	<b>-45,722</b>	<b>-52,230</b>	<b>61,263</b>	<b>-168268</b>	<b>-116,037</b>			

Since Pastor Todd began his Sabbatical at the beginning of November, we have continued to have an increasing in-church presence and have maintained many of our on-line worshipers. Our numbers have not gone back to pre-Pandemic, but worship continues in a new way. Some people continue to participate in in live-stream worship, some actively have come back to in person worship, others continue to do both as best works for their family, or from their current location. We do not know what this will look like going forward, but we know it is different. Special thanks to our tech team. (We had one week we could not fully live stream, but Don Perry fixed the problem.) All this is possible because of all the people working together to coordinate a combined or hybrid worship, including our servers, lectors, altar guild, tech team, web-site navigators, greeters and now vestry persons led by Linda C. checking for proof of vaccination. Jacque C., as she has coordinated our worship team, has also invited our teens back to serve and to read and they too are coming back to worship.

In worship, Myles Ellis joined us Sunday Nov 7<sup>th</sup> as director of music and the Choir is now having Thursday and Sunday morning rehearsals. We remembered our tradition of communion bread when our bread bakers made enough bread for the whole congregation before Thanksgiving. The Second Sunday of Advent brought St. Nicholas Day and our special bakers made Saint Nicholas cookies and Ade A. graced us with an amazing Saint Nicholas who reminded us that Saint Nicholas gave his gifts in secret to the children. We are having fun! We also had a children's event on Sunday afternoon Dec 12<sup>th</sup>, made ornaments and saw a fabulous movie, "The Star," led by Rayne D. We are looking forward to Christmas services and the increasing feel of community as we shake off a little of our Pandemic isolation with lots of safety protocols in place.

We are sad to experience the death of several members including Betty Davis, Nancy Kindley, Mario Gomez, and Joe Ruegg, father of Elisa Merrifield. The community laments their loss and gives thanks for their faithfulness to Saint Timothy's and our community.

We are waiting further instruction from the Chancellor of the Diocese regarding the BSA lawsuit, and currently have the appropriate documents on file. We pray for all survivors of abuse, especially the children and youth abused in the Scouts.

Thank you to all the people who have reached out to help during Pastor Todd's sabbatical and have reach out to me personally. Our Administrator is in India with family beginning Dec 2<sup>nd</sup> and returns to the parish December 20<sup>th</sup>; Sally P., Debbie K., have graciously stepped in to help with all kinds of Admin work.

Thank you to this vestry who is working hard as we journey in faith as a community.

Blessing for us all.

Pastor Susan Geissler-O'Neil

# 2021-12 Admin Commission Report

Steven Oki

## Activities and Problems

- **Copier Lease Review**
  - We have decided to go with WiZiX for our copier solution for our next 5 years.
  - We have notified Shamrock and US Bank we will be returning their copier. Paperwork with final US Bank payment was sent out on 12/09/2021. Copier due to be returned in early 2022 by WiZiX.
  - New copier to be installed on 12/30/2021
  - December is going to be a busy month for the church and having a vendor change could be disruptive as Sally Shea Potts, Rebekah Dodda, and Steven Oki will be out and unavailable during parts of the month.
  - [2021 Copier Lease Evaluation - Executive Summary](#)
    - [https://docs.google.com/document/d/1bOZbJbFZbT7gNwR\\_DB7xSZTAOLM\\_3PTQ2hzu--WVaBw/edit?usp=sharing](https://docs.google.com/document/d/1bOZbJbFZbT7gNwR_DB7xSZTAOLM_3PTQ2hzu--WVaBw/edit?usp=sharing)
- **2022 Budget**
  - 2022 Budget has been completed, accepted, and delivered to the Treasurer.
- **ParishSoft Replacement**
  - We have decided to hold an investigation until the new year. With December being a busy month and needing to complete the copier exchange.
- **New Digital Projector Purchased for use in Grace House and Annual Meeting**
  - The existing projector has been found to not work well with spreadsheets and our newer laptops. Neal Matsunaga purchased a new projector for usage in Grace house and for the annual meeting. This projector is the same model that was purchased for the church projection systems



## Communications Commission Monthly Report

December 2021

Actions taken since November 2021:

- Coordination of Website updates
- Facebook page updates: photos and video
- Revision of [Web Page Responsibilities](#) document.
- Revision of [Communication Vehicles](#) document
- Revision of [Communications Handbook](#) document

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

Submitted by:

Ade Adekunle

## Outreach Update for Vestry Meeting Dec '21. (G. Chong-Horsley)

### Christmas Food Boxes:

161 Christmas Food Boxes went from St. Timothy's to Monument Crisis Center at the end of November. Great job by Sally and volunteers who shopped and packed and loaded up the trucks. The reimbursement process for shoppers this year worked well.

### Winter Night Shelters January 17 – 31, 2022:

Winter Nights Shelter is Back! Following Covid protocols, and with the approval of the County Health Department, Winter Nights is once again operating the rotating family shelter in Contra Costa County. St. Timothy's and Beth Chaim are working together again, and we will open our Parish Hall to become a Winter Nights Shelter serving approximately 30 guests (families with children).

Sign-up is on the church website already:

<https://www.sainttimothysdanville.org/winter-nights-shelter.html>

Key info is that all staff, guests and onsite Volunteers must provide proof of full Covid vaccination ( my guess is that it means 2 doses).

## **Worship and Liturgy Report**

**November 2021**

Since our November meeting activities include:

- Visited some parishioners who have been unable to attend.
- Met with Pastor Susan regarding upcoming Christmas services.
- Conferred with Kari Doolittle regarding the scheduling of tech team, acolytes and lectors.
- Participated in weekly conversations with Parish Office Staff and Pastor Susan concerning bulletins.
- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated frequently the website to reflect changes in the rota.
- Helped coordinate the lovely wedding ceremony of Emma and David.
- Opened the church each Sunday Morning.
- Participated in some way with technology each Sunday.
- Met with Pastor Susan before/after services regarding changes in liturgy.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Conferenced with Cathy Morris and Leslie First regarding the decoration of the sanctuary for Christmas.

Submitted by Jacqueline Chiavini