

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday November 16, 2022

Update Date: 11/29/2022

SUMMARY:

MOTIONS:

MOTION: Increase the allowed expenditure for the new parish hall kitchen refrigerator to \$8000.

MOTION: The vestry approves the proposed installation of HVAC in the Preschool building, up to a maximum total cost of \$60,000. The Noah's Ark Preschool Board has previously approved contributing \$20,000 of its funds for this project. Therefore, the maximum expenditure by St. Timothy's will be \$40,000. This approval is contingent upon the receipt of three competitive bids for the HVAC system, and it is acknowledged that this budget is based on a single bid from one A/C contractor. Two other bids will be sought.

MOTION: Approved the minutes of the October Vestry meeting, the treasurer's report, the rector's report and the several submitted commission reports.

Attendees: Ade Adekunle, Karen Anderson, Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Dick Firth (NV), Susan Geissler-O'Neil (NV), Liz Knape, Kris Manning, Sally Shea Potts(NV), Charlie Wills, Rayne Devlin (on the phone), Scott MacDougall,

Absent: Steve Oki, Cecilia Oduwole

1. **Opening Prayer** – Pastor Todd – Pastor Todd read from the Bible describing the gift of the first fruits to God
Vestry members shared their prayer wishes
2. **Review and Confirm Agenda**
3. **Introduction of Guests** – There were no guests
4. **Recurring Action Items** – Minutes, Treasurer's, Rector's, and Commission Reports
 - a. Approve minutes from the October 2022 vestry meeting.
 - b. Treasurers Report, Balance Sheet and P&L through 31 October 2022, in that order
 - c. Commission and other Reports (Links to be added as the reports are posted)
 - Rector
 - Administration
 - Communications
 - Fellowship
 - Noah's Ark
 - Outreach
 - Worship

The minutes of the October meeting, the several documents from the Treasurer and the other submitted reports were approved as submitted on Google Drive. Moved by Ade, seconded by Gabel. Passed by everyone.

5. **Non-Recurring Action Items**

a. **Parish Hall kitchen refrigerator replacement**

Will cost more than anticipated by about \$500

Cost \$450 to get rid of the current refrigerator

New refrigerator needs a larger vertical space

\$6000 approved at the October meeting

Dick proposes to increase the budget from \$6000 to \$8000

The new refrigerator is restaurant quality and the proposed vendor will service the refrigerator.

MOTION: Increase the allowed expenditure for the new parish hall kitchen refrigerator to \$8000.

Question: Is there an extended warranty option available?

Per Pastor Susan, the refrigerator needs to have water in it to keep it operating most efficiently.

b. **Noah's Ark Air Conditioning and Filtration**

Proposal to install air conditioning and air filtration in Noah's Ark building – Dick Firth

The teachers interviewing to join the faculty and perspective parents have asked about air conditioning.

All the competitor preschools are air conditioned.

The preschool will contribute \$20,000. The total cost may run \$60,000. There is a bid for \$49,000 but that does not include the cost of permits from the Town of Danville.

Pastor Todd says the preschool is a great marketing tool for the parish.

Pastor Todd recommends that we ask alumni parents to pledge \$\$ which the parish will match from the Betty Davis matching fund for Noah's Ark using \$\$ left by Betty.

The system will improve the filtration but it will not bring it up to school district standard.

Charlie Wills: Even if Noah's Ark is not here, this will improve the usefulness of the building.

MOTION: The vestry approves the proposed installation of HVAC in the Preschool building, up to a maximum total cost of \$60,000. The Noah's Ark Preschool Board has previously approved contributing \$20,000 of its funds for this project. Therefore, the maximum expenditure by St. Timothy's will be \$40,000.

This approval is contingent upon the receipt of three competitive bids for the HVAC system, and it is acknowledged that this budget is based on a single bid from one A/C contractor. Two other bids will be sought.

c. **Status of Maintenance Reserves – Dick Firth**

The following numbers are approximate:

Total current Maintenance Reserves \$306,000

Approved expenditures from Maintenance Reserves:

 \$ 70,000 – Parish Hall Roof

 \$ 40,000 – Noah's Ark HVAC

 \$ 8,000 – Parish Hall kitchen refrigerator

 \$118,000 – Total

 \$188,000 - Maintenance Reserves after above expenditures

6. Discussion Items

a. **Budget** – Dick Firth

Dick shared a draft of the 2023 budget expense categories. The expected summary of expenses is \$776,000. The current pledges are \$532,700+. There are 39 pledgers from 2022 who have not yet pledged for 2023. The preliminary budget should be ready for the December vestry meeting on Sunday, December 18.

b. **2023 Vestry Recruiting**

Leaving vestry members are the nominating committee for the new vestry members – Leaving are Rayne, Jackie and Scott

c. Need to recruit **Deanery/Convention delegates** . They will elect the next bishop.

7. FYI

a. Per Pastor Susan, a **Sunday child-care person** has been hired – Leah Dillon. We hope that she will be with us until she leaves for college.

b. **Wine** returns to Communion in Advent – Pastor Todd

c. **Annual Meeting** – Sunday, February 6

d. **Safe Church** – Vestry will be the guinea pig for the updated training

e. **Vestry Meeting Closing Prayer**- No one is signed up for December and January

f. **December Vestry Meeting** – Sunday, December 18 – after church and program – Sally will furnish lunch – 11:45 am

8. Closing Prayer – Rayne Devlin

Submitted by Sally Shea Potts, Vestry Clerk

Treasurer's Report

November 16, 2022

Financial Summary, YTD January through October

	Actual	Budget
Total Income	\$680,546	\$552,744
Total Expenses	<u>\$626,791</u>	<u>\$658,479</u>
Net Operating Income	\$53,755	(\$105,735)

- October financials show the following:
 - Pledge income was close to plan, 53.4 k versus plan of 55.3 k.
 - Maintenance expense was above plan for the campus. As a result, October net operating income was (25.2 K) versus plan of (\$10.6 k).
- For the YTD through October, the Parish continues to be in decent financial shape. This is because income is higher than planned, partly as a result of the parish's response to our fund-raising request this past spring.

Other

Deleted per request of the treasurer

Submitted by Dick Firth

ST TIMOTHY'S EPISCOPAL CHURCH, DANVILLE, CA
INCOME AND EXPENSES - SUMMARY TURU 31 OCTOBER 2022

ST. TIMOTHY'S INCOME & EXPENSES	October Actual	October Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining
TOTAL INCOME	\$53,360	\$55,274	(\$1,915)	\$680,546	\$552,744	\$127,802	\$663,293	\$17,253
TOTAL EXPENSES	\$78,512	\$65,848	\$12,665	\$626,791	\$658,479	(\$31,688)	\$790,175	(\$163,384)
NET OPERATING INCOME	(\$25,153)	(\$10,574)	(\$14,579)	\$53,755	(\$105,735)	\$159,490	(\$126,882)	
NET OTHER INCOME	<u>(\$7,420)</u>			<u>\$359,421</u>				
NET INCOME	<u><u>(\$32,573)</u></u>			<u><u>\$413,176</u></u>				

	October Actual	October Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining
Pledge Income	\$46,527	\$50,298	(\$3,771)	\$601,959	\$502,979	\$98,980	\$603,575	(\$1,616)
All Other Income	\$6,833	\$4,977	\$1,856	\$78,587	\$49,765	\$28,822	\$59,718	\$18,869
Total Income	\$53,360	\$55,274	(\$1,915)	\$680,546	\$552,744	\$127,802	\$663,293	\$17,253
Personnel Expenses	\$36,785	\$36,633	\$153	\$332,492	\$366,328	(\$33,837)	\$439,594	(\$107,102)
Diocesan Assessment	\$9,644	\$9,657	(\$13)	\$96,442	\$96,568	(\$127)	\$115,882	(\$19,440)
Facilities	\$24,230	\$8,908	\$15,322	\$121,139	\$89,078	\$32,061	\$106,894	\$14,245
Administrative	\$1,881	\$2,263	(\$383)	\$15,902	\$22,633	(\$6,732)	\$27,160	(\$11,258)
Budgeted Outreach	\$1,500	\$1,500	\$0	\$15,000	\$15,000	\$0	\$18,000	(\$3,000)
All Other Expenses	\$4,473	\$6,887	(\$2,414)	\$45,817	\$68,871	(\$23,054)	\$82,645	(\$36,828)
Total Expenses	\$78,512	\$65,848	\$12,665	\$626,791	\$658,479	(\$31,688)	\$790,175	(\$163,384)
Net Operating Income	(\$25,153)	(\$10,574)	(\$14,579)	\$53,755	(\$105,735)	\$159,490	(\$126,882)	
Net Other Income	<u>(\$7,420)</u>			<u>\$359,421</u>				
Net Income	<u><u>(\$32,573)</u></u>			<u><u>\$413,176</u></u>				

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF OCTOBER 31, 2022	OCTOBER ACTUAL	OCTOBER BUDGET	Difference	OCT YTD ACTUAL	OCT YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
INCOME								
40000 Donations								
41000 Pledge Income								
41100 Current Year Pledges	\$44,267	\$48,038	(\$3,771)	\$575,959	\$480,379	\$95,580	\$576,455	(\$496)
41120 Prepaid Pledges Received Prior Year	\$2,260	\$2,260	\$0	\$22,600	\$22,600	\$0	\$27,120	(\$4,520)
41300 Prior Year Pledges Received Late	\$0	\$0	\$0	\$3,400	\$0	\$3,400	\$0	\$3,400
41000 Total Pledge Income	\$46,527	\$50,298	(\$3,771)	\$601,959	\$502,979	\$98,980	\$603,575	(\$1,616)
42000 Plate Offering								
42100 Loose Plate	\$621	\$250	\$371	\$4,521	\$2,500	\$2,021	\$3,000	\$1,521
42150 Contributing	\$3,510	\$2,500	\$1,010	\$39,778	\$25,000	\$14,778	\$30,000	\$9,778
42000 Total Plate Offering	\$4,131	\$2,750	\$1,381	\$44,299	\$27,500	\$16,799	\$33,000	\$11,299
43000 Special Gifts	\$0	\$0	\$0	\$10,408	\$0	\$10,408	\$0	\$10,408
44000 Operating Support								
44200 Facilities Cost Sharing	\$2,216	\$2,098	\$118	\$18,149	\$20,982	(\$2,833)	\$25,178	(\$7,029)
44300 Flower Donations	\$400	\$83	\$317	\$5,010	\$833	\$4,177	\$1,000	\$4,010
44000 Total Operating Support	\$2,616	\$2,182	\$435	\$23,159	\$21,815	\$1,344	\$26,178	(\$3,019)
45000 Other Income								
45300 Interest	\$85	\$33	\$53	\$584	\$325	\$259	\$390	\$194
45400 Miscellaneous	\$0	\$13	(\$13)	\$137	\$125	\$12	\$150	(\$13)
45000 Total Other Income	\$85	\$45	\$40	\$721	\$450	\$271	\$540	\$181
TOTAL INCOME	\$53,360	\$55,274	(\$1,915)	\$680,546	\$552,744	\$127,802	\$663,293	\$17,253

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF OCTOBER 31, 2022	OCTOBER ACTUAL	OCTOBER BUDGET	Difference	OCT YTD ACTUAL	OCT YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
EXPENSES								
60000 Operating Expenses								
61000 Diocesan Assessment	\$9,644	\$9,657	(\$13)	\$96,442	\$96,568	(\$127)	\$115,882	(\$19,440)
62000 Personnel Expenses								
62100 Clergy Compensation								
62110 Rector	\$8,322	\$8,322	\$0	\$83,221	\$83,221	\$0	\$99,865	(\$16,644)
62120 Associate Rector	\$7,071	\$7,071	(\$0)	\$72,840	\$70,708	\$2,132	\$84,849	(\$12,009)
62198 Clergy Pension	\$3,220	\$3,220	\$0	\$32,201	\$32,201	\$0	\$38,641	(\$6,440)
62199 Clergy Benefits	\$2,888	\$2,902	(\$14)	\$28,882	\$29,018	(\$136)	\$34,821	(\$5,939)
62100 Total Clergy Compensation	\$21,501	\$21,515	(\$14)	\$217,143	\$215,147	\$1,997	\$258,176	(\$41,033)
62200 Lay Staff Compensation								
62202 Music Director	\$3,175	\$3,440	(\$265)	\$31,752	\$34,398	(\$2,646)	\$41,278	(\$9,526)
62203 Office Manager	\$1,985	\$1,782	\$203	\$11,833	\$17,818	(\$5,986)	\$21,382	(\$9,549)
62204 Bookkeeper	\$776	\$1,817	(\$1,042)	\$9,132	\$18,174	(\$9,042)	\$21,809	(\$12,677)
62205 Childcare Assistant	\$0	\$227	(\$227)	\$268	\$2,268	(\$2,000)	\$2,722	(\$2,454)
62213 Office Temporary Help	\$0	\$69	(\$69)	\$3,832	\$686	\$3,147	\$823	\$3,009
62296 Lay Payroll Taxes	\$202	\$561	(\$359)	\$3,801	\$5,611	(\$1,810)	\$6,733	(\$2,932)
62297 Lay Pension Contributions	\$0	\$470	(\$470)	\$541	\$4,699	(\$4,158)	\$5,639	(\$5,098)
62298 Lay Benefits	\$43	\$543	(\$499)	\$665	\$5,427	(\$4,762)	\$6,512	(\$5,847)
62299 Noah's Ark Pension Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
62200 Total Lay Staff Compensation	\$6,181	\$8,908	(\$2,727)	\$61,825	\$89,082	(\$27,256)	\$106,898	(\$45,073)
62300 Workers Compensation Insurance	\$0	\$83	(\$83)	\$650	\$833	(\$183)	\$1,000	(\$350)
62400 Payroll Processing	\$149	\$84	\$65	\$702	\$840	(\$138)	\$1,008	(\$306)
62500 Contractors								
62501 Musicians								
62511 Paid Musicians	\$1,200	\$1,083	\$117	\$4,200	\$10,833	(\$6,633)	\$13,000	(\$8,800)
62512 Supply Musicians	\$0	\$83	(\$83)	\$0	\$833	(\$833)	\$1,000	(\$1,000)
62501 Total Musicians	\$1,200	\$1,167	\$33	\$4,200	\$11,667	(\$7,467)	\$14,000	(\$9,800)
62504 Landscaping	\$2,051	\$2,051	\$0	\$20,512	\$20,510	\$2	\$24,612	(\$4,100)
62505 Janitorial	\$5,200	\$2,600	\$2,600	\$25,825	\$26,000	(\$175)	\$31,200	(\$5,375)
62500 Total Contractors	\$8,451	\$5,818	\$2,633	\$50,537	\$58,177	(\$7,640)	\$69,812	(\$19,275)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF OCTOBER 31, 2022	OCTOBER ACTUAL	OCTOBER BUDGET	Difference	OCT YTD ACTUAL	OCT YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
62600 Staff Allowances								
62601 Continuing Education	\$125	\$54	\$71	\$900	\$542	\$359	\$650	\$250
62602 Travel	\$353	\$80	\$273	\$445	\$800	(\$355)	\$960	(\$515)
62603 Clergy Hospitality	\$25	\$66	(\$41)	\$348	\$658	(\$310)	\$790	(\$442)
62604 Clergy Discretionary Fund	\$0	\$25	(\$25)	(\$60)	\$250	(\$310)	\$300	(\$360)
62600 Total Staff Allowances	\$503	\$225	\$278	\$1,634	\$2,250	(\$617)	\$2,700	(\$1,067)
62000 Total Personnel Expenses	\$36,785	\$36,633	\$153	\$332,492	\$366,328	(\$33,837)	\$439,594	(\$107,102)
63100 Altar Guild								
63101 Candles and Wine	\$0	\$83	(\$83)	\$385	\$833	(\$449)	\$1,000	(\$615)
63102 Flowers	\$1,061	\$125	\$936	\$3,294	\$1,250	\$2,044	\$1,500	\$1,794
63105 Other Altar Guild Expenses	\$0	\$25	(\$25)	\$339	\$250	\$89	\$300	\$39
63100 Total Altar Guild	\$1,061	\$233	\$828	\$4,018	\$2,333	\$1,685	\$2,800	\$1,218
63200 Music								
63215 Professional Expenses	\$0	\$83	(\$83)	\$509	\$833	(\$324)	\$1,000	(\$491)
63216 Music Hospitality	\$0	\$17	(\$17)	\$0	\$167	(\$167)	\$200	(\$200)
63205 Music Expenses	\$0	\$167	(\$167)	\$1,258	\$1,667	(\$409)	\$2,000	(\$742)
63206 Music Repair & Maintenance	\$0	\$83	(\$83)	\$0	\$833	(\$833)	\$1,000	(\$1,000)
63200 Total Music	\$0	\$350	(\$350)	\$1,767	\$3,500	(\$1,733)	\$4,200	(\$2,433)
63300 Christian Formation								
63301 EfM	\$0	\$42	(\$42)	\$0	\$417	(\$417)	\$500	(\$500)
63302 Adult Education	\$0	\$42	(\$42)	\$176	\$417	(\$241)	\$500	(\$325)
63303 Lenten Series	\$0	\$25	(\$25)	\$0	\$250	(\$250)	\$300	(\$300)
63300 Total Christian Formation	\$0	\$108	(\$108)	\$176	\$1,083	(\$908)	\$1,300	(\$1,125)
63350 Children & Youth Ministry								
63351 Family Ministries	\$0	\$83	(\$83)	\$236	\$833	(\$598)	\$1,000	(\$764)
63352 Youth Ministries	\$0	\$167	(\$167)	\$20	\$1,667	(\$1,647)	\$2,000	(\$1,980)
63353 Acolytes	\$0	\$42	(\$42)	\$115	\$417	(\$302)	\$500	(\$385)
63350 Total Children & Youth Ministry	\$0	\$292	(\$292)	\$370	\$2,917	(\$2,546)	\$3,500	(\$3,130)
64000 Worship & Liturgy								
64108 Liturgical Art	\$0	\$25	(\$25)	\$0	\$250	(\$250)	\$300	(\$300)
64150 Worship Expenses	\$0	\$50	(\$50)	\$66	\$500	(\$434)	\$600	(\$534)
64000 Total Worship & Liturgy	\$0	\$75	(\$75)	\$66	\$750	(\$684)	\$900	(\$834)
64250 Pastoral Care	\$0	\$17	(\$17)	\$0	\$167	(\$167)	\$200	(\$200)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF OCTOBER 31, 2022	OCTOBER ACTUAL	OCTOBER BUDGET	Difference	OCT YTD ACTUAL	OCT YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
64500 Fellowship								
64501 Sunday Coffee & Supplies	\$109	\$108	\$1	\$864	\$1,083	(\$219)	\$1,300	(\$436)
64502 Parish Events	\$704	\$42	\$663	\$704	\$417	\$288	\$500	\$204
64503 Receptions	\$0	\$42	(\$42)	\$243	\$417	(\$174)	\$500	(\$257)
64504 Greeters	\$0	\$42	(\$42)	\$0	\$417	(\$417)	\$500	(\$500)
64505 Invites	\$0	\$17	(\$17)	\$0	\$167	(\$167)	\$200	(\$200)
64506 Vestry Expenses	\$0	\$0	\$0	\$30	\$0	\$30	\$0	\$30
64508 New Episcopal Women	\$0	\$17	(\$17)	\$0	\$167	(\$167)	\$200	(\$200)
64500 Total Fellowship	\$814	\$267	\$547	\$1,842	\$2,667	(\$825)	\$3,200	(\$1,358)
65000 Administrative								
65100 Office Supplies	\$261	\$83	\$178	\$1,016	\$833	\$182	\$1,000	\$16
65101 Paper	\$124	\$100	\$24	\$982	\$1,000	(\$18)	\$1,200	(\$218)
65102 Advertising	\$45	\$58	(\$14)	\$637	\$583	\$54	\$700	(\$63)
65103 Software	\$92	\$175	(\$83)	\$1,820	\$1,750	\$70	\$2,100	(\$280)
65105 Telephone & Internet	\$663	\$650	\$13	\$6,668	\$6,500	\$168	\$7,800	(\$1,132)
65106 Miscellaneous	\$0	\$33	(\$33)	\$0	\$333	(\$333)	\$400	(\$400)
65200 Equipment								
65201 Hardware	\$0	\$83	(\$83)	\$0	\$833	(\$833)	\$1,000	(\$1,000)
65202 Ricoh	\$578	\$917	(\$338)	\$3,371	\$9,167	(\$5,795)	\$11,000	(\$7,629)
65203 Other	\$0	\$42	(\$42)	\$0	\$417	(\$417)	\$500	(\$500)
65204 Risograph	\$113	\$42	\$71	\$673	\$417	\$257	\$500	\$173
65200 Total Equipment	\$691	\$1,083	(\$392)	\$4,044	\$10,833	(\$6,789)	\$13,000	(\$8,956)
65300 Postage								
65301 Meter	\$0	\$42	(\$42)	\$654	\$417	\$238	\$500	\$154
65302 Other	\$0	\$33	(\$33)	\$36	\$333	(\$297)	\$400	(\$364)
65303 Send Pro Lease	\$5	\$5	(\$0)	\$45	\$50	(\$5)	\$60	(\$15)
65300 Total Postage	\$5	\$80	(\$75)	\$735	\$800	(\$65)	\$960	(\$225)
65000 Total Administrative	\$1,881	\$2,263	(\$383)	\$15,902	\$22,633	(\$6,732)	\$27,160	(\$11,258)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF OCTOBER 31, 2022	OCTOBER ACTUAL	OCTOBER BUDGET	Difference	OCT YTD ACTUAL	OCT YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
66000 Facilities								
66100 Campus Maintenance	\$16,966	\$2,917	\$14,049	\$56,583	\$29,167	\$27,417	\$35,000	\$21,583
66110 Rectory Maintenance								
66111 Insurance	\$0	\$22	(\$22)	\$0	\$218	(\$218)	\$261	(\$261)
66112 Landscaping	\$270	\$270	\$0	\$2,700	\$2,700	\$0	\$3,240	(\$540)
66113 Pool	\$394	\$117	\$277	\$4,985	\$1,170	\$3,815	\$1,404	\$3,581
66116 Maintenance	\$21	\$392	(\$371)	\$2,164	\$3,917	(\$1,753)	\$4,700	(\$2,536)
66110 Total Rectory Maintenance	\$685	\$800	(\$116)	\$9,849	\$8,004	\$1,845	\$9,605	\$244
61120 Services								
66121 Elevator, Fire & Burglar Alarms	\$262	\$835	(\$574)	\$9,305	\$8,354	\$951	\$10,025	(\$720)
66122 Other Services	\$381	\$333	\$47	\$4,275	\$3,333	\$942	\$4,000	\$275
66120 Total Services	\$642	\$1,169	(\$527)	\$13,580	\$11,688	\$1,892	\$14,025	(\$445)
66130 Facility Supplies	\$307	\$250	\$57	\$1,872	\$2,500	(\$628)	\$3,000	(\$1,128)
66140 Utilities								
66141 EBMUD	\$4,247	\$1,583	\$2,664	\$14,239	\$15,833	(\$1,594)	\$19,000	(\$4,761)
66142 Garbage	\$188	\$552	(\$364)	\$3,119	\$5,520	(\$2,401)	\$6,624	(\$3,505)
66143 PG&E Gas	\$171	\$428	(\$257)	\$5,422	\$4,283	\$1,139	\$5,140	\$282
66144 PG&E Electrical	\$1,024	\$1,208	(\$184)	\$13,059	\$12,083	\$976	\$14,500	(\$1,441)
66146 Ackerman Utilities	\$0	\$0	\$0	\$3,416	\$0	\$3,416	\$0	\$3,416
66140 Total Utilities	\$5,630	\$3,772	\$1,858	\$39,255	\$37,720	\$1,535	\$45,264	(\$6,009)
66000 Total Facilities	\$24,230	\$8,908	\$15,322	\$121,139	\$89,078	\$32,061	\$106,894	\$14,245
67000 Finance								
67050 Stewardship	\$2,422	\$167	\$2,256	\$2,466	\$1,667	\$799	\$2,000	\$466
67100 Benevity Fees	\$0	\$3	(\$3)	\$0	\$25	(\$25)	\$30	(\$30)
67101 Banking Charges	\$175	\$220	(\$45)	\$2,514	\$2,202	\$313	\$2,642	(\$128)
67103 Corporate Fee & Expenses	\$0	\$4	(\$4)	\$105	\$35	\$70	\$42	\$63
67104 Property & Liability Insurance	\$0	\$2,716	(\$2,716)	\$24,444	\$27,160	(\$2,716)	\$32,592	(\$8,148)
67106 Property Taxes								
67117 Church	\$0	\$1,510	(\$1,510)	\$7,613	\$15,098	(\$7,485)	\$18,118	(\$10,505)
67118 Rectory	\$0	\$73	(\$73)	\$435	\$726	(\$291)	\$871	(\$436)
67000 Total Finance	\$2,598	\$4,691	(\$2,094)	\$37,578	\$46,913	(\$9,335)	\$56,295	(\$18,717)

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF OCTOBER 31, 2022	OCTOBER ACTUAL	OCTOBER BUDGET	Difference	OCT YTD ACTUAL	OCT YTD BUDGET	Difference	ANNUAL BUDGET	Remaining
68000 Budgeted Outreach								
68002 Budgeted Outreach	\$1,250	\$1,250	\$0	\$12,500	\$12,500	\$0	\$15,000	(\$2,500)
68003 Schools & Interfaith Council	\$250	\$250	\$0	\$2,500	\$2,500	\$0	\$3,000	(\$500)
68000 Total Budgeted Outreach	\$1,500	\$1,500	\$0	\$15,000	\$15,000	\$0	\$18,000	(\$3,000)
69000 Other								
69001 Contingency	\$0	\$833	(\$833)	\$0	\$8,333	(\$8,333)	\$10,000	(\$10,000)
69003 COVID 19 Expenses	\$0	\$21	(\$21)	\$0	\$208	(\$208)	\$250	(\$250)
69004 Suspense (Ask My Accountant)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
69000 Total Other	\$0	\$854	(\$854)	\$0	\$8,542	(\$8,542)	\$10,250	(\$10,250)
60000 Total Expenses	\$78,512	\$65,848	\$12,665	\$626,791	\$658,479	(\$31,688)	\$790,175	(\$163,384)
NET OPERATING INCOME	(\$25,153)	(\$10,574)	(\$14,579)	\$53,755	(\$105,735)	\$159,490	(\$126,882)	

PROGRAM AND OUTREACH	OCTOBER ACTUAL	OCT YTD ACTUAL
Other Income All Accounts	\$20,450	\$475,229
Other Expenses All Accounts	\$27,870	\$115,808
Net Other Income	(\$7,420)	\$359,421
NET INCOME	(\$32,573)	\$413,176

ST TIMOTHY'S EPISCOPAL CHURCH, DANVILLE, CA
PROGRAM AND OUTREACH THRU 31 OCTOBER 2022

PROGRAM ACCOUNTS	OCTOBER	YTD	OUTREACH ACCOUNTS	OCTOBER	YTD
70050 Parish Activities			80010 Adopt -a- Bike		
Carry-over from Prior Years		(\$295.46)	Carry-over from Prior Years		\$8,262.19
Income	\$182.50	\$502.50	Income	\$0.00	\$100.00
Expenses	\$0.00	\$450.00	Expenses	\$0.00	\$1,667.42
Account Balance		(\$242.96)	Account Balance		\$6,694.77
70060 Maintenance & Improvements			80020 Christmas Boxes		
Carry-over from Prior Years		\$113,803.24	Carry-over from Prior Years		\$3,207.31
Income	\$0.00	\$191,800.00	Income	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	Expenses	\$0.00	\$3,098.74
Account Balance		\$305,603.24	Account Balance		\$108.57
70070 Children's Liturgy			80040 Fruits of the Harvest		
Carry-over from Prior Years		(\$249.00)	Carry-over from Prior Years		\$7,812.36
Income	\$0.00	\$0.00	Income	\$18,087.50	\$62,242.76
Expenses	\$0.00	\$0.00	Expenses	\$0.00	\$7,955.96
Account Balance		(\$249.00)	Disbursements	\$54,200.00	\$54,200.00
70080 Logo Items			Account Balance		\$7,899.16
Carry-over from Prior Years		\$172.17	80050 Backpack Project		
Income	\$0.00	\$0.00	Carry-over from Prior Years		\$20.00
Expenses	\$0.00	\$0.00	Income	\$0.00	\$0.00
Account Balance		\$172.17	Expenses	\$0.00	\$20.00
70100 Vestry Retreat			Account Balance		\$0.00
Carry-over from Prior Years		(\$739.19)	80080 Shawl Ministry		
Income	\$0.00	\$0.00	Carry-over from Prior Years		\$665.48
Expenses	\$0.00	\$136.54	Income	\$0.00	\$0.00
Account Balance		(\$875.73)	Expenses	\$0.00	\$0.00
			Account Balance		\$665.48

ST TIMOTHY'S EPISCOPAL CHURCH, DANVILLE, CA
PROGRAM AND OUTREACH THRU 31 OCTOBER 2022

PROGRAM ACCOUNTS	OCTOBER	YTD	OUTREACH ACCOUNTS	OCTOBER	YTD
70110 Youth Trips Vestry Retreat			80090 Stop Hunger		
Carry-over from Prior Years		\$1,881.46	Carry-over from Prior Years		\$4,023.87
Income	\$0.00	\$0.00	Income	\$680.00	\$805.00
Expenses	\$0.00	\$0.00	Expenses	\$1,975.00	\$1,975.00
Account Balance		\$1,881.46	Account Balance		\$2,853.87
70120 Vacation Bible School			80100 Trinity Center		
Carry-over from Prior Years		\$1,337.81	Carry-over from Prior Years		\$139.42
Income	\$0.00	\$20.00	Income	\$0.00	\$2,000.00
Expenses	\$0.00	\$0.00	Expenses	\$0.00	\$2,011.45
Account Balance		\$1,357.81	Account Balance		\$127.97
70130 Concert Series			80110 Winter Nights		
Carry-over from Prior Years		\$224.86	Carry-over from Prior Years		\$1,984.26
Income	\$0.00	\$0.00	Income	\$0.00	\$2,460.00
Expenses	\$0.00	\$0.00	Expenses	\$0.00	\$2,048.53
Account Balance		\$224.86	Account Balance		\$2,395.73
70140 Columbarium			80120 Fair Trade		
Carry-over from Prior Years		\$125,044.15	Carry-over from Prior Years		\$389.17
Income	\$0.00	\$0.00	Income	\$0.00	\$0.00
Expenses	\$569.22	\$1,143.45	Expenses	\$0.00	\$0.00
Account Balance		\$123,900.70	Account Balance		\$389.17
70150 Ackerman			80130 Outreach Emergency		
Carry-over from Prior Years		\$9,879.42	Carry-over from Prior Years		\$5,000.00
Income	\$0.00	\$50,620.00	Income	\$0.00	\$0.00
Expenses	\$0.00	\$11,331.69	Expenses	\$0.00	\$0.00
Account Balance		\$49,167.73	Account Balance		\$5,000.00

ST TIMOTHY'S EPISCOPAL CHURCH, DANVILLE, CA
PROGRAM AND OUTREACH THRU 31 OCTOBER 2022

PROGRAM ACCOUNTS	OCTOBER	YTD	OUTREACH ACCOUNTS	OCTOBER	YTD
70160 Music			80150 Options Recovery Service		
Carry-over from Prior Years		\$7,496.70	Carry-over from Prior Years		\$100.00
Income	\$0.00	\$0.00	Income	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	Expenses	\$0.00	\$0.00
Account Balance		\$7,496.70	Account Balance		\$100.00
70170 Memorials			80160 Habitat for Humanity		
Carry-over from Prior Years		\$27,896.25	Carry-over from Prior Years		\$3,500.00
Income	\$0.00	\$5,170.00	Income	\$0.00	\$0.00
Expenses	\$0.00	\$1,088.16	Expenses	\$1,500.00	\$3,500.00
Account Balance		\$31,978.09	Account Balance		\$0.00
70180 Lighting Project			89000 Other Outreach		
Carry-over from Prior Years		(\$696.47)	Carry-over from Prior Years		\$7,403.61
Income	\$0.00	\$0.00	Income	\$1,500.00	\$15,618.78
Expenses	\$0.00	\$0.00	Expenses	\$18,087.50	\$18,087.50
Account Balance		(\$696.47)	Account Balance		\$4,934.89
70190 New Episcopal Women			OUTREACH ACCOUNT TOTALS		
Carry-over from Prior Years		\$695.00	Income	\$20,267.50	\$83,226.54
Income	\$0.00	\$0.00	Expenses	\$21,562.50	\$94,564.60
Expenses	\$0.00	\$0.00			(\$11,338.06)
Account Balance		\$695.00			
70200 Men's Group					
Carry-over from Prior Years		\$342.95			
Income	\$0.00	\$0.00			
Expenses	\$0.00	\$0.00			
Account Balance		\$342.95			

ST TIMOTHY'S EPISCOPAL CHURCH, DANVILLE, CA
PROGRAM AND OUTREACH THRU 31 OCTOBER 2022

PROGRAM ACCOUNTS	OCTOBER	YTD	OUTREACH ACCOUNTS	OCTOBER	YTD
70220 Pledge Reserves					
Carry-over from Prior Years		\$24,100.00			
Income	\$0.00	\$143,890.44			
Expenses	\$0.00	\$0.00			
Account Balance		\$167,990.44			
 70230 Livestream Project					
Carry-over from Prior Years		\$8,136.26			
Income	\$0.00	\$0.00			
Expenses	\$5,738.58	\$7,093.87			
Account Balance		\$1,042.39			
 PROGRAM ACCOUNT TOTALS					
Income	\$182.50	\$392,002.94			
Expenses	\$6,307.80	\$21,243.71			

St. Timothy's Episcopal Church

Balance Sheet
As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Heritage Checking	648,115.73
10002 Heritage Savings	5,002.32
17103 Schwab	192,970.47
17104 TD Ameritrade	301,121.60
Total Bank Accounts	\$1,147,210.12
Other Current Assets	
13000 Special Loan	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,147,210.12
Fixed Assets	
18000 Fixed Assets	
18001 Bell Tower	64,000.00
18002 Church Building	206,463.00
18003 Education Wing	29,133.00
18004 Equipment	94,354.00
18005 Furniture	283.00
18006 Grace House & Columbarium	1,800,000.00
18007 Land	12,000.00
18008 Land Improvements	62,854.00
18009 Parish Hall	117,630.00
18010 Ackerman Property	580,850.00
Total 18000 Fixed Assets	2,967,567.00
Total Fixed Assets	\$2,967,567.00
Other Assets	
17101 SSGA Endowment Fund	680,535.41
17102 SSGA Endowment Gain/Loss	151,095.61
Total Other Assets	\$831,631.02
TOTAL ASSETS	\$4,946,408.14
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	82,029.87
Total Accounts Payable	\$82,029.87
Other Current Liabilities	
21004 Clergy RSVP Deferral	5,400.00
21007 2023 Prepaid Pledge	3,700.00
21008 Prepaid Pledge 2022	4,520.00
21009 Prepaid Special Gift 2022	0.00

Accrual Basis Wednesday, November 9, 2022 03:04 PM GMT-08:00

1/2

St. Timothy's Episcopal Church

Balance Sheet

As of October 31, 2022

	TOTAL
21010 Endowment Gifts Pending	0.00
Total Other Current Liabilities	\$13,620.00
Total Current Liabilities	\$95,649.87
Total Liabilities	\$95,649.87
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	831,631.02
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,799,198.02
31500 Temp. Restricted Net Assets	
31504 SSGA Endowment Gain/(Loss)	0.00
31510 Program	360,748.05
31520 Outreach	106,468.05
31530 Rector Search	0.00
31540 Bequests	0.00
Total 31500 Temp. Restricted Net Assets	467,216.10
32000 Unrestricted Net Assets	171,168.08
Net Income	413,176.07
Total Equity	\$4,850,758.27
TOTAL LIABILITIES AND EQUITY	\$4,946,408.14

PRESCHOOL BUILDING HVAC

(November 16, 2022)

The Finance Committee recommends to the Vestry your approval of the following motion:

Installation of HVAC in the Preschool building, up to a maximum total cost of \$60,000. The Noah's Ark Preschool Board has previously approved contributing \$20,000 of its funds for this project. Therefore, the maximum expenditure by St. Timothy's will be \$40,000.

This approval is contingent upon the receipt of three competitive bids for the HVAC system, and it is acknowledged that this budget is based on a single bid from one A/C contractor. Two other bids will be sought.

Cost Background

The total estimated cost for this project is currently \$49,000. This consists of \$40,000 for installation of the HVAC system and \$9,000 for electrical upgrades in the building to handle the HVAC electrical load.

These figures do not include the cost of obtaining permits from the Town of Danville and contingencies for unknowns. For these reasons we have recommended a total maximum budget of \$60,000.

Justification and Additional Background

The Preschool Building has a natural gas heating system, plus ceiling fans. The proposed HVAC system would provide both cooling and heating as well as much improved air circulation. All of Noah's Ark competitors, public and private, have air conditioning. This fact is important when prospective parents and candidate teachers are evaluating where to send their children and where to work.

As our climate has become hotter in the spring and summer, the lack of cooling in our Preschool Building has become difficult for our children and staff. We note that when Diablo Valley College experiences very hot days, it closes down classes in the buildings that are not cooled. This past fall, parents called the Preschool on hot days to inquire about cooling.

Possible Fundraising to Offset St. Timothy's Investment

Pastor Todd has some ideas on this topic that he will discuss.

Submitted by Dick Firth, Treasurer

St. Timothy's 2023 Budget Planning - Expenses

(November 16, 2022)

Expense Item	Budget 2022	Outlook 2023
Diocesan Assessment	\$115,882	\$108,355
Personnel Expense	439,594	425,510
Facilities	106,894	125,190
Administrative	27,160	22,210
Finance	56,295	55,313
Budgeted Outreach	18,000	18,000
All Other Expenses	<u>28,000</u>	<u>21,500</u>
TOTALS	\$791,675	\$776,078

Pledge Income Comments

1. As of 11/15/22, we have 114 pledges for \$532,719.
 - 2022 = 152 pledges for \$649,425 (prior to spring pledge increase campaign).
2. If everyone who pledged last year and hasn't pledged yet for 2023 pledged the same as 2022, we would add another 39 pledges for \$126,915 (discounting those who have left or died).
 - Potential total= \$659,634.

Rector Report – November 2022

Things seem to be running smoothly. Not much to report on the Rector front.

Todd

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2022-11 Admin Commission Report

ParishSoft Replacement with Breeze

- Carleen and Sally continue to clean up Breeze database after the transfer
- Carleen continues to transfer online givers from ParishSoft to Breeze
- Tidings Article to go out on Nov 21, 2022 to the congregation announcing the new Breeze system.
- A Breeze announcement will go out in an early December with an invitation to all members to request an account via a Breeze Form.
- We have decided to only allow access by invitation as we do not want to have invitations languishing with people not interested in having an account.

Office Events

- Sally and Kimberly are looking into replacing the Paper folding machine that was too expensive to repair.
- Admin Budget for 2023 was completed and delivered to the treasurer
- Steven Oki out most of the month of November on vacation

Communications Commission Monthly Report

November, 2022

Actions taken since October, 2022:

- [Facebook](#) page updates
- Review of [Website](#) updates
- Review of [Web Page Responsibilities](#) document.
- Review of [Communication Vehicles](#) document
- Review of [Communications Handbook](#) document

Please click on links to review and provide any feedback you may have.

Submitted by:

Ade Adekunle

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Fellowship Report

November 2022

- Fellowship seems to be being enjoyed by most.
- Fellowship coffee hours are picking up speed with Jacque, Kathy Wills supporting the sign up process and helping to teach a few people to learn the "ropes".
- November and December are covered for 10am coffee hours and January is in the works.

Submitted by Karen Anderson

Noah's Ark Commission Report November Board Meeting

ENROLLMENT

- Enrollment stands at 34 students with 10 teachers.
- Three new teachers were hired and are now fully staffed.

SCHOOL REPORT

2022-2023 School Year

- Currently 34 students with 10 teachers
- School began August 29th.
- Post COVID: are slowly starting to invite parents into the classroom.
- Teachers are wearing masks - students are optional

2023-2024 School Year

- Plan to increase tuition as well as teacher salary.
- Facility Upgrade: Looking into the possibility of installing an HVAC system including filtration

Special Events:

- August/Sept: Open House - Self Portraits August and May
- October: Ghost Toast, footprints, and all things Halloween
- November: School-wide voting (for their favorite color 😊)

TREASURER'S REPORT

- Noah's Ark Fiscal Year is from July 1 - June 30.
- See treasurer's report and profit and loss statement for September below

Next Noah's Ark Board Meeting is scheduled for February 9, 2023

Submitted by Kris Manning

10/12/22

**Noah's Ark Preschool
Profit & Loss Budget vs. Actual
September 2022**

	Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Tuition 2022/2023	11,445.00	14,835.00	-3,390.00	77.1%
Registration 2022/2023	0.00	187.50	-187.50	0.0%
Enrichment	0.00	1,888.33	-1,888.33	0.0%
Lunch	176.25			
Other Income	22.26	0.00	22.26	100.0%
Total Income	11,643.51	16,910.83	-5,267.32	68.9%
Expense				
Payroll				
Salary	17,517.95	14,161.08	3,356.87	123.7%
Benefits	227.74	228.84	-1.10	99.5%
Pension	-343.69	978.58	-1,322.27	-35.1%
Taxes	1,390.78	1,083.33	307.45	128.4%
Total Payroll	18,792.78	16,451.83	2,340.95	114.2%
Administration				
Administrative Fee (8.5%)	1,754.40	1,261.00	493.40	139.1%
Advertising	25.00	25.00	0.00	100.0%
Licenses	0.00	66.67	-66.67	0.0%
Office Supplies	96.62	83.33	13.29	115.9%
Payroll Check Charge	161.00	133.00	28.00	121.1%
Phone	112.95	110.00	2.95	102.7%
Misc Admin	114.00	41.67	72.33	273.6%
Total Administration	2,263.97	1,720.67	543.30	131.6%
Insurance				
Insurance	0.00	320.83	-320.83	0.0%
Program Supplies				
Equipment/Games	1.41			
Project Supplies	181.08			
Program Supplies - Other	0.00	383.33	-383.33	0.0%
Total Program Supplies	182.49	383.33	-200.84	47.6%
Staff Development				
In-Service	162.00			
Staff Development - Other	903.98	58.33	845.65	1,549.8%
Total Staff Development	1,065.98	58.33	1,007.65	1,827.5%
Snack & Kitchen Supplies				
Snack Food	133.74			
Misc Snack & Kitchen Supplies	186.49			
Snack & Kitchen Supplies - Other	3.58	133.33	-129.75	2.7%

Outreach Update for Vestry Meeting Nov'22. (G. Chong-Horsley)

FOTH funds distribution 2022:

- The most awesome and efficient Outreach team and finance committee approved our funds proposal from our last Vestry meeting, and the checks have been approved and written last week.

Rise Against Hunger: Meal Packaging Event

- On Saturday, October 29 from 9 am to Noon St Timothy hosted a Rise Against Hunger Meal Packaging Event in the Parish Hall. The last time we hosted this event was in 2019. In one morning, we packaged over 17,000 meals. Thanks to the good advertising, we had more than 80 volunteers signed up for the event, meeting our target goal. Great job by the organizers Joanne, Sally and the youth leaders Isabelle and Colin. Yours truly was stationed at the registration desk during the whole time (a little away from the main action).



Adopt-a-Family Bikes

- After a 3 year hiatus we will be located in the Alamo Safeway Shopping Center, accepting used bikes and volunteer assistance in preparing the bikes for donations to local non profits. Dates and times to follow. We hope to move in this weekend. The location will be in between Brass Bear Deli and Trek Bikes

Christmas Food box + Rice and Beans

- Help make the Christmas season a little brighter for the clients of Monument Crisis Center. Two ways to fill boxes:
 - Cost for you to fill a box - \$27 – covers the box, rice and beans and a \$25 grocery gift card
 - Cost for us to fill a box FOR YOU - \$93 – covers the box, food and a \$25 grocery gift card
 - (I'll fill) <https://www.signupgenius.com/go/20f0b4ea5ac2ba7fd0-myownbox1>
 - (FillMyBox) <https://www.signupgenius.com/go/20F0B4EA5AC2BA7FD0-fill1>
 - More information at: <https://www.sainttimothysdanville.org/christmas-food-boxes.html>
- At the 4:00 pm service on **Sunday, November 13** pizza was served and fun was had for filling bags with rice and with beans to add to ALL our Christmas Food Boxes. What a great way to start the holiday season – thanks Sally!

CC Interfaith Coalition

- Purpose: Contra Costa Interfaith Coalition acts as a communications link between churches that have volunteers and other resources, and the agencies which provide social services in the county.
- Projects: CCIC organizes faith based communities in Contra Costa County into a human service network. We work closely with social services in the county who provide food, shelter and clothing to the needy.
- Tania Hanson DeYoung has been working with them and has joined their board, and the Outreach Committee has invited to meet and discuss further collaboration opportunities

Outreach Committee meeting Monday Nov 14 to start planning FOTH and 2023 Calendar of Events! Speaking of over-achievers! 😊😊😊

Submitted by Gabel Chong-Horsley

Worship and Liturgy Report

November, 2022

The bulleted items are recurring each month.

- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated the website weekly to reflect changes in the rota.
- Participated in some way with technology each Sunday.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Updated Attendance register weekly.

I secured and submitted to the Treasurer the budget requests for those ministries noted under Worship and Liturgy: Altar Guild, Liturgical Art, Music and Worship.

The Worship and Liturgy Team met to discuss Advent, Christmas, wine at communion and reinstating LEV.

Submitted by Jacqueline Chiavini

Minutes from Worship and Liturgy Team Meeting November 6, 2022

Attendees: Pastor Todd, Pastor Susan, Cathy Morris, Leslie Firth, Jacque Chiavini

- ✦ Advent: November 27th: Advent Liturgical Install (Leslie); Flowers (Cathy and Pastor Susan)
 - ✦ Advent Liturgical are to be installed on November 20
 - ✦ Two Prayer Plants to rest on Credence Table
 - ✦ Advent Wreath with Family Lighting (Clergy will ask the family each week)
 - ✦ Saint Nick has been secured
 - ✦ Kathy Wills will be asked to create a fun Selfie Studio
 - ✦ December 11: Second Sunday Eucharist with Christmas Carols
- ✦ December 18: Liturgical Art for Christmas Install. Wreaths hung.
- ✦ Christmas Eve Services: 3:00 (Pageant), 5:00 and 7:00 pm (Livestream). Details to follow.
- ✦ Roles of LEVs going forward: Sally is asked to be the liaison for those requesting a LEV Visit. Let's return to the way the ministry worked BC (Before COVID) with the exception of no wine.
- ✦ Other Discussion: Jacque will connect with the Lay Eucharistic Ministers to determine who would like to serve perhaps by the beginning of Advent. A clear protocol for receiving the wine will be determined as per Diocesan guidelines.