

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Monday July 20, 2020

Zoom

Update Date: 7/29/2020

SUMMARY:

The July 2020 Vestry meeting was an abbreviated meeting to discuss that Noah's Ark budget for 2020/2021. The Treasurer also updated the vestry on the CARES/PPP loan and the Live Stream project fundraising.

MOTION: The Vestry approves the proposed revised 2020 - 2021 Noah's Ark Preschool budget, with the following changes, to address the \$55,126 shortfall

\$28,800 Preschool uses April-May COVID-19 PPP funds to help cover shortfall

\$ 9,300 Allocate currently unallocated COVID-19 PPP funds to preschool

Up to \$18,400 from facility cost share payments for 2020-2021 school year

ACTION ITEMS: There were no action items from this meeting.

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

Absent: Alison Hill

1. Opening Prayer – Rev. Todd Bryant

Vestry members shared their prayer requests with the group. Pastor Todd prayed for them

2. Review and Confirm Agenda

3. Recurring Action Items – Treasurer's Reports

Treasurers Report, Balance Sheet and P&L through 30 June 2020, in that order.

These reports were NOT approved during the meeting. They will be approved in August.

They are appended to the end of these minutes.

4. FYI

a. Noah's Ark Director

Shipra Rastogi, formerly a senior teacher at Noah's Ark, has been hired as its fifth Director, effective July 1. She has been on staff for several years and led the effort for on-line learning. The current plan is for Cynthia Chavez, the current director to be assist her for all or part of the coming year. The school does not yet know whether instruction will be on-site when the school opens.

b. **Payroll Protection Program** – Neal Matsunaga, Treasurer

ORGANIZATION:	St. Timothys Episcopal Church		
PPP LOAN NUMBER:	36969172-04		
LOAN AMOUNT:	\$111,460		
LOAN DATE:	May 4, 2020		
FUNDING DATE:	May 5, 2020		
LENDER:	Heritage Bank of Commerce		
	PAYROLL	UTILITIES	TOTAL
CHURCH	\$61,777.91	\$11,551.54	\$73,329.45
PRESCHOOL	\$28,618.65	\$197.48	\$28,816.13
TOTAL	\$90,396.56	\$11,749.02	\$102,145.58
UNUSED			\$9,314.42
Payroll % of total		88.50%	
Utilities % of total (must be <25%)		11.50%	
Church xfer		\$73,329.45	
Preschool xfer		\$28,816.13	

c. **Livestream capital fund drive through 7/5** – Neal Matsunaga, Treasurer

- 59 donors have made commitments
- Total Commitments: \$60,805
- We have received \$27,650

5. Non-Recurring Action Items

a. Review of Noah Ark updated budget and request to approve – Neal Matsunaga, Treasurer

NOAH'S ARK PRESCHOOL
2020-2021 BUDGET ANALYSIS
7/20/2020

2020-2021 BUDGET OUTLOOK

\$234,475	Income (48 students)
\$289,601	Expenses (exec director transition overlap)
(\$55,126)	Shortfall

NOTES ON PROPOSED 2020/2021 BUDGET:

- 2019-2020 shortfall - \$47,531
- 4 senior teachers worked in June to help prep for new year with no budget to cover expense
- \$61,300 cash at end of 2019-2020 school year (\$44,700 operating reserve)
- 48 students enrolled/typically 52-56
- \$29,505 exec director overlap included in budget (\$2,459/month for 12 months)
- \$4500 avg income per student (\$4,005/\$4,680/\$5,040 Tues.Thur./Mon.Wed.Fri./PreK)
- No COLA increases for staff (Diocese recommended 3.2% or about \$7,700)

CONCLUSIONS

- 2019-2020 budget had shortfall of \$47,531 due to lower enrollment than needed and withdrawal of several students in March
- 2020-2021 budget shortfall of \$55,126 is due to onetime costs and enrollment impacts from COVID 19 restrictions
- Assuming that COVID 19 restrictions will be released by next summer, the current budget challenge should fix itself next school year

OPTIONS

\$7,377	reduce exec director transition overlap to 9 months
\$36,000	enroll 8 more students
\$28,800	estimated Noah's Ark PPP loan forgiveness
\$73,300	estimated church PPP loan forgiveness
\$18,400	church forgives cost share payments July 2020 - June 2021 (\$216,855*8.5%)
\$9,300	unallocated PPP loan forgiveness as of 7/1

RECOMMENDATION

- Continue to consider Noah's Ark preschool a ministry of St. Timothy's to our surrounding community
- Church should assist the preschool financially for one year

Financial adjustments to cover \$55,126 shortfall

\$28,800	Preschool uses April-May COVID-19 PPP funds to help cover shortfall
\$ 9,300	Allocate currently unallocated COVID-19 PPP funds to preschool
\$18,400	Forgive facility cost share payments for 2020-2021 school year

Preschool maintain operating reserve in case of any unforeseen COVID-19 impacts

If financials are better than estimated, consider giving all or partial COLA \$7,700

MOTION: The Vestry approves the proposed revised 2020 - 2021 Noah's Ark Preschool budget, with the following changes, to address the \$55,126 shortfall

\$28,800	Preschool uses April-May COVID-19 PPP funds to help cover shortfall
\$ 9,300	Allocate currently unallocated COVID-19 PPP funds to preschool

Up to \$18,400 from facility cost share payments for 2020-2021 school year

The above motion was discussed, voted on and approved.

The draft budget and the budget analysis documents are appended below

6. Closing Prayer – Sally Shea Potts

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – **Saturday July 25, 2020**
Next Regular Vestry Meeting – Wednesday August 19, 2020

**Noah's Ark Preschool
2020-2021 Budget**

		2017-2018 Act	2018-2019 Act	2019-2020 Bud	2019-2020 Act (a/o June)	2020-2021 Bud	Notes
INCOME							
	Registration Fees	\$2,100	\$2,725	\$1,425	\$1,755	\$1,620	
	Tuition	\$201,172	\$223,135	\$188,640	\$185,659	\$216,855	assume 48 students less internet work
	Lunch Bunch/Enrichment	\$9,564	\$12,517	\$8,400	\$13,998	\$13,500	
	Other Income	\$139	\$648	\$1,500	\$827	\$2,500	fund-raiser, interest, donations, gift cards
TOTAL INCOME		\$212,975	\$239,025	\$199,965	\$202,239	\$234,475	
EXPENSES							
Payroll							
	Salary	\$168,496	\$167,252	\$181,150	\$192,054	\$211,939	\$22,900 one year exec director
	Benefits	\$2,812	\$3,684	\$3,200	\$2,094	\$13,140	STD, LTD, unemp, dent, EAP, life
	Pension	\$9,769	\$8,247	\$13,000	\$11,093	\$12,791	20 hrs+ employees
	Taxes	\$12,543	\$12,479	\$13,391	\$14,376	\$15,581	FICA/Medicare
Total Payroll		\$193,619	\$191,662	\$210,742	\$219,618	\$253,451	
Administration							
	Admin Fee (8.5%)	\$17,767	\$18,259	\$16,034	\$16,134	\$18,433	8.5% of total tuition
	Advertising	\$154	\$312	\$300	\$740	\$300	regular, +consultant
	Licenses	\$851	\$685	\$800	\$671	\$800	license, fingerprinting
	Office Supplies	\$828	\$809	\$1,000	\$736	\$1,000	
	Payroll Check Chg	\$1,000	\$918	\$1,000	\$1,807	\$1,848	\$7/chk
	Phone	\$1,172	\$1,543	\$1,320	\$1,206	\$1,320	
	Misc	\$607	\$114	\$500	\$70	\$500	
Total Administration		\$22,379	\$22,639	\$20,954	\$21,364	\$24,201	
Insurance		\$2,747	\$2,902	\$3,850	\$3,070	\$3,850	workers comp
Program Supplies		\$4,981	\$4,523	\$4,600	\$3,231	\$4,600	
Staff Development		\$514	\$1,591	\$1,600	\$678	\$700	
Snack & Kitchen Supplies		\$1,477	\$1,806	\$1,500	\$1,359	\$1,600	
Staff Social Functions		\$683	\$524	\$600	\$9	\$700	
Misc. Expenses		\$261	\$190	\$500	\$442	\$500	books, fund-raiser expenses
TOTAL EXPENSES		\$226,661	\$225,836	\$244,346	\$249,770	\$289,601	
SURPLUS(SHORTFALL)		-\$13,686	\$13,188	-\$44,381	-\$47,531	-\$55,126	
						\$29,505	one time 12 month exec director
						\$39,060	additional income if 56 students

**NOAH'S ARK PRESCHOOL
2020-2021 BUDGET ANALYSIS**

7/20/20

2020-2021 BUDGET OUTLOOK

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NOTES:

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no COLA increases for staff (diocese recommended 3.2% or about \$7,700)

CONCLUSIONS

2019-2020 budget had shortfall of \$47,531 due to lower enrollment than needed and withdrawal of several students in March
2020-2021 budget shortfall of \$55,126 due to one time costs and enrollment impacts from covid 19 restrictions
Assuming that covid 19 restrictions will be released by next summer the current budget challenge should fix itself next school year

OPTIONS

\$7,377 reduce exec dir transition overlap to 9 months
\$36,000 enroll 8 more students
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\$73,300 estimated church ppp loan forgiveness
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RECOMMENDATION

Continue to consider Noahs Ark preschool a ministry of St. Timothy's to our surrounding community
Church should assist the preschool financially for one year
Financial adjustments to cover \$55,126 shortfall
 \$9,300 Allocate currently unallocated PPP funds to preschool
 \$18,400 Forgive facility cost share payments for 2020-2021 school year
 \$28,800 Preschool use April-May PPP funds to help cover shortfall
Preschool maintain operating reserve in case of any unforeseen covid 19 impacts
If financials are better than estimated consider giving all or partial COLA \$7,700

Treasurer's Report

June 20, 2020

- ❑ Financial results through June are slightly negative though better than the budget estimated. There is an underrun in Pledge Income due mainly to pledges that have not made any payments to date and an underrun in Expenses reflecting a decrease in expenses due to shelter in place rules.
- ❑ Pledge income in our approved budget for 2020 is based on 159 pledges and includes an assumption that at least 6 additional pledges for at least \$13,400 will be received. As of the end of June 2 additional pledges have been received. Our budget included a revenue shortfall of about \$58,400 (\$13,400 more pledge dollars assumed and a projected deficit of \$45,034). The hope is that new pledges will be received during the year, as in 2019.
- ❑ 13 pledges for \$40,200 have not made any payments yet in 2020. Last month this number was 16 pledges for \$47,420.
- ❑ 28 pledges are paid in full for \$133,051. Last month it was 26 for \$119,348.
- ❑ Year to date budget vs actual results, adjusted for amortizing "pledges paid in full" in the current year, are:

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
Pledge Income	\$329,311	\$305,955	\$(23,355)
Other Income	\$ 36,152	\$ 38,100	\$ 1,948
Expenses	\$387,104	\$359,230	\$ 27,873
Net Income	\$(21,641)	\$(15,175)	

Income

The Pledge Income difference reflects about \$20,100 for pledges that have not made any payments yet through the first 6 months of 2020.

Had this money been received our pledge income would have been about \$3,255 under budget through June.

Other Income difference due to:

Loose Plate \$(3,280) and Facilities Cost Sharing \$(2,241) under budget offset by Contributing Income about \$7,692 above budget due to two large gifts several months ago.

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

- Personnel expenses \$10,930 under budget
- Altar Guild expenses \$1,060 under budget
- Children & Youth Ministry expenses \$1,716 under budget.
- Fellowship expenses \$1,560 under budget.
- Administrative expenses \$3,410 under budget.
- Facilities expenses \$8,050 under budget due to campus and rectory maintenance and utilities being under budget and services and utilities being over budget. Utilities over budget due to a water leak in pipe to Grace House that was undetected for a while.
- Finance expenses \$(2,437) over budget due to timing of property and liability insurance payment offset by timing for campus property tax
- Contingency expenses \$2,156 under budget.

Action Items

Review and approve revised Noah's Ark Preschool 2020-2021 budget. This 7/20/20 updated version of the budget reflects:

- hiring of the new director,
- medical/dental insurance premium reimbursement for the director due to waiving of medical/dental insurance,
- funding for former director to do transition overlap for 12 months at halftime and
- 48 students enrolled.

Budget shortfall of \$55,126 is due to:

- one-time events
- former director overlap (\$29,500 extra expense) and
- enrolling 48 students versus normal 54-56 (\$39,000 less income) students.

Other Status

- Shipra Rastogi, formerly a senior teacher at Noah's Ark, has been hired as its fifth Director, effective July 1.
- Payroll Protection Program \$111,460 loan status as of the end of June:
 - \$73,329.45 church loan to be forgiven
 - \$28,816.13 preschool loan to be forgiven
 - \$9,314.42 unallocated loan amount to be forgiven (will be allocated in July)
- Livestream capital fund drive through 7/5
 - 59 donors have made commitments
 - Totaling \$60,805
 - Have received \$27,650

Neal Matsunaga, Treasurer

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Accrual Basis


Saint Timothy's Episcopal Church
Balance Sheet
 As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
10001 · Heritage Checking	30,193.22
10002 · Heritage Savings	153,450.36
17103 · Schwab	173,323.16
17104 · TD Ameritrade	327,280.72
Total Checking/Savings	684,247.46
Total Current Assets	684,247.46
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	479,535.41
17102 · SSGA Endowment Gain/Loss	118,014.74
Total Other Assets	597,550.15
TOTAL ASSETS	4,249,364.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,500.64
Total Accounts Payable	1,500.64
Other Current Liabilities	
21006 · Prepaid Pledges 2020	31,384.79
Total Other Current Liabilities	31,384.79

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Accrual Basis

Saint Timothy's Episcopal Church
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
Total Current Liabilities	32,885.43
Total Liabilities	32,885.43
Equity	
31300 · Perm. Restricted Net Assets	
31501 · SSGA Endowment Fund	579,243.16
31503 · Fixed Assets	<u>2,967,567.00</u>
Total 31300 · Perm. Restricted Net Assets	3,546,810.16
31500 · Temp. Restricted Net Assets	
31504 · SSGA Endowment Gain/(Loss)	18,306.99
31510 · Program	360,748.05
31520 · Outreach	<u>115,468.05</u>
Total 31500 · Temp. Restricted Net Assets	494,523.09
32000 · Unrestricted Net Assets	205,927.53
Net Income	<u>-30,781.60</u>
Total Equity	4,216,479.18
TOTAL LIABILITIES & EQUITY	<u><u>4,249,364.61</u></u>

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 Accrual Basis

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

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · Donations				
41000 · Pledge Income				
41120 · Prepaid Pledges Rec'd Prev Year	31,732.93	31,559.02	173.91	100.6%
41100 · Current Year Pledges	310,067.93	297,751.50	12,316.43	104.1%
41300 · Prior Year Pledges Rec'd Late	1,835.00	0.00	1,835.00	100.0%
Total 41000 · Pledge Income	343,635.86	329,310.52	14,325.34	104.4%
42000 · Plate Offering				
42100 · Loose Plate	2,120.38	5,400.00	-3,279.62	39.3%
42150 · Contributing Income	23,841.57	16,149.98	7,691.59	147.6%
Total 42000 · Plate Offering	25,961.95	21,549.98	4,411.97	120.5%
43000 · Special Gifts	0.00	0.00	0.00	0.0%
44000 · Operating Support				
44200 · Facilities Cost Sharing	10,843.27	13,085.00	-2,241.73	82.9%
44300 · Flower Donations	1,026.05	1,250.02	-223.97	82.1%
Total 44000 · Operating Support	11,869.32	14,335.02	-2,465.70	82.8%
45000 · Other Income				
45100 · eScrip Remittance	0.81	0.00	0.81	100.0%
45200 · Amazon Smile	46.05	0.00	46.05	100.0%
45300 · Interest Income	136.94	137.48	-0.54	99.6%
45400 · Miscellaneous Income	85.00	129.98	-44.98	65.4%
Total 45000 · Other Income	268.80	267.46	1.34	100.5%
Total 40000 · Donations	381,735.93	365,462.98	16,272.95	104.5%
Total Income	381,735.93	365,462.98	16,272.95	104.5%
Gross Profit	381,735.93	365,462.98	16,272.95	104.5%
Expense				
66900 · Reconciliation Discrepancies	0.00			
60000 · Operating Expenses				
61000 · Diocesan Assessment	55,630.62	55,630.50	0.12	100.0%
62000 · Personnel Expense				
62100 · Clergy Compensation				
62110 · Rector	47,628.50	47,622.00	6.50	100.0%
62120 · Associate Rector	39,096.92	39,101.02	-4.10	100.0%
62130 · Supply Clergy/Honoraria	0.00	0.00	0.00	0.0%
62198 · Clergy Pension Premiums	18,181.74	18,729.98	-548.24	97.1%
62199 · Clergy Benefits & Insurance	15,705.42	15,263.48	441.94	102.9%

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Accrual Basis

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

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
Total 62100 · Clergy Compensation	120,612.58	120,716.48	-103.90	99.9%
62200 · Lay Staff Compensation				
62201 · Family Minister	0.00	0.00	0.00	0.0%
62202 · Music Director	20,970.72	20,073.00	897.72	104.5%
62203 · Office Manager	9,942.27	10,197.00	-254.73	97.5%
62213 · Office Staff-Temporary Help	0.00	450.52	-450.52	0.0%
62204 · Bookkeeper	6,320.00	10,400.02	-4,080.02	60.8%
62205 · Childcare Assistant	393.49	1,502.48	-1,108.99	26.2%
62296 · Lay Payroll Taxes	2,459.54	3,260.48	-800.94	75.4%
62297 · Lay Pension Premiums	2,038.96	2,724.52	-685.56	74.8%
62299 · Pension Reimbrsmnt Noah's Ark	-87.86	0.00	-87.86	100.0%
62298 · Lay Benefits & Insurance	387.54	3,171.52	-2,783.98	12.2%
Total 62200 · Lay Staff Compensation	42,424.66	51,779.54	-9,354.88	81.9%
62300 · Workers Compensation Insurance	772.00	600.00	172.00	128.7%
62400 · Payroll Processing Fees	406.00	504.00	-98.00	80.6%
62500 · Contractors (1099)				
62501 · Musicians				
62511 · Paid Musicians	4,425.00	6,249.98	-1,824.98	70.8%
62512 · Supply Musicians	250.00	1,149.98	-899.98	21.7%
Total 62501 · Musicians	4,675.00	7,399.96	-2,724.96	63.2%
62504 · Landscaping	11,636.54	12,105.00	-468.46	96.1%
62505 · Janitorial Services	16,875.00	14,400.00	2,475.00	117.2%
Total 62500 · Contractors (1099)	33,186.54	33,904.96	-718.42	97.9%
62600 · Staff Allowances				
62601 · Continuing Education	432.79	999.98	-567.19	43.3%
62602 · Travel	412.93	300.00	112.93	137.6%
62603 · Clergy Hospitality	520.10	900.00	-379.90	57.8%
62604 · Clergy Discretionary Fund	157.40	150.00	7.40	104.9%
Total 62600 · Staff Allowances	1,523.22	2,349.98	-826.76	64.8%
Total 62000 · Personnel Expense	198,925.00	209,854.96	-10,929.96	94.8%
63100 · Altar Guild				
63101 · Candles and Wine	494.87	1,475.02	-980.15	33.6%
63102 · Flower Expense	1,569.51	1,610.02	-40.51	97.5%
63103 · Laundry Services	0.00	39.98	-39.98	0.0%
63105 · All Other Altar Guild Expenses	113.92	174.98	-61.06	65.1%
63100 · Altar Guild - Other	61.82			
Total 63100 · Altar Guild	2,240.12	3,300.00	-1,059.88	67.9%
63200 · Music				

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Accrual Basis

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

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
63205 · Music Expenses				
63215 · Professional Expense	0.00	650.02	-650.02	0.0%
63216 · Music Hospitality	0.00	249.98	-249.98	0.0%
63205 · Music Expenses - Other	644.83			
Total 63205 · Music Expenses	644.83	900.00	-255.17	71.6%
63206 · Musical Equipment R&M	0.00	350.02	-350.02	0.0%
Total 63200 · Music	644.83	1,250.02	-605.19	51.6%
63300 · Christian Formation				
63301 · EFM	0.00	249.98	-249.98	0.0%
63302 · Adult Education	43.50	500.02	-456.52	8.7%
63303 · Lenten Series	406.80	150.00	256.80	271.2%
63304 · Activity Support	0.00	0.00	0.00	0.0%
Total 63300 · Christian Formation	450.30	900.00	-449.70	50.0%
63350 · Children & Youth Ministry				
63351 · Family Ministries	83.92	650.02	-566.10	12.9%
63352 · Youth Ministries	0.00	999.98	-999.98	0.0%
63353 · Acolytes	0.00	150.00	-150.00	0.0%
Total 63350 · Children & Youth Ministry	83.92	1,800.00	-1,716.08	4.7%
64000 · Worship & Liturgy				
64108 · Liturgical Art	0.00	150.00	-150.00	0.0%
64150 · Miscellaneous Worship	275.37	249.98	25.39	110.2%
Total 64000 · Worship & Liturgy	275.37	399.98	-124.61	68.8%
64250 · Pastoral Care	0.00	249.98	-249.98	0.0%
64500 · Fellowship				
64501 · Sunday Coffee & Supplies	367.97	650.02	-282.05	56.6%
64502 · Parish Events-Connect	0.00	399.98	-399.98	0.0%
64503 · Reception Expense	0.00	399.98	-399.98	0.0%
64504 · Greeters-Welcome	76.00	249.98	-173.98	30.4%
64505 · Invites	0.00	99.98	-99.98	0.0%
64506 · Vestry Expenses	95.99	50.02	45.97	191.9%
64508 · NEW (New Episcopal Women)	0.00	249.98	-249.98	0.0%
64599 · Coffee Hour Donations	0.00	0.00	0.00	0.0%
Total 64500 · Fellowship	539.96	2,099.94	-1,559.98	25.7%
65000 · Administrative				
65100 · Office Supplies	582.81	999.98	-417.17	58.3%
65101 · Paper	911.02	1,850.02	-939.00	49.2%
65102 · Advertising	575.90	300.00	275.90	192.0%

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07/06/20

Accrual Basis

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

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
65103 · Software	704.84	999.98	-295.14	70.5%
65105 · Phone & Internet	2,862.92	2,769.98	92.94	103.4%
65106 · Misc Administration	0.00	300.00	-300.00	0.0%
65200 · Equipment				
65204 · Risograph Copier	0.00	2,199.98	-2,199.98	0.0%
65201 · Hardware	748.86	350.02	398.84	213.9%
65202 · Ricoh Copier	7,305.29	7,800.00	-494.71	93.7%
65203 · Other Equipment R&D	500.00	249.98	250.02	200.0%
Total 65200 · Equipment	8,554.15	10,599.98	-2,045.83	80.7%
65300 · Postage				
65301 · Meter Postage	600.00	500.02	99.98	120.0%
65302 · Other Postage	136.51	75.00	61.51	182.0%
65303 · Meter Lease	1,607.04	1,550.02	57.02	103.7%
Total 65300 · Postage	2,343.55	2,125.04	218.51	110.3%
Total 65000 · Administrative	16,535.19	19,944.98	-3,409.79	82.9%
66000 · Facilities				
66100 · Campus Maintenance	7,434.49	17,499.98	-10,065.49	42.5%
66110 · Rectory Maintenance				
66111 · Insurance	0.00	324.98	-324.98	0.0%
66112 · Landscaping	1,620.00	2,000.02	-380.02	81.0%
66113 · Pool	1,069.00	849.98	219.02	125.8%
66116 · Maintenance	853.00	2,000.02	-1,147.02	42.6%
66110 · Rectory Maintenance - Other	53.06			
Total 66110 · Rectory Maintenance	3,595.06	5,175.00	-1,579.94	69.5%
66120 · Services				
66121 · Elevator & Fire Alarm	4,288.86	3,999.98	288.88	107.2%
66122 · Other Services	3,477.30	3,000.00	477.30	115.9%
Total 66120 · Services	7,766.16	6,999.98	766.18	110.9%
66130 · Facilities Supplies	1,402.14	1,500.00	-97.86	93.5%
66140 · Utilities				
66141 · EBMUD	12,032.42	9,600.00	2,432.42	125.3%
66142 · Garbage	4,028.65	3,900.00	128.65	103.3%
66143 · PG&E Gas	3,183.24	2,600.02	583.22	122.4%
66144 · PG&E Electrical	6,483.14	6,699.98	-216.84	96.8%
66145 · PG&E Loan	4,055.34	4,055.48	-0.14	100.0%
Total 66140 · Utilities	29,782.79	26,855.48	2,927.31	110.9%
Total 66000 · Facilities	49,980.64	58,030.44	-8,049.80	86.1%
67000 · Finance				

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Accrual Basis

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

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
67050 · Stewardship	0.00	1,200.00	-1,200.00	0.0%
67100 · Benevity Fees	33.37	75.00	-41.63	44.5%
67101 · Banking Charges	869.03	600.00	269.03	144.8%
67103 · Corporate Fees & Expenses	0.00	50.02	-50.02	0.0%
67104 · Property & Liability Insurance	23,212.93	15,473.02	7,739.91	150.0%
67107 · Property Taxes				
67117 · Church Property Tax	0.00	4,299.98	-4,299.98	0.0%
67118 · Rectory Property Tax	464.74	444.98	19.76	104.4%
Total 67107 · Property Taxes	464.74	4,744.96	-4,280.22	9.8%
Total 67000 · Finance	24,580.07	22,143.00	2,437.07	111.0%
68000 · Budgeted Outreach				
68002 · Budgeted Outreach	7,500.00	7,500.00	0.00	100.0%
68003 · Schools & Interfaith Council	1,500.00	1,500.00	0.00	100.0%
Total 68000 · Budgeted Outreach	9,000.00	9,000.00	0.00	100.0%
69000 · Contingency				
69001 · Contingency	344.34	2,499.98	-2,155.64	13.8%
Total 69000 · Contingency	344.34	2,499.98	-2,155.64	13.8%
Total 60000 · Operating Expenses	359,230.36	387,103.78	-27,873.42	92.8%
Total Expense	359,230.36	387,103.78	-27,873.42	92.8%
Net Ordinary Income	22,505.57	-21,640.80	44,146.37	-104.0%
Other Income/Expense				
Other Income				
70000 · Program Accounts				
70230 · Capital Fund - Livestreaming				
70231 · Livestreaming - Donations	26,850.00			
Total 70230 · Capital Fund - Livestreaming	26,850.00			
70040 · Boy Scout Troop #36				
70041 · Boy Scout Troop Income	1,525.00			
70045 · Boy Scout Troop Expenses	-1,525.00			
Total 70040 · Boy Scout Troop #36	0.00			
70050 · Parish Activities				
70051 · Parish Activities Income	680.00			
70055 · Parish Activities Expense	-680.00			
Total 70050 · Parish Activities	0.00			
70060 · Maintenance & Improvement				

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 Accrual Basis

Saint Timothy's Episcopal Church
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 January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
70061 · Maint & Improvement Income	5,438.25			
70065 · Maint & Improvement Expense	-62,351.68			
Total 70060 · Maintenance & Improvement	-56,913.43			
70100 · Vestry Retreat				
70105 · Vestry Retreat Expense	-344.19			
Total 70100 · Vestry Retreat	-344.19			
70110 · Youth Trips				
70111 · Youth Trips Income	300.00			
Total 70110 · Youth Trips	300.00			
70130 · Concert Series				
70131 · Concert Series Income	25.00			
70135 · Concert Series Expense	-5,992.62			
Total 70130 · Concert Series	-5,967.62			
70140 · Columbarium				
70141 · Columbarium Income	250.00			
70145 · Columbarium Expense	-108.01			
Total 70140 · Columbarium	141.99			
70150 · Ackerman				
70155 · Ackerman Expenses	-2,850.00			
Total 70150 · Ackerman	-2,850.00			
70160 · Music Program				
70165 · Music Program Expenses	-1,150.00			
Total 70160 · Music Program	-1,150.00			
70170 · Memorial				
70171 · Memorial Income	1,025.00			
Total 70170 · Memorial	1,025.00			
70200 · Men's Group				
70201 · Men's Group Income	345.00			
70205 · Men's Group Expense	-304.20			
Total 70200 · Men's Group	40.80			
Total 70000 · Program Accounts	-38,867.45			
80000 · Outreach Accounts				

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Accrual Basis

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

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
80010 · Adopt-a-Bike Program				
80011 · Adopt-a-Bike Program Income	870.00			
80015 · Adopt-a-Bike Program Expense	-3,338.17			
80019 · Adobpt-a-Bike Disbursements	-400.00			
Total 80010 · Adopt-a-Bike Program	-2,868.17			
80020 · Christmas Boxes				
80029 · Christmas Boxes Disbursements	-1,000.00			
Total 80020 · Christmas Boxes	-1,000.00			
80040 · Fruits of the Harvest				
80048 · Event Expenses	-1,295.00			
Total 80040 · Fruits of the Harvest	-1,295.00			
80100 · Trinity Center				
80101 · Trinity Center Donations	2,000.00			
80105 · Trinity Center Disbursements	-1,980.00			
Total 80100 · Trinity Center	20.00			
80110 · Winter Nights				
80111 · Winter Nights Income	1,640.00			
80115 · Winter Nights Expense	-78.52			
Total 80110 · Winter Nights	1,561.48			
80130 · Outreach Emergency				
80135 · Outreach Emergency Expense	-10,000.00			
Total 80130 · Outreach Emergency	-10,000.00			
89000 · Other Outreach				
89001 · Other Outreach Donations	16,075.00			
89005 · Other Outreach Disbursements	-16,075.00			
Total 89000 · Other Outreach	0.00			
Total 80000 · Outreach Accounts	-13,581.69			
Total Other Income	-52,449.14			
Other Expense				
100000 · Ask My Accountant	838.03			
Total Other Expense	838.03			
Net Other Income	-53,287.17			