

Trinity Episcopal Church
Fishkill, NY 12524
Minutes of Vestry Meeting December 10, 2019

Garrett called the meeting to order at 7:01 and offered an opening prayer.

Present: Rev. Garrett Mettler, wardens Terry Badura and Jan Humbert, Vestry members Cliff Chapin, Rosanne Desjardins, Cheri Hamilton, Nancy Bitteker, Julia Dotter and treasurer Bryan Swarthout.

Absent: Vestry members Jay Anderson and Connie Smith.

Garrett introduced Rev. Susan Fortunato from Christ Church in Poughkeepsie who has accepted our invitation to answer questions related to the experience of providing a shelter for homeless individuals under the auspices of Hudson River Housing. Susan explained the basic perspective as a simple process. Except for programs Christ Church has initiated to interact with the homeless individuals, the program is close to non-participatory on their part, and occurs every night, usually starting in November and ending when weather warms up to the point shelter is not required. Susan mentioned that she is also the president of the board of directors of Hudson River Housing (HRH). Cheri Hamilton asked about the people attending, and Susan noted that 27 attend Christ Church's shelter and 19 attend Quaker's shelter. At Christ Church there is a mix of men and women. Susan mentioned that in the year they have been a shelter, there was only one altercation. Susan responded to a question relating to drug use and paraphernalia, stating that they had only noticed a cigarette someone was saving after smoking part of it and small food items left behind. Susan noted that their agreement provides them with reimbursement of money for utilities and snow plowing that was performed by HRH. She noted that HRH is extremely responsive to requests for assistance if something goes wrong at Christ Church's shelter. Susan responded to a question about trends in homelessness by noting that prior to 2016 it was going down, but after 2016 it is going up quite rapidly. HRH statistics show that prior to 2016 they would typically see about 65 people but after 2016 numbers of homeless typically seen increased to about 105 to 115. Susan responded to a question regarding interaction with the mentally ill. She noted that there were interactions and that HRH has trained staff that interact and provide guidance to the homeless related to opportunities for them. Susan said that about 90% of the sheltering individuals were people you would feel comfortable having a cup of coffee with. In responding to a question about a contract, Susan noted that Christ Church has an agreement that provides financial reimbursement and extra garbage pickup. When questioned about blackout dates, Susan said any availability is better than none, and right now in Southern Dutchess, there are no shelters available. A question of the logistics led Susan to explain that she expected over time a location to gather for Southern Dutchess would be established. Gathering places would be a place where homeless were screened by HRH staff. She explained that Christ Church is more lightly staffed by HRH. She noted that related to screening NYS requires that for "cold blue" nights, homeless cannot be turned away. HRH is working on alternative ways to house all needing shelter and not have to turn them away. An example is getting PODS currently used by DC jails and repurpose them for sheltering more difficult cases on "cold blue" nights. HRH is focused on permanent housing as a long-term solution. Susan noted that in Beacon she has heard of makeshift places, but nothing like Trinity could offer. Susan responded to a question of storing the cots and material by saying that HRH staff will clean up when requested and do the set up for the next sheltering event. Susan noted in response to a question that it would be good to start as soon as possible because the need is there. Responding to a question related to men and women in Trinity's parish hall, Susan noted that partitions could be used, and their ratio was about 2/3 male to 1/3 female. Jan noted that in Dutchess County there are 83 single individuals and 86 families currently in need of shelter. Jan Humbert noted that the HRH representative that saw our parish hall was very pleased with the facility. Susan left the meeting and a discussion among the Vestry followed.

Cliff Chapin made a motion that Trinity Church enter into an agreement with Hudson River Housing to make our parish hall a homeless shelter. Julia Dotter seconded. No further discussion followed. **The vote was seven in favor with no abstentions. The motion carried.**

Follow Up Items from Previous Meetings(s)

Garrett and the Vestry agreed to forego the spiritual reflection on Isaiah 11:1-10.

Approval of the November minutes.

Jan Humbert made a motion to approve the November minutes. Cliff Chapin seconded. No discussion followed. **The vote was six in favor with one abstention. The motion carried.**

Review of past action items left two items open. Terry noted she would verify whether the Grant was approved that would support the Haiti project sponsored by Vassar College.

September	Assignee
Inform Bryan Swarhout of the expected cash flows into and out of Trinity bank accounts for the Haiti Sustainable Development Fund Grant project.	Terry Badura – OPEN
November	Assignee
Provide sign in information to Nancy Bitteker for the Movable Type publishing platform	Dave Bishop – OPEN

Attachment B lists items closed since the last Vestry meeting. Garrett noted that follow up on 2020 pledges led to the fact that most all had circumstances that would prevent them from giving a pledge in 2020.

Ongoing Items

Smarter Aging Event Planning

Garrett related that the planning committee had accepted a new name for the event. It will be Smarter Aging: More Planning, Less Worry. He noted the group had met last week and set deadlines for promotion, logistics and communications. Garrett noted we have a long list of communication outlets and hoped that event participants will help communicate the event through channels available to them. The next meeting is scheduled for January 7th at 6:30 p.m. The committee plans to unveil the event to the congregation on January 12th.

Capital Campaign

Garrett discussed the two grants we will be submitting and discussed a recent meeting with the DAR individual who will sponsor our grant application. This application is due by December 31, 2019 and Garrett is confident we will meet that goal; that confidence is based on our meeting with the painting contractors and their agreeing to provide some detail needed for the grant application. The Diocese Property Support grant states it cannot be submitted if a contract is already signed. Garrett has communicated directly with property support individuals and requested they allow us to submit the grant regardless of our contract being signed. He discussed his reasoning behind that request and is waiting for a response.

Garrett discussed the scope of work for the interior painting which is currently scheduled to start in January. During discussion with the contractor crew lead, Peter, Garrett explained that he wanted the Sanctuary available on January 5th and work could start in the sanctuary on January 6th. Garrett plans to work with the Altar Guild to move appropriate equipment to the Parish Great Hall to allow services to be conducted there while interior painting takes place in the sanctuary. A revised timeline by Peter means Trinity worship services would be in the parish hall on January 12, 19, 26 and on February 2nd. Since Ash Wednesday is late in February, that gives us a buffer of time if the interior painting does take more than about four weeks. Garrett noted we need to communicate with FCC regarding this plan. He also noted that blackouts for homeless sheltering would need to take place for the Saturdays and Sundays that worship is being set up and held in the parish hall. Garrett plans to be back in the newly painted sanctuary before Lent. Julia Dotter asked when the exterior painting will start and Garrett responded the start date would be weather dependent and also that it would be to our benefit and the preference of the paint contractor to have the roofing done prior to the exterior painting starting. Cliff Chapin asked if Garrett was planning on holding only one service when worshiping in the parish hall. Garrett said he will think about that and noted that the Altar Guild work is mostly before services and after. His initial plan was to keep both services for continuity. Bryan noted we need to keep in mind paying for the painting as it is possible that not all capital campaign pledges will have been received when the bill comes due.

Strategic Planning

Garrett briefly discussed this and noted that having a plan of action would be a benefit to all involved.

New Items

Committee Reports

Outreach

Jan reported on the items listed in Appendix B for outreach. A discussion related to the food pantry followed. Garrett expressed his thanks to Vestry and other members that were involved in making this so successful.

Parish Life

Nancy Bitteker reported on the item in Appendix B for parish life.

Buildings & Grounds

No items to report.

Communication

No items to report.

Priest-in-Charge

Garrett discussed his continuing support of Fran and Bob Beattie. He noted that Abby Gagliardi has started radiation therapy after an encouraging post-operation report following removal of a cancerous tumor from her neck.

Treasurer Report

Bryan covered the current year reports first and noted that the forecast was better than the budgeted amounts. There were no other new items to discuss related to the current fiscal year reports. Related to the 2020 budget he noted that the capital campaign is progressing well and pledges were being paid. Dave noted that some pledge payments have been deposited in the checking and some were deposited in savings, but all were under account 107-09. Bryan noted that the budget was developed using three different methods and that the income amounts were good. He stated he would come back to the 2020 pledge income amount. For the expenses in the 2020 budget, he felt they were fairly predictable. We have contracts in place and the insurance payments are consistent. He noted repair amounts can be unpredictable but felt we have the possible scope covered well. He felt the utility amounts were more accurate, and noted that compensation is a large part of the budget. A deficit budget is the bottom line even when including the programs. Bryan wants to work to manage the cash flow better and suggested that future meetings of the finance committee will address this. Related to the capital campaign, Bryan noted that it might be likely that a draw from investments may be needed to pay for the projects if billing occurred prior to receiving the pledge payments in full. Bryan noted that current 2020 pledge amount is \$122,910. Garrett noted that this amount is what we will have to rely on for budgeting purposes. A discussion on methods which might be used to address the 2020 budget deficit followed. Cliff Chapin leaves the meeting at 9:00 p.m. Garrett suggests our stewardship should be inclusive of a long-term multi-cycle look ahead.

Terry Badura made a motion to accept the proposed budget, adjusted with the items discussed as follows:

- 1. Pledge income adjusted to \$122,910.**
- 2. An income item be added for Fundraising and the income amount be \$3,000.00**
- 3. An adjustment of account 202-22 to \$7,500.00 be made.**
- 4. An adjustment of increasing the proposed budget amount for building use by 10% be made.**
- 5. An income line be added to show income from investment withdrawal in the amount of \$29,000.00.**
- 6. The bottom-line deficit for the 2020 budget be adjusted to account for changes resulting from these adjustments.**

Rosanne Desjardins seconded. Garrett noted a quorum still exists after Cliff Chapin departed. No further discussion followed. **Vote was six in favor with no abstentions. The motion carried.**

Additional Ongoing Items and Additional New Business

Garrett requested that a motion be made to address his housing allowance. **Terry Badura made a motion stating:**

Consistent with Section 107 of the Internal Revenue Code permitting a minister of the gospel to exclude from gross income a church-designated allowance paid to him as part of his compensation to the extent used by him for actual expenses in owning or renting a home, resolves that \$32,000.00 of the total compensation paid to the Rev. Garrett Mettler, a priest employed by Trinity Church exclusively for services as a minister of the gospel and not provided with a Rectory, be designated as a housing allowance for calendar year 2020. It is further resolved that the designation \$32,000 of Rev. Mettler's compensation as a housing allowance apply to future years beyond 2020 unless otherwise provided. Nancy Bitteker seconded. Garrett gave a brief explanation of the purpose of this occurring each year. No further discussion followed. **The vote was six in favor with no abstentions. The motion carried.**

Upcoming Calendar:

December 22nd – Greening of the Sanctuary after worship

December 24th – Christmas Eve Eucharists at 5 and 9 p.m.

December 25th – Christmas Morning Eucharist at 10 a.m.

Next Meeting: January 21, 2019.

Garrett led the Compline.

Jan Humbert made a motion to adjourn the meeting. Rosanne Desjardins seconded. Vote was six in favor with no abstentions. Motion carried. Meeting was adjourned at 9:48 p.m.

Attachment A – no new action items resulted.

Respectfully submitted, Dave Bishop

Attachment A – New Action Items

December	Assignee
No new action items.	N/A

Attachment B – Closed Action Items

November	Assignee
Follow up with George Apap to set up meeting.	Dave Bishop – CLOSED
Follow up with the meeting with George Apap Painting so the crew lead can give us a better estimate of the length of time needed for interior painting	Dave Bishop – CLOSED
Dave will supply a list of names of 2019 pledge congregant names vs current 2020 list of pledge congregants to Garrett, the wardens and the treasurer. Then these three will follow up with written notes using wording supplied by Garrett.	Dave Bishop – CLOSED Garrett, wardens, treasurer - CLOSED

Appendix A

Treasurer's Report – December 2019

Balance Sheet

Trinity's assets on November 30, 2019:

	<u>Jan 1</u>	<u>YTD</u>	<u>Increase / (Decrease)</u>
Checking	44,519	33,911	(10,608)
Savings	55,338	116,094	60,756
Disc. Acct.	1,918	1,918	0
Investments	536,951	625,947	88,996
Total	<u>\$638,726</u>	<u>\$777,870</u>	<u>\$139,144</u>

- **Income Statement**

	<u>Nov 30</u>	<u>YTD</u>	<u>11/30/18</u>
Operating income	17,946	168,630	169,905
Operating expenses	11,325	176,214	178,714
<i>OE Net profit (loss)</i>	<u>6,621</u>	<u>(7,584)</u>	<u>(8,909)</u>
Non-operating income	8,387	71,731	57,704
Non-operating expenses	515	13,844	30,627
<i>NOP Net profit (loss)</i>	<u>7,872</u>	<u>57,887</u>	<u>27,077</u>
Total income	26,333	240,361	227,609
Total expenses	11,480	190,058	209,341
Total Net profit (loss)	<u>\$14,583</u>	<u>\$50,303</u>	<u>\$18,268</u>

Capital Campaign:

Amount Pledged as of 12-06-19	\$90,375
Amount paid in as of 12-06-19	<u>\$57,635</u>
Remaining	\$32,740

2020 Pledge Campaign:

Goal for 2020	145,000
Amount Pledged as of 12-04-19	122,910
Remaining to meet 2020 goal	\$22,090

Trinity Episcopal Church Notes & Definitions

1. Trinity's Use Restricted Net Assets

Capital Fund: To be used for funding capital improvements to Trinity property.

Parish House Elevator Fund: Established to fund the installation of an elevator in the Parish House.

Memorial Fund: To be used to purchase church items in memory of deceased parishioners.

Columbarium Fund: Funds were used for capital improvements and major repairs to the columbarium.

Capital Campaign: Funds collected to support three Vestry selected projects of paint exterior of church, paint interior of church and repave parking lot parcel 910934 and 919926.

2. Definitions

Permanently restricted net assets:

Funds that are contribution and other inflows of assets whose use by the organization is limited by donor-imposed restrictions that do not expire or cannot be satisfied by actions taken by the organization.

Other asset increases and reductions that are so restricted.

Reclassifications from or to other net asset classification as a result of donor-imposed terms.

Temporarily restricted net assets:

Contributions and other inflows of assets whose use by the organization is limited by donor-imposed restrictions that either expire with the passage of time or can be satisfied or removed by actions taken by the organization.

Other asset increases and reductions that occur from such conditions.

Reclassifications from or to other net asset classifications as a result of donor-imposed terms, passage of time, or satisfaction and removal by actions of the organization.

Unrestricted Net Assets:

Funds that are neither permanently nor temporarily restricted by requests of the donor.

3. Operating vs. Non-Operating Accounts: the operating accounts are those accounts with budgets in the most recently approved Budget. Non-operating accounts are those with no budgeted amounts in the approved Budget.

Trinity Episcopal Church
Operating Income & Expenses vs. Budget
November 2019

	NOV	YTD	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
100 · Income from Property Assets					
100-01 · Building Uses Income	500.00	5,025.00	3,500.00	1,525.00	143.57%
100-05 · Rental Property	2,471.68	30,167.58	22,000.00	8,167.58	137.13%
Total 100 · Income from Property Assets	2,971.68	35,192.58	25,500.00	9,692.58	138.01%
103-00 · Income from Banks & Investments					
103-03 · Interest Income	9.50	86.54	50.00	36.54	173.08%
Total 103-00 · Income from Banks & Investments	9.50	86.54	50.00	(40.50)	173.08%
105 · Offerings					
105-01 · Plate	19.00	867.30	500.00	367.30	173.46%
105-02 · Pledges	14,781.67	131,272.77	140,855.55	(9,582.78)	93.2%
105-05 Other Gifts - Unrestricted	164.38	170.47		170.47	
Total 105 · Offerings	14,965.05	132,310.54	141,355.55	(9,045.01)	93.6%
106 · Special Offerings					
106-01 · Christmas	0.00	60.00	500.00	(440.00)	12.0%
106-03 · Easter	0.00	980.00	1,000.00	(20.00)	98.0%
Total 106 · Special Offerings	0.00	1,040.00	1,500.00	(460.00)	69.33%
Total Income	17,946.23	168,629.66	168,405.55	224.11	100.13%
Expense					
200 · Administration					
200-02 · Auditing & Accounting Services	0.00	200.00	200.00	0.00	100.0%
200-03 · Bank Expenses	38.40	224.10	120.00	104.10	186.75%
200-051 · Vestry	0.00	0.00	500.00	(500.00)	0.0%
200-06 · Copier and Folding Machine	95.00	2,741.29	3,980.00	(1,238.71)	68.88%
200-08 · Office Supplies					
200-081 · Computer-Hardware & Software	0.00	620.29	550.00	70.29	112.78%
200-082 · Paper & Misc. Office Supply	0.00	855.18	1,200.00	(344.82)	71.27%
200-083 · Subscriptions	0.00	454.30	500.00	(45.70)	90.86%
200-084 · Vestry	0.00	491.32	250.00	241.32	196.53%
Total 200-08 Total Office Supplies	0.00	2,421.09	2,500.00	(78.91)	96.84%
200-10 · Postage	5.19	306.33	400.00	(93.67)	76.58%
200-11 · Printing	137.60	137.60	200.00	(62.40)	68.8%
200-12 · Telephone & Internet	232.63	2,578.95	2,100.00	478.95	122.81%
200-18 · Diocesan Convention/Conferences	0.00	460.00	300.00	160.00	153.33%
Total 200 · Administration	508.82	9,069.36	10,300.00	(1,230.64)	88.05%
201 · Christian Education					
201-01 · Adult Education	0.00	0.00	500.00	(500.00)	0.0%
201-02 · Church School	0.00	0.00	500.00	(500.00)	0.0%
201-09 · Stewardship	0.00	0.00	650.00	(650.00)	0.0%

Total 201 · Christian Education	0.00	0.00	1,650.00	(1,650.00)	0.0%
202 · Facilities					
202-02 · Grounds Expenses					
202-01 · Building Supplies	0.00	305.99	500.00	(194.01)	61.2%
202-021 · Lawn Service	283.00	3,159.50	3,200.00	(40.50)	98.73%
202-022 · Snow Removal	0.00	3,750.00	7,500.00	(3,750.00)	50.0%
202-023 · Grounds Expenses - Other	110.31	509.76	500.00	9.76	101.95%
Total 202-02 · Grounds Expenses	393.31	7,725.25	11,700.00	(3,974.75)	66.03%
202-04 · Security System	0.00	661.50	825.00	(163.50)	80.18%
202-05 · Insurance Property	0.00	5,720.57	6,700.00	(979.43)	85.38%
202-06 · Property Maintenance Services	653.72	4,344.91	3,900.00	444.91	111.41%
202-07 · Trash Removal	0.00	30.00	200.00	(170.00)	15.0%
202-10 · 18 Main St.					
202-106 · 18 Main St. - Repair/Maint.	0.00	2,165.91	1,500.00	665.91	144.39%
202-108 · Property/School Taxes	0.00	5,853.63	5,900.00	(46.37)	99.21%
Total 202-10 · 18 Main St.	0.00	8,019.54	7,400.00	619.54	108.37%
202-13 · Parish Hall					
202-131 · Parish Hall - Water	0.00	302.76	400.00	(97.24)	75.69%
202-132 · Parish Hall - Electric	0.00	1,169.84	1,500.00	(330.16)	77.99%
202-133 · Parish Hall - Gas	0.00	2,499.24	2,385.00	114.24	104.79%
202-136 · Parish Hall - Repair/Maint.	18.00	559.28	1,500.00	(940.72)	37.29%
Total 202-13 · Parish Hall	18.00	4,531.12	5,785.00	(1,253.88)	78.33%
202-14 · Church Bldg					
202-142 · Church Bldg - Electric	0.00	801.72	900.00	(98.28)	89.08%
202-146 · Church Bldg - Repair/Maint	10.88	4,273.37	1,500.00	2,773.37	284.89%
202-148 · Church Bldg - Gas	0.00	2,046.18	1,500.00	546.18	136.41%
202-149 · Church Bldg - Roof Reserve Fund	0.00	0.00	2,920.00	(2,920.00)	0.0%
Total 202-14 · Church Bldg	10.88	7,121.27	6,820.00	301.27	104.42%
202-15 · 20 Main St.					
202-156 · 20 Main St. - Repair/Maint.	205.39	405.39	1,000.00	(594.61)	40.54%
Total 202-15 · 20 Main St.	205.39	405.39	1,000.00	(594.61)	40.54%
Total 202 · Facilities	1,281.30	38,559.55	44,330.00	(5,770.45)	86.98%
203 · Payroll Expenses					
203-05 · Priest in Charge					
203-051 · Salary	2,491.66	27,408.26	32,455.83	(5,047.57)	84.45%
203-052 · Housing Allowance	1,245.84	13,704.24	16,222.92	(2,518.68)	84.47%
203-053 · Tax Reimbursement	285.92	3,145.12	3,723.16	(578.04)	84.47%
203-054 · Medical Insurance	696.00	7,656.00	7,884.00	(228.00)	97.11%
203-055 · Family Medical Co-Pay	0.00	0.00	4,937.28	(4,937.28)	0.0%
203-056 · Dental Insurance	70.00	770.00	816.00	(46.00)	94.36%
203-057 · Pension Premiums	724.22	7,966.42	9,430.54	(1,464.12)	84.47%
203-058 · HSA Contributions	150.00	1,650.00	1,800.00	(150.00)	91.67%
203-059 · Continuing Education	0.00	0.00	500.00	(500.00)	0.0%
203-45 · Supply Clergy	0.00	1,795.45	1,800.00	(4.55)	99.75%
203-510 · Travel Allowance	0.00	0.00	250.00	(250.00)	0.0%
203-511 · PIC Discretionary Fund	208.17	716.30	1,008.00	(291.70)	71.06%

Total 203-05 · Priest in Charge	5,871.81	64,811.79	80,827.73	(16,015.94)	80.19%
203-10 · Music Director					
203-101 · Salary	1,541.66	14,416.60	20,000.00	(5,583.40)	72.08%
203-102 · FICA-Medicare	117.94	1,102.91	1,531.00	(428.09)	72.04%
203-107 · NYS Unemployment	7.72	72.07	100.00	(27.93)	72.07%
203-111 · Supply Organist	0.00	976.27	700.00	276.27	139.47%
Total 203-10 · Music Director	1,667.32	16,567.85	22,331.00	(5,763.15)	74.19%
203-20 · Parish Administrator					
203-201 · Salary	1,548.76	17,036.36	18,585.00	(1,548.64)	91.67%
203-202 · FICA-Medicare	118.48	1,303.28	1,421.75	(118.47)	91.67%
203-204 · NYS Unemployment	7.74	85.14	92.93	(7.79)	91.62%
Total 203-20 · Parish Administrator	1,674.98	18,424.78	20,099.68	(1,674.90)	91.67%
203-60 · Payroll Benefits					
203-603 · Payroll Service Fees	36.00	378.00	432.00	(54.00)	87.5%
203-604 · Disability Insurance	0.00	114.42	136.00	(21.58)	84.13%
203-605 · Workers Compensation Insurance	0.00	761.00	1,000.00	(239.00)	76.1%
Total 203-60 · Payroll Benefits	36.00	1,253.42	1,568.00	(314.58)	79.94%
Total 203 · Payroll Expenses	9,250.11	101,057.84	124,826.41	(23,768.57)	80.96%
204 · Outreach					
204-01 · Diocesan Assessment	0.00	25,427.00	21,140.00	4,287.00	120.28%
204-06 · Special Outreach Programs	0.00	133.17	4,000.00	(3,866.83)	3.33%
Total 204 · Outreach	0.00	25,560.17	25,140.00	420.17	101.67%
205 · Worship					
205-01 · Adult Choir	0.00	0.00	300.00	(300.00)	0.0%
205-02 · Altar Flowers	85.00	404.59	500.00	(95.41)	80.92%
205-03 · Altar Supplies	0.00	208.80	500.00	(291.20)	41.76%
205-08 · Music Expenses	0.00	290.00	300.00	(10.00)	96.67%
205-09 · Music Equip. Maintenance	0.00	260.00	500.00	(240.00)	52.0%
205-11 · Special Worship Programs	0.00	0.00	100.00	(100.00)	0.0%
205-14 · Parish Family	200.00	777.07	500.00	277.07	155.41%
Total 205 · Worship	285.00	1,940.46	2,700.00	(759.54)	71.87%
208 · Special Restricted - Other					
208-06 · Columbarium Expenses	0.00	6.76	500.00	(493.24)	1.35%
208-08 · Website Development / Maint.	0.00	0.00	300.00	(300.00)	0.0%
208-08 · Special Restricted - Other - Other	0.00	20.00	300.00	(280.00)	6.67%
Total 208 · Special Restricted - Other	0.00	26.76	800.00	(773.24)	3.35%
Total Expense	11,325.23	176,214.14	209,746.41	(33,532.27)	84.01%
Net Ordinary Income	6,621.00	(7,584.48)	(41,340.86)	33,756.38	18.35%

Trinity Episcopal Church
Non-Operating Income & Expenses vs. Budget
November 2019

	<u>Nov 19</u>	<u>Jan - Nov 19</u>
Ordinary Income/Expense		
Income		
107 · Special Offerings-Restricted		
106-04 · Good Friday	0.00	105.00
107-01 · Capital Fund Income	0.00	20.00
107-05 · Rector's Disc. Fund Income	5.00	386.00
107-08 · Trinity Networking Team	0.00	4,082.07
107-09 · Other Gifts - Restricted	1,120.00	49,940.06
107-10 · Food Pantry	456.97	1,164.22
107-18 · Special Offerings	152.60	152.60
107-20 · St. Pauly Shed Income	1,071.86	5,444.39
107-22 · Columbarium Maint. Income	0.00	100.00
Total 107 · Special Offerings-Restricted	2,806.43	61,394.34
108 · Miscellaneous Non Op Income		
108-02 · Miscellaneous Income	5,505.88	10,186.44
108-03 · Donations for Flowers	75.00	150.00
Total 108 · Miscellaneous Non Op Income	5,580.88	10,336.44
Total Income	8,387.31	71,730.78
Expense		
200 · Administration		
200-06 · Copier and Folding Machine		
200-061 · Copier - Excess Copy Charge	0.00	418.59
Total 200-06 · Copier and Folding Machine	0.00	418.59
Total 200 · Administration	0.00	418.59
201 · Christian Education		
201-07 · Other	0.00	140.00
Total 201 · Christian Education	0.00	140.00
202 · Facilities		
202-03 · Major Repairs	0.00	135.00
202-031 · Renovations	261.05	3,146.05
Total 202 · Facilities	261.05	3,281.05
204 · Outreach		
204-03 · Community/Food Pantry	134.14	2,559.08
Total 204 · Outreach	134.14	2,559.08
205 · Worship		
205-07 · Nursery Care Provider	120.00	1,320.00
205-15 · Easter Flowers Expense	0.00	159.84
Total 205 · Worship	120.00	1,479.84
208 · Special Restricted - Other		
208-05 · Memorial Fund	0.00	84.35
208-20 · Buildings & Grounds Maint. Exp	0.00	5,860.73

208 · Special Restricted - Other - Other	<u>0.00</u>	<u>20.00</u>
Total 208 · Special Restricted - Other	<u>0.00</u>	<u>5,965.08</u>
Total Expense	<u>515.19</u>	<u>13,843.64</u>
Net Ordinary Income	<u>7,872.12</u>	<u>57,887.14</u>
Net Income	<u>7,872.12</u>	<u>57,887.14</u>

Trinity Episcopal Church
Proposed 2020 Budget

	2020	2019	YtY	
	Budget	Forecast	Delta	Averages
Operating Income/Expenses				
Income				
100 · Income from Property Assets				
100-01 · Building Uses Income	4,150.00	5,025.00	(875.00)	3,765.67
100-05 · Rental Property	31,795.54	32,639.26	(843.72)	24,563.06
Total 100 · Income from Property Assets	35,945.54	37,664.26	(1,718.72)	28,328.73
103-00 · Income from Banks & Investments				
103-03 · Interest Income	75.00	86.54	(11.54)	42.02
Total 103-00 · Income from Banks & Investments	75.00	86.54	(11.54)	42.02
105 · Offerings				
105-01 · Plate	900.00	886.30	13.70	2,007.76
105-02 · Pledges	135,000.00	143,206.66	(8,206.66)	147,993.29
105-05 Other Gifts - Unrestricted	0.00	170.47	(170.47)	
Total 105 · Offerings	135,900.00	144,263.43	(8,363.43)	150,001.04
106 · Special Offerings				
106-01 · Christmas	900.00	500.00	400.00	1,403.33
106-03 · Easter	1,000.00	980.00	20.00	1,018.00
Total 106 · Special Offerings	1,900.00	1,480.00	420.00	2,421.33
Total Income	173,820.54	183,494.23	(9,673.69)	180,793.13
Expense				
200 · Administration				
200-02 · Auditing & Accounting Services	200.00	200.00	0.00	200.00
200-03 · Bank Expenses	200.00	244.47	(44.47)	2,641.17
200-051 · Vestry		0.00	0.00	
200-06 · Copier and Folding Machine	3,100.00	2,950.00	150.00	2,137.77
200-08 · Office Supplies				
200-081 · Computer-Hardware & Software	650.00	620.29	29.71	439.12
200-082 · Paper & Misc. Office Supply	1,100.00	875.00	225.00	1,172.15
200-083 · Subscriptions	550.00	479.30	70.70	526.79
200-084 · Vestry	500.00	491.32	8.68	36.16
Total 200-08 Total Office Supplies	2,800.00	2,465.91	334.09	2,174.22
200-10 · Postage	400.00	331.33	68.67	370.63
200-11 · Printing		0.00	0.00	
200-12 · Telephone & Internet	2,900.00	2,811.58	88.42	1,825.11
200-18 · Diocesan Convention/Conferences	550.00	460.00	90.00	755.83
Total 200 · Administration	10,150.00	9,463.29	686.71	10,104.73
201 · Christian Education				
201-01 · Adult Education		0.00	0.00	
201-02 · Church School		0.00	0.00	
201-09 · Stewardship		0.00	0.00	
Total 201 · Christian Education	0.00	0.00	0.00	0.00

202 · Facilities

202-02 · Grounds Expenses

202-01 · Building Supplies	400.00	330.99	69.01	160.53
202-021 · Lawn Service	3,300.00	3,759.50	(459.50)	3,673.17
202-022 · Snow Removal	6,250.00	6,250.00	0.00	5,748.33
202-023 · Grounds Expenses - Other	400.00	509.76	(109.76)	477.05

Total 202-02 · Grounds Expenses	10,350.00	10,850.25	(500.25)	10,059.09
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202-04 · Security System	735.00	750.00	(15.00)	795.67
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202-05 · Insurance Property	6,000.00	5,720.57	279.43	6,061.63
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202-06 · Property Maintenance Services	4,671.77	4,400.00	271.77	4,076.72
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202-07 · Trash Removal	30.00	30.00	0.00	35.00
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202-10 · 18 Main St.		0.00		
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202-106 · 18 Main St. - Repair/Maint.	1,500.00	2,165.91	(665.91)	976.83
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202-108 · Property/School Taxes	5,900.00	5,853.63	46.37	5,408.66
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Total 202-10 · 18 Main St.	7,400.00	8,019.54	(619.54)	6,385.49
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202-13 · Parish Hall

202-131 · Parish Hall - Water	325.00	350.00	(25.00)	180.00
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202-132 · Parish Hall - Electric	1,400.00	1,400.00	0.00	1,205.50
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202-133 · Parish Hall - Gas	2,800.00	2,750.00	50.00	2,274.41
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202-136 · Parish Hall - Repair/Maint.	650.00	577.28	72.72	1,000.00
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Total 202-13 · Parish Hall	5,175.00	5,077.28	97.72	4,659.91
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202-14 · Church Bldg

202-142 · Church Bldg - Electric	1,000.00	925.00	75.00	902.27
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202-146 · Church Bldg - Repair/Maint	1,000.00	4,284.25	(3,284.25)	707.07
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202-148 · Church Bldg - Gas	2,200.00	2,300.00	(100.00)	1,829.02
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202-149 · Church Bldg - Roof Reserve Fund		0.00	0.00	
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Total 202-14 · Church Bldg	4,200.00	7,509.25	(3,309.25)	3,438.36
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202-15 · 20 Main St.

202-156 · 20 Main St. - Repair/Maint.	500.00	455.39	44.61	414.50
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Total 202-15 · 20 Main St.	500.00	455.39	44.61	414.50
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Total 202 · Facilities	39,061.77	42,812.28	(3,750.51)	35,926.36
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203 · Payroll Expenses

203-05 · Priest in Charge

203-051 · Salary	30,000.00	29,899.92	100.08	28,721.07
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203-052 · Housing Allowance	14,950.08	14,950.08	0.00	16,728.46
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203-053 · Tax Reimbursement	3,450.00	3,431.04	18.96	3,287.58
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203-054 · Medical Insurance	8,500.00	8,352.00	148.00	7,404.00
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203-055 · Family Medical Co-Pay	1,383.00	0.00	1,383.00	3,788.89
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203-056 · Dental Insurance	900.00	840.00	60.00	816.67
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203-057 · Pension Premiums	8,750.00	8,690.64	59.36	8,758.73
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203-058 · HSA Contributions	1,800.00	1,800.00	0.00	2,025.00
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203-059 · Continuing Education	375.00	250.00	125.00	180.00
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203-45 · Supply Clergy	5,781.70	2,576.00	3,205.70	1,302.84
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203-510 · Travel Allowance		0.00	0.00	
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203-511 · PIC Discretionary Fund	1,724.30	1,008.00	716.30	352.32
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Total 203-05 · Priest in Charge	77,614.08	71,797.68	5,816.40	73,365.55
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203-10 · Music Director				
203-101 · Salary	18,500.00	15,958.26	2,541.74	11,852.55
203-102 · FICA-Medicare	1,415.30	1,220.85	194.45	724.83
203-107 · NYS Unemployment	100.00	79.79	20.21	46.12
203-111 · Supply Organist	350.00	976.27	(626.27)	2,083.33
Total 203-10 · Music Director	20,365.30	18,235.17	2,130.13	14,706.83
203-20 · Parish Administrator				
203-201 · Salary	20,100.00	18,585.12	1,514.88	17,605.12
203-202 · FICA-Medicare	1,537.65	1,421.76	115.89	1,344.86
203-204 · NYS Unemployment	100.00	92.88	7.12	89.01
Total 203-20 · Parish Administrator	21,737.65	20,099.76	1,637.89	19,038.99
203-60 · Payroll Benefits				
203-603 · Payroll Service Fees	425.00	414.00	11.00	266.67
203-604 · Disability Insurance	114.42	114.42	0.00	59.99
203-605 · Workers Compensation Insurance	761.00	761.00	0.00	878.00
Total 203-60 · Payroll Benefits	1,300.42	1,289.42	11.00	1,204.66
Total 203 · Payroll Expenses	121,017.45	111,422.03	9,595.42	108,316.04
204 · Outreach				
204-01 · Diocesan Assessment	22,483.00	25,427.00	(2,944.00)	22,571.92
204-06 · Special Outreach Programs	3,000.00	4,000.00	(1,000.00)	5,558.81
Total 204 · Outreach	25,483.00	29,427.00	(3,944.00)	28,130.73
205 · Worship				
205-01 · Adult Choir		0.00	0.00	31.89
205-02 · Altar Flowers	600.00	500.00	100.00	894.03
205-03 · Altar Supplies	650.00	300.00	350.00	767.03
205-08 · Music Expenses	300.00	325.00	(25.00)	270.00
205-09 · Music Equip. Maintenance	300.00	300.00	0.00	280.00
205-11 · Special Worship Programs		0.00	0.00	21.94
205-14 · Parish Family	600.00	777.07	(177.07)	684.78
Total 205 · Worship	2,450.00	2,202.07	247.93	2,949.67
208 · Special Restricted - Other				
208-06 · Columbarium Expenses	100.00	50.00	50.00	
208-08 · Website Development / Maint.	100.00	75.00	25.00	1,461.60
208-08 · Special Restricted - Other - Other		50.00	(50.00)	
Total 208 · Special Restricted - Other	200.00	175.00	75.00	1,461.60
Total Expense	198,362.22	195,501.67	2,910.55	186,889.13
Net Ordinary Income	(24,541.68)	(12,007.44)	(12,584.23)	(6,096.00)

Trinity Episcopal Church
Proposed 2020 Budget Supporting Financials

Other Operating Income/Expense
Income

106-12 Columbarium	100.00	
107-10 Food Pantry	120.00	
107-09 Outback Lunch	950.00	
108-02 Rural & Migrant Ministries	75.00	non-operating
107-09 Shrove Tuesday Pankake Supper	178.00	
107-08 TNT - Rummage Sales	3,500.00	

Total Income 4,923.00

Expenses

204-03 Food Pantry	1,265.56
204-06 House of Hope Giving Tree	500.00
204-06 Outback Lunch	50.00

Total Expenses 1,815.56

Net Operating Project Income/Expense 3,107.44

Net Operating Income/Expense (21,434.24)

Other Non-operating income and expense
Income

107-09 History & Hauntings	900.00	
107-06 Altar Supplies and Care of Vestments	250.00	was 1800
107-09 Capital Campaign		

Total non-operating income 1,150.00

Expenses

200-083 E-News	168.00
205-14 Family Worship & Picnic	443.00
204-06 Grace Smith House - Garden	80.00
208-20 History & Hauntings	850.00
205-14 Shrove Tuesday Pankake Supper	134.00
207-02 Capital Campaign	

Total non-operating expenses 1,675.00

Net Non-operating Income/Expense (525.00)

Total Income/Expense (21,959.24)

204-06 Outreach programs

CWS - CROP	100.00
Episcobuild: Habitat for Humanity of Greater Newburgh	500.00
Episcopal Charities of the Diocese of New York	500.00
Fishkill Block Party	50.00
Grace Smith House - Easter Bags	200.00
Grace Smith House - Thanksgiving Bags	275.00
Hudson Valley House of Hope	50.00
Hudson Valley House of Hope	150.00
Rebuilding Together Dutchess County	250.00

Rural and Migrant Ministry	275.00
Vassar Haiti Project	650.00
Total Outreach Programs	3,000.00

Appendix B

Outreach Report

December 11, 2019

House of Hope Giving Tree: The Hudson Valley House of Hope is an emergency shelter for individuals and children who are victims of domestic violence. The shelter provides 24-hour emergency shelter services, crisis intervention, life skills programs, and counseling services.

On Dec, 8th Trinity members and friends signed up to purchase Christmas gifts for six families which includes six mothers and ten children. These are due back in the Parish Hall on Dec. 22nd and will be picked up on Dec. 22nd.

Habitat for Humanity of Greater Newburgh: Per our \$1500 agreement with Taco Bell, Trinity donated food to Habitat Newburgh's Volunteer Day event. On December 11th volunteers enjoyed a gathering in recognition of their many hours of work and support.

Parish Life Report

“Souperbowl” Sunday: Feb. 2nd. Plans will be made to collect cans of hearty soup for our food pantry.

Shrove Tuesday Pancake Supper: Tuesday Feb. 26th. Save the date!