

Trinity Episcopal Church
Fishkill, NY 12524
Minutes of Vestry Meeting on March 21, 2017

Priest in Charge Garrett Mettler called the meeting to order at 7:06 p.m. Opening prayers were offered. Fr. Garrett led the group in a bible exploration relative to Matthew 22:34-40.

Present: The Rev. Garrett Mettler; Warden Wayne Bunker; Warden Bob Beattie Vestry members Julie Dotter, Michael Schappert, Terry Badura, Steven Blanks, Susan Quade, Rosanne Desjardins.

Absent: Vestry member Jan Humbert

Follow Up Items From Previous Meetings(s)

Approval of the February minutes.

Bob Beattie made a motion to approve the minutes of the February Vestry meeting. Mike Schappert seconded. Vote was unanimous with no abstentions. Motion carried.

Review of open action items from the previous minutes, left the following items open.

DECEMBER ITEMS	RESOLUTION
Obtain information on renewal of Eucharistic Minister license renewal.	Fr. Garrett- OPEN
Update Core Care list for each Vestry member.	Fr. Garrett, Wayne Bunker Terry Badura OPEN
JANUARY ITEMS	RESOLUTION
Communication to the congregation of how outreach funds have been disbursed	Fr. Garrett- Written follow up is still needed. Previous ideas were to make inserts in the Sunday worship guide and/or newsletter items and/or in the Friday e-news to outreach profiles on the website. OPEN
Follow up with Eucharistic Minister License which have expired.	Fr. Garrett- OPEN
FEBRUARY ITEMS	RESOLUTION
Coordinate all changes from Vestry members and present to Vestry for approval of changes.	Steven Blanks- Initial copy provided. Next Vestry meeting will be the first of the two meetings required to affect changes. OPEN
Post job opening for nursery care provider.	Bob Beattie- Listing is live. Receiving and vetting candidates and conduction interviews is the next step. OPEN

Attachment B lists all closed items from this review.

Fr. Garrett stated that Core care actions are considered to be on hold for now. Wayne Bunker offered to help with the list of names.

Nursery care recruitment.

Status is addressed in open item list above.

New Items

Treasurer's Report

Steven Blanks discussed the report as shown in Appendix A. Steven noted that the tracking of the year to date increase/decrease of the fund sources is a new addition attempting to simplify the reporting requirements. Fr. Garrett asked what the goal of report sheet is. Steven responded:

1. To provide a summary of the trends with the changes tracked to date from the beginning of the year.
2. The notes at the bottom identify extraordinary circumstances for discussion relative to the Operating Income & Expenses vs. Budget report.

Mike expressed a desire to see the changes tracked monthly. Steven responded that his goal was simplicity in reporting. It was noted that the highlighting on the Operating Income & Expenses vs. Budget report is hard to see on the copies. The consensus was that it needed to be changed for easier reading. Steven Blanks suggested that the treasurer's role is more auditing related and the committees should be responsible of checking the numbers in the Operating Income & Expenses vs. Budget report. Steven next reviewed Appendix C "Update from Treasurer" to address various questions raised recently. He explained that even though the accounts appear to have significant balances, the fund reservations counter that balance and without further withdrawal from investments a short fall of \$2,665 is the result. During the discussion that followed, Bob Beattie requested that the report on Columbarium donations be sent to the Vestry. Dave Bishop will send it. Fr. Garrett and Steven discussed the priorities and specific monies to have on hand vs. what obligations (fund reservations) we still have to meet in 2017. Steven Blanks recommended that the columbarium capitol fund amount of \$64,700 not be transferred to the investments at this time as un-needed fees would be incurred and we would have to draw some out again, incurring more fees. He suggested that this be tracked monthly and when we reach the point where the \$64,700 is starting to be spent, we would then start tracking how much of the capital is spent and on what. This would occur in about two months when the \$104,212 reaches the \$64,700 amount (a change of about \$40,000). Mike Schappert suggested that CDs be purchased for fund reservation items and other known expenses, as this would allow Trinity to get a better return than just leaving the monies in our savings and checking accounts. Fr. Garrett suggest we have a target date for the change of \$40,000 to occur and Steven replied next month. Steven Blanks mentioned that the next investment committee meeting is schedule for 6:30 PM on April 10, 2017.

The spending of \$100 from Adult Education relative to Joe Bird's request is considered a budgeted expense and does not require Vestry approval. Dave will let Joe know and have him fill out the check request form.

There was no clerk of the Vestry Report.

Committee Reports

Standing committees:

Wayne Bunker noted that the fire extinguisher inspections are completed. Wayne also noted there is continuing efforts to addresses the pests in the kitchen. Wayne noted we have all five snow removal fees paid, and should only expect a \$200 additional fee for the last storm as there was more than 10 inches of snow.

Rosanne Desjardins reported that the Easter meal bags would be set up this weekend by Jan Humbert. A discussion disclosed that these meals at Easter are strictly for Grace Smith House and if external inquiries were made to Trinity, they would be referred to the food bank or Fr. Garrett. Rosanne noted the Outreach Calendar was almost complete for the year.

There were no special committee reports.

Priest in Charge Report

Fr. Garrett reported on items he is spending time on other than his normal worship duties. He reported spending time on the strategic planning process and efforts. He has developed the Lenten series and is providing them weekly based on the material from his recent retreat "*Agents of Peace in a Time of Fear*". The time spent here includes preparing and sending follow up emails for those wishing more information on the topics presented. Garrett is enjoying working with a couple on pre-marital counseling. He was able to attend the Clericus meeting where the focus was on a church in Poughkeepsie that has adopted a refugee family. He has information to share on that process and on what is involved when a church becomes a sanctuary. Terry Badura asked if there was a financial obligation to the first and Bob Beattie asked do we actually bring the persons seeking refuge into our facilities to the second. Fr. Garrett replied affirmatively to both questions. A question regarding the legal boundaries was answered by Fr. Garrett, in that there is nothing preventing law enforcement from entering the sanctuary church, but the bad press of doing that usually results in law enforcement officials avoiding bringing persons back across the sanctuary boundary.

Strategic Planning Process

Fr. Garrett presented **Attachment C**, Strategic Planning Process Notes and discussed the key questions in the second paragraph. He discussed how the triad of vision, mission and values should be the focus of the process. Fr. Garrett presented his six steps for the phases of the process and requested feedback from the Vestry. Steven Blanks suggested that long term planning takes a long time. Fr. Garrett acknowledged that in a previous setting where he was involved, the process was completed in six months with solid results. The actions from the planning process need individuals energized around the action items. Steven suggested that the information from the Long Term Planning committee chaired by Andrew Mead be used as a starting point as it could save significant efforts by not repeating the process. A discussion relative to thinking outside the box and not repeating past actions took place. Fr. Garrett suggested that the planning process is not about budget but about serving God and the community. Fr. Garrett discussed the terms in the third paragraph of Attachment C. A discussion of the target audience, demographics and profile followed. Fr. Garrett asked who would Vestry members think of for leadership roles on the strategic planning team. He asked to think of what characteristics those that were suggested have, and see if others in the parish have those characteristics so we could consider them also.

Additional Business

Steven Blanks made a motion to approve the revised Parochial Report. Terry Badura seconded the motion. A brief discussion followed where Dave explained the only change was to item 4 to correct the number from \$92,734 to \$102,084 with subsequent formulary adjustments being made as a result. A question as to why this change was made was answered

by Steven Blanks in that the report now reflect the actual amounts withdrawn from investments in 2016. **Vote was unanimous with no abstentions. Motion carried.**

Appropriate signatures and Trinity Church Corporate Seal were affixed to each of the approved report pages subsequent to the meeting. Appendix B is a link to the approved copy on file with the church records.

Core Care

On hold. This was discussed while reviewing carryover items. Wayne Bunker and Terry Badura will follow up on the list of names with Fr. Garrett.

Calendar Items

April 9th – Palm Sunday

April 13th – Maundy Thursday – 7 p.m.

Vigil from 8 p.m. – Friday, noon

April 14th – Good Friday – Noon and 7 p.m.

April 15th – Easter Vigil – 8 p.m.

April 16th – Easter – 8 a.m. and 10:30 a.m.

Mike Schappert led the Compline.

Fr. Garrett mentioned that the bylaw changes should be ready for the next Vestry meeting and that we should consider the next meeting to be the first required to affect changes per Article XI Wayne Bunker asked if the changes were to receive legal review. Fr. Garrett replied that that they could and suggested Jay Anderson do the review

Wayne Bunker made a motion to adjourn the meeting. Bob Beattie seconded. Vote was unanimous in favor with no abstentions. Motion carried.

Meeting was adjourned at 8:59 p.m.

Attachment A is a list of new action items from this meeting.

Respectfully submitted,
Dave Bishop

Attachment A – New action Items from March Vestry meeting

ACTION	Assignee
Send Columbarium report to Vestry .	Dave Bishop- CLOSED
Strategic Planning – reach out to parish members to seek leaders for strategic planning phases outlined	Vestry OPEN

Attachment B – Closed action items resulting from this months review.

ACTION	Assignee
Revise Budge 2017 item 105-02 to 90% of pledge amount in Bob Beattie's spread sheet.	Dave Bishop- CLOSED
Make FASB standards 116 and 117 available to Vestry executive committee members.	Dave Bishop-Links are in these minutes.- CLOSED
Send By Laws tracking enabled to Vestry members	Dave Bishop e-mail with attached By Laws sent 2/24/2017- CLOSED
Follow up and resolve questions and address any concerns brought up by R. Deam at the annual meeting	Bob Beattie- Concerns addressed CLOSED
Retrieve keys from retiring Vestry Members, and make three office keys available.	Dave Bishop- – Keys were given to Vestry members, Mike Schappert-office, Julie Dotter-office, Terry Badura-office CLOSED
Provide Julie Dotter ID and PW for SK.	Dave Bishop-e-mail sent on 2/24/17- CLOSED
Obtain NYSDEC close out report for spill # 1608291.	Dave Bishop-Report in file with contract for EnviroClean 2/27/2017 CLOSED
Determine if it is fiscally prudent to change banks.	Finance Committee-Treasurer researched applicable bank fees and communicated them to the Priest in Charge and wardens in an e-mail dated 2/21/2017 CLOSED
Confirm strategic planning meeting with Joanne.	Fr. Garrett-Review day is scheduled for March 4 th from 9 a.m. to 3 p.m. CLOSED
Inform party requesting kitchen rental for catering that Trinity will not be allowing that.	Dave Bishop-Party Informed CLOSED
Remove remediation of oil tank charges from 202-06 and place them in 202-136	Dave Bishop- Changes made in QuickBooks- CLOSED
Provide clarity on journal entry 1032 relative to the amounts and the impact on budgeted line items for the four accounts 202-106, 202-136, 202-146 and 202-156.	Steven Blanks, Dave Bishop-Clarification Provided CLOSED
Insure all servant keeper pledges were received by checking SK Contribution manager.	Dave Bishop-Still needs confirmation CLOSED – 45 Pledges recorded in SK
Clarify 103-04 relative to actual withdrawals and where the withdrawn funds were spent	Steven Blanks, Dave Bishop-Clarification provided CLOSED
Correct the header on the Operating Income and Expense vs. Budget report to reflect December 2016	Dave Bishop-Report Updated in QuickBooks CLOSED
Approve the provisional December Treasurer's report at the February Vestry meeting.	Vestry members The closure of two clarification items above completes this item CLOSED
Accept December's provisional treasurer's report.	Item not addressed treasurer. CLOSED

Attachment C:

Strategic Planning Process Notes Trinity Episcopal Church Spring, 2017

During our reflection and planning day with Rev. Joanne Izzo on March 4th, 2017, she commented that strategic planning is not likely to have the necessary focus unless our vision, mission and values are clear. Making a list of brainstormed ideas about “things we can do” or “things we should do” and then whittling them down to some achievable number is not strategic planning.

Strategic planning that results in initiatives to meet the most essential needs and is energizing for the whole congregation is driven by two key questions. First, what will the end result look like when we get there? Second, how will the elements of the plan align with our vision, mission and values?

Flowing from our day with Joanne, and related to our task of getting clear about vision, mission and values, is her recommendation that we identify the type of church we want to be. She specifically offered the contrasting types “missional” vs. “invitational” and “inherited” vs. “emergent”. It would be valuable for us to learn more about these types at the beginning of our process so that we can use them as frames of reference for ideas that are generated later on.

When we talk about ideas for initiatives or goals throughout our process I am going to repeatedly prompt us with the questions, “What specific need is that meeting?” and “Where is there likely to be energy among us to pursue that?” The purpose of the first question is to clarify why we would want to do it – some “whys” will point us toward current or anticipated future needs and some “whys” will point us toward activities that are familiar or comfortable from our past experience. Our bias will be towards the former. The purpose of the second question is to assess how achievable an idea might be. Creating great ideas for someone else to carry out is not likely to find success.

A key role for Vestry members in this process will be to speak clearly and invitingly about strategic planning, what its purpose is and what it is not. In order to overcome the culture of low interest and participation that we have lamented on numerous occasions, and that was commented on by Joanne in her summary, we need to illustrate why each person’s involvement is vital to the ultimate plan’s success. Therefore, we will be scheduling times and exercises for all church members to engage with this planning.

Here are the major phases of the process that I foresee:

- 1) Vestry clarification, organization and commitment
- 2) Prayerful discernment of the end result we are seeking and clarification about as much of the vision, mission and values as we can at this time
- 3) Congregational discussions and exercises
- 4) Evaluation of information/ideas/feedback generated
- 5) Formation of plan
- 6) Presentation to the congregation

We can begin phase one right now.

Appendix A

Treasurer's Report – February 2017

Balance Sheet

Trinity's assets on February 28, 2017:

	<u>Jan 1</u>	<u>YTD</u>	<u>Increase / (Decrease)</u>
Checking	12,214	36,551	24,337
Savings	77,133	67,661	(9,472)
Disc. Acct.	910	910	0.00
Investments	<u>470,175</u>	<u>475,473</u>	<u>5,298</u>
Total	<u>\$560,432</u>	<u>\$580,595</u>	<u>\$20,163</u>

Income Statement

	<u>Feb 2017</u>	<u>YTD</u>	<u>Prior Year</u>
Operating income	28,539	58,373	41,572
Operating expenses	<u>12,617</u>	<u>41,809</u>	<u>35,270</u>
Net profit (loss)	15,922	16,564	6,302
Non-operating income	3,832	4,063	3,404
Non-operating expenses	<u>0</u>	<u>0</u>	<u>894</u>
Net profit (loss)	3,832	4,063	2,510
Total income	32,371	62,436	44,976
Total expenses	<u>12,617</u>	<u>41,809</u>	<u>36,164</u>
Net profit (loss)	\$19,754	20,627	\$8,812

- Received generous gift for B&G Maintenance in February
- Pledge Income to date is ahead of budgeted projections.
- 203-057 Paid three months.
- 203-058 Paid four months.

Trinity Episcopal Church Notes to Statement of Financial Position February 28, 2017

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: To be used for capital improvements and major repairs to the columbarium.

2. Definition

Unrestricted Net Assets: Funds that are fully expendable and have no donor-imposed constraints regarding their use or purpose.

Trinity Episcopal Church Operating Income & Expenses vs. Budget February 2017

100 · Income from Property Assets					
100-01 · Building Uses Income	375.00	1,075.00	4,200.00	(3,125.00)	26%
100-05 · Rental Property	3,222.78	3,222.78	20,000.00	(16,777.22)	16%
Total 100 · Income from Property Assets	3,597.78	4,297.78	24,200.00	(20,602.22)	18%
103-00 · Income from Banks & Investments					
103-02 · Dividend Income	0.00	0.00	0.00	0.00	
103-03 · Interest Income	1.49	2.93	13.80	(10.87)	21%
103-04 · Withdrawal from Investments	0.00	0.00	69,000.00	(69,000.00)	0%
Total 103-00 · Income from Banks & Investments	1.49	2.93	69,013.80	(69,010.87)	0%
105 · Offerings					
105-01 · Plate	84.00	337.90	1,500.00	(1,162.10)	23%
105-02 · Pledges	24,611.00	41,865.00	121,254.00	(79,389.00)	35%
Total 105 · Offerings	24,695.00	42,202.90	122,754.00	(98,059.00)	34%
106 · Special Offerings					
106-01 · Christmas	0.00	120.00	750.00	(630.00)	16%
106-03 · Easter	0.00	50.00	750.00	(700.00)	7%
106-08 Buildings & Grounds Maintenance	0.00	10,000.00			
106-09 Columbarium Retaining Wall	200.00	200.00			
Total 106 · Special Offerings	200.00	10,370.00	1,500.00	8,870.00	691%
108 · Other Income					
108-02 · Miscellaneous Income	45.02	1,499.69			
108-08 Buildings & Grounds Maintenance	0.00	0.00			
Total 108 · Other Income	45.02	1,499.69	0.00	1,499.69	
Total Income	28,539.29	58,373.30	217,467.80	(159,094.50)	27%
Expense					
200 · Administration					
200-02 · Auditing & Accounting Services	0.00	0.00	150.00	(150.00)	0%
200-03 · Bank Expenses	0.00	50.00	120.00	(70.00)	42%
200-051 · Vestry	0.00	10.43	1,550.00	(1,539.57)	1%
200-06 · Copier and Folding Machine	165.00	330.00	2,000.00	(1,670.00)	17%
200-08 · Office Supplies					
200-081 · Computer-Hardware & Software	0.00	149.00	550.00	(401.00)	27%
200-082 · Paper & Misc. Office Supply	200.79	343.19	1,300.00	(956.81)	26%
200-083 · Subscriptions	99.85	99.85	400.00	(300.15)	25%
Total 200-08 · Office Supplies	300.64	592.04	2,250.00	(1,657.96)	26%
200-10 · Postage	5.75	93.59	400.00	(306.41)	23%
200-12 · Telephone & Internet	169.59	617.54	2,100.00	(1,482.46)	29%
Total 200 · Administration	640.98	1,693.60	8,570.00	(6,876.40)	20%
201 · Christian Education					
201-01 · Adult Education	0.00	0.00	500.00	(500.00)	0%
201-02 · Church School	0.00	0.00	500.00	(500.00)	0%
201-09 · Stewardship	0.00	0.00	700.00	(700.00)	0%
Total 201 · Christian Education	0.00	0.00	1,700.00	(1,700.00)	0%
202 · Facilities					
202-01 · Building Supplies	2.84	2.84	500.00	(497.16)	1%
202-02 · Grounds Expenses					
202-023 · Grounds Expenses Other	0.00	0.00	1,000.00	(1,000.00)	0%
202-021 · Lawn Service	0.00	0.00	3,200.00	(3,200.00)	0%
202-022 · Snow Removal	1,090.00	3,470.00	5,700.00	(2,230.00)	61%
Total 202-02 · Grounds Expenses	1,090.00	3,470.00	9,900.00	(6,430.00)	35%
202-04 · Security System	73.50	73.50	825.00	(751.50)	9%
202-05 · Insurance Property	0.00	1,550.50	6,300.00	(4,749.50)	25%
202-06 · Property Maintenance Services	350.09	641.42	3,900.00	(3,258.58)	16%
202-07 · Trash Removal	15.00	15.00	200.00	(185.00)	8%

202-10 · 18 Main St.					
202-106 · 18 Main St. - Repair/Maint.	0.00	0.00	1,500.00	(1,500.00)	0%
202-108 · Property/School Taxes	0.00	0.00	5,750.00	(5,750.00)	0%
Total 202-10 · 18 Main St.	0.00	0.00	7,250.00	(7,250.00)	0%
202-13 · Parish Hall					
202-131 · Parish Hall - Water	0.00	0.00	400.00	(400.00)	0%
202-132 · Parish Hall - Electric	82.26	180.33	1,500.00	(1,319.67)	12%
202-133 · Parish Hall - Gas	373.80	759.18	3,500.00	(2,740.82)	22%
202-136 · Parish Hall - Repair/Maint.	0.00	668.02	1,500.00	(831.98)	45%
Total 202-13 · Parish Hall	456.06	1,607.53	6,900.00	(5,292.47)	23%
202-14 · Church Bldg					
202-142 · Church Bldg - Electric	88.42	173.13	1,500.00	(1,326.87)	12%
202-146 · Church Bldg - Repair/Maint	0.00	200.57	1,500.00	(1,299.43)	13%
202-148 · Church Bldg - Gas	361.89	658.06	3,000.00	(2,341.94)	22%
202-149 · Church Bldg - Roof Reserve Fund	0.00	0.00	2,920.00	(2,920.00)	0%
Total 202-14 · Church Bldg	450.31	1,031.76	8,920.00	(7,888.24)	12%
202-15 · 20 Main St.					
202-156 · 20 Main St. - Repair/Maint.	0.00	0.00	1,000.00	(1,000.00)	0%
Total 202-15 · 20 Main St.	0.00	0.00	1,000.00	(1,000.00)	0%
Total 202 · Facilities	2,437.80	8,392.55	45,695.00	(37,302.45)	18%
203 · Payroll Expenses					
203-606 · Payroll Contingency	0.00	11.60	8,300.00	(8,288.40)	0%
203-05 · Priest in Charge					
203-45 · Supply Clergy	327.75	327.75	600.00	(272.25)	55%
203-511 · PIC Discretionary Fund	(5.00)	313.52	1,008.00	(694.48)	31%
203-051 · Salary	2,627.78	6,418.43	31,809.64	(25,391.21)	20%
203-052 · Housing Allowance	1,440.08	3,600.20	15,904.82	(12,304.62)	23%
203-053 · Tax Reimbursement	261.58	653.95	3,650.16	(2,996.21)	18%
203-054 · Medical Insurance	608.00	1,824.00	7,296.00	(5,472.00)	25%
203-055 · Family Medical Co-pay	362.18	905.45	4,937.28	(4,031.83)	18%
203-056 · Dental Insurance	68.00	204.00	816.00	(612.00)	25%
203-057 · Pension Premiums	662.46	2,311.41	9,245.63	(6,934.22)	25%
203-058 · HSA Contribution	150.00	750.00	1,800.00	(1,050.00)	42%
203-059 · Continuing Education	0.00	0.00	500.00	(500.00)	0%
203-510 · Travel Allowance	0.00	0.00	250.00	(250.00)	0%
Total 203-05 · Priest in Charge	6,502.83	17,308.71	77,817.53	(60,508.82)	22%
203-10 · Music Director					
203-111 · Supply Organist	0.00	0.00	600.00	(600.00)	0%
203-101 · Salary	1,250.00	3,125.00	15,000.00	(11,875.00)	21%
203-102 · FICA-Medicare	96.42	241.15	1,148.00	(906.85)	21%
203-107 · NYS Unemployment	6.26	15.65	75.00	(59.35)	21%
Total 203-10 · Music Director	1,352.68	3,381.80	16,823.00	(13,441.20)	20%
203-20 · Parish Administrator					
203-201 · Salary	1,475.00	3,687.50	17,700.00	(14,012.50)	21%
203-202 · FICA-Medicare	112.24	282.11	1,354.05	(1,071.94)	21%
203-204 · NYS Unemployment	7.36	18.40	88.50	(70.10)	21%
Total 203-20 · Parish Administrator	1,594.60	3,988.01	19,142.55	(15,154.54)	21%
203-60 · Payroll Benefits					
203-603 · Payroll Service Fees	36.00	89.41	432.00	(342.59)	21%
203-604 · Disability Insurance	0.00	0.00	136.00	(136.00)	0%
203-605 · Workers Compensation Insurance	0.00	0.00	850.00	(850.00)	0%
Total 203-60 · Payroll Benefits	36.00	89.41	1,418.00	(1,328.59)	6%
Total 203 · Payroll Expenses	9,486.11	24,779.53	123,501.08	(98,721.55)	20%
204 · Outreach					
204-01 · Diocesan Assessment	0.00	4,035.00	20,987.00	(16,952.00)	19%
204-04 · Theological Education-Seminary	0.00	0.00	500.00	(500.00)	0%
204-06 · Special Outreach Programs	0.00	37.60	4,000.00	(3,962.40)	1%
Total 204 · Outreach	0.00	4,072.60	25,487.00	(21,414.40)	16%

205 · Worship					
205-01 · AdultChoir	0.00	0.00	300.00	(300.00)	0%
205-03 · Altar Supplies	13.25	269.80	500.00	(230.20)	54%
205-08 · Music Expenses	39.00	299.00	300.00	(1.00)	100%
205-09 · Music Equip. Maintenance	0.00	5.00	500.00	(495.00)	1%
205-11 · Special Worship Programs	0.00	0.00	100.00	(100.00)	0%
205-14 · Parish Family	0.00	0.00	1,000.00	(1,000.00)	0%
Total 205 · Worship	52.25	573.80	2,700.00	(2,126.20)	21%
208 · Special Restricted - Other					
208-082 · Oil Tank Remediation	0.00	2,296.85	15,000.00	(12,703.15)	15%
208-08 · Website Development / Maint.	0.00	0.00	300.00	(300.00)	0%
208-10 · Columbarium Wall Plaque	0.00	0.00	500.00	(500.00)	0%
Total 208 · Special Restricted - Other	0.00	2,296.85	15,800.00	(13,503.15)	15%
Total Expense	12,617.14	41,808.93	223,453.08	(181,644.15)	19%
Net Ordinary Income	15,922.15	16,564.37	(5,985.28)	22,549.65	96%
Net Income	15,922.15	16,564.37	(5,985.28)	22,549.65	96%

Trinity Episcopal Church
Non-Operating Income and Expenses
February 2017

	<u>Feb 17</u>	<u>Jan - Feb 17</u>
Ordinary Income/Expense		
Income		
107 · Special Offerings-Restricted		
107-01 · Capital Fund Income	0.00	5.00
107-05 · Rector's Discret Fund Income	260.00	263.00
107-09 · Miscellaneous Offerings	0.00	50.00
107-10 · Food Pantry	3,300.00	3,300.00
107-20 · St. Pauly Shed Income	272.07	444.63
Total 107 · Special Offerings-Restricted	<u>3,832.07</u>	<u>4,062.63</u>
Total Income	3,832.07	4,062.63
Expense		
Total Expense	<u>0.00</u>	<u>0.00</u>
Net Ordinary Income	3,832.07	4,062.63
Net Income	<u>3,832.07</u>	<u>4,062.63</u>

Appendix B
[Parochial Report Approved Revision 2016](#)

Appendix C – Update from Treasurer

1. How much do we need in checking?

An average around \$30,000 per month is goal. Funds either deposit or savings withdrawals.

2. How much has been withdrawn from investments?

\$102,024.89 was withdrawn from Kestra and Chevron stock and cash held to Trinity account.
Kestra issued four checks

Check 325878425 dated February 17, 2016 for \$9,305.96

Check 325913994 dated March 15, 2016 for \$23,500.00

Check 325932161 dated March 30, 2016 for \$66,250.00 (Chevron stock)

Check 326251726 dated November 18, 2016 for \$2,968.93

3. How much do we need in 2017 anticipating key expenses?

Current balances in February 28, 2017: funds to pay for 2017

Checking	\$36,551
Savings	\$67,661
Total	\$104,212

Fund reservations - \$124,572

1. Checking balance \$30,000
2. Columbarium fund (capital fund) restored to \$64,700 – not send to investment, keep
3. Assessments \$16,952
4. Roof reserve \$2,920
5. Gift \$10,000

Accounting – Treat columbarium as investments closes the borrow/fund raising loop. This amount becomes the source of investment funds to pay for any deficit.

Payroll expenses yet to be spent total \$98,722.

Pledge/plate income yet to be received total \$80,551.

Other expenses at likely probability total \$50,766

1. Administration \$6,876
2. Facilities \$37,302
3. Outreach \$4,462
4. Worship \$2,126

Other high probability income: \$20,602 (property assets) + \$1,330 (special offerings) = \$21,932

Gaps: \$44,340 + (\$18,171) + (\$28,834) = (\$2,665) without further new investment withdrawal