

Minutes for the Vestry Meeting November 16, 2023

The meeting was called to order at 6:54 and Cliff Chapin offered an opening prayer.

Present: Warden Cliff Chapin, Warden Wayne Bunker, Cathy Adler, Marilyn Sullivan, Jan Humbert, Steven Blanks, Michael Schappert and David Bishop
Absent: Abigail Gagliardi

Follow Up Items

Approval of October meeting minutes. **A motion to approve the minutes was made by Jan Humbert and seconded by Marilyn Sullivan.** Wayne requested an amendment to remove one sentence from the minutes as the sentence about our tree service reflected an occurrence outside the October meeting. No further discussion followed. **The vote was unanimous in favor of the amended minutes. The motion carried.**

Review of past action items:

October 2022	Assignee
Look into renewal of Eucharistic Minister license.	Steven Blanks - OPEN
October 2023	Assignee
Request quote for the exterior work from Maple Leaf after he receives the final drawings.	Dave Bishop – CLOSED

Dave explained that Maple Leaf has provided proposal 5-4 which does not include material costs.

A discussion followed related to possible material costs. **Wayne Bunker made a motion to accept proposal 5-4 with a \$1,500 allowance for material costs. Mike Schappert seconded.** No further discussion followed. **The vote was unanimous in favor. The motion carried.**

Ongoing Items

Stained Glass Window

We had requested a change order from Maple Leaf for the exterior work. This does not include material costs. We have not received the updated drawings yet from our architect.

I will submit the document package required to obtain the Diocese grant in the amount of \$13,171 so Trinity can get the grant funding. Egbert Stolk has informed me:

For the payment of the grant, please submit:

- Signed copy of the Grant Award Letter
- Photographs of the completed work
- All invoices of the contractor (including the final invoice)
- Cleared check or Bank Statement showing that the Church paid all the contractor's invoices

-To transfer the funds we need the ACH information of the Church, including: Bank Name, Name on the Account, Account #, Routing # of the Church bank account

Steven noted he has requested an updated promissory note as the current note is dated June 30, 2023 and is not up to date relative to the commencement date for repayments. A discussion followed relative to the interest rate, payments and grant and the requirements of each. The grant has been held up for incomplete work. We will have 10 years to pay back the promissory note with 6% interest.

New Items

Committee Reports

Rental Committee

Jan updated the Vestry on the extensive work done by the committee to date and went over changes in the proposed agreement, which included having only one agreement. An extended discussion of the proposed rental agreement followed. Dave requested during the discussion that the other documents referred to in the proposed agreement, "Rules for Parish House Use" and "Policy for use of the Parish House for Special Occasions" be updated at the same time. The Vestry consensus was to table the action of approving the new agreement until the next Vestry meeting on December 14th.

Safety and Security

Don and Connie Smith presented a detailed report to the Vestry related to their investigation into having camera systems installed at Trinity. They covered the possible reasons for having the system installed, i.e., monitoring with notifications vs viewing only. They gave detailed descriptions of possible systems that could be installed, which included a quote from Doyle Security Systems they had obtained in the beginning of their investigation in September of 2022. Don noted he had ordered one camera which cost about \$199.00 and would install it on the pole next to the St. Pauley shed to see if it would work to identify activities and be able to read the license plates of vehicles dropping off at the shed. A discussion of the internet signal at the shed followed and Mike Schappert suggested if it was not sufficient, Trinity might consider a new router which would provide a wider coverage area. He noted they had just installed one in the Fishkill Fire House and it provided great coverage and strength even passing through concrete and metal walls. Don noted that the camera he ordered is 1st in 1st out for over writing data on the SD card. Wayne asked Don if he could obtain an updated quote from Doyle Security Systems. Don also suggested we send the parish a list of safety guidelines to observe.

Outreach

Jan noted that the Shanahan twins would like to run a rummage sale and would be planning it for Saturday April 6th, with setup on April 5, 2024 which comes after Easter. Jan noted that Trinity parishioners could set up their own tables providing they stay at the table for the duration of the sale and remove all of their items not sold at the end of the day. The proceeds would be donated to Trinity income account(s) based on an agreement reached prior to having the sale.

Jan noted there were conflicting events scheduled by Dave between the FCC church and Stray H.E.L.P.'s community day activities. Dave will resolve this conflict and let Jan know the result.

Parish Life

Jan noted that the sign -up sheets and tickets for the Outback lunch scheduled for December 10th would be made available starting this coming Sunday, November 19th.

Mini Food Pantry

Jan expressed thanks to our supportive congregation as we have been collecting a fine supply of food for our SDHC mini food pantry. Trinity volunteers, Jan, Connie, Terry, Julia and Rosanne, will be keeping the pantry filled during November. Jan also suggested there should be a dedication ceremony led by SDHC in the future.

Buildings & Grounds

Dave was requested to obtain references from the original contractors. To date only Absolute Tree Care of the original contractors has provided them. Wayne had previously requested that Dave obtain new quotes for additional work to match a third quote obtained by Wayne from Kohlmaier Arbor Care. Dave has sent the request to the two original contractors, Absolute Tree Care and Alpine Tree Service. Neither has responded with the revised quote to date. When received, the Vestry will be informed.

Thanks to Don and Connie Smith closing up the columbarium pool for the winter.

MVP fall cleanup has been requested.

Dave has verified in person that MVP will include 2 paths cleared and NOT salted to clothing bin and one path cleared and NOT salted to the mini food pantry in their snow removal contract.

From the Office

- Treasurer and Parish Administrator are currently investigating issues with Quick Books. Dave reported that he had not been able to reconcile the checking account for October even though previous months were reconciled.
- Central Hudson Billing
 - Status – still unresolved billing issues.
 - No response from the senate and assembly representatives for Trinity's district related to the email sent.
- Copy Machine
 - Steven reported that he had spoken with James Haigler and has a follow up call planned for Monday, November 20th. Steven also volunteered to reimburse Trinity relative to the possible loss of the payment originally promised by James to cover remaining payments to Great America financial for the Toshiba copier. Steven asked Dave to follow up with the value of the Toshiba copier at the end of the lease and noted that this could be an additional unplanned expense if we are not provided with the payments and the Toshiba unit is not returned to Great America.
- GoTo subscription will expire next year, 2024. At that time the ability to remotely access the office computer using the GoTo software and the ability to hold virtual meetings with GoTo will no longer be available. Dave will inform pledge clerk Anne Huston of this fact.

Worship:

See Appendix A for the 2023-2024 Worship Schedule. Jan has arranged for Supply Priests through the dates shown.

Supply:

- Clergy have been arranged per the attached worship schedule in Appendix A.
- When clergy are not available MP will be led by members of the congregation.

Pastoral Care:

We have three priests who are on call and support us with pastoral care. This is a professional courtesy.

- Rev. Steve Schunk of St. Mary in the Highlands, Cold Spring, NY
- Rev. John Williams of St. Andrews / St. Luke in Beacon, NY
- Rev. Janice Kotuby of The Church of the Resurrection in Hopewell Jct., NY

Warden's Report

Wayne reported on Pam, Wayne and Steven's attendance at the convention. Wayne thanked Pam for attending with him. Wayne gave an update on the voting issues experienced related to % of votes required and the multiple votes required to have a valid vote. Wayne is hopeful the new bishop will turn things around for the diocese. Wayne felt the new bishop recognizes the challenges that he faces. Wayne felt overall that the conference was a good experience and recommends attendance if possible. There are many churches in our diocese who are struggling and several have no choir.

Treasurer's Report

For current report, see pages 6-14. These are the reports that will be supplied in the future. Steven focused on the big expense categories for Trinity of buildings, salaries and diocesan assessment. He noted that currently Trinity is cash positive, but expects Trinity will have to draw from investments starting next year. The real challenge is if Trinity gets a half-time priest, the expenses for the salary category will go up significantly. Steven noted that the diocese billed one extra payment and requested that Dave question bills if he knew they were incorrect. In the future, Steven would like to see the bills prior to payment. Steven asked for input from Trinity committee members so he can finalize the 2023 budget. He plans to send an updated budget early in December for budget approval at the December Vestry meeting. A discussion of raising the rents on rental properties followed. Dave agreed to check with Stevens Property Management to obtain the current lease wording related to rents and when they could each be raised again. A discussion of the subscription line 200-083 followed as it was significantly over budget. Dave will provide a breakdown of these expenses to the Vestry. In the future the treasurer will approve any subscriptions prior to starting.

Upcoming Calendar

Worship November 19

There is no Thanksgiving service planned

Worship November 26
Wayne Bunker led the Compline.

A motion to adjourn was made by Wayne Bunker and seconded by Steven Blanks. No discussion followed. The vote was unanimous in favor and the meeting adjourned at 8:58 PM>

Respectfully submitted,
Dave Bishop

Treasurer's Report – November 2023

Balance Sheet

Trinity's assets on October 31, 2023

	Jan 1	YTD	Increase / (Decrease)
Checking – HV	18,331	11,294	(7,037)
Savings - HV	93,168	29,060	(64,108)
Investments	706,380	728,150	21,770
Total	\$817,879	768,504	\$(49,375)

Income Statement

	October 31	YTD	10/31/2022
Operating income	9,646	115,780	113,978
Operating expenses	12,285	126,437	118,662
<i>OE Net profit (loss)</i>	<i>(2,639)</i>	<i>(10,657)</i>	<i>(4,684)</i>
Non-operating income	1,397	17,200	54,920
Non-operating expenses	5,637	83,760	58,603
<i>NOP Net profit (loss)</i>	<i>(4,240)</i>	<i>(66,560)</i>	<i>(3,683)</i>
Total income	11,043	132,980	168,898
Total expenses	17,922	210,197	177,265
Total Net profit (loss)	\$(6,879)	\$(77,217)	\$(15,140)

2023 Pledges:

Pledge Budget	\$87,875
Amount Pledged	\$63,140
Amount paid October 2023	\$ 75,408
Surplus (Deficit) - Pledge Budget	\$(12,467)

Trinity Episcopal Church Notes & Definitions

1. Trinity's Use Restricted Net Assets

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

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.

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.

Treasurer's Report – November 2023

B Operating Inc & Exp 10-31-23

	Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Income from Property Assets				
100-01 · Building Uses Income	665.00	241.68	423.32	275.16%
100-05 · Rental Property	3,298.75	2,975.00	323.75	110.88%
Total 100 · Income from Property Assets	3,963.75	3,216.68	747.07	123.23%
103-00 · Income from Banks & Investments				
103-03 · Interest Income	0.00	0.00	0.00	0.0%
103-04 · Withdrawal from Investments	0.00	0.00	0.00	0.0%
Total 103-00 · Income from Banks & Investments	0.00	0.00	0.00	0.0%
105 · Offerings				
105-01 · Plate	108.00	83.32	24.68	129.62%
105-02 · Pledges	5,612.00	7,322.92	(1,710.92)	76.64%
Total 105 · Offerings	5,720.00	7,406.24	(1,686.24)	77.23%
106 · Special Offerings				
106-01 · Christmas	0.00	0.00	0.00	0.0%
106-03 · Easter	0.00	0.00	0.00	0.0%
Total 106 · Special Offerings	0.00	0.00	0.00	0.0%
Total Income	9,683.75	10,622.92	(939.17)	91.16%
Gross Profit	9,683.75	10,622.92	(939.17)	91.16%
Expense				
200 · Administration				
200-02 · Auditing & Accounting Services	0.00	0.00	0.00	0.0%
200-03 · Bank Expenses	0.00	9.58	(9.58)	0.0%
200-051 · Vestry	0.00	0.00	0.00	0.0%
200-06 · Copier and Folding Machine	416.81	171.11	245.70	243.59%
200-08 · Office Supplies				
200-081 · Computer-Hardware & Software	0.00	300.00	(300.00)	0.0%
200-082 · Paper & Misc. Office Supply	0.00	33.34	(33.34)	0.0%
200-083 · Subscriptions	182.80	80.00	102.80	228.5%
200-084 · Vestry	0.00	0.00	0.00	0.0%
Total 200-08 · Office Supplies	182.80	413.34	(230.54)	44.23%
200-10 · Postage	13.00	0.00	13.00	100.0%
200-12 · Telephone & Internet	70.00	238.00	(168.00)	29.41%
200-18 · Diocesan Convention/Conferences	450.00	0.00	450.00	100.0%
Total 200 · Administration	1,132.61	832.03	300.58	136.13%
201 · Christian Education				
201-02 · Church School	0.00	0.00	0.00	0.0%
Total 201 · Christian Education	0.00	0.00	0.00	0.0%
202 · Facilities				

202-02 · Grounds Expenses				
202-01 · Building Supplies	0.00	50.00	(50.00)	0.0%
202-021 · Lawn Service	410.00	597.90	(187.90)	68.57%
202-022 · Snow Removal	0.00	0.00	0.00	0.0%
202-023 · Grounds Expenses - Other	0.00	0.00	0.00	0.0%
Total 202-02 · Grounds Expenses	410.00	647.90	(237.90)	63.28%
202-04 · Security System	0.00	0.00	0.00	0.0%
202-05 · Insurance Property	2,014.00	0.00	2,014.00	100.0%
202-06 · Property Maintenance Services	535.20	416.66	118.54	128.45%
202-07 · Trash Removal	0.00	0.00	0.00	0.0%
202-10 · 18 Old Main St.				
202-106 · 18 Old Main St. - Repair/Maint.	0.00	0.00	0.00	0.0%
202-108 · 18-20 Property/School Taxes	0.00	0.00	0.00	0.0%
Total 202-10 · 18 Old Main St.	0.00	0.00	0.00	0.0%
202-13 · Parish Hall				
202-131 · Parish Hall - Water	53.62	0.00	53.62	100.0%
202-132 · Parish Hall - Electric	100.26	395.00	(294.74)	25.38%
202-133 · Parish Hall - Gas	70.62	462.33	(391.71)	15.28%
202-136 · Parish Hall - Repair/Maint.	0.00	0.00	0.00	0.0%
Total 202-13 · Parish Hall	224.50	857.33	(632.83)	26.19%
202-14 · Church Bldg				
202-141 · Church Bldg - Water	0.00	0.00	0.00	0.0%
202-142 · Church Bldg - Electric	45.31	160.00	(114.69)	28.32%
202-146 · Church Bldg - Repair/Maint	83.94	0.00	83.94	100.0%
202-148 · Church Bldg - Gas	50.44	320.00	(269.56)	15.76%
Total 202-14 · Church Bldg	179.69	480.00	(300.31)	37.44%
202-15 · 20 Old Main St.				
202-156 · 20 Old Main St. - Repair/Maint.	0.00	0.00	0.00	0.0%
Total 202-15 · 20 Old Main St.	0.00	0.00	0.00	0.0%
Total 202 · Facilities	3,363.39	2,401.89	961.50	140.03%
203 · Payroll Expenses				
203-05 · Priest in Charge				
203-051 · Salary	0.00	3,400.00	(3,400.00)	0.0%
203-052 · Housing Allowance	0.00	2,700.00	(2,700.00)	0.0%
203-053 · Tax Reimbursement	0.00	595.36	(595.36)	0.0%
203-054 · Medical Insurance	0.00	1,483.33	(1,483.33)	0.0%
203-055 · Family Medical Co-Pay	0.00	250.00	(250.00)	0.0%
203-056 · Dental Insurance	0.00	150.00	(150.00)	0.0%
203-057 · Pension Premiums	0.00	1,316.76	(1,316.76)	0.0%
203-058 · HSA Contributions	0.00	300.00	(300.00)	0.0%
203-059 · Continuing Education	0.00	0.00	0.00	0.0%
203-45 · Supply Clergy	1,170.63	400.00	770.63	292.66%
203-510 · Travel Allowance	0.00	0.00	0.00	0.0%
203-511 · PIC Discretionary Fund	0.00	0.00	0.00	0.0%
203-05 · Priest in Charge - Other	0.00	0.00	0.00	0.0%
Total 203-05 · Priest in Charge	1,170.63	10,595.45	(9,424.82)	11.05%

203-10 · Music Director				
203-101 · Salary	1,541.66	1,541.66	0.00	100.0%
203-102 · FICA-Medicare	108.76	127.08	(18.32)	85.58%
203-107 · NYS Unemployment	7.12	8.04	(0.92)	88.56%
203-111 · Supply Organist	0.00	0.00	0.00	0.0%
Total 203-10 · Music Director	1,657.54	1,676.78	(19.24)	98.85%
203-20 · Parish Administrator				
203-201 · Salary	1,548.76	1,549.17	(0.41)	99.97%
203-202 · FICA-Medicare	127.66	118.48	9.18	107.75%
203-204 · NYS Unemployment	8.34	8.34	0.00	100.0%
Total 203-20 · Parish Administrator	1,684.76	1,675.99	8.77	100.52%
203-60 · Payroll Benefits				
203-603 · Payroll Service Fees	24.00	24.00	0.00	100.0%
203-604 · Disability Insurance	0.00	0.00	0.00	0.0%
203-605 · Workers Compensation Insurance	0.00	0.00	0.00	0.0%
Total 203-60 · Payroll Benefits	24.00	24.00	0.00	100.0%
Total 203 · Payroll Expenses	4,536.93	13,972.22	(9,435.29)	32.47%
204 · Outreach				
204-01 · Diocesan Assessment	3,720.00	3,878.00	(158.00)	95.93%
204-06 · Special Outreach Programs	0.00	0.00	0.00	0.0%
Total 204 · Outreach	3,720.00	3,878.00	(158.00)	95.93%
205 · Worship				
205-02 · Altar Flowers	0.00	0.00	0.00	0.0%
205-03 · Altar Supplies	62.00	162.50	(100.50)	38.15%
205-08 · Music Expenses	0.00	100.00	(100.00)	0.0%
205-09 · Music Equip. Maintenance	0.00	0.00	0.00	0.0%
205-14 · Parish Family	0.00	0.00	0.00	0.0%
Total 205 · Worship	62.00	262.50	(200.50)	23.62%
208 · Special Restricted - Other				
208-06 · Columbarium Expenses	0.00	0.00	0.00	0.0%
208-08 · Website Development / Maint.	0.00	0.00	0.00	0.0%
Total 208 · Special Restricted - Other	0.00	0.00	0.00	0.0%
Total Expense	12,814.93	21,346.64	(8,531.71)	60.03%
Net Ordinary Income	(3,131.18)	(10,723.72)	7,592.54	29.2%
Net Income	(3,131.18)	(10,723.72)	7,592.54	29.2%

B Operating Inc & Exp FY 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Income from Property Assets				
100-01 · Building Uses Income	5,494.25	2,900.00	2,594.25	189.46%
100-05 · Rental Property	32,973.94	35,700.00	(2,726.06)	92.36%
Total 100 · Income from Property Assets	38,468.19	38,600.00	(131.81)	99.66%
103-00 · Income from Banks & Investments				
103-03 · Interest Income	12.12	20.00	(7.88)	60.6%
103-04 · Withdrawal from Investments	0.00	35,237.00	(35,237.00)	0.0%
Total 103-00 · Income from Banks & Investments	12.12	35,257.00	(35,244.88)	0.03%
105 · Offerings				
105-01 · Plate	1,505.25	1,000.00	505.25	150.53%
105-02 · Pledges	76,298.00	87,875.00	(11,577.00)	86.83%
105-05 · Other Gifts - Unrestricted	5.00			
Total 105 · Offerings	77,808.25	88,875.00	(11,066.75)	87.55%
106 · Special Offerings				
106-01 · Christmas	0.00	900.00	(900.00)	0.0%
106-03 · Easter	495.00	655.00	(160.00)	75.57%
Total 106 · Special Offerings	495.00	1,555.00	(1,060.00)	31.83%
Total Income	116,783.56	164,287.00	(47,503.44)	71.09%
Gross Profit	116,783.56	164,287.00	(47,503.44)	71.09%
Expense				
200 · Administration				
200-02 · Auditing & Accounting Services	0.00	0.00	0.00	0.0%
200-03 · Bank Expenses	140.45	115.00	25.45	122.13%
200-051 · Vestry	0.00	500.00	(500.00)	0.0%
200-06 · Copier and Folding Machine	4,138.89	2,053.37	2,085.52	201.57%
200-08 · Office Supplies				
200-081 · Computer-Hardware & Software	19.95	800.00	(780.05)	2.49%
200-082 · Paper & Misc. Office Supply	277.00	400.00	(123.00)	69.25%
200-083 · Subscriptions	2,540.18	950.00	1,590.18	267.39%
200-084 · Vestry	0.00	0.00	0.00	0.0%
Total 200-08 · Office Supplies	2,837.13	2,150.00	687.13	131.96%
200-10 · Postage	279.72	500.00	(220.28)	55.94%
200-11 · Printing	449.40			
200-12 · Telephone & Internet	3,456.58	2,856.00	600.58	121.03%
200-18 · Diocesan Convention/Conferences	450.00	450.00	0.00	100.0%
Total 200 · Administration	11,752.17	8,624.37	3,127.80	136.27%
201 · Christian Education				
201-02 · Church School	0.00	500.00	(500.00)	0.0%

Total 201 · Christian Education	0.00	500.00	(500.00)	0.0%
202 · Facilities				
202-02 · Grounds Expenses				
202-01 · Building Supplies	298.64	400.00	(101.36)	74.66%
202-021 · Lawn Service	4,552.00	3,587.50	964.50	126.89%
202-022 · Snow Removal	4,500.00	7,687.50	(3,187.50)	58.54%
202-023 · Grounds Expenses - Other	52.96	300.00	(247.04)	17.65%
Total 202-02 · Grounds Expenses	9,403.60	11,975.00	(2,571.40)	78.53%
202-04 · Security System	1,060.32	1,071.00	(10.68)	99.0%
202-05 · Insurance Property	7,810.00	7,371.77	438.23	105.95%
202-06 · Property Maintenance Services	4,826.86	5,000.00	(173.14)	96.54%
202-07 · Trash Removal	20.00	60.00	(40.00)	33.33%
202-10 · 18 Old Main St.				
202-106 · 18 Old Main St. - Repair/Maint.	180.00	2,500.00	(2,320.00)	7.2%
202-108 · 18-20 Property/School Taxes	6,826.31	6,647.47	178.84	102.69%
Total 202-10 · 18 Old Main St.	7,006.31	9,147.47	(2,141.16)	76.59%
202-13 · Parish Hall				
202-131 · Parish Hall - Water	273.48	255.00	18.48	107.25%
202-132 · Parish Hall - Electric	2,055.16	3,000.72	(945.56)	68.49%
202-133 · Parish Hall - Gas	3,107.07	3,912.17	(805.10)	79.42%
202-136 · Parish Hall - Repair/Maint.	734.34	1,500.00	(765.66)	48.96%
Total 202-13 · Parish Hall	6,170.05	8,667.89	(2,497.84)	71.18%
202-14 · Church Bldg				
202-141 · Church Bldg - Water	0.00	200.00	(200.00)	0.0%
202-142 · Church Bldg - Electric	1,413.46	1,852.62	(439.16)	76.3%
202-146 · Church Bldg - Repair/Maint	225.88	500.00	(274.12)	45.18%
202-148 · Church Bldg - Gas	2,394.36	2,848.61	(454.25)	84.05%
Total 202-14 · Church Bldg	4,033.70	5,401.23	(1,367.53)	74.68%
202-15 · 20 Old Main St.				
202-156 · 20 Old Main St. - Repair/Maint.	5,863.52	500.00	5,363.52	1,172.7%
Total 202-15 · 20 Old Main St.	5,863.52	500.00	5,363.52	1,172.7%
Total 202 · Facilities	46,194.36	49,194.36	(3,000.00)	93.9%
203 · Payroll Expenses				
203-05 · Priest in Charge				
203-051 · Salary	0.00	20,400.00	(20,400.00)	0.0%
203-052 · Housing Allowance	0.00	15,573.00	(15,573.00)	0.0%
203-053 · Tax Reimbursement	0.00	3,574.00	(3,574.00)	0.0%
203-054 · Medical Insurance	0.00	8,900.00	(8,900.00)	0.0%
203-055 · Family Medical Co-Pay	0.00	1,500.00	(1,500.00)	0.0%
203-056 · Dental Insurance	0.00	900.00	(900.00)	0.0%
203-057 · Pension Premiums	0.00	7,900.58	(7,900.58)	0.0%
203-058 · HSA Contributions	0.00	1,800.00	(1,800.00)	0.0%
203-059 · Continuing Education	0.00	500.00	(500.00)	0.0%
203-45 · Supply Clergy	14,678.06	5,620.00	9,058.06	261.18%
203-510 · Travel Allowance	0.00	100.00	(100.00)	0.0%

203-511 · PIC Discretionary Fund	100.00	1,008.00	(908.00)	9.92%
203-05 · Priest in Charge - Other	0.00	0.00	0.00	0.0%
Total 203-05 · Priest in Charge	14,778.06	67,775.58	(52,997.52)	21.8%
203-10 · Music Director				
203-101 · Salary	15,699.13	18,500.00	(2,800.87)	84.86%
203-102 · FICA-Medicare	1,163.42	1,525.00	(361.58)	76.29%
203-107 · NYS Unemployment	74.68	96.50	(21.82)	77.39%
203-111 · Supply Organist	215.72	700.00	(484.28)	30.82%
Total 203-10 · Music Director	17,152.95	20,821.50	(3,668.55)	82.38%
203-20 · Parish Administrator				
203-201 · Salary	15,775.48	18,590.00	(2,814.52)	84.86%
203-202 · FICA-Medicare	1,322.07	1,481.00	(158.93)	89.27%
203-204 · NYS Unemployment	86.37	100.00	(13.63)	86.37%
Total 203-20 · Parish Administrator	17,183.92	20,171.00	(2,987.08)	85.19%
203-60 · Payroll Benefits				
203-603 · Payroll Service Fees	252.00	324.00	(72.00)	77.78%
203-604 · Disability Insurance	74.67	94.61	(19.94)	78.92%
203-605 · Workers Compensation Insurance	573.00	1,122.00	(549.00)	51.07%
Total 203-60 · Payroll Benefits	899.67	1,540.61	(640.94)	58.4%
Total 203 · Payroll Expenses	50,014.60	110,308.69	(60,294.09)	45.34%
204 · Outreach				
204-01 · Diocesan Assessment	18,619.00	15,512.00	3,107.00	120.03%
204-06 · Special Outreach Programs	315.31	3,000.00	(2,684.69)	10.51%
Total 204 · Outreach	18,934.31	18,512.00	422.31	102.28%
205 · Worship				
205-02 · Altar Flowers	750.00	600.00	150.00	125.0%
205-03 · Altar Supplies	98.25	650.00	(551.75)	15.12%
205-08 · Music Expenses	461.91	300.00	161.91	153.97%
205-09 · Music Equip. Maintenance	1,110.00	525.00	585.00	211.43%
205-14 · Parish Family	391.75	600.00	(208.25)	65.29%
Total 205 · Worship	2,811.91	2,675.00	136.91	105.12%
208 · Special Restricted - Other				
208-06 · Columbarium Expenses	0.00	100.00	(100.00)	0.0%
208-08 · Website Development / Maint.	0.00	0.00	0.00	0.0%
Total 208 · Special Restricted - Other	0.00	100.00	(100.00)	0.0%
Total Expense	129,707.35	189,914.42	(60,207.07)	68.3%
Net Ordinary Income	(12,923.79)	(25,627.42)	12,703.63	50.43%
Net Income	(12,923.79)	(25,627.42)	12,703.63	50.43%

83%

C Non-Operating Inc & Exp 10-31-23

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
105 · Offerings		
105-04 · Bishop's Discretionary Fund	0.00	210.00
Total 105 · Offerings	0.00	210.00
106 · Special Offerings		
106-12 · Columbarium Income	0.00	390.00
Total 106 · Special Offerings	0.00	390.00
107 · Special Offerings-Restricted		
107-09 · Other Gifts - Restricted	0.00	125.00
107-20 · St. Pauly Shed Income	1,396.89	12,360.23
Total 107 · Special Offerings-Restricted	1,396.89	12,485.23
108 · Miscellaneous Non Op Income		
108-02 · Miscellaneous Income	0.00	4,014.47
108-03 · Donations for Flowers	0.00	100.00
Total 108 · Miscellaneous Non Op Income	0.00	4,114.47
Total Income	1,396.89	17,199.70
Gross Profit	1,396.89	17,199.70
Expense		
204 · Outreach		
204-05 · Rector's Discretionary Fund	0.00	100.00
204-07 · Bishop's Discretionary Fund Exp	0.00	331.19
Total 204 · Outreach	0.00	431.19
205 · Worship		
205-06 · Lectionary Supplies	0.00	23.98
205-15 · Easter Flowers Expense	0.00	193.97
Total 205 · Worship	0.00	217.95
207 · Miscellaneous Non Op Expenses		
207-02 · Program Expenses	5,636.66	82,961.01
Total 207 · Miscellaneous Non Op Expenses	5,636.66	82,961.01
208 · Special Restricted - Other		
208-05 · Memorial Fund	0.00	150.00
Total 208 · Special Restricted - Other	0.00	150.00
Total Expense	5,636.66	83,760.15
Net Ordinary Income	-4,239.77	-66,560.45
Net Income	-4,239.77	-66,560.45

Appendix A

WORSHIP SCHEDULE FOR September 2023 - August 2024

Service #	<u>Date of Worship</u>	<u>Trinity</u>	Service #	<u>Date of Worship</u>	<u>Trinity</u>
10:00 AM	Worship	Sunday School 9:50 AM	10:00 AM	Worship	Sunday School 9:50 AM
1	9/3/2023	Paul Clayton	1	3/3/2024	Kevin Bean
2	9/10/2023	Kevin Bean	2	3/10/2024	Kevin Bean
3	9/17/2023	Kevin Bean	3	3/17/2024	Kevin Bean
4	9/24/2023	Kevin Bean	4	3/24/2024	Clayton Palm Sunday 10 AM
1	10/1/2023	Kevin Bean	5	3/28/2024	Clayton 6 PM Foot Washing
2	10/8/2023	Paul Clayton	6	3/29/2024	Clayton Good Friday NOON
3	10/15/2023	Kevin Bean	7	3/31/2024	Clayton Easter 10 AM
4	10/22/2023	Kevin Bean	1	4/7/2024	Paul Clayton
5	10/29/2023	Kevin Bean	2	4/14/2024	Paul Clayton
1	11/5/2023	Paul Clayton	3	4/21/2024	Kevin Bean
2	11/12/2023	Paul Clayton	4	4/28/2024	Kevin Bean
3	11/19/2023	Paul Clayton	1	5/5/2024	Kevin Bean
4	11/26/2023	Paul Clayton	2	5/12/2024	Kevin Bean
1	12/3/2023	Kevin Bean	3	5/19/2024	Kevin Bean
2	12/10/2023	Kevin Bean	4	5/26/2024	Kevin Bean
3	12/17/2023	Paul Clayton	1	6/2/2024	Paul Clayton
4	12/24/2023	Paul Clayton - 10 AM	2	6/9/2024	Paul Clayton
5	12/24/2022	Paul Clayton - 5 PM	3	6/16/2024	Paul Clayton
6	12/25/2023	Paul Clayton - 10 AM	4	6/23/2024	Paul Clayton
7	12/31/2023	Paul Clayton	5	6/30/2024	Paul Clayton
1	1/7/2024	Paul Clayton	9:00 AM	Summer Worship	
2	1/14/2024	Kevin Bean	1	7/7/2024	
3	1/21/2024	Kevin Bean	2	7/14/2024	
4	1/28/2024	Kevin Bean	3	7/21/2024	
1	2/4/2024	Kevin Bean	4	7/28/2024	
2	2/11/2024	Kevin Bean	1	8/4/2024	
3	2/18/2024	Kevin Bean	2	8/11/2024	
4	2/25/2024	Kevin Bean	3	8/18/2024	
			4	8/25/2024	

DRAFT BUDGET

	2023 Budget	2023 Forecast	2024 Proposed	Vs '23 Budget	Vs '23 Forecast
Ordinary Income/Expense					
Income					
100 · Income from Property Assets					
100-01 · Building Uses Income	2,900.00	5,500.00	3,100.00	200.00	(2,400.00)
100-05 · Rental Property	35,700.00	31,000.00	31,620.00	(4,080.00)	620.00
Total 100 · Income from Property Assets	38,600.00	36,500.00	34,720.00	(3,880.00)	(1,780.00)
103-00 · Income from Banks & Investments					
103-03 · Interest Income	20.00	4.50	20.00	0.00	15.50
103-04 · Withdrawal from Investments	35,237.00	0.00	35,237.00	0.00	35,237.00
Total 103-00 Income from Banks & Investments	35,257.00	4.50	35,257.00	0.00	35,252.50
105 · Offerings					
105-01 · Plate	1,000.00	1,400.00	1,100.00	100.00	(300.00)
105-02 · Pledges	87,875.00	93,000.00	88,350.00	475.00	(4,650.00)
105-05 · Other Gifts - Unrestricted	0.00	0.00	0.00	0.00	0.00
Total 105 · Offerings	88,875.00	94,400.00	89,450.00	575.00	(4,950.00)
106 · Special Offerings					
106-01 · Christmas	900.00	900.00	900.00	0.00	0.00
106-03 · Easter	655.00	655.00	655.00	0.00	0.00
Total 106 · Special Offerings	1,555.00	1,555.00	1,555.00	0.00	0.00
Total Income	164,287.00	132,459.50	160,982.00	(3,305.00)	28,522.50
Expense					
200 · Administration					
200-02 · Auditing & Accounting Services	0.00	0.00	0.00	0.00	0.00
200-03 · Bank Expenses	115.00	90.00	90.00	(25.00)	0.00
200-051 · Vestry	500.00	277.95	500.00	0.00	222.05
200-06 · Copier and Folding Machine	2,053.37	2,400.00	2,053.37	0.00	(346.63)
200-08 · Office Supplies					
200-081 · Computer-Hardware & Software	800.00	500.00	500.00	(300.00)	0.00
200-082 · Paper & Misc. Office Supply	400.00	600.00	600.00	200.00	0.00
200-083 · Subscriptions	950.00	1,250.00	1,250.00	300.00	0.00
200-084 · Vestry	0.00	200.00	0.00	0.00	(200.00)
Total 200-08 Total Office Supplies	2,150.00	2,550.00	2,350.00	200.00	(200.00)
200-10 · Postage	500.00	450.00	450.00	(50.00)	0.00
200-11 · Printing	0.00	0.00	0.00	0.00	0.00
200-12 · Telephone & Internet	2,856.00	3,200.00	3,264.00	408.00	64.00
200-18 · Diocesan Convention/Conferences	450.00	450.00	450.00	0.00	0.00
Total 200 · Administration	8,624.37	9,417.95	9,157.37	533.00	(260.58)
201 · Christian Education					
201-01 · Adult Education	0.00	0.00	0.00	0.00	0.00
201-02 · Church School	500.00	400.00	400.00	(100.00)	0.00
201-09 · Stewardship	0.00	0.00	0.00	0.00	0.00

Total 201 · Christian Education	500.00	400.00	400.00	(100.00)	0.00
202 · Facilities					
202-02 · Grounds Expenses					
202-01 · Building Supplies	400.00	300.00	300.00	(100.00)	0.00
202-021 · Lawn Service	3,587.50	4,500.00	4,725.00	1,137.50	225.00
202-022 · Snow Removal	7,687.50	7,500.00	7,687.50	0.00	187.50
202-023 · Grounds Expenses - Other	300.00	300.00	300.00	0.00	0.00
Total 202-02 · Grounds Expenses	11,975.00	12,600.00	13,012.50	1,037.50	412.50
202-04 · Security System	1,071.00	1,050.00	1,071.00	0.00	21.00
202-05 · Insurance Property	7,371.77	6,889.50	7,371.77	(0.01)	482.27
202-06 · Property Maintenance Services	5,000.00	5,500.00	5,500.00	500.00	0.00
202-07 · Trash Removal	60.00	60.00	60.00	0.00	0.00
202-10 · 18 Main St.					
202-106 · 18 Main St. - Repair/Maint.	2,500.00	6,450.00	2,500.00	0.00	(3,950.00)
202-10 · 18 Old Main St. - Other	0.00	0.00	0.00	0.00	0.00
202-108 · Property/School Taxes	6,647.47	6,517.13	6,647.47	0.00	130.34
Total 202-10 · 18 Main St.	9,147.47	12,967.13	9,147.47	0.00	(3,819.66)
202-13 · Parish Hall					
202-131 · Parish Hall - Water	255.00	250.00	255.00	0.00	5.00
202-132 · Parish Hall - Electric	3,000.72	2,595.42	3,114.50	113.78	519.08
202-133 · Parish Hall - Gas	3,912.17	3,300.00	3,960.00	47.83	660.00
202-136 · Parish Hall - Repair/Maint.	1,500.00	2,200.00	1,500.00	0.00	(700.00)
Total 202-13 · Parish Hall	8,667.89	8,345.42	8,829.50	161.61	484.08
202-14 · Church Bldg					
202-141 · Church Bldg - Water	200.00	50.00	200.00	0.00	150.00
202-142 · Church Bldg - Electric	1,852.62	1,600.00	1,920.00	67.38	320.00
202-146 · Church Bldg - Repair/Maint	500.00	700.00	500.00	0.00	(200.00)
202-148 · Church Bldg - Gas	2,848.61	2,400.00	2,880.00	31.39	480.00
Total 202-14 · Church Bldg	5,401.23	4,700.00	5,500.00	98.77	800.00
202-15 · 20 Main St.					
202-156 · 20 Main St. - Repair/Maint.	500.00	500.00	500.00	0.00	0.00
Total 202-15 · 20 Main St.	500.00	500.00	500.00	0.00	0.00
Total 202 · Facilities	49,194.36	52,612.05	50,992.24	1,797.88	(1,619.81)
203 · Payroll Expenses					
203-05 · Priest in Charge					
203-051 · Salary	20,400.00	0.00	20,400.00	0.00	20,400.00
203-052 · Housing Allowance	15,573.00	0.00	10,500.00	(5,073.00)	10,500.00
203-053 · Tax Reimbursement	3,574.00	0.00	2,100.00	(1,474.00)	2,100.00
203-054 · Medical Insurance	8,900.00	0.00	5,191.67	(3,708.33)	5,191.67
203-055 · Family Medical Co-Pay	1,500.00	0.00	1,500.00	0.00	1,500.00
203-056 · Dental Insurance	900.00	0.00	630.00	(270.00)	630.00
203-057 · Pension Premiums	7,900.58	0.00	6,120.00	(1,780.58)	6,120.00
203-058 · HSA Contributions	1,800.00	0.00	1,050.00	(750.00)	1,050.00
203-059 · Continuing Education	500.00	0.00	500.00	0.00	500.00
203-45 · Supply Clergy	5,620.00	17,037.46	5,620.00	0.00	(11,417.46)

203-510 · Travel Allowance	100.00	0.00	100.00	0.00	100.00
203-511 · PIC Discretionary Fund	1,008.00	0.00	1,008.00	0.00	1,008.00
203-05 · Priest in Charge - Other	0.00	0.00	0.00	0.00	100.00
Total 203-05 · Priest in Charge	67,775.58	17,037.46	54,719.67	(13,055.91)	37,782.21
203-10 · Music Director					
203-101 · Salary	18,500.00	18,500.00	18,500.00	0.00	0.00
203-102 · FICA-Medicare	1,525.00	1,525.00	1,525.00	0.00	0.00
203-107 · NYS Unemployment	96.50	96.50	96.50	0.00	0.00
203-111 · Supply Organist	700.00	700.00	700.00	0.00	0.00
Total 203-10 · Music Director	20,821.50	20,821.50	20,821.50	0.00	0.00
203-20 · Parish Administrator					
203-201 · Salary	18,590.00	18,590.00	18,590.00	0.00	0.00
203-202 · FICA-Medicare	1,481.00	1,481.00	1,481.00	0.00	0.00
203-204 · NYS Unemployment	100.00	100.00	100.00	0.00	0.00
Total 203-20 · Parish Administrator	20,171.00	20,171.00	20,171.00	0.00	0.00
203-60 · Payroll Benefits					
203-603 · Payroll Service Fees	324.00	348.00	348.00	24.00	0.00
203-604 · Disability Insurance	94.61	94.61	94.61	0.00	0.00
203-605 · Workers Compensation Insurance	1,122.00	1,122.00	1,122.00	0.00	0.00
Total 203-60 · Payroll Benefits	1,540.61	1,564.61	1,564.61	24.00	0.00
Total 203 · Payroll Expenses	110,308.69	59,594.57	97,276.78	(13,031.91)	37,782.21
204 · Outreach					
204-01 · Diocesan Assessment	15,512.00	19,435.29	14,880.00	(632.00)	(4,555.29)
204-03 Community/Food Pantry	0.00	0.00	0.00	0.00	0.00
204-06 · Special Outreach Programs	3,000.00	3,000.00	3,000.00	0.00	0.00
Total 204 · Outreach	18,512.00	22,435.29	17,880.00	(632.00)	(4,555.29)
205 · Worship					
205-01 · Adult Choir	0.00	0.00	0.00	0.00	0.00
205-02 · Altar Flowers	600.00	600.00	600.00	0.00	0.00
205-03 · Altar Supplies	650.00	650.00	650.00	0.00	0.00
205-08 · Music Expenses	300.00	300.00	300.00	0.00	0.00
205-09 · Music Equip. Maintenance	525.00	525.00	525.00	0.00	0.00
205-14 · Parish Family	600.00	250.00	250.00	(350.00)	0.00
Total 205 · Worship	2,675.00	2,325.00	2,325.00	(350.00)	0.00
208 · Special Restricted - Other					
208-06 · Columbarium Expenses	100.00	1,060.00	100.00	0.00	(960.00)
208-08 · Website Development / Maint.	0.00	0.00	0.00	0.00	0.00
Total 208 · Special Restricted - Other	100.00	1,060.00	100.00	0.00	(960.00)
Total Expense	189,914.42	147,844.86	178,131.39	(11,783.03)	30,386.53
Net Ordinary Income	(25,627.42)	(15,385.36)	(17,149.39)	8,478.03	(1,864.03)