

# Minutes for the Vestry Meeting December 21, 2023

The meeting was called to order at 7.01 and Wayne Bunker offered an opening prayer.

Present: Warden Wayne Bunker, Cathy Adler, Marilyn Sullivan, Jan Humbert, Michael Schappert , Steven Blanks, and David Bishop

Absent: Warden Cliff Chapin, Abigail Gagliardi

## Follow Up Items

Approval of November meeting minutes. **A motion to approve the minutes was made by Jan Humbert and seconded by Steven Blanks.** No further discussion followed. **The vote was unanimous in favor. The motion carried.**

Review of past action items:

October 2022	Assignee
Look into renewal of Eucharistic Minister license.	Steven Blanks - <b>OPEN</b>

Steven reported that supply priest can relicense Eucharistic Ministers and will help coordinate that process. Steven noted in his thoughts that Nick Gordon (who works with Arlene Bullard, Diocesan Executive Assistant, 212-316-7413) shared in a phone call that in “extraordinary circumstances” then supply priest can approve Eucharistic Ministers without diocese involvement. When asked about diocesan training of local churches – Nick implied that that remains open for next year. Relative to this, the action item for Steven regarding renewal should be considered closed. Eucharistic Minister team and Trinity would like refresher training. Steven also noted that a letter from Garret indicates the last renewal the license of our current Eucharistic Ministers. Steven included in his thoughts his concern about burn-out within leadership at Trinity. Trinity does all Bishop Dietsche asked regarding a vital church – meaningful weekly worship service, excellent music, choir, sermons from supply priests. Steven feels a half time priest will not arrest the decline in membership at Trinity. Steven also noted the Vestry should consider the point of Bishop Heyd’s message that we re-examine how to do church.

## Ongoing Items

### **Copier**

Steven reported he spoke twice with James Haigler yesterday, and that the second time Dave had been present. James has answered Steven’s repeated phone calls several times a week. James knows that the copier return is due by the end of January 2024. Steven noted that he had mentioned his concern that the leasing company will expect its machine promptly returned. Trinity must receive a Return Material Authorization (RMA) form from the leasing company, likely in the thirteenth week of January. Trinity has informed James to coordinate the return of the leased copier. Steven noted he has in multiple conversations, shared the focus on receive the expected check owed to Trinity for the balance of the lease payments to Great America for the Toshiba lease.

## **Stained Glass Window**

A crack was discovered in the protective glazing. Bovard was contacted and have replaced the unit. We have not received the updated drawings yet from our architect. Material costs were more than the approved amount by the Vestry. (\$1,500.00 approved vs. \$3,166.67). Steven Blanks is coordinating having the appropriate signatures notarized on the updated forms so Trinity can obtain the loan. See provided document.

Steven will coordinate

The Parish Administrator 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 Trinity:

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

Discussion on the increased material cost for Maple Leaf Historical over the amount of \$1500 approved by the Vestry followed. **Steven Blanks made a motion to approve the additional \$1,666.67 for the SGW material costs. The motion was seconded by Cathy Adler.** No further discussion followed. **The vote was unanimous in favor. The motion carried.**

## **New Items**

### **Committee Reports**

#### **Rental Committee**

Jan noted that the committee is expecting to present the final combined document to the Vestry in January of 2024. A discussion of the Community Based Services interaction with Trinity followed.

#### **Outreach**

Jan reported that the following donations will be made using the budgeted funds of 2023.

1. Rural and Migrant Ministry. \$500
2. Episcopal Charities. \$500
3. Rebuilding Together Dutchess County. \$250
4. Habitat for Humanity. \$500
5. Vassar Haiti Project. \$500
6. CWS-CROP. \$250
7. Mini Food Pantry – has obtained permission for use of the Trinity Credit Card in an amount not to exceed \$150

Thank you to everyone who donated a gently used or new coat to our Coat Drive. Those will soon be donated to a selected group to distributed to people in need.

## Teen Angels Christmas Outreach

We collected 16 gift cards for teens who are involved with CASA. CASA (Court Appointed Special Advocates) is a special program of Mental Health America of Dutchess County which supports children in foster care or at risk of placement.

## Parish Life

Jan noted that the Outback lunch resulted in \$175.00 income for trinity even though the cost of the lunches went up slightly.

## Buildings & Grounds

Wayne asked if any new bids have been received related to the trees on the bank. Dave reported that only the two original bids have been received to date and no others. Wayne noted that the lights in the downstairs bathroom should stay on in the future as he had split the plug and the light wiring. Wayne noted he had installed a new remote programable thermostat in the library as the previous one was not connecting to our router anymore and could not be controlled remotely. Don and Connie explained the current plan for installation of security cameras. **Steven Blanks made a motion to approve an expense not to exceed \$500 for the camera installation. Jan Humbert seconded the motion.** No further discussion followed. **The vote was unanimous in favor. The motion carried.** Wayne donated a \$500 check to cover the camera expenses and noted any excess could be considered an unrestricted donation to the church.

## From the Office

- Parish Administrator was able to reconcile the October accounts. Still waiting on a decision from the treasurer regarding upgrading our 2015 QB, which might require a new computer. The consensus of the Vestry is to wait on upgrading the QB software which would require a new desk to computer to support.
- Central Hudson Billing
  - Status – still unresolved billing issues. Steven will update the Vestry on the Central Hudson billing issues and what the PSC has done to date regarding these issues.
- Copy Machine
  - James Haigler has not made good on the check and folding/stapling extension. See **Copier** above for detailed information.
- GoTo was seeking approval for their proposal. The Vestry consensus was not to approve this based on Dave's recommendation and considering that we would probably not be needing remote access to the church computer and virtual meetings in the future.

## Worship:

See Appendix A for the 2023-2024 Worship Schedule. Jan has arranged for Supply Priests through the dates shown. Wayne thanked Jan Humbert for her continued efforts in obtaining supply priests for Trinity.

## 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

A recent Zoom meeting including Jan Humbert, Cliff Chapin, Wayne Bunker and Nora from the diocese, results in the probability that Trinity and Peekskill will not be sharing a half-time priest. A meeting with Michelle Stringer from the Diocese is planned to discuss future ministry. A discussion of Trinity's future plans followed related to other churches and how they are handling the situation. Some are closing and some are combining congregations. Wayne mentioned that Cliff is not feeling well and Wayne is still masking in public after he tested positive for COVID about two weeks ago. A discussion of when to send the requests for reports to committee leads for the 2024 Trinity Annual meeting followed. It was decided the request would be sent with RSVP of January 21<sup>st</sup> so the reports could be ready for the Annual Meeting that was decided to be held on February 11, 2024. Wayne noted that the Vestry will need to consider two Vestry positions and one Warden position for election during the annual meeting. Wayne requested the members to forward any recommendations they have to him prior to approaching potential candidates.

## Treasurer's Report

Steven discussed Trinity's financial position and the proposed 2024 budget. Steven's thoughts are that there is terrific engagement by supply priests into late 2024. For budget planning purposes, he had started the half time priest in the fourth quarter of 2024. Dave and Steven noted that we double paid the diocese for Trinity's assessment. This will be addressed. After some discussion by the Vestry, Steven Blanks made minor changes to the budget spreadsheet. **Steven Blanks made a motion to approve \$155,720.18 for total income and 156,266.26 in net expenses for the 2024 budget. Marilyn Sullivan seconded the motion. No further discussion followed. The vote was unanimous in favor. The motion carried.** Dave requested that Steven forward him the file budget file he was working on. Steven emphasized that he considered Trinity's cash flow to be in the "Yellow Zone" and Trinity must watch expenses for approval very closely as it is likely that a withdrawal from investments will be needed by mid-2024.

Mike Schappert started a discussion on investments and suggested the investment committee consider CD purchases as they have a higher rate of return than our current investments.

## Upcoming Calendar

Worship December 24 – 10:00 a.m. followed by Greening of the Church.

Worship December 24 – 5:00 p.m.

Worship December 25 = 10:00 a.m.

Worship December 31 – 10 a.m.

Wayne Bunker led the Compline.

Mike Schappert led the compline.

**A motion to adjourn was made by Mike Schappert and seconded by Steven Blanks.** No discussion followed. **The vote was unanimous in favor.** No further discussion followed. **The motion carried.** The meeting adjourned at 8:43 p.m.

Respectfully submitted,  
Dave Bishop

## Treasurer's Report – December 2023

### Balance Sheet

Trinity's assets on November 30, 2023

	<u>Jan 1</u>	<u>YTD</u>	<u>Increase / (Decrease)</u>
Checking – HV	18,331	9,420	(7,037)
Savings - HV	93,168	36,703	(64,108)
Investments	706,380	776,440	21,770
<b>Total</b>	<b>\$817,879</b>	<b>822,563</b>	<b>\$(49,375)</b>

### Income Statement

	<u>November 30</u>	<u>YTD</u>	<u>11/30/2022</u>
Operating income	14,573	127,981	131,578
Operating expenses	10,338	135,174	124,837
<i>OE Net profit (loss)</i>	<u>4,235</u>	<u>(7,193)</u>	<u>6,741</u>
Non-operating income	1,549	18,748	56,665
Non-operating expenses	195	83,955	58,799
<i>NOP Net profit (loss)</i>	<u>1,354</u>	<u>(65,207)</u>	<u>(2,134)</u>
Total income	16,122	146,729	188,243
Total expenses	10,533	219,129	183,636
<b>Total Net profit (loss)</b>	<b><u>\$5,589</u></b>	<b><u>\$(72,400)</u></b>	<b><u>\$4,607</u></b>

### **2023 Pledges:**

Pledge Budget	\$87,875
Amount Pledged	\$63,140
Amount paid November 2023	\$ 83,931
Surplus (Deficit) - Pledge Budget	\$( 3,944)

## 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 – December 2023

November 2023

	Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>100 · Income from Property Assets</b>				
100-01 · Building Uses Income	275.00	241.66	33.34	113.8%
100-05 · Rental Property	3,288.33	2,975.00	313.33	110.53%
<b>Total 100 · Income from Property Assets</b>	<b>3,563.33</b>	<b>3,216.66</b>	<b>346.67</b>	<b>110.78%</b>
<b>103-00 · Income from Banks &amp; Investments</b>				
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%
<b>Total 103-00 · Income from Banks &amp; Investments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>105 · Offerings</b>				
105-01 · Plate	217.00	83.34	133.66	260.38%
105-02 · Pledges	10,792.65	7,322.92	3,469.73	147.38%
<b>Total 105 · Offerings</b>	<b>11,009.65</b>	<b>7,406.26</b>	<b>3,603.39</b>	<b>148.65%</b>
<b>106 · Special Offerings</b>				
106-01 · Christmas	0.00	200.00	(200.00)	0.0%
106-03 · Easter	0.00	0.00	0.00	0.0%
<b>Total 106 · Special Offerings</b>	<b>0.00</b>	<b>200.00</b>	<b>(200.00)</b>	<b>0.0%</b>
<b>Total Income</b>	<b>14,572.98</b>	<b>10,822.92</b>	<b>3,750.06</b>	<b>134.65%</b>
<b>Gross Profit</b>	<b>14,572.98</b>	<b>10,822.92</b>	<b>3,750.06</b>	<b>134.65%</b>
<b>Expense</b>				
<b>200 · Administration</b>				
200-02 · Auditing & Accounting Services	0.00	0.00	0.00	0.0%
200-03 · Bank Expenses	5.95	9.58	(3.63)	62.11%
200-051 · Vestry	0.00	0.00	0.00	0.0%
200-06 · Copier and Folding Machine	429.38	171.11	258.27	250.94%
<b>200-08 · Office Supplies</b>				
200-081 · Computer-Hardware & Software	0.00	0.00	0.00	0.0%
200-082 · Paper & Misc. Office Supply	524.91	33.34	491.57	1,574.42%
200-083 · Subscriptions	23.00	80.00	(57.00)	28.75%
200-084 · Vestry	0.00	0.00	0.00	0.0%
<b>Total 200-08 · Office Supplies</b>	<b>547.91</b>	<b>113.34</b>	<b>434.57</b>	<b>483.42%</b>
200-10 · Postage	94.67	150.00	(55.33)	63.11%
200-12 · Telephone & Internet	462.08	238.00	224.08	194.15%
200-18 · Diocesan Convention/Conferences	0.00	0.00	0.00	0.0%
<b>Total 200 · Administration</b>	<b>1,539.99</b>	<b>682.03</b>	<b>857.96</b>	<b>225.8%</b>
<b>201 · Christian Education</b>				
201-02 · Church School	0.00	0.00	0.00	0.0%
201-09 · Stewardship	61.24	0.00	61.24	100.0%
<b>Total 201 · Christian Education</b>	<b>61.24</b>	<b>0.00</b>	<b>61.24</b>	<b>100.0%</b>



**202 · Facilities**

<b>202-02 · Grounds Expenses</b>				
202-01 · Building Supplies	0.00	0.00	0.00	0.0%
202-021 · Lawn Service	410.00	0.00	410.00	100.0%
202-022 · Snow Removal	1,600.00	1,537.50	62.50	104.07%
202-023 · Grounds Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 202-02 · Grounds Expenses</b>	<b>2,010.00</b>	<b>1,537.50</b>	<b>472.50</b>	<b>130.73%</b>
202-04 · Security System	0.00	0.00	0.00	0.0%
202-05 · Insurance Property	0.00	0.00	0.00	0.0%
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%
<b>202-10 · 18 Old Main St.</b>				
202-106 · 18 Old Main St. - Repair/Maint.	389.25	0.00	389.25	100.0%
202-108 · 18-20 Property/School Taxes	0.00	0.00	0.00	0.0%
<b>Total 202-10 · 18 Old Main St.</b>	<b>389.25</b>	<b>0.00</b>	<b>389.25</b>	<b>100.0%</b>
<b>202-13 · Parish Hall</b>				
202-131 · Parish Hall - Water	0.00	0.00	0.00	0.0%
202-132 · Parish Hall - Electric	195.77	320.00	(124.23)	61.18%
202-133 · Parish Hall - Gas	0.00	459.11	(459.11)	0.0%
202-136 · Parish Hall - Repair/Maint.	0.00	500.00	(500.00)	0.0%
<b>Total 202-13 · Parish Hall</b>	<b>195.77</b>	<b>1,279.11</b>	<b>(1,083.34)</b>	<b>15.31%</b>
<b>202-14 · Church Bldg</b>				
202-141 · Church Bldg - Water	0.00	50.00	(50.00)	0.0%
202-142 · Church Bldg - Electric	129.89	160.00	(30.11)	81.18%
202-146 · Church Bldg - Repair/Maint	0.00	0.00	0.00	0.0%
202-148 · Church Bldg - Gas	0.00	340.00	(340.00)	0.0%
<b>Total 202-14 · Church Bldg</b>	<b>129.89</b>	<b>550.00</b>	<b>(420.11)</b>	<b>23.62%</b>
<b>202-15 · 20 Old Main St.</b>				
202-156 · 20 Old Main St. - Repair/Maint.	0.00	0.00	0.00	0.0%
<b>Total 202-15 · 20 Old Main St.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 202 · Facilities</b>	<b>3,260.11</b>	<b>3,783.27</b>	<b>(523.16)</b>	<b>86.17%</b>
<b>203 · Payroll Expenses</b>				
<b>203-05 · Priest in Charge</b>				
203-051 · Salary	0.00	3,400.00	(3,400.00)	0.0%
203-052 · Housing Allowance	0.00	2,573.00	(2,573.00)	0.0%
203-053 · Tax Reimbursement	0.00	596.00	(596.00)	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	1,316.78	(1,316.78)	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	1,385.96	400.00	985.96	346.49%
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%
<b>Total 203-05 · Priest in Charge</b>	<b>1,385.96</b>	<b>10,469.11</b>	<b>(9,083.15)</b>	<b>13.24%</b>
<b>203-10 · Music Director</b>				
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	234.64	400.00	(165.36)	58.66%
<b>Total 203-10 · Music Director</b>	<b>1,892.18</b>	<b>2,076.78</b>	<b>(184.60)</b>	<b>91.11%</b>
<b>203-20 · Parish Administrator</b>				
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	8.33	0.01	100.12%
<b>Total 203-20 · Parish Administrator</b>	<b>1,684.76</b>	<b>1,675.98</b>	<b>8.78</b>	<b>100.52%</b>
<b>203-60 · Payroll Benefits</b>				
203-603 · Payroll Service Fees	24.00	36.00	(12.00)	66.67%
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%
<b>Total 203-60 · Payroll Benefits</b>	<b>24.00</b>	<b>36.00</b>	<b>(12.00)</b>	<b>66.67%</b>
<b>Total 203 · Payroll Expenses</b>	<b>4,986.90</b>	<b>14,257.87</b>	<b>(9,270.97)</b>	<b>34.98%</b>
<b>204 · Outreach</b>				
204-01 · Diocesan Assessment	0.00	0.00	0.00	0.0%
204-06 · Special Outreach Programs	0.00	0.00	0.00	0.0%
<b>Total 204 · Outreach</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>205 · Worship</b>				
205-02 · Altar Flowers	100.00	0.00	100.00	100.0%
205-03 · Altar Supplies	0.00	0.00	0.00	0.0%
205-08 · Music Expenses	0.00	0.00	0.00	0.0%
205-09 · Music Equip. Maintenance	0.00	167.50	(167.50)	0.0%
205-14 · Parish Family	0.00	350.00	(350.00)	0.0%
<b>Total 205 · Worship</b>	<b>100.00</b>	<b>517.50</b>	<b>(417.50)</b>	<b>19.32%</b>
<b>208 · Special Restricted - Other</b>				
208-06 · Columbarium Expenses	390.00	0.00	390.00	100.0%
208-08 · Website Development / Maint.	0.00	0.00	0.00	0.0%
<b>Total 208 · Special Restricted - Other</b>	<b>390.00</b>	<b>0.00</b>	<b>390.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>10,338.24</b>	<b>19,240.67</b>	<b>(8,902.43)</b>	<b>53.73%</b>
<b>Net Ordinary Income</b>	<b>4,234.74</b>	<b>(8,417.75)</b>	<b>12,652.49</b>	<b>(50.31%)</b>
<b>Net Income</b>	<b>4,234.74</b>	<b>(8,417.75)</b>	<b>12,652.49</b>	<b>(50.31%)</b>

## Fiscal Year 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>100 · Income from Property Assets</b>				
100-01 · Building Uses Income	6,212.25	2,900.00	3,312.25	214.22%
100-05 · Rental Property	36,262.27	35,700.00	562.27	101.58%
<b>Total 100 · Income from Property Assets</b>	<b>42,474.52</b>	<b>38,600.00</b>	<b>3,874.52</b>	<b>110.04%</b>
<b>103-00 · Income from Banks &amp; Investments</b>				
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%
<b>Total 103-00 · Income from Banks &amp; Investments</b>	<b>12.12</b>	<b>35,257.00</b>	<b>(35,244.88)</b>	<b>0.03%</b>
<b>105 · Offerings</b>				
105-01 · Plate	1,740.25	1,000.00	740.25	174.03%
105-02 · Pledges	85,450.65	87,875.00	(2,424.35)	97.24%
105-05 · Other Gifts - Unrestricted	165.00			
<b>Total 105 · Offerings</b>	<b>87,355.90</b>	<b>88,875.00</b>	<b>(1,519.10)</b>	<b>98.29%</b>
<b>106 · Special Offerings</b>				
106-01 · Christmas	375.00	900.00	(525.00)	41.67%
106-03 · Easter	495.00	655.00	(160.00)	75.57%
<b>Total 106 · Special Offerings</b>	<b>870.00</b>	<b>1,555.00</b>	<b>(685.00)</b>	<b>55.95%</b>
<b>Total Income</b>	<b>130,712.54</b>	<b>164,287.00</b>	<b>(33,574.46)</b>	<b>79.56%</b>
<b>Gross Profit</b>	<b>130,712.54</b>	<b>164,287.00</b>	<b>(33,574.46)</b>	<b>79.56%</b>
<b>Expense</b>				
<b>200 · Administration</b>				
200-02 · Auditing & Accounting Services	0.00	0.00	0.00	0.0%
200-03 · Bank Expenses	112.35	115.00	(2.65)	97.7%
200-051 · Vestry	0.00	500.00	(500.00)	0.0%
200-06 · Copier and Folding Machine	4,564.38	2,053.37	2,511.01	222.29%
<b>200-08 · Office Supplies</b>				
200-081 · Computer-Hardware & Software	19.95	800.00	(780.05)	2.49%
200-082 · Paper & Misc. Office Supply	796.97	400.00	396.97	199.24%
200-083 · Subscriptions	2,315.68	950.00	1,365.68	243.76%
200-084 · Vestry	0.00	0.00	0.00	0.0%
<b>Total 200-08 · Office Supplies</b>	<b>3,132.60</b>	<b>2,150.00</b>	<b>982.60</b>	<b>145.7%</b>
200-10 · Postage	374.39	500.00	(125.61)	74.88%
200-11 · Printing	449.40			
200-12 · Telephone & Internet	3,918.58	2,856.00	1,062.58	137.21%
200-18 · Diocesan Convention/Conferences	450.00	450.00	0.00	100.0%
<b>Total 200 · Administration</b>	<b>13,001.70</b>	<b>8,624.37</b>	<b>4,377.33</b>	<b>150.76%</b>
<b>201 · Christian Education</b>				
201-02 · Church School	0.00	500.00	(500.00)	0.0%
201-09 · Stewardship	61.24			

<b>Total 201 · Christian Education</b>	61.24	500.00	(438.76)	12.25%
<b>202 · Facilities</b>				
<b>202-02 · Grounds Expenses</b>				
202-01 · Building Supplies	308.62	400.00	(91.38)	77.16%
202-021 · Lawn Service	5,192.00	3,587.50	1,604.50	144.73%
202-022 · Snow Removal	6,100.00	7,687.50	(1,587.50)	79.35%
202-023 · Grounds Expenses - Other	480.46	300.00	180.46	160.15%
<b>Total 202-02 · Grounds Expenses</b>	12,081.08	11,975.00	106.08	100.89%
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	5,577.61	5,000.00	577.61	111.55%
202-07 · Trash Removal	20.00	60.00	(40.00)	33.33%
<b>202-10 · 18 Old Main St.</b>				
202-106 · 18 Old Main St. - Repair/Maint.	569.25	2,500.00	(1,930.75)	22.77%
202-108 · 18-20 Property/School Taxes	6,826.31	6,647.47	178.84	102.69%
<b>Total 202-10 · 18 Old Main St.</b>	7,395.56	9,147.47	(1,751.91)	80.85%
<b>202-13 · Parish Hall</b>				
202-131 · Parish Hall - Water	273.48	255.00	18.48	107.25%
202-132 · Parish Hall - Electric	2,145.12	3,000.72	(855.60)	71.49%
202-133 · Parish Hall - Gas	3,262.38	3,912.17	(649.79)	83.39%
202-136 · Parish Hall - Repair/Maint.	734.34	1,500.00	(765.66)	48.96%
<b>Total 202-13 · Parish Hall</b>	6,415.32	8,667.89	(2,252.57)	74.01%
<b>202-14 · Church Bldg</b>				
202-141 · Church Bldg - Water	0.00	200.00	(200.00)	0.0%
202-142 · Church Bldg - Electric	1,474.98	1,852.62	(377.64)	79.62%
202-146 · Church Bldg - Repair/Maint	225.88	500.00	(274.12)	45.18%
202-148 · Church Bldg - Gas	2,447.62	2,848.61	(400.99)	85.92%
<b>Total 202-14 · Church Bldg</b>	4,148.48	5,401.23	(1,252.75)	76.81%
<b>202-15 · 20 Old Main St.</b>				
202-156 · 20 Old Main St. - Repair/Maint.	5,863.52	500.00	5,363.52	1,172.7%
<b>Total 202-15 · 20 Old Main St.</b>	5,863.52	500.00	5,363.52	1,172.7%
<b>Total 202 · Facilities</b>	50,371.89	49,194.36	1,177.53	102.39%
<b>203 · Payroll Expenses</b>				
<b>203-05 · Priest in Charge</b>				
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	16,094.03	5,620.00	10,474.03	286.37%
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%
<b>Total 203-05 · Priest in Charge</b>	<b>16,194.03</b>	<b>67,775.58</b>	<b>(51,581.55)</b>	<b>23.89%</b>
<b>203-10 · Music Director</b>				
203-101 · Salary	17,240.79	18,500.00	(1,259.21)	93.19%
203-102 · FICA-Medicare	1,272.18	1,525.00	(252.82)	83.42%
203-107 · NYS Unemployment	81.80	96.50	(14.70)	84.77%
203-111 · Supply Organist	450.36	700.00	(249.64)	64.34%
<b>Total 203-10 · Music Director</b>	<b>19,045.13</b>	<b>20,821.50</b>	<b>(1,776.37)</b>	<b>91.47%</b>
<b>203-20 · Parish Administrator</b>				
203-201 · Salary	17,324.24	18,590.00	(1,265.76)	93.19%
203-202 · FICA-Medicare	1,449.73	1,481.00	(31.27)	97.89%
203-204 · NYS Unemployment	94.71	100.00	(5.29)	94.71%
<b>Total 203-20 · Parish Administrator</b>	<b>18,868.68</b>	<b>20,171.00</b>	<b>(1,302.32)</b>	<b>93.54%</b>
<b>203-60 · Payroll Benefits</b>				
203-603 · Payroll Service Fees	276.00	324.00	(48.00)	85.19%
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%
<b>Total 203-60 · Payroll Benefits</b>	<b>923.67</b>	<b>1,540.61</b>	<b>(616.94)</b>	<b>59.96%</b>
<b>Total 203 · Payroll Expenses</b>	<b>55,031.51</b>	<b>110,308.69</b>	<b>(55,277.18)</b>	<b>49.89%</b>
<b>204 · Outreach</b>				
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%
<b>Total 204 · Outreach</b>	<b>18,934.31</b>	<b>18,512.00</b>	<b>422.31</b>	<b>102.28%</b>
<b>205 · Worship</b>				
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%
<b>Total 205 · Worship</b>	<b>2,811.91</b>	<b>2,675.00</b>	<b>136.91</b>	<b>105.12%</b>
<b>208 · Special Restricted - Other</b>				
208-06 · Columbarium Expenses	390.00	100.00	290.00	390.0%
208-08 · Website Development / Maint.	0.00	0.00	0.00	0.0%
<b>Total 208 · Special Restricted - Other</b>	<b>390.00</b>	<b>100.00</b>	<b>290.00</b>	<b>390.0%</b>
<b>Total Expense</b>	<b>140,602.56</b>	<b>189,914.42</b>	<b>(49,311.86)</b>	<b>74.04%</b>
<b>Net Ordinary Income</b>	<b>(9,890.02)</b>	<b>(25,627.42)</b>	<b>15,737.40</b>	<b>38.59%</b>
<b>Net Income</b>	<b>(9,890.02)</b>	<b>(25,627.42)</b>	<b>15,737.40</b>	<b>38.59%</b>

## C Non-Operating Inc & Exp 11-31-23

	Nov 23	Jan - Nov 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>105 · Offerings</b>		
105-04 · Bishop's Discretionary Fund	0.00	210.00
<b>Total 105 · Offerings</b>	0.00	210.00
<b>106 · Special Offerings</b>		
106-12 · Columbarium Income	0.00	390.00
<b>Total 106 · Special Offerings</b>	0.00	390.00
<b>107 · Special Offerings-Restricted</b>		
107-09 · Other Gifts - Restricted	0.00	125.00
107-20 · St. Pauly Shed Income	1,188.73	13,548.96
<b>Total 107 · Special Offerings-Restricted</b>	1,188.73	13,673.96
<b>108 · Miscellaneous Non Op Income</b>		
108-02 · Miscellaneous Income	360.00	4,374.47
108-03 · Donations for Flowers	0.00	100.00
<b>Total 108 · Miscellaneous Non Op Income</b>	360.00	4,474.47
<b>Total Income</b>	1,548.73	18,748.43
<b>Gross Profit</b>	1,548.73	18,748.43
<b>Expense</b>		
<b>204 · Outreach</b>		
204-05 · Rector's Discretionary Fund	0.00	100.00
204-07 · Bishop's Discretionary Fund Exp	0.00	331.19
<b>Total 204 · Outreach</b>	0.00	431.19
<b>205 · Worship</b>		
205-06 · Lectionary Supplies	0.00	23.98
205-15 · Easter Flowers Expense	0.00	193.97
<b>Total 205 · Worship</b>	0.00	217.95
<b>207 · Miscellaneous Non Op Expenses</b>		
207-02 · Program Expenses	195.00	83,156.01
<b>Total 207 · Miscellaneous Non Op Expenses</b>	195.00	83,156.01
<b>208 · Special Restricted - Other</b>		
208-05 · Memorial Fund	0.00	150.00
<b>Total 208 · Special Restricted - Other</b>	0.00	150.00
<b>Total Expense</b>	195.00	83,955.15
<b>Net Ordinary Income</b>	1,353.73	-65,206.72
<b>Net Income</b>	<b>1,353.73</b>	<b>-65,206.72</b>

**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>
<b>10:00 AM</b>	<b>Worship</b>	<b>Sunday School 9:50 AM</b>	<b>10:00 AM</b>	<b>Worship</b>	<b>Sunday School 9:50 AM</b>
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	3/29/2024	?? Good Friday 7 PM ??
4	10/22/2023	Kevin Bean	8	3/31/2024	Clayton Easter 10 AM
5	10/29/2023	Kevin Bean	1	4/7/2024	Paul Clayton
1	11/5/2023	Paul Clayton	2	4/14/2024	Paul Clayton
2	11/12/2023	Paul Clayton	3	4/21/2024	Kevin Bean
3	11/19/2023	Paul Clayton	4	4/28/2024	Kevin Bean
4	11/26/2023	Paul Clayton	1	5/5/2024	Kevin Bean
1	12/3/2023	Kevin Bean	2	5/12/2024	Kevin Bean
2	12/10/2023	Kevin Bean	3	5/19/2024	Kevin Bean
3	12/17/2023	Paul Clayton	4	5/26/2024	Kevin Bean
4	12/24/2023	Paul Clayton - 10 AM	1	6/2/2024	Paul Clayton
5	12/24/2023	Paul Clayton - 5 PM	2	6/9/2024	Paul Clayton
6	12/25/2023	Paul Clayton - 10 AM	3	6/16/2024	Paul Clayton
7	12/31/2023	Paul Clayton	4	6/23/2024	Paul Clayton
1	1/7/2024	Paul Clayton	5	6/30/2024	Paul Clayton
2	1/14/2024	Kevin Bean	<b>9:00 AM</b>	<b>Summer Worship</b>	Clayton prefers 10 am
3	1/21/2024	Kevin Bean	1	7/7/2024	Paul Clayton
4	1/28/2024	Kevin Bean	2	7/14/2024	Paul Clayton
1	2/4/2024	Kevin Bean	3	7/21/2024	Paul Clayton
2	2/11/2024	Kevin Bean	4	7/28/2024	Paul Clayton
3	2/14/2024	Kevin Bean NOON	1	8/4/2024	Kevin Bean
4	2/14/2024	?? Stations of Cross ??	2	8/11/2024	Kevin Bean
5	2/18/2024	Kevin Bean	3	8/18/2024	Kevin Bean
6	2/25/2024	Kevin Bean	4	8/25/2024	Kevin Bean

**Appendix A Continued**

**WORSHIP SCHEDULE FOR September 2024 - August 2025**

Service #	<u>Date of Worship</u>	<u>Trinity</u>
<b>10:00 AM</b>	<b>Worship</b>	<b>Sunday School 9:50 AM</b>
1	9/1/2024	Paul Clayton
2	9/8/2024	Kevin Bean
3	9/15/2024	Kevin Bean
4	9/22/2024	Kevin Bean
5	9/29/2024	Kevin Bean
1	10/6/2024	
2	10/13/2024	
3	10/20/2024	
4	10/27/2024	
1	11/3/2024	
2	11/10/2024	
3	11/17/2024	
4	11/24/2024	
1	12/1/2024	
2	12/8/2024	
3	12/15/2024	
4	12/22/2024	
5	12/24/2023	
6	12/25/2024	
7	12/29/2024	
1	1/5/2025	
2	1/12/2025	
3	1/19/2025	
4	1/26/2025	
1	2/2/2025	
2	2/9/2025	
3	2/16/2025	
4	2/23/2025	

Service #	<u>Date of Worship</u>	<u>Trinity</u>
<b>10:00 AM</b>	<b>Worship</b>	<b>Sunday School 9:50 AM</b>
1	3/2/2025	
2	3/9/2025	
3	3/16/2025	
4	3/23/2025	
5	3/30/2025	
1	4/6/2025	
2	4/13/2025	
3	4/20/2025	
4	4/27/2025	
1	5/4/2025	
2	5/11/2025	
3	5/18/2025	
4	5/25/2025	
1	6/1/2025	
2	6/8/2025	
3	6/15/2025	
4	6/22/2025	
5	6/29/2025	
<b>9:00 AM</b>		
1	7/6/2025	
2	7/13/2025	
3	7/20/2025	
4	7/27/2025	
1	8/3/2025	
2	8/10/2025	
3	8/17/2025	
4	8/24/2025	
5	8/31/2025	