

St. James Episcopal Church
Vestry Agenda
February 13, 2024; 7pm
Canterbury Room

7:00 pm Check-In and Introductions
Dessert
Prayer and reflections from Outgoing Vestry

Consent Agenda and Attachments
Minutes from January
Treasurer Report
Calendar—

- Ash Wednesday—February 14, Noon and 7pm
- Wednesdays in Lent—5:30-7pm—Bread, Soup and the Gospel of Mark
- March 8-17--Linda away for Guatemala Habitat Mission Trip—March 10 & 17 Deacon Ted Nitz will officiate Morning Prayer

Discussion

- Treasurer's Report—Dennis
- Choice of Junior Warden, Clerk and Affirmation of Senior Warden—Linda Y
- Parking Money Allocation from 2023—Linda Y
- ICONS in Transformation—Linda Y, Mary (September 15 – November 10, 2024)
- Junior Warden items—Sharon

Decisions—

- 2023 Parking Money allocation
- Vote for Junior Warden and Clerk (if needed)

9:00 pm Compline and Adjourn

Next Vestry Meeting—March 12, 2024 7pm Canterbury Room

St. James Episcopal Church Vestry Minutes, Jan. 9, 2024 – 2nd draft with updated figures

By Zoom

Present: Rev. Linda Young, Sr. Warden Mary Flores, Jr. Warden Sharon Nitz, Judy Croskey, Treasurer Dennis Edgecombe, Barbara Johnson, Rex Burns, Becky Kramer, and Helen Smith.

Meeting began at 7 pm

Check-in with Vestry members

Prayer from Thomas Merton

Consent Agenda and attachments *MSP*

Minutes from December 2023 meeting *MSP*

Treasurer's report – 2023 year-end and proposed 2024 budgets

Calendar

- Parish Annual Meeting—January 28, 9am Eucharist with Brunch Potluck
- Proposed “Shrove Tuesday-Carnival”—February 10—Evening?
- Ash Wednesday—February 14, Noon and 7pm
- March 8-17--Linda away for Guatemala Habitat Mission Trip—Need leaders for Morning Prayer March 10 & 17

Budget Discussion

St. James ended 2023 with about a \$29,000 deficit in the General Fund. This was a result of higher expenses and lower than expected pledge income. We drew down the money in the church's checking account, but St. James is current on its 2023 bills, according to Janice, our bookkeeper. We still had \$12,705 left in the General Fund at the end of 2023 because of previous years' surpluses. We also have \$12,780 in the Reserve Fund. (Reflects most current figures from Jan. 26 vestry meeting.)

If we adopt the 2024 budget as currently written, we would have a \$26,000 General Fund budget deficit. Dennis said we could squeak by if we spent both the General Fund surplus and the money in the Reserve Fund.

Sharon said before the church submits the 2023 budget spending report to the diocese, some areas should be double-checked. Capital expenses should come out of the Major Improvements Fund, not the General Fund. Correcting that will lower the assessment paid to the diocese, because capital expenditures are not included in the assessment. (Dennis and Janice have corrected this since the meeting, resulting in the figures above. However, moving these funds leaves a hole in the Major Improvements Fund.)

The vestry discussed ways to cut spending/increase revenue in 2024. Discussion highlights included:

- Consensus favored lowering the amount in the 2024 property upkeep fund to \$20,000; eliminating newspaper print advertising for a \$975 annual savings; and budgeting \$400 for

supply clergy, a reduction from previous years. (These changes are reflected in current budget proposal.)

- Vestry members discussed whether we could use interest from the Organ Fund to pay part of the organist's salary. Judy mentioned that our organ needs repairs, so we tabled that idea.
- Mary checked with the Palouse Choral Society to determine if they gave us an annual donation as previously agreed upon. The choral society sent us a \$1,500 check in the fall, which was cashed with a fraud alert. We assume they will provide a new check, since the last check was apparently stolen and cashed.
- The St. James Endowment and Investment Fund is generally restricted from paying for operating expenses. If a future vestry wants to use interest from the endowment fund for operating expenses, the language would need to be amended.
- Linda says the contract with the childcare is up in 2026. This will be an opportunity to review whether rent is keeping up with costs.

Postponed

We will allocate parking money from the 2023 football games/graduations at the February meeting. Linda noted that the vestry adopted this allocation of parking funds in 2018:

- 40% outreach
- 40% General Fund
- 20% Parking lot fund

Decisions: *MSP = Moved, Seconded, Passed (unanimously unless otherwise noted).*

- Provide a 3.2% wage increase for all staff in 2024. *MSP*
- Accept the 2024 budget as written by Dennis. *MSP*

Prayer and adjourn.

Minutes for Jan. 23 Vestry meeting

Present: Rev. Linda Young, Sr. Warden Mary Flores, Jr. Warden Sharon Nitz, Judy Croskey, Treasurer Dennis Edgecombe, Barbara Johnson, Rex Burns, Becky Kramer, and Helen Smith.

Meeting began at 7 pm

The vestry held an extra meeting to go over the updated budget figures before the annual meeting on Jan. 28. Discussion only; no votes taken.

Next Vestry meeting: February 13, 2024

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
	----- Current Month (January) -----				----- Year To Date (January FY 2024) -----			
Revenues								
Misc. Income	1,500.00	100.00	1,400.00	6.00	1,500.00	100.00	1,400.00	6.00
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	75.00	142.00	-67.00	763.10	75.00	142.00	-67.00	763.10
Unidentified Plate	137.00	75.00	62.00	145.00	137.00	75.00	62.00	145.00
SubTotal Plate Offerings	212.00	217.00	-5.00	908.10	212.00	217.00	-5.00	908.10
Pledge income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pledges	11,475.00	12,172.00	-697.00	17,670.00	11,475.00	12,172.00	-697.00	17,670.00
SubTotal Pledge income	11,475.00	12,172.00	-697.00	17,670.00	11,475.00	12,172.00	-697.00	17,670.00
Rent CCCC	1,422.00	1,422.00	0.00	1,291.37	1,422.00	1,422.00	0.00	1,291.37
Total Revenues	14,609.00	13,911.00	698.00	19,875.47	14,609.00	13,911.00	698.00	19,875.47
Expenditures								
Administration Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	846.05	0.00	846.05	59.71	846.05	0.00	846.05	59.71
Bookkeeping Services	143.59	142.00	1.59	135.20	143.59	142.00	1.59	135.20
Computer Expenses	252.00	319.00	-67.00	150.35	252.00	319.00	-67.00	150.35
Convention Travel	0.00	50.00	-50.00	0.00	0.00	50.00	-50.00	0.00
Copier	94.19	188.00	-93.81	166.59	94.19	188.00	-93.81	166.59
Forward Movement	0.00	0.00	0.00	38.50	0.00	0.00	0.00	38.50
Misc & Contingencies	0.00	43.00	-43.00	0.00	0.00	43.00	-43.00	0.00
Office Supplies	235.57	123.00	112.57	70.34	235.57	123.00	112.57	70.34
Paper	0.00	20.00	-20.00	0.00	0.00	20.00	-20.00	0.00
Postage	0.00	51.00	-51.00	189.00	0.00	51.00	-51.00	189.00
SubTotal Administration Expenses	1,571.40	936.00	635.40	809.69	1,571.40	936.00	635.40	809.69
Building and Grounds Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Carpet Cleaning	-500.00	0.00	-500.00	-500.00	-500.00	0.00	-500.00	-500.00
Property Upkeep	17,148.35	1,667.00	15,481.35	5,462.18	17,148.35	1,667.00	15,481.35	5,462.18
Utilities and Telephone	2,579.67	1,667.00	912.67	2,603.98	2,579.67	1,667.00	912.67	2,603.98
SubTotal Building and Grounds Expenses	19,228.02	3,334.00	15,894.02	7,566.16	19,228.02	3,334.00	15,894.02	7,566.16
Diocesan Assessment	4,086.56	4,087.00	-0.44	3,968.29	4,086.56	4,087.00	-0.44	3,968.29
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Christian Education/Formation	0.00	0.00	0.00	199.16	0.00	0.00	0.00	199.16
College Ministry Support	57.91	0.00	57.91	0.00	57.91	0.00	57.91	0.00

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
	Current Month (January)				Year To Date (January FY 2024)			
Nursery	110.00	38.00	72.00	0.00	110.00	38.00	72.00	0.00
SubTotal Ministry Expenses	167.91	38.00	129.91	199.16	167.91	38.00	129.91	199.16
Outreach Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Outreach	0.00	350.00	-350.00	0.00	0.00	350.00	-350.00	0.00
Rectors Discretionary Fund	0.00	50.00	-50.00	0.00	0.00	50.00	-50.00	0.00
SubTotal Outreach Expenses	0.00	400.00	-400.00	0.00	0.00	400.00	-400.00	0.00
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	42.00	-42.00	179.08	0.00	42.00	-42.00	179.08
Health Insurance	888.00	917.00	-29.00	856.00	888.00	917.00	-29.00	856.00
Pension Fund	864.28	917.00	-52.72	864.28	864.28	917.00	-52.72	864.28
Professional Expenses	0.00	42.00	-42.00	0.00	0.00	42.00	-42.00	0.00
Rectory Utilities	328.11	325.00	3.11	278.16	328.11	325.00	3.11	278.16
Salary	3,950.88	4,078.00	-127.12	3,950.88	3,950.88	4,078.00	-127.12	3,950.88
Stipend Part 2	454.98	470.00	-15.02	454.98	454.98	470.00	-15.02	454.98
Travel	0.00	42.00	-42.00	0.00	0.00	42.00	-42.00	0.00
SubTotal Rector Expenses	6,486.25	6,833.00	-346.75	6,583.38	6,486.25	6,833.00	-346.75	6,583.38
Staff expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjunct Clergy & Deacon Expenses	0.00	18.00	-18.00	0.00	0.00	18.00	-18.00	0.00
Christian Ed Director	399.36	339.00	60.36	399.36	399.36	339.00	60.36	399.36
Office Manager	1,215.60	1,103.00	112.60	1,220.67	1,215.60	1,103.00	112.60	1,220.67
Organist/Choir Director	697.61	720.00	-22.39	697.61	697.61	720.00	-22.39	697.61
Payroll Taxes	424.99	248.00	176.99	411.57	424.99	248.00	176.99	411.57
SubTotal Staff expenses	2,737.56	2,428.00	309.56	2,729.21	2,737.56	2,428.00	309.56	2,729.21
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	0.00	0.00	0.00	107.90	0.00	0.00	0.00	107.90
Music Expenses	0.00	18.00	-18.00	0.00	0.00	18.00	-18.00	0.00
SubTotal Worship Expenses	0.00	18.00	-18.00	107.90	0.00	18.00	-18.00	107.90
Total Expenditures	34,277.70	18,074.00	16,203.70	21,963.79	34,277.70	18,074.00	16,203.70	21,963.79
Other Expenditures								
Credit Card Charges	0.00	35.00	-35.00	10.70	0.00	35.00	-35.00	10.70

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Current Month (January)			Year To Date (January FY 2024)			Last Year
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Other Expenditures	0.00	35.00	-35.00	0.00	35.00	-35.00	10.70
Other Financial Sources-Uses							
Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	-4,332.00
Total Other Financial Sources-Uses	0.00	0.00	0.00	0.00	0.00	0.00	-4,332.00
Summary							
Total Revenues	14,609.00	13,911.00	698.00	14,609.00	13,911.00	698.00	19,875.47
Total Expenditures	34,277.70	18,074.00	16,203.70	34,277.70	18,074.00	16,203.70	21,963.79
Total Other Expenditures	0.00	35.00	-35.00	0.00	35.00	-35.00	10.70
Total Other Financial Sources-Uses	0.00	0.00	0.00	0.00	0.00	0.00	-4,332.00
Balance	-19,668.70	-4,198.00	-15,470.70	-19,668.70	-4,198.00	-15,470.70	-6,431.02

St James Episcopal

Statement of Financial Position For All Funds as of 01/31/2024

Assets

Bank

Pay Pal Account		5,161.27
US Bank Checking		31,019.09
Jones Money-Market		352,392.11

Total Bank 388,572.47

Other Current Assets

Diocesan Investment Pool		
Endowment College Work	61,678.60	
Endowment Organ	24,583.76	
Endowment St. James	35,948.40	
Total Diocesan Investment Pool		<u>122,210.76</u>

Total Other Current Assets 122,210.76

Total Assets 510,783.23

Liabilities

Current Liabilities

Credit Card Payable		
US Bank Credit Card	211.30	
Total Credit Card Payable		<u>211.30</u>

Total Current Liabilities 211.30

Other Current Liabilities

Payroll Withholding & Taxes		
Federal Withholding Tax Payable	246.44	
FICA Tax Payable-Employer	154.81	
FICA Tax Withholding-Employee	154.81	
Medicare Tax Payable-Employer	36.21	
Medicare Tax Withholding-Employee	36.21	
Total Payroll Withholding & Taxes		<u>628.48</u>
WA State Long Term Care Insurance		145.55
Special Contributions Liabilities		
DC - Almoners Liab	992.85	
DC - Backpack Fund	6,817.08	
DC - Choir	500.00	
DC - College Work Liab	1,185.00	
DC - Diocese Loan Payments	100.00	
DC - Landscaping Project	1,007.15	
DC - Little Food Pantry	2,064.85	
DC - Prepaid Pledges	22,845.13	
DC Food for Families	1,226.60	
DC General Pass through Liab	100.00	
DC Juniper Replacement	10,000.00	
SC - Birthday Offerings Liab	182.92	
SC - Haiti	4,500.00	
SC - Sunday School Offering	181.04	
Total Special Contributions Liabilities		<u>51,702.62</u>

Total Other Current Liabilities 52,476.65

St James Episcopal

Statement of Financial Position For All Funds as of 01/31/2024

Total Liabilities	52,687.95
	=====
Net Assets	
Unrestricted	
Altar Guild Fund	3,703.72
Brewer Bequest	229,701.25
Christian Formation Fund	11,896.80
Day-care Maintenance	518.21
ELM (YACM) Grant	-337.74
Endowment St. James Fund	54,677.95
General Fund	1,467.08
Major Improvements/Repair Fund	-7,847.58
Memorial Fund	21,491.58
Outreach Seed Fund	1,415.94
Parking Lot Maintenance	10,052.61
Reserve Fund	14,422.11
Revolving Loan Fund	200.00
Sabbatical Fund	7,349.06

Total Unrestricted	348,710.99
Restricted	
Creative Ministries Grant	1,001.84
Endowment College Work Fund	65,019.70
Endowment Organ Fund	26,361.77
Lilly Grant	-1,019.63
Raise the Roof	1,688.00
Rectors Discretionary Fund	2,399.90
Window Fund	7,011.35
Youth Ministry (Jaekel)	6,921.36

Total Restricted	109,384.29
Total Net Assets	458,095.28
	=====
Total Liabilities + Net Assets	510,783.23
	=====