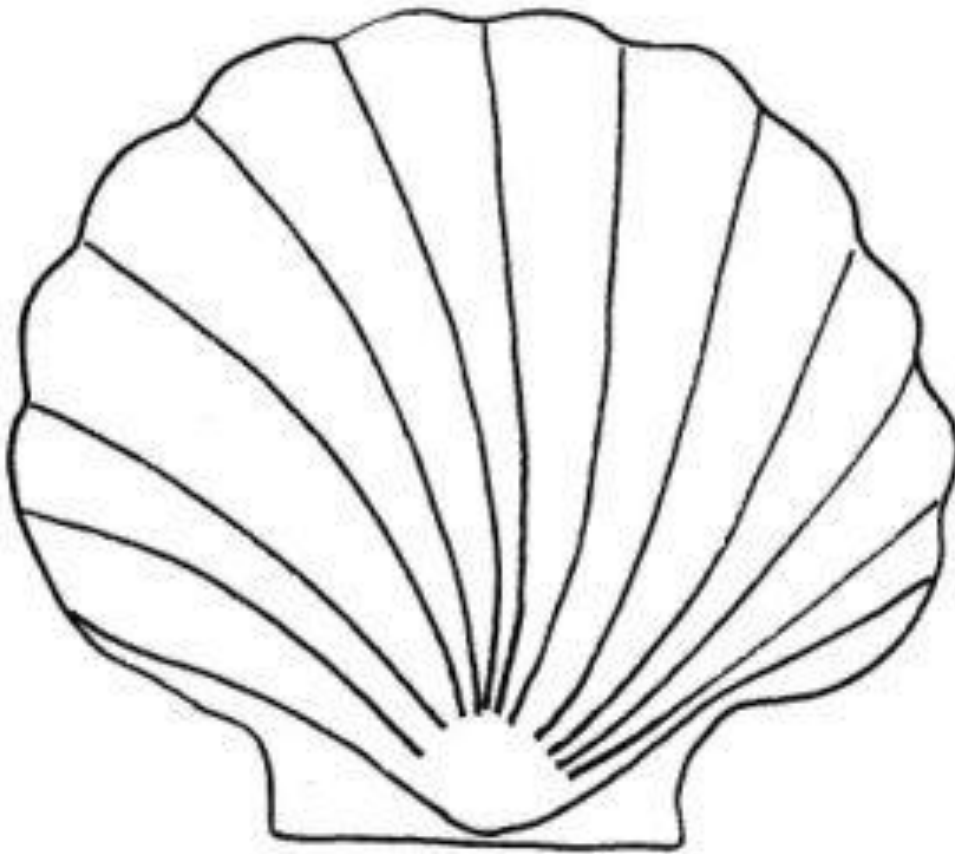


**St James' Episcopal Church
Pullman, Washington**



**Annual Report
January 26, 2020**

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(to be given out after church 1/26/20)

St. James Episcopal Church

Annual Meeting Agenda

January 26, 2020

Prayer for a Church Meeting: Almighty and everliving God, source of all wisdom and understanding, be present with those who take counsel in this annual meeting for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. *Amen.*

Copies of the parish bylaws are at each table

Children are dismissed back to the Canterbury Room

- 1) Cristosal Presentation
- 2) Haiti Update
- 3) Nominations for election—
 - a. Vestry (4)
 - b. Diocesan Convention Delegates (3 and 3 alternates)
- 4) Nominations from the floor accepted for all offices
- 5) Balloting (results announced as they are available)
- 6) Care of Creation Project
- 7) Table Discussion Questions
- 8) Treasurer's Report
- 9) Nominations for Treasurer; Assistant Treasurer; Associate Treasurer & Election
- 10) Thanksgiving for Service
- 11) Announcements
- 12) Motion to Adjourn, Blessing, Dismissal and Closing Hymn

The Hymnal 1982 - #380 From all that dwell below the skies

1 From all that dwell be - low the skies let
 2 E - ter - nal are thy mer - cies, Lord, and
 *3 Praise God, from whom all bless - ings flow; praise

the Cre - a - tor's praise a - rise! Let the Re - deem - er's
 truth e - ter - nal is thy word: thy praise shall sound from
 him, all crea - tures here be - low; praise him a - bove, ye

Name be sung through ev - ery land, by ev - ery tongue!
 shore to shore till suns shall rise and set no more.
 heaven - ly host: praise Fa - ther, Son, and Ho - ly Ghost.

Words: Isaac Watts (1674-1748), para. of Psalm 117. St. 3, Thomas Ken (1637-1711)

Music: *Old 100th*, melody from *Pseaumes octante trois de David*, 1551, alt.; harm. after Louis Bourgeois (1510?-1561?)

The Presider may bless the people who respond **Amen.**

The Deacon dismisses the people, who respond **Thanks be to God.**

St. James Episcopal Church, Pullman WA

Annual Meeting

January 27, 2019

Minutes of the Annual Meeting

St. James Episcopal Church

January 27, 2019

Reverend Linda Young opened the annual meeting during the celebration of the Eucharist. In lieu of a sermon, she covered her annual report, much of it spent thanking individuals and groups for their support. The annual meeting continued over brunch. At 10:28 the meeting was continued in the parish hall.

1. HAITI. Alan Adams of St. Bartholomew's Episcopal Church in , San Diego spoke first. He talked about St. Bartholomew's efforts to build a school in rural village in east/central Haiti. This outreach project started 4 years ago. This school in Lornette Haiti is allied with one of 20 churches managed by 1 priest. Each of these churches also has a school. Saint Bartholomew's started to build a church for one of the churches. Alan Adams stressed how important it is to build relationships with the community of Lornette. St. Bartholomew's hopes to hold 2 mission trips a year. They have done one medical mission trip They brought a doctor who saw about 250 patients in 2 days. They have also sent a youth mission, but they had to cancel one (scheduled for last Nov.) due to some security issues. This school serves 100 students daily and the goal is to reach 250 students. Nobody can afford tuition, so it operates without one. St. Bart's subsidizes the whole thing. No child is turned away. Tuition not a factor. St. Bartholomew's pays for the teacher, the hot meal daily. Another medical mission with two doctors saw 270 patients. Possible future projects include getting water into the school, and a deacon's apartment. Discernment is underway.

Last year St. James sent 1,500 to SB for school supplies. The money went down with Mr. Adams on the last trip. It purchased 120 Math Workbooks through Minister of Education, a visual dictionary of Creole to French, lots of student notebooks, teacher resources and toilet paper. The leftover will probably go to 30-40 backpacks. They are hoping to get French workbooks.

Mr. Adams listed how St. James can continue to be involved.

1. Partner with SB.
2. Involvement at any level --- money, mission trips, adult medical missions, youth trips (in a few years). Youth must be in high school. Younger kids can go with parents on a case by case basis.

Two students from the youth program evinced interest! Doug Adams presented money from our outreach ministry to Mr. Adams.

2. ELECTIONS. Rev. Young announced four vestry vacancies. We have three candidates: Lorena O'English, Jim Reece, Doug Adams. Jan Stewart was nominated.

Beth Burns proposed acceptance of the slate. The slate was unanimously accepted by acclaim.

Rev. Young announced we need three delegates for Convention and three alternates. We have three people interested in the delegate slots: : Sharon Nitz, Gia Gordon, Jane Sielken.

We need 3 alternates. Roy said he would self nominate as an alternate. Sylvia and Dave Hutton were nominated as alternates.

Liz Siler proposed we accept these slates. These slates were accepted by acclaim.

3. INCLUSION STATEMENT. Copies of the inclusion statement were passed out. Rev. Young pointed out that TEC says we accept "all." This is an attempt to pinpoint --- who are all? By explicitly including those traditionally excluded and/or rejected by the Christian church. The vestry has affirmed this. This statement was discussed for five minutes. .

Rev. Young called for a vote to accept this statement. This was affirmed by acclaim.

4. SURVEY. Todd Butler, Senior Warden, thanked the congregation for the inclusion statement vote and introduced the survey. He pointed out this is not a pitch to get more people doing more. It is an attempt to do human resource management. Time was given to fill out the survey.

5. TREASURER'S REPORT. Copies were distributed. People with questions should email Doug Adams. There are some overestimations in terms of payroll taxes. Lots of people do the work, Dave Hutton, the bookkeeper, etc. Doug Adams gave the report highlights. We continue to do what we have done.

Catherine Ritchie noted that the Rector's salary is not in the report. Came to attention that a page was not in the report. That page includes most salaries. St. James will send the corrected version of this report to the parish.

6. NOMINATIONS AND CONTINUANCES:

Treasurer: A slate consisting of Kaylee Hammerich (Treasurer) , Doug Adams (Associate), Dave Hutton (Assistant) was presented, noted, and affirmed by acclamation.

Secretary: Liz Siler was presented to continue as the Vestry secretary. This was affirmed.

Senior Warden: This position will be held by Travis Ridout.

Junior Warden: Charlie Hammerich has agreed to continue as Junior Warden.

7. THANKS. Thanks were given to those leaving the Vestry. Jan Stewart and Doug Adams and Todd Butler and Eric Pratt. Jan Stewart and Doug Adams will be back on vestry! Eric Pratt was not here to get his gift.

8. ANNOUNCEMENTS. The regular schedule resumes next week.

The meeting ended at 11:25 a.m. with a hymn.

Respectfully submitted by

Elizabeth Siler

Elizabeth Siler, clerk

St. James Annual Meeting

January 26, 2020

Senior Warden Report—2019

The boundaries of a senior warden's report are difficult to determine. One could report on everything that happened at St. James over the past year, but that would steal the rector's thunder, so I will focus my report on one effort in which I devoted more of my energies: marketing and communication. When Rev. Linda asked me to be senior warden, she asked me to focus on this area, and I happily accepted the charge.

The vestry established a marketing task force (with Liz Siler, Nii Ankrah, Lorena O'English, Dawn Butler and myself). We first took on the task of writing a marketing plan (following a model that the United Methodist Church posted online). This involved several meetings with members of our church community—in church, on campus and downtown. Our report identified several groups of individuals on whom we might focus our marketing efforts and strategies for reaching out to them. It was ambitious in its thinking, and not all of the suggestions have been implemented, but I do want to highlight some that have been.

First, we identified a need for a new logo. Our existing logo looked dated, and the symbolism of the shell did not resonate with those outside of the church. We decided that our Celtic cross above the altar might serve as inspiration for a new logo. We established an online design contest, which resulted in over 100 entries. The new logo will be revealed at the annual meeting.

Second, we named Liz Siler as a communications coordinator, of sorts. If there is a church event or something great St. James has done that deserves wider publicity, then Liz will send out a media release to local news outlets to ensure that our story is being shared in the wider community. If you have ideas, let Liz know!

A third effort that deserves some mention is a reallocation of our advertising dollars away from print media to online. We started running Google search ads in August, a time during which many move to Pullman. People living within 10 miles of Pullman who searched for "church" or something similar received an ad for St. James. Many clicked, leading them to our website. And speaking of our website, it was updated in this past year to eliminate antiquated content. Our inclusion statement is now featured on the homepage. And the news logo will appear soon!

At one point in early 2019, I suggested that St. James look into reducing the size of its vestry, but other vestry pushed back, suggesting that instead of becoming smaller we needed to share more widely the benefits that come from being a vestry member. In that spirit, I report that my two years on the vestry, and one year as senior warden, was a highly positive experience, and I encourage you to give it a try—if not in 2020 then at some other point down the road.

2019 Deacon's Report

On February 17, 2019 I did make my profession of vows as a member of the Third Order Society of St. Francis-Province of the Americas. I currently serve as an assistant formation director.

I have been an occasional guest preacher at the United Church of Moscow and Simpson United Methodist Church; Pullman. At the request of family or Kimball's Funeral home, I have said the Burial Office and been at graveside on two occasions. I officiated at one wedding.

My work at Pullman Regional Hospital (ministry in the world) involved chaplain, crisis intervention stress management, and advance care planning. As a notary public, I offer those services to any hospitalized patient free as my gift to the community.

I have provided pastoral care for the sick and dying, provided transportation for doctor and hospital visits.

Rev. Deacon Dianne Lowe

2019 Altar Guild Report

The Altar Guild continues its primary purpose of preparing the sanctuary for services and supporting the clergy. We are managing to do this with a faithful few members, but would certainly appreciate additional help! We especially appreciate the help with the Christmas tree and changing the seasonal banners, and we thank all who provide flowers throughout the year. This year we introduced new Advent altar hangings (thank you, Ted and Sharon!).

Our work is not difficult and we are an equal opportunity service! So if you have inclinations this way, talk to our Rector, to me or any of our members. Thanks, Linda Adams, Director

2019 Justice and Compassion Committee Report

Members of St. James, collectively and individually, engage in many outreach activities to provide assistance to, and advocate for, people in need, locally and globally. The Justice and Compassion Committee (JCC) provides a forum for exploration and discussion of current and possible future projects; we serve as a point of contact for members to reach out to when they have ideas or concerns; we provide support to each other for the work that we are doing. In 2019, JCC met on 3/24, 4/28, 11/10, and 12/8. JCC participated in Kick-Off Sunday on 9/8/19.

Local Engagement:

The Backpack Food Program continues to be the primary activity of JCC, with Jane Sielken providing leadership for this project and Carolyn Ross providing the committee with budget updates. In 2019, JCC provided 30 – 40 backpack food bags on a biweekly basis to children enrolled in the Community Child Center who may be at risk for food insecurity. “Bite 2 Go” food bags are purchased from Second Harvest in Spokane. On alternate weeks, JCC provided Community Child Center families with fresh food items. JCC spent the balance of a grant received to support this project in 2019, but we have sufficient funds dedicated to the project (from Shell Out and Share projects, bookshelf sales, and individual donations) for the time being.

Global Engagement:

In November and December, Hannah Nelson presented information to JCC on Cristosal, an organization that “works to advance human rights in Central America through rights-based research, learning, and programming.” Cristosal was founded in 2000 as “a collaboration between Episcopal clergy in the United States and El Salvador” (www.cristosal.org). The committee agreed to seek vestry permission to present information about Cristosal to the congregation at the January annual meeting, and to sponsor the brunch for that meeting. We look forward to further exploration of whether and how we might support this project, and we support continued efforts to partner with St. Bartholemew on its Haiti School Project.

Respectfully submitted,

Mary Flores, Chair

Justice & Compassion Committee

2019 Treasurer's Report

Overall, 2019 was a good year for the parish. We were able to accommodate several large repair costs due to flooding in the rectory as well as continue our outreach programs and donations to charities.

Attachment one shows the revenue and expenses for our General fund. Although we brought in less money than we had budgeted, our expenses were significantly less as well, which allowed us to end the year with a positive balance. I will be recommending to the vestry that we use some of the surplus in the General Fund to bring the balance of the Major Improvements/Repair fund back to \$50,000 (current balance is \$15.5k as seen in attachment 2 – Statement of Financial Position.) Money from this fund was spent in 2019 for the rectory repairs from flooding.

Attachment 3 is the 2020 budget approved by the vestry at the November 2019 meeting. The budget is conservative, assuming less revenue and more expenses in 2020 than we saw in 2019. With increases to minimum wage, we expect to see rising costs in most expenses. The goal and hope of course is to see the opposite actually happen, more revenue and less expenses than what we budget for. However, even with the conservative approach, we would end the year with a positive balance. This budget provides for raises to staff members.

Thank you to Associate Treasurer Doug Adams and Assistant Treasurer Dave Hutton for help throughout the year. Thank you also to our bookkeeper Janice Wilson.

Please feel free to reach out to me with any questions regarding the financial reports for 2019 or the budget for 2020. My email address is kayray@wsu.edu.

Regards,

Kaylee Hammerich
St. James' Episcopal Church Treasurer

St James Episcopal

Budget Comparison w/Variance for General Fund

| Account | Year To Date (December FY 2019) | | | |
|----------------------------------|---------------------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Variance | Last Year |
| Revenues | | | | |
| Brewer Fund | 1,531.00 | 1,500.00 | 31.00 | 1,506.00 |
| Directed Giving | 500.00 | 750.00 | -250.00 | 500.00 |
| Music | 650.00 | 0.00 | 650.00 | 805.00 |
| Property Upkeep | 0.00 | 0.00 | 0.00 | 7,776.00 |
| SubTotal Directed Giving | 1,150.00 | 750.00 | 400.00 | 9,081.00 |
| Investment Income Keller Fund | 2,500.79 | 2,400.00 | 100.79 | 4,972.92 |
| Misc. Income | 2,294.10 | 5,000.00 | -2,705.90 | 5,160.51 |
| Parking Income | 9,214.27 | 9,000.00 | 214.27 | 10,208.00 |
| SubTotal Misc. Income | 11,508.37 | 14,000.00 | -2,491.63 | 15,368.51 |
| Plate Offerings | 0.00 | 0.00 | 0.00 | 0.00 |
| Givers of record | 7,150.00 | 10,000.00 | -2,850.00 | 7,520.04 |
| Unidentified Plate | 4,063.81 | 2,600.00 | 1,463.81 | 2,608.53 |
| SubTotal Plate Offerings | 11,213.81 | 12,600.00 | -1,386.19 | 10,128.57 |
| Pledge income | 0.00 | 0.00 | 0.00 | 4,052.35 |
| Pledges | 183,372.22 | 201,141.00 | -17,768.78 | 181,246.19 |
| SubTotal Pledge income | 183,372.22 | 201,141.00 | -17,768.78 | 185,298.54 |
| Rectors Discretionary Fund | 0.00 | 0.00 | 0.00 | 100.00 |
| Rent CCCC | 13,768.44 | 13,769.00 | -0.56 | 13,367.40 |
| Total Revenues | 225,044.63 | 246,160.00 | -21,115.37 | 239,822.94 |
| Expenditures | | | | |
| Administration Expenses | 0.00 | 0.00 | 0.00 | 20.25 |
| Advertising | 1,729.96 | 1,700.00 | 29.96 | 2,135.65 |
| Bookkeeping Services | 1,405.00 | 1,500.00 | -95.00 | 1,385.00 |
| Computer Expenses | 2,767.45 | 2,500.00 | 267.45 | 2,494.09 |
| Convention Travel | 1,579.28 | 1,500.00 | 79.28 | 1,289.76 |
| Copier | 1,619.80 | 2,500.00 | -880.20 | 2,212.68 |
| Forward Movement | 219.45 | 400.00 | -180.55 | 268.95 |
| Misc & Contingencies | 652.94 | 1,000.00 | -347.06 | 707.75 |
| Office Supplies | 1,724.27 | 1,500.00 | 224.27 | 2,043.60 |
| Paper | 368.87 | 600.00 | -231.13 | 559.89 |
| Postage | 328.12 | 450.00 | -121.88 | 447.10 |
| SubTotal Administration Expenses | 12,395.14 | 13,650.00 | -1,254.86 | 13,564.72 |
| Building and Grounds Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Carpet Cleaning | 0.00 | 1,500.00 | -1,500.00 | 1,724.97 |
| CCCC Matching Funds | 0.00 | 500.00 | -500.00 | 0.00 |
| Property Insurance | 5,809.00 | 5,352.00 | 457.00 | 5,285.50 |
| Property Upkeep | 21,974.79 | 25,000.00 | -3,025.21 | 29,133.49 |
| Rectory Refurbishment | 0.00 | 0.00 | 0.00 | 1,631.66 |

| | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| Utilities and Telephone | 17,090.71 | 16,223.00 | 867.71 | 15,631.58 |
| SubTotal Building and Grounds Expenses | 44,874.50 | 48,575.00 | -3,700.50 | 53,407.20 |
| Diocesan Assessment | 40,877.92 | 40,778.00 | 99.92 | 43,312.73 |
| Ministry Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| 12th Night Party | 1,102.57 | 1,600.00 | -497.43 | 1,252.66 |
| Camperships/Leaders in Training | 400.00 | 1,000.00 | -600.00 | 690.00 |
| Christian Education/Formation | 85.94 | 1,000.00 | -914.06 | 1,088.37 |
| Hospitality | 0.00 | 0.00 | 0.00 | 40.10 |
| Nursery | 85.00 | 200.00 | -115.00 | 190.00 |
| Parish Activities | 1,489.24 | 1,000.00 | 489.24 | 791.46 |
| Supplies/Coffee etc. | 338.68 | 600.00 | -261.32 | 441.02 |
| SubTotal Ministry Expenses | 3,501.43 | 5,400.00 | -1,898.57 | 4,493.61 |
| Outreach Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous Outreach | 0.00 | 3,600.00 | -3,600.00 | 41.73 |
| Outreach | 0.00 | 0.00 | 0.00 | 150.00 |
| Rectors Discretionary Fund | 1,870.37 | 1,200.00 | 670.37 | 1,246.00 |
| SubTotal Outreach Expenses | 1,870.37 | 4,800.00 | -2,929.63 | 1,437.73 |
| Rector Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Continuing Education | 599.28 | 500.00 | 99.28 | 384.58 |
| Health Insurance | 11,316.00 | 11,316.00 | 0.00 | 9,779.00 |
| Pension Fund | 10,225.80 | 10,736.00 | -510.20 | 10,225.80 |
| Professional Expenses | 431.97 | 1,200.00 | -768.03 | 610.00 |
| Rectory Utilities | 2,202.70 | 3,103.00 | -900.30 | 3,490.97 |
| Sabbatical plan | 0.00 | 1,000.00 | -1,000.00 | 0.00 |
| Salary | 37,852.32 | 37,850.00 | 2.32 | 36,049.92 |
| Stipend Part 2 | 4,359.12 | 4,360.00 | -0.88 | 4,151.52 |
| Travel | 1,500.68 | 1,200.00 | 300.68 | 1,576.11 |
| SubTotal Rector Expenses | 68,487.87 | 71,265.00 | -2,777.13 | 66,267.90 |
| Staff expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Adjunct Clergy & Deacon Expenses | 0.00 | 600.00 | -600.00 | 0.00 |
| Child Care Provider | 1,468.34 | 1,200.00 | 268.34 | 1,475.18 |
| Christian Ed Director | 3,935.00 | 4,400.00 | -465.00 | 2,511.74 |
| Office Manager | 10,017.00 | 10,500.00 | -483.00 | 10,095.01 |
| Organist Choir Director | 6,813.36 | 6,825.00 | -11.64 | 6,489.00 |
| Payroll Taxes | 2,582.27 | 2,627.00 | -44.73 | 2,462.29 |
| Supply Clergy | 1,200.00 | 500.00 | 700.00 | 400.00 |
| SubTotal Staff expenses | 26,015.97 | 26,652.00 | -636.03 | 23,433.22 |
| Stewardship Expenses | 112.70 | 500.00 | -387.30 | 345.30 |
| Congregational Development | 0.00 | 800.00 | -800.00 | 800.00 |
| SubTotal Stewardship Expenses | 112.70 | 1,300.00 | -1,187.30 | 1,145.30 |
| Worship Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Altar Supplies | 42.19 | 800.00 | -757.81 | -102.61 |
| Music Expenses | 320.00 | 500.00 | -180.00 | 120.00 |
| SubTotal Worship Expenses | 362.19 | 1,300.00 | -937.81 | 17.39 |
| Total Expenditures | 198,498.09 | 213,720.00 | -15,221.91 | 207,079.80 |

Summary

| | | | | |
|--------------------|------------------|------------------|------------------|------------------|
| Total Revenues | 225,044.63 | 246,160.00 | -21,115.37 | 239,822.94 |
| Total Expenditures | 198,498.09 | 213,720.00 | -15,221.91 | 207,079.80 |
| Balance | <u>26,546.54</u> | <u>32,440.00</u> | <u>-5,893.46</u> | <u>32,743.14</u> |

St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2019

Assets

Bank

| | |
|--------------------|------------|
| Pay Pal Account | 5,845.00 |
| US Bank Checking | 124,546.46 |
| Jones Money-Market | 116,464.87 |

Total Bank **246,856.33**

Other Current Assets

| | |
|--------------------------|-----------|
| Diocesan Investment Pool | |
| Endowment College Work | 48,498.00 |
| Endowment Jaekel Fund | 5,708.75 |
| Endowment Organ | 18,122.27 |
| Endowment St. James | 26,498.51 |

Total Diocesan Investment Pool **98,827.53**

Total Other Current Assets **98,827.53**

Total Assets **345,683.86**

Liabilities

Current Liabilities

| | |
|---------------------|--------|
| Credit Card Payable | |
| US Bank Credit Card | 143.72 |

Total Current Liabilities **143.72**

Other Current Liabilities

| | |
|-----------------------------------|--------|
| Payroll Withholding & Taxes | |
| Federal Withholding Tax Payable | 676.02 |
| FICA Tax Payable-Employer | 366.94 |
| FICA Tax Withholding-Employee | 366.94 |
| Medicare Tax Payable-Employer | 85.80 |
| Medicare Tax Withholding-Employee | 85.80 |

Total Payroll Withholding & Taxes **1,581.50**

Special Contributions Liabilities

| | |
|------------------------------|-----------|
| DC - Almoners Liab | 42.85 |
| DC - Backpack Fund | 7,206.63 |
| DC - Choir | 500.00 |
| DC - College Work Liab | 1,185.00 |
| DC - Diocese Loan Payments | 100.00 |
| DC - Landscaping Project | 100.00 |
| DC - Prepaid Pledges | 14,810.00 |
| SC - Birch | 5,000.00 |
| SC - Birthday Offerings Liab | 1,025.51 |
| SC - Bishop Gift | 195.30 |
| SC - Haiti | 2,161.00 |
| SC - Sunday School Offering | 181.04 |
| SC United Thank Offering | 29.00 |

St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2019

| | |
|--|------------------------------|
| <i>Total Special Contributions Liabilities</i> | ----- 32,536.33 |
| <i>Total Other Current Liabilities</i> | ----- 34,117.83 |
| <i>Total Liabilities</i> | ----- 34,261.55 ===== |
| Net Assets | |
| <i>Unrestricted</i> | |
| Altar Guild Fund | -1,506.10 |
| Christian Formation Fund | 6,971.96 |
| Day-care Maintenance | 6,706.56 |
| Endowment Jaekel | 5,741.02 |
| Endowment St. James Fund | 42,722.06 |
| General Fund | 73,769.91 |
| Major Improvements/Repair Fund | 15,826.39 |
| Memorial Fund | 16,312.97 |
| Outreach Seed Fund | 1,057.43 |
| Parking Lot Maintenance | 4,880.58 |
| Rectory Refurbishment | -1,030.47 |
| Reserve Fund | 22,780.50 |
| Sabbatical Fund | 5,495.12 |
| <i>Total Unrestricted</i> | ----- 199,727.93 |
| <i>Restricted</i> | |
| Endowment College Work Fund | 50,039.10 |
| Endowment Organ Fund | 19,900.28 |
| Parish Hall Improvements | 25,000.00 |
| Rectors Discretionary Fund | 6,355.00 |
| Window Fund | 10,400.00 |
| <i>Total Restricted</i> | ----- 111,694.38 |
| <i>Total Net Assets</i> | ----- 311,422.31 ===== |
| <i>Total Liabilities + Net Assets</i> | ----- 345,683.86 ===== |

St. James Episcopal Church
2020 Approved Budget - General Fund

| Account | 2019 Actuals (YTD Dec 2019) | | 2020 Budget | Variance |
|--------------------------------------|--------------------------------|-------------------|----------------------|--------------|
| Revenues | | | | |
| Brewer Fund | \$ | 1,531.00 | \$ 1,500.00 | -2.0% |
| Directed Giving | \$ | 500.00 | | -100.0% |
| Music | | 650.00 | \$ 500.00 | -23.1% |
| SubTotal Directed Giving | \$ | 1,150.00 | \$ 500.00 | -56.5% |
| Investment Income Keller Fund | \$ | 2,500.79 | \$ 2,500.00 | 0.0% |
| Misc. Income | \$ | 2,294.10 | \$ 1,000.00 | -56.4% |
| Parking Income | \$ | 9,214.27 | \$ 9,200.00 | -0.2% |
| SubTotal Misc. Income | \$ | 11,508.37 | \$ 10,200.00 | -11.4% |
| Plate Offerings | | | | |
| Givers of record | \$ | 7,150.00 | \$ 5,000.00 | -30.1% |
| Unidentified Plate | \$ | 4,063.81 | \$ 3,500.00 | -13.9% |
| SubTotal Plate Offerings | \$ | 11,213.81 | \$ 8,500.00 | -24.2% |
| Pledge income | | | | |
| Pledges | \$ | 183,372.22 | \$ 171,357.09 | -6.6% |
| SubTotal Pledge income | \$ | 183,372.22 | \$ 171,357.09 | -6.6% |
| Rectors Discretionary Fund | \$ | - | | |
| Rent CCCC | \$ | 13,768.44 | \$ 14,181.49 | 3.0% |
| Total Revenues | \$ | 225,044.63 | \$ 208,738.58 | -7.2% |
| Expenditures | | | | |
| Administration Expenses | | 0.00 | \$ 126.02 | |
| Advertising | | 1,729.96 | \$ 1,856.92 | 7.3% |
| Bookkeeping Services | | 1,405.00 | \$ 1,793.18 | 27.6% |
| Computer Expenses | | 2,767.45 | \$ 3,094.51 | 11.8% |
| Convention Travel | | 1,579.28 | \$ 1,300.00 | -17.7% |
| Copier | | 1,619.80 | \$ 1,650.65 | 1.9% |
| Forward Movement | | 219.45 | \$ 245.39 | 11.8% |
| Misc & Contingencies | | 652.94 | \$ 549.21 | -15.9% |
| Office Supplies | | 1,724.27 | \$ 1,751.58 | 1.6% |
| Paper | | 368.87 | \$ 412.46 | 11.8% |
| Postage | | 328.12 | \$ 366.90 | 11.8% |
| SubTotal Administration Expenses | \$ | 12,395.14 | \$ 13,146.81 | 6.1% |
| Building and Grounds Expenses | | | | |
| Carpet Cleaning | \$ | - | | |
| | | 0.00 | | |

| Account | 2019 Actuals (YTD) | | 2020 Budget | Variance |
|---|--------------------|------------------|---------------------|---------------|
| | | Dec 2019) | | |
| CCCC Matching Funds | | 0.00 | | |
| Property Insurance | | 5,809.00 | \$ 6,138.00 | 5.7% |
| Property Upkeep | | 21,974.79 | \$ 23,134.49 | 5.3% |
| Rectory Refurbishment | | 0.00 | \$ - | |
| Utilities and Telephone | | 17,090.71 | \$ 17,083.45 | 0.0% |
| SubTotal Building and Grounds Expenses | \$ | 44,874.50 | \$ 46,355.94 | 3.3% |
| Diocesan Assessment | | 40,877.92 | \$ 43,625.93 | 6.7% |
| Ministry Expenses | \$ | - | | |
| 12th Night Party | | 1,102.57 | \$ 1,130.13 | 2.5% |
| Camperships/Leaders in Training | \$ | 400.00 | \$ 400.00 | 0.0% |
| Christian Education/Formation | | 85.94 | \$ 96.10 | 11.8% |
| Hospitality | | 0.00 | \$ - | |
| Nursery | | 85.00 | \$ 95.05 | 11.8% |
| Parish Activities | | 1,489.24 | \$ 332.94 | -77.6% |
| Supplies/Coffee etc. | | 338.68 | \$ 351.47 | 3.8% |
| SubTotal Ministry Expenses | \$ | 3,501.43 | \$ 2,405.68 | -31.3% |
| Outreach Expenses | \$ | - | | |
| Miscellaneous Outreach | \$ | - | | |
| Outreach | \$ | - | | |
| Rectors Discretionary Fund | \$ | 1,870.37 | \$ 600.00 | -67.9% |
| SubTotal Outreach Expenses | \$ | 1,870.37 | \$ 600.00 | -67.9% |
| Rector Expenses | \$ | - | | |
| Continuing Education | | 599.28 | \$ 345.83 | -42.3% |
| Health Insurance | | 11,316.00 | \$ 11,628.00 | 2.8% |
| Pension Fund | | 10,225.80 | \$ 10,532.57 | 3.0% |
| Professional Expenses | | 431.97 | \$ 483.02 | 11.8% |
| Rectory Utilities | | 2,202.70 | \$ 2,252.81 | 2.3% |
| Sabbatical plan | | 0.00 | \$ 1,000.00 | |
| Salary | | 37,852.32 | \$ 39,744.94 | 5.0% |
| Stipend Part 2 | | 4,359.12 | \$ 4,577.08 | 5.0% |
| Travel | | 1,500.68 | \$ 1,678.03 | 11.8% |
| SubTotal Rector Expenses | \$ | 68,487.87 | \$ 72,242.28 | 5.5% |
| Staff expenses | \$ | - | | |
| Adjunct Clergy & Deacon Expenses | | 0.00 | \$ 500.00 | |
| Child Care Provider | | 1,468.34 | \$ 1,578.80 | 7.5% |
| Christian Ed Director | | 3,935.00 | \$ 3,775.42 | -4.1% |
| Office Manager | | 10,017.00 | \$ 10,246.72 | 2.3% |
| Organist Choir Director | | 6,813.36 | \$ 7,017.76 | 3.0% |
| Payroll Taxes | | 2,582.27 | \$ 2,685.56 | 4.0% |

| Account | 2019 Actuals (YTD | | 2020 Budget | Variance |
|--------------------------------------|-------------------|-------------------|----------------------|----------------|
| | Dec 2019) | | | |
| Supply Clergy | | 1,200.00 | \$ 1,348.36 | 12.4% |
| SubTotal Staff expenses | \$ | 26,015.97 | \$ 27,152.62 | 4.4% |
| Stewardship Expenses | \$ | 112.70 | | -100.0% |
| Congregational Development | \$ | - | \$ - | |
| SubTotal Stewardship Expenses | \$ | 112.70 | \$ - | -100.0% |
| Worship Expenses | | | | |
| Altar Supplies | \$ | 42.19 | \$ 1,260.24 | 2887.0% |
| Music Expenses | \$ | 320.00 | \$ 357.82 | 11.8% |
| SubTotal Worship Expenses | \$ | 362.19 | \$ 1,618.05 | 346.7% |
| Total Expenditures | \$ | 198,498.09 | \$ 207,147.32 | 4.4% |
| Profit | \$ | 26,546.54 | \$ 1,591.26 | -94.0% |

St. James'

Haiti Project

January 2020







| | | per month | per year | | Source |
|---------------------------------------|----|-----------|--------------|--------------------------|------------------|
| School Operations | | | | | |
| | | | \$ 25,500.00 | | |
| Salaries | | | \$ 14,500.00 | | |
| | | | | | |
| \$ | | | | | |
| Teacher Salaries | 12 | 100.00 | \$ 12,000.00 | | Sep 2019 meeting |
| \$ | | | | | |
| Director Salary | 1 | 150.00 | \$ 1,500.00 | Rosalair | Sep 2019 meeting |
| Cooks | 2 | \$ 50.00 | \$ 1,000.00 | | Sep 2019 meeting |
| Accountant | 1 | | ? | Valencio Alexis (shared) | |
| Consumables | | | \$ 11,000.00 | | |
| | | | | | |
| \$ | | | | | |
| Food | | 600.00 | \$ 6,000.00 | (variable) | Sep 2019 meeting |
| School Supplies (Books), Backpacks | | | \$ 5,000.00 | | Jan 2020 email |
| Uniforms | | | ? | | |
| Other | | | | | |
| Building Maintenance | | | ? | | |
| Staff Continuing Education | | | ? | | |

| Construction Projects | | | | | |
|------------------------------|--|-----------|--|--|----------------|
| | | | | | |
| \$ | | | | | |
| Latrines | | 10,000.00 | | | Jan 2020 email |
| \$ | | | | | |
| Water Pipe and Kiosk | | 3,000.00 | | | Jan 2020 email |