Report to the Vestry
From the Business Manager
Narrative to the Budget

Sep 2022

Income

- Pledge Income: Pledge is under for the month, and uncomfortably under for the year-to-date.
- 2nd Ask "Closing the Gap": 2nd Ask is slightly under for the month and over year-to-date.
- Prior Year Pledge Catch Up: This is a new line item added so that the income does not cloud the current pledge year income.
- Loose plate: Loose plate is over for the month and over for the year-to-date.
- Festival: Festival is under budget for both month and year-to-date.
- Facilities Use: Facilities is under budget for the month and slightly under for year-to-date.
- Parish Fundraisers: There have been no fundraisers yet this year. This category will likely end under budget as the committee we thought would be raising $5,000 will not be accomplishing this task.
- Special gifts: Special gifts came in as expected.
- Brakenbury: We will only bring this money over from investments if we need it. So far it is not needed.
- Special Purpose Funds: We will only bring this money over from special purpose funds on the balance sheet when needed.
- **Income Overall:** Income is under for both the month and year to date. This is mostly due to slow pledge income.

Expense

- Clergy: On track. Continuing Ed for the Curate is over as she did not realize the Clergy Conf. is included in this line item.
- Administration & Inclusion: On track. Because of the turnover in the front office, we will be off budget in insurance and pension for the year. We will also be off budget on Admin 1 because that position has switched from a salaried position to an hourly one. Our technical support is over for the month but should be in budget by year end. The Leadership Retreat/Conv is over just because of timing. We paid for the hotel rooms of reps for the Diocesan Convention.
- Plant Maintenance: Overall on track. There is a mid-year rate increase on some utilities that is causing them to be overbudget.
- Worship & Music: On track. Jane Hahn did not bill us this month. In July the bank cashed a check to a sub organist from 2016. I had already written it off because I didn't have a contact for the person. We do owe him the money so I spoke with Michael (in Elizabeth's absence) and got permission to let it go. We will be $100 over in festival musicians because of this. Sheet music will be over this year for several reasons. The choir has ended up very low on male voices and so Tom is needing to shift to music that does not rely on deep voices. Tom is also attempting to capture more space in the music loft by changing to a more space saving music box organization. The bottom line of Worship & Music should come in within budget because Jane will not be able to help Tom as much as anticipated and there will be money from that line item to balance out what Tom is needing to do with the music.
- Hospitality: On track.
- Adult Formation: Participants in Adult Formation have been paying for books but I don't have the bill yet that will offset this income.
- Children & Youth: : On track.
- Justice & Outreach & Mission Share: On track.
- **Expenses overall:** On track. Under for both month and year-to-date.

Balance Sheet

- As expected.

Respectfully submitted by: Cami Segna, Business Manager

Trinity Church Inc.
Profit & Loss Budget Performance
September 2022

	September Actual	September Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Pledge Payments	31,557.77	53,934.00	431,602.64	485,403.00	647,205.00
2nd Ask "Closing the Gap"	1,096.00	2,298.00	41,915.00	20,678.00	27,572.00
Prior Year Pledge Catch Up	0.00		750.00		
Loose Plate Offerings	4,471.63	2,500.00	28,745.46	22,500.00	30,000.00
Festival Offerings	0.00	1,250.00	5,916.00	11,250.00	15,000.00
Facilities Use	935.00	1,500.00	12,133.00	13,500.00	18,000.00
Parish Fundraisers	0.00	458.00	0.00	4,101.00	8,500.00
Special Gifts	0.00	0.00	50,000.00	50,000.00	50,000.00
Total Operating Income	38,060.40	61,940.00	571,062.10	607,432.00	796,277.00
Investment Income *					
Brackenbury	0.00	4,147.50	0.00	37,328.50	49,771.00
Special Purpose Funds **					
Neal/Straight Music Fund	0.00	0.00	0.00	4,300.00	4,300.00
Total Income	38,060.40	66,087.50	571,062.10	649,060.50	850,348.00
Expense					
Clergy					
Salary- Rector	7,214.08	7,214.08	64,926.73	64,926.76	86,569.00
Rector Equity Allowance	0.00	0.00	3,000.00	3,000.00	3,000.00
Salary - Curate	5,577.42	5,577.42	50,196.78	50,196.74	66,929.00
Benefits/Taxes	5,197.42	5,170.32	43,040.93	46,533.04	62,044.00
Auto Allowance	500.00	500.00	4,500.00	4,500.00	6,000.00
Cell Phone Allowance	200.00	200.00	1,800.00	1,800.00	2,400.00
Continuing Ed. - Rector	191.30	191.67	191.30	1,724.99	2,300.00
Continuing Ed. - Curate	191.30	125.00	1,992.92	1,125.00	1,500.00
Total Clergy	19,071.52	18,978.49	169,648.66	173,806.53	230,742.00
Administration & Inclusion					
Salary - Office Admin 1	3,648.00	3,750.00	29,942.59	33,750.00	45,000.00
Salary - Office Admin 2	0.00	0.00	0.00	0.00	0.00
Salary - Dir. Communications	1,694.26	1,694.25	15,248.32	15,248.25	20,331.00
Salary - Biz. Mgr.	2,786.66	2,786.67	25,079.95	25,079.99	33,440.00
Benefits/Taxes	4,313.09	4,280.86	37,688.16	38,527.74	51,370.32
Bookkeeping & Accounting	1,500.00	0.00	1,500.00	2,000.00	2,000.00
Telephone	470.33	416.67	3,781.77	3,749.99	5,000.00
Office Supplies	25.00	400.00	2,888.41	3,600.00	4,800.00
Printing	483.18	466.67	4,436.27	4,199.99	5,600.00
Postage and Delivery	0.00	83.33	607.92	750.01	1,000.00
Pubs, Subscriptions & Permits	0.00	0.00	0.00	0.00	750.00
Stewardship	0.00	400.00	16.24	800.00	1,200.00
Equip. Repairs / Service	0.00	41.67	0.00	374.99	500.00
Technical Support	2,395.00	750.00	8,410.36	6,750.00	9,000.00
Communications	0.00	100.00	0.00	900.00	1,200.00
Temporary Help	420.00	325.00	1,735.00	2,925.00	3,900.00
Leadership Retreat/Conf.	573.90	0.00	573.90	0.00	600.00
Admin Contract Services	542.36	800.00	7,528.92	7,199.64	9,599.64
Credit Card Fees	161.49	166.67	1,063.41	1,499.99	2,000.00
Total Administration & Inclusion	19,013.27	16,461.79	140,501.22	147,355.59	197,290.96

Trinity Church Inc.
Profit & Loss Budget Performance
September 2022

	September Actual	September Budget	YTD Actual	YTD Budget	Annual Budget
Plant Maintenance					
Salary - Sexton	2,403.52	2,603.83	23,037.31	23,434.51	31,246.00
Plant Maintenance Assistant	0.00	50.00	0.00	450.00	600.00
Benefits/Taxes	1,307.75	1,446.58	11,290.62	13,019.26	17,359.00
Utilities					
Electricity	896.82	650.00	6,874.58	5,850.00	7,800.00
Gas	156.07	300.00	2,962.08	2,700.00	3,600.00
Water, Sewer, Trash	160.01	1,058.33	7,730.66	9,525.01	12,700.00
Property Taxes	0.00	0.00	0.00	0.00	385.00
Insurance	0.00	6,775.50	21,734.25	22,500.00	30,000.00
Supplies (Custodial & Maint.)	0.00	166.67	1,365.10	1,500.03	2,000.04
Building Repairs	1,579.03	727.27	4,121.70	5,818.19	8,000.00
Temps (Vacation sub)	0.00	104.58	84.91	941.26	1,255.00
Contract Services	5,396.00	1,545.83	15,067.09	13,912.51	18,550.00
Total Plant Maintenance	11,899.20	15,428.59	94,268.30	99,650.77	133,495.04
Music & Worship					
Salary - Dir. of Music	4,290.66	4,291.67	38,617.45	38,624.99	51,500.00
Assisting Musician	0.00	1,000.00	6,500.00	9,000.00	12,000.00
Benefits/Taxes	1,770.89	1,757.74	15,639.12	15,819.78	21,093.00
Festival Musicians	0.00	0.00	650.00	300.00	600.00
Supplies					
Altar Guild	8.94	150.00	564.71	1,350.00	1,800.00
Sheet Music, Books & Licenses	225.41	208.33	2,460.93	1,875.01	2,500.00
Publications	0.00	0.00	0.00	200.00	200.00
Temps (Vacation sub)	0.00	0.00	0.00	0.00	0.00
Tuning & Repair	0.00	600.00	1,338.44	5,400.00	7,200.00
Total Music & Worship	6,295.90	8,007.74	65,770.65	72,569.78	96,893.00
Hospitality					
Meetings & Fellowship	161.32	166.67	2,110.99	1,499.99	2,000.00
Events	(350.00)	150.00	(350.00)	1,350.00	1,800.00
Compostable Products	0.00	200.00	127.28	1,800.00	2,400.00
Total Hospitality	(188.68)	516.67	1,888.27	4,649.99	6,200.00
Adult Formation					
Interfaith Young Adults	0.00	20.83	0.00	187.51	250.00
Adult Education	(883.00)	33.00	(313.61)	301.00	400.00
Total Adult Formation	(883.00)	53.83	(313.61)	488.51	650.00
Children & Youth					
Salary - Dir. Children & Youth	2,868.92	2,868.92	25,820.28	25,820.24	34,427.00
Benefits/Taxes	1,512.41	1,749.25	13,412.02	15,743.25	20,991.00
Catechesis	234.34	133.33	2,714.86	3,200.01	3,600.00
Nursery/Child Care	600.00	400.00	4,850.00	3,600.00	4,800.00
Summer Sacred Arts	0.00	0.00	278.92	300.00	300.00
Youth	71.69	83.33	697.92	750.01	1,000.00
Total Children & Youth	5,287.36	5,234.83	47,774.00	49,413.51	65,118.00
Outreach & Justice					
Diocesan Support	7,160.79	7,160.75	64,447.03	64,446.75	85,929.00
Divinity School & Deanary Dues	0.00	0.00	0.00	0.00	1,670.00
Program (J & O)	1,632.69	2,696.67	23,675.88	24,269.99	32,360.00
Total Outreach & Justice	8,793.48	9,857.42	88,122.91	88,716.74	119,959.00
Total Expense	69,289.05	74,539.36	607,660.40	636,651.42	850,348.00
Net Income	**(31,228.65)**	**(8,451.86)**	**(36,598.30)**	**12,409.08**	**0.00**

Trinity Church Inc.
Balance Sheet
As of September, 30 2022

ASSETS	
Operating & Restricted Bank Accounts	
Union Bank Operating Acct.	43,723.06
Petty Cash	20.00
Union Bank Capital Campaign	52,853.61
Union Bank Webb Account	221,742.15
Total Operating & Restricted Bank Accounts	318,338.82
Schwab Investments	
Looking Beyond Ourselves	
LBO Church Endowment	850,145.25
LBO Church Endowment (Cash Eq)	27,786.33
Total Looking Beyond Ourselves	877,931.58
Brackenbury	
Schwab Brackenbury	1,171,838.94
Schwab Brackenbury Money Market & Cash	27,587.73
Total Schwab Brackenbury	1,199,426.67
Reserve Funds	
Schwab Wealth Management Reserves	224,774.86
Schwab Reserve Cash Equivelents	3,274.11
Total Reserve Funds	228,048.97
Mark Asman Progressive Theology	
Schwab MAPTF	59,753.19
Schwab MAPTF Cash Equivelents	2,880.66
Total Mark Asman Progressive Theology	62,633.85
Total Schwab Investments	2,368,041.07
Other Assets	
Clergy Discretionary Checking	4,122.24
Due from Others	2,507.14
Prepaid Expenses	0.00
Total Other Assets	6,629.38
TOTAL ASSETS	**2,693,009.27**
LIABILITIES & FUND BALANCES	
Liabilities	
Current Liabilities	
Credit Cards	1,899.50
Pension Payable	(3.00)
Accounts Payable	0.00
403b Liability	0.00
Payroll Liability	(0.01)
Prepaid Pledges	6,000.00
Total Current Liabities	7,896.49
Total Liabilities	7,896.49
Fund Balances	
Unrestricted Operating Funds	75,610.34
Restricted Funds	2,609,502.44
Total Fund Balances	2,685,112.78
TOTAL LIABILITIES & FUND BALANCES	**2,693,009.27**

Trinity Church Inc.
Other Specific Purpose Funds
September 2022

Other Specific Purpose Funds	
Other Gifts in Holding	451.00
Services	19,482.05
Current Pass Through Funds	
Compline	500.00
Larson Sound System	1,024.93
Casbon Couples Retreat	1,620.00
Labyrinth Fund	592.74
Alternative Christmas Market	100.00
Concert Fund	1,679.57
CYC - Children	330.67
CYC - Youth Trip	3,608.49
Duca TBS Fund	1,561.04
Faulding Dental Program	1,188.00
Healing Touch	844.32
Kitchen Fundraiser	4,448.23
LGBT	575.00
Library Fund	332.00
Men's Retreat	1,127.27
Music Discretionary Fund	2,370.00
Science & Religion	513.32
Trinity Back Stage	1,273.00
Warming Center	257.76
Prayer Shawl Fund	402.84
Michael Corrigan Disc Fund	101.55
Education Discretionary Fund	5,372.30
Immigration Fund	750.00
Adult Form. M. Asman PTF Draw	99.00
Tomlinson	3,318.35
Playground	867.14
Spiritual Direction MAPTF	41.00
Bride's Room	9,447.47
Driver's Listos	1,176.80
Sustainable Trinity	3,200.00
Elizabeth Hess CYC Memorial	10,625.60
Katrina	2,200.00
Fireside	2,815.00
NCAT	2,626.00
Moving Ex Nihllo	970.80
Afghan Refugee Fund	5,242.00
Total Current Pass Through Funds	73,202.19
Justice & Outreach	
Celebrations	6,129.50
Grants	25,401.53
Total Justice & Outreach	31,531.03
Catechesis Training	4,077.84
Altar Flowers & Holiday Decor	1,872.19
Rector's Sabbatical Fund	555.50
Total Other Specific Purpose Funds	**131,171.80**

Trinity Church Inc.
Fund Balances
Sep 2022

	8/31/2022	Increase	Decrease	9/30/2022	12/31/2021
Unrestricted Funds					
Unrestricted Operating Funds	131,911.78		19,703.14	112,208.64	234,036.48
Current Year Operating Fund	(5,369.65)	39,815.80	71,044.45	(36,598.30)	(81,558.18)
Total Unrestricted Funds	126,542.13	39,815.80	90,747.59	75,610.34	152,478.30
Restricted Funds					
Rectory Maintenance Fund	(27.28)	0.00	0.00	(27.28)	(27.28)
Campus Care General Repair Fund	8,040.78	0.00	0.00	8,040.78	10,545.56
Campus Care Tower Repair Fund	50.00	0.00	0.00	50.00	500.00
Capital Campaign	52,853.61	0.00	0.00	52,853.61	48,900.25
Total Restricted Funds	60,917.11	0.00	0.00	60,917.11	59,918.53
Dedicated Purpose Funds					
Other Specific Purpose Funds	126,370.11	4,801.69	0.00	131,171.80	159,001.56
Total Dedicated Purpose Funds	126,370.11	4,801.69	0.00	131,171.80	159,001.56
Discretionary Fund					
Clergy Discretionary Fund	5,079.69	0.00	957.45	4,122.24	2,821.64
Total Discretionary Funds	5,079.69	0.00	957.45	4,122.24	2,821.64
Donor Restricted Funds					
Columbarium	2,210.12	0.00	0.00	2,210.12	2,210.12
Anna Ellis Fund	10,300.00	0.00	0.00	10,300.00	10,300.00
Memorial Fund	33,093.33	295.80	0.00	33,389.13	33,093.33
Neal & Straight Music Fund	5,657.78	0.00	0.00	5,657.78	7,338.90
Webb Fund	194,685.75	32,934.44	5,878.04	221,742.15	168,540.75
Total Donor Restricted Funds	245,946.98	33,230.24	5,878.04	273,299.18	221,483.10
Endowment Funds					
Looking Beyond Ourselves Fund	941,221.65	0.00	63,290.07	877,931.58	1,077,871.64
Brackenbury Fund	1,272,417.12	0.00	72,990.45	1,199,426.67	1,422,041.99
Mark Asman Progressive Theology Fund	66,930.25	0.00	4,296.40	62,633.85	76,376.20
Total Endowment Funds	2,280,569.02	0.00	140,576.92	2,139,992.10	2,576,289.83
Total Restricted Funds	2,718,882.91	38,031.93	147,412.41	2,609,502.43	3,019,514.66
Total All Funds	2,845,425.04	77,847.73	238,160.00	2,685,112.77	3,171,992.96

Trinity Church Inc.
Transaction Detail By Account
Accrual Basis — September 2022

Type	Date	Num	Name	Memo	Debit	Credit	Balance
6200 · Administration & Inclusion							
6361 · Admin Contract Services							
6361.01 · Membership							
Credit Card Charge	09/01/2022		Google Worksp...		32.52		32.52
Credit Card Charge	09/01/2022		amazon Prime	fee	16.30		48.82
Total 6361.01 · Membership					48.82	0.00	48.82
6361.03 · Meetings On Line							
Credit Card Charge	09/01/2022		Zoom Inc		40.00		40.00
Credit Card Charge	09/01/2022		Zoom Inc		14.99		54.99
Credit Card Charge	09/01/2022		Zoom Inc		40.00		94.99
Total 6361.03 · Meetings On Line					94.99	0.00	94.99
6361.04 · S ign Up Software							
Credit Card Charge	09/01/2022		Signupgenius	sign up f...	9.99		9.99
Total 6361.04 · S ign Up Software					9.99	0.00	9.99
6361.08 · Payroll System							
Check	09/15/2022	EFT	Paychex		169.28		169.28
Check	09/16/2022	EFT	Paychex		50.00		219.28
Check	09/30/2022		Paychex		169.28		388.56
Total 6361.08 · Payroll System					388.56	0.00	388.56
Total 6361 · Admin Contract Services					542.36	0.00	542.36
Total 6200 · Administration & Inclusion					542.36	0.00	542.36
TOTAL					**542.36**	**0.00**	**542.36**

Trinity Church Inc.
Transaction Detail By Account
Accrual Basis — September 2022

Type	Date	Num	Name	Memo	Amount	Balance
6400 · Plant Maintenance						
6440 · Contract Services						
6440.4 · Grounds Maintenance						
Check	09/01/2022	BP	Roberto Morales	church	1,200.00	1,200.00
Check	09/01/2022	BP	Roberto Morales	Rectory	240.00	1,440.00
Check	09/01/2022	BP	Roberto Morales	July/August		1,440.00
Check	09/01/2022	BP	Roberto Morales	Extra hour		1,440.00
Check	09/12/2022	23322	Bartlett Tree Experts	Tree Trimming	3,656.00	5,096.00
Total 6440.4 · Grounds Maintenance					5,096.00	5,096.00
6440.5 · Security Service						
Check	09/01/2022	BP	Jon Diaz	August	300.00	300.00
Total 6440.5 · Security Service					300.00	300.00
Total 6440 · Contract Services					5,396.00	5,396.00
Total 6400 · Plant Maintenance					5,396.00	5,396.00
TOTAL					**5,396.00**	**5,396.00**