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

July 2022

Income

- Pledge Income: Pledge is slightly over for the month, and 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 over for year-to-date.
- Parish Fundraisers: There have been no fundraisers yet this year.
- 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 slightly under year to date. Summer months are expected to be under.

Expense

- Clergy**:** On track
- 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.
- Plant Maintenance**:** Overall on track, but utilities are running high. It is possible we did not budget enough now that the church spaces are being used more. There is a mid-year rate increase on some utilities.
- Worship & Music: On track. Jane Hahn has not billed for her time for a few months. She finally sent in a multiple month invoice in early August. 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 the cleared check remain. We will be $100 over in festival musicians because of this.
- Hospitality: On track.
- Adult Formation: Over for the year-to-date. We cut this budget from $3,020 to $650 and it looks as if we may have been unrealistic and cut it too much.
- Children & Youth**: :** On track.
- Justice & Outreach & Mission Share**:** On track.
- **Expenses overall:** On track. Under for yearto-date.

Balance Sheet

- As expected.

Respectfully submitted by: Cami Segna, Business Manager

Trinity Church Inc.
Profit & Loss Budget Performance
July 2022

	July Actual	July Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Pledge Payments	55,717.88	53,934.00	369,344.50	377,535.00	647,205.00
2nd Ask "Closing the Gap"	2,110.00	2,298.00	39,669.00	16,082.00	27,572.00
Prior Year Pledge Catch Up	0.00	0.00	700.00	0.00	0.00
Loose Plate Offerings	3,630.00	2,500.00	20,716.83	17,500.00	30,000.00
Festival Offerings	0.00	1,250.00	5,916.00	8,750.00	15,000.00
Facilities Use	1,316.00	1,500.00	11,337.00	10,500.00	18,000.00
Parish Fundraisers	0.00	458.00	0.00	3,185.00	8,500.00
Special Gifts	0.00	0.00	50,000.00	50,000.00	50,000.00
Total Operating Income	62,773.88	61,940.00	497,683.33	483,552.00	796,277.00
Investment Income *					
Brackenbury	0.00	4,147.50	0.00	29,033.50	49,771.00
Special Purpose Funds **					
Special Purpose Funds	0.00	0.00	0.00	4,300.00	4,300.00
Total Income	62,773.88	66,087.50	497,683.33	516,885.50	850,348.00
Expense					
Clergy	18,512.39	18,978.49	132,067.27	135,849.55	230,742.00
Administration & Inclusion	16,652.38	16,061.79	106,756.25	114,432.01	197,290.96
Plant Maintenance	12,077.63	9,377.59	74,172.74	75,569.09	133,495.04
Music & Worship	6,273.60	8,007.74	50,811.01	56,554.30	96,893.00
Hospitality	1,058.41	516.67	1,911.71	3,616.65	6,200.00
Adult Formation	92.00	53.83	690.39	380.85	650.00
Children & Youth	6,151.92	5,334.83	36,967.13	38,843.85	65,118.00
Outreach & Justice	10,052.18	9,857.42	70,576.12	69,001.90	119,959.00
Total Expense	70,870.51	68,188.36	473,952.62	494,248.20	850,348.00
Net Income	**(8,096.63)**	**(2,100.86)**	**23,730.71**	**22,637.30**	**0.00**

Trinity Church Inc.
Profit & Loss Budget Performance
July 2022

	July Actual	July Budget	YTD Actual	YTD Budget	Annual Budget
Income					
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Prior Year Pledge Catch Up	0.00		700.00		
Loose Plate Offerings	3,630.00	2,500.00	20,716.83	17,500.00	30,000.00
Festival Offerings	0.00	1,250.00	5,916.00	8,750.00	15,000.00
Facilities Use	1,316.00	1,500.00	11,337.00	10,500.00	18,000.00
Parish Fundraisers	0.00	458.00	0.00	3,185.00	8,500.00
Special Gifts	0.00	0.00	50,000.00	50,000.00	50,000.00
Total Operating Income	62,773.88	61,940.00	497,683.33	483,552.00	796,277.00
Investment Income *					
Brackenbury	0.00	4,147.50	0.00	29,033.50	49,771.00
Special Purpose Funds **					
Neal/Straight Music Fund	0.00	0.00	0.00	4,300.00	4,300.00
Total Income	62,773.88	66,087.50	497,683.33	516,885.50	850,348.00
Expense					
Clergy					
Salary- Rector	7,214.08	7,214.08	50,498.57	50,498.60	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	39,041.94	39,041.90	66,929.00
Benefits/Taxes	5,020.89	5,170.32	32,825.14	36,192.40	62,044.00
Auto Allowance	500.00	500.00	3,500.00	3,500.00	6,000.00
Cell Phone Allowance	200.00	200.00	1,400.00	1,400.00	2,400.00
Continuing Ed. - Rector	0.00	191.67	0.00	1,341.65	2,300.00
Continuing Ed. - Curate	0.00	125.00	1,801.62	875.00	1,500.00
Total Clergy	18,512.39	18,978.49	132,067.27	135,849.55	230,742.00
Administration & Inclusion					
Salary - Office Admin 1	3,600.00	3,750.00	22,766.59	26,250.00	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	11,859.80	11,859.75	20,331.00
Salary - Biz. Mgr.	2,786.66	2,786.67	19,506.63	19,506.65	33,440.00
Benefits/Taxes	4,195.56	4,280.86	29,201.97	29,966.02	51,370.32
Bookkeeping & Accounting	0.00	0.00	0.00	2,000.00	2,000.00
Telephone	480.48	416.67	2,842.76	2,916.65	5,000.00
Office Supplies	226.12	400.00	2,660.47	2,800.00	4,800.00
Printing	577.86	466.67	3,489.47	3,266.65	5,600.00
Postage and Delivery	60.00	83.33	607.92	583.35	1,000.00
Pubs, Subscriptions & Permits	0.00	0.00	0.00	0.00	750.00
Stewardship	0.00	0.00	16.24	0.00	1,200.00
Equip. Repairs / Service	0.00	41.67	0.00	291.65	500.00
Technical Support	735.00	750.00	6,015.36	5,250.00	9,000.00
Communications	0.00	100.00	0.00	700.00	1,200.00
Temporary Help	0.00	325.00	1,000.00	2,275.00	3,900.00
Leadership Retreat/Conf.	0.00	0.00	0.00	0.00	600.00
Admin Contract Services	2,146.32	800.00	5,845.02	5,599.64	9,599.64
Credit Card Fees	150.12	166.67	944.02	1,166.65	2,000.00
Total Administration & Inclusion	16,652.38	16,061.79	106,756.25	114,432.01	197,290.96

Trinity Church Inc.
Profit & Loss Budget Performance
July 2022

	July Actual	July Budget	YTD Actual	YTD Budget	Annual Budget
Plant Maintenance					
Salary - Sexton	2,167.46	2,603.83	18,058.59	18,226.85	31,246.00
Plant Maintenance Assistant	0.00	50.00	0.00	350.00	600.00
Benefits/Taxes	1,211.98	1,446.58	8,686.34	10,126.10	17,359.00
Utilities					
Electricity	0.00	650.00	5,090.23	4,550.00	7,800.00
Gas	0.00	300.00	2,647.95	2,100.00	3,600.00
Water, Sewer, Trash	142.35	1,058.33	5,589.89	7,408.35	12,700.00
Property Taxes	0.00	0.00	0.00	0.00	385.00
Insurance	7,003.25	724.50	21,734.25	15,724.50	30,000.00
Supplies (Custodial & Maint.)	465.48	166.67	901.26	1,166.69	2,000.04
Building Repairs	212.11	727.27	2,451.09	4,363.65	8,000.00
Temps (Vacation sub)	0.00	104.58	84.91	732.10	1,255.00
Contract Services	875.00	1,545.83	8,928.23	10,820.85	18,550.00
Total Plant Maintenance	12,077.63	9,377.59	74,172.74	75,569.09	133,495.04
Music & Worship					
Salary - Dir. of Music	4,290.66	4,291.67	30,036.13	30,041.65	51,500.00
Assisting Musician	0.00	1,000.00	4,000.00	7,000.00	12,000.00
Benefits/Taxes	1,713.87	1,757.74	12,157.35	12,304.30	21,093.00
Festival Musicians	100.00	0.00	650.00	300.00	600.00
Supplies					
Altar Guild	18.69	150.00	555.77	1,050.00	1,800.00
Sheet Music, Books & Licenses	150.38	208.33	2,073.32	1,458.35	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	4,200.00	7,200.00
Total Music & Worship	6,273.60	8,007.74	50,811.01	56,554.30	96,893.00
Hospitality					
Meetings & Fellowship	866.17	166.67	1,849.67	1,166.65	2,000.00
Events	0.00	150.00	0.00	1,050.00	1,800.00
Compostable Products	192.24	200.00	62.04	1,400.00	2,400.00
Total Hospitality	1,058.41	516.67	1,911.71	3,616.65	6,200.00
Adult Formation					
Interfaith Young Adults	0.00	20.83	0.00	145.85	250.00
Adult Education	92.00	33.00	690.39	235.00	400.00
Total Adult Formation	92.00	53.83	690.39	380.85	650.00
Children & Youth					
Salary - Dir. Children & Youth	2,868.92	2,868.92	20,082.44	20,082.40	34,427.00
Benefits/Taxes	1,472.41	1,749.25	10,427.22	12,244.75	20,991.00
Catechesis	97.67	133.33	1,595.21	2,933.35	3,600.00
Nursery/Child Care	1,350.00	400.00	4,250.00	2,800.00	4,800.00
Summer Sacred Arts	14.12	100.00	14.12	200.00	300.00
Youth	348.80	83.33	598.14	583.35	1,000.00
Total Children & Youth	6,151.92	5,334.83	36,967.13	38,843.85	65,118.00
Outreach & Justice					
Diocesan Support	7,160.79	7,160.75	50,125.45	50,125.25	85,929.00
Divinity School & Deanary Dues	0.00	0.00	0.00	0.00	1,670.00
Program (J & O)	2,891.39	2,696.67	20,450.67	18,876.65	32,360.00
Total Outreach & Justice	10,052.18	9,857.42	70,576.12	69,001.90	119,959.00
Total Expense	70,870.51	68,188.36	473,952.62	494,248.20	850,348.00
Net Income	**(8,096.63)**	**(2,100.86)**	**23,730.71**	**22,637.30**	**0.00**

Trinity Church Inc.
Balance Sheet
As of July, 31 2022

ASSETS	
Operating & Restricted Bank Accounts	
Union Bank Operating Acct.	94,224.47
Petty Cash	20.00
Union Bank Capital Campaign	52,853.61
Union Bank Webb Account	200,460.75
Total Operating & Restricted Bank Accounts	347,558.83
Schwab Investments	
Looking Beyond Ourselves	
LBO Church Endowment	954,097.25
LBO Church Endowment (Cash Eq)	23,615.57
Total Looking Beyond Ourselves	977,712.82
Brackenbury	
Schwab Brackenbury	1,268,685.25
Schwab Brackenbury Money Market & Cash	37,035.53
Total Schwab Brackenbury	1,305,720.78
Reserve Funds	
Schwab Wealth Management Reserves	242,714.36
Schwab Reserve Cash Equivelents	5,175.09
Total Reserve Funds	247,889.45
Mark Asman Progressive Theology	
Schwab MAPTF	66,369.82
Schwab MAPTF Cash Equivelents	2,507.96
Total Mark Asman Progressive Theology	68,877.78
Total Schwab Investments	2,600,200.83
Other Assets	
Clergy Discretionary Checking	4,190.65
Due from Others	2,707.14
Prepaid Expenses	
Total Other Assets	6,897.79
TOTAL ASSETS	**2,954,657.45**
LIABILITIES & FUND BALANCES	
Liabilities	
Current Liabilities	
Credit Cards	(295.24)
Pension Payable	(3.00)
Accounts Payable	
403b Liability	
Payroll Liability	
Prepaid Pledges	6,000.00
Total Current Liabities	5,701.76
Total Liabilities	5,701.76
Fund Balances	
Unrestricted Operating Funds	155,642.49
Restricted Funds	2,793,313.20
Total Fund Balances	2,948,955.69
TOTAL LIABILITIES & FUND BALANCES	**2,954,657.45**

Trinity Church Inc.
Other Specific Purpose Funds
July 2022

Other Specific Purpose Funds	
Other Gifts in Holding	601.00
Services	18,932.05
Current Pass Through Funds	
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	1,097.27
Music Discretionary Fund	2,370.00
Science & Religion	513.32
Trinity Back Stage	1,273.00
Warming Center	257.76
Prayer Shawl Fund	377.84
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	1.00
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	3,332.00
Moving Ex Nihllo	970.80
Afghan Refugee Fund	5,942.00
Total Current Pass Through Funds	71,368.26
Justice & Outreach	
Celebrations	5,024.50
Grants	22,176.32
Total Justice & Outreach	27,200.82
Catechesis Training	3,017.26
Altar Flowers & Holiday Decor	1,843.18
Rector's Sabbatical Fund	555.50
Total Other Specific Purpose Funds	**123,518.07**

Trinity Church Inc.

Fund Balances

July 2022

	6/30/2022	Increase	Decrease	7/31/2022	12/31/2021
Unrestricted Funds					
Unrestricted Operating Funds	121,465.49	10,446.29	0.00	131,911.78	234,036.48
Current Year Operating Fund	31,827.37	63,389.84	71,486.50	23,730.71	(81,558.18)
Total Unrestricted Funds	153,292.86	73,836.13	71,486.50	155,642.49	152,478.30
Restricted Funds					
Rectory Maintenance Fund	(27.28)	0.00	0.00	(27.28)	(27.28)
Campus Care General Repair Fund	8,694.78	0.00	0.00	8,694.78	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	61,571.11	0.00	0.00	61,571.11	59,918.53
Dedicated Purpose Funds					
Other Specific Purpose Funds	120,798.97	4,938.10	2,219.00	123,518.07	159,001.56
Total Dedicated Purpose Funds	120,798.97	4,938.10	2,219.00	123,518.07	159,001.56
Discretionary Fund					
Clergy Discretionary Fund	4,195.65	500.00	505.00	4,190.65	2,821.64
Total Discretionary Funds	4,195.65	500.00	505.00	4,190.65	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	0.00	0.00	33,093.33	33,093.33
Neal & Straight Music Fund	5,657.78	0.00	0.00	5,657.78	7,338.90
Webb Fund	205,376.43	0.00	4,915.67	200,460.76	168,540.75
Total Donor Restricted Funds	256,637.66	0.00	4,915.67	251,721.99	221,483.10
Endowment Funds					
Looking Beyond Ourselves Fund	915,567.94	62,144.88	0.00	977,712.82	1,077,871.64
Brackenbury Fund	1,250,196.40	55,524.38	0.00	1,305,720.78	1,422,041.99
Mark Asman Progressive Theology Fund	65,564.96	3,312.82	0.00	68,877.78	76,376.20
Total Endowment Funds	2,231,329.30	120,982.08	0.00	2,352,311.38	2,576,289.83
Total Restricted Funds	2,674,532.69	126,420.18	7,639.67	2,793,313.20	3,019,514.66
Total All Funds	2,827,825.55	200,256.31	79,126.17	2,948,955.69	3,171,992.96

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
6200 · Administration & Inclusion							
6361 · Admin Contract Services							
6361.01 · Membership							
Credit Card Cha...	07/15/2022		Costco	membership	240.00		240.00
Credit Card Cha...	07/15/2022		Best Buy	QB	429.90		669.90
Total 6361.01 · Membership					669.90	0.00	669.90
6361.03 · Meetings On Line							
Credit Card Cha...	07/15/2022		Zoom Inc		14.99		14.99
Credit Card Cha...	07/15/2022		Zoom Inc		40.00		54.99
Total 6361.03 · Meetings On Line					54.99	0.00	54.99
6361.04 · S ign Up Software							
Credit Card Cha...	07/15/2022		Rotunda Softw...		888.00		888.00
Credit Card Cha...	07/15/2022		Signupgenius	sign up for in...	9.99		897.99
Total 6361.04 · S ign Up Software					897.99	0.00	897.99
6361.05 · Drop Box							
Credit Card Cha...	07/15/2022		Drop Box	annual for pi...	119.88		119.88
Total 6361.05 · Drop Box					119.88	0.00	119.88
6361.08 · Payroll System							
Check	07/15/2022		Paychex		184.28		184.28
Check	07/15/2022		Paychex		50.00		234.28
Check	07/31/2022		Paychex		169.28		403.56
Total 6361.08 · Payroll System					403.56	0.00	403.56
Total 6361 · Admin Contract Services					2,146.32	0.00	2,146.32
Total 6200 · Administration & Inclusion					2,146.32	0.00	2,146.32
TOTAL					**2,146.32**	**0.00**	**2,146.32**

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

Date	Num	Name	Memo	Debit	Credit	Balance
6400 · Plant Maintenance						
6440 · Contract Services						
6440.2 · Cleaning Service						
07/19/2022	BP8336	Lee and Neal	Grease trap cl...	95.00		95.00
Total 6440.2 · Cleaning Service				95.00	0.00	95.00
6440.3 · Pest Control						
07/19/2022	BP	Cordero Pest Control	INV 01363	60.00		60.00
Total 6440.3 · Pest Control				60.00	0.00	60.00
6440.4 · Grounds Maintenance						
07/07/2022	BP8320	Roberto Morales	church	600.00		600.00
07/07/2022	BP8320	Roberto Morales	Rectory	120.00		720.00
07/07/2022	BP8320	Roberto Morales				720.00
07/07/2022	BP8320	Roberto Morales	Extra hour			720.00
Total 6440.4 · Grounds Maintenance				720.00	0.00	720.00
Total 6440 · Contract Services				875.00	0.00	875.00
Total 6400 · Plant Maintenance				875.00	0.00	875.00
TOTAL				**875.00**	**0.00**	**875.00**