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

Aug 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 month and under 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. The Admin Contract Services is high because Constant Contact yearly membership fee fells this month as well as our data base was paid for two months as one was not paid while I was away.
- 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 billed for the last two months. 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: 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 both month and year-to-date.

Balance Sheet

- As expected.

Respectfully submitted by: Cami Segna, Business Manager

Trinity Church Inc.
Profit & Loss Budget Performance
August 2022

	August Actual	August Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Pledge Payments	30,700.37	53,934.00	400,044.87	431,469.00	647,205.00
2nd Ask "Closing the Gap"	1,150.00	2,298.00	40,819.00	18,380.00	27,572.00
Prior Year Pledge Catch Up	50.00	0.00	750.00	0.00	0.00
Loose Plate Offerings	3,557.00	2,500.00	24,273.83	20,000.00	30,000.00
Festival Offerings	0.00	1,250.00	5,916.00	10,000.00	15,000.00
Facilities Use	(139.00)	1,500.00	11,198.00	12,000.00	18,000.00
Parish Fundraisers	0.00	458.00	0.00	3,643.00	8,500.00
Special Gifts	0.00	0.00	50,000.00	50,000.00	50,000.00
Total Operating Income	35,318.37	61,940.00	533,001.70	545,492.00	796,277.00
Investment Income *					
Brackenbury	0.00	4,147.50	0.00	33,181.00	49,771.00
Special Purpose Funds **					
Special Purpose Funds	0.00	0.00	0.00	4,300.00	4,300.00
Total Income	35,318.37	66,087.50	533,001.70	582,973.00	850,348.00
Expense					
Clergy	18,509.87	18,978.49	150,577.14	154,828.04	230,742.00
Administration & Inclusion	14,731.70	16,461.79	121,487.95	130,893.80	197,290.96
Plant Maintenance	8,196.36	8,653.09	82,369.10	84,222.18	133,495.04
Music & Worship	8,663.74	8,007.74	59,474.75	64,562.04	96,893.00
Hospitality	165.24	516.67	2,076.95	4,133.32	6,200.00
Adult Formation	(121.00)	33.00	569.39	268.00	400.00
Children & Youth	5,519.51	5,334.83	42,486.64	44,178.68	65,118.00
Outreach & Justice	8,753.31	9,857.42	79,329.43	78,859.32	119,959.00
Total Expense	64,418.73	67,863.86	538,371.35	562,112.06	850,348.00
Net Income	**(29,100.36)**	**(1,776.36)**	**(5,369.65)**	**20,860.94**	**0.00**

Trinity Church Inc.
Profit & Loss Budget Performance
August 2022

	August Actual	August Budget	YTD Actual	YTD Budget	Annual Budget
Income					
Pledge Payments	30,700.37	53,934.00	400,044.87	431,469.00	647,205.00
2nd Ask "Closing the Gap"	1,150.00	2,298.00	40,819.00	18,380.00	27,572.00
Prior Year Pledge Catch Up	50.00		750.00		
Loose Plate Offerings	3,557.00	2,500.00	24,273.83	20,000.00	30,000.00
Festival Offerings	0.00	1,250.00	5,916.00	10,000.00	15,000.00
Facilities Use	(139.00)	1,500.00	11,198.00	12,000.00	18,000.00
Parish Fundraisers	0.00	458.00	0.00	3,643.00	8,500.00
Special Gifts	0.00	0.00	50,000.00	50,000.00	50,000.00
Total Operating Income	35,318.37	61,940.00	533,001.70	545,492.00	796,277.00
Investment Income *					
Brackenbury	0.00	4,147.50	0.00	33,181.00	49,771.00
Special Purpose Funds **					
Neal/Straight Music Fund	0.00	0.00	0.00	4,300.00	4,300.00
Total Income	35,318.37	66,087.50	533,001.70	582,973.00	850,348.00
Expense					
Clergy					
Salary- Rector	7,214.08	7,214.08	57,712.65	57,712.68	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	44,619.36	44,619.32	66,929.00
Benefits/Taxes	5,018.37	5,170.32	37,843.51	41,362.72	62,044.00
Auto Allowance	500.00	500.00	4,000.00	4,000.00	6,000.00
Cell Phone Allowance	200.00	200.00	1,600.00	1,600.00	2,400.00
Continuing Ed. - Rector	0.00	191.67	0.00	1,533.32	2,300.00
Continuing Ed. - Curate	0.00	125.00	1,801.62	1,000.00	1,500.00
Total Clergy	18,509.87	18,978.49	150,577.14	154,828.04	230,742.00
Administration & Inclusion					
Salary - Office Admin 1	3,528.00	3,750.00	26,294.59	30,000.00	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	13,554.06	13,554.00	20,331.00
Salary - Biz. Mgr.	2,786.66	2,786.67	22,293.29	22,293.32	33,440.00
Benefits/Taxes	4,173.10	4,280.86	33,375.07	34,246.88	51,370.32
Bookkeeping & Accounting	0.00	0.00	0.00	2,000.00	2,000.00
Telephone	468.68	416.67	3,311.44	3,333.32	5,000.00
Office Supplies	202.94	400.00	2,863.41	3,200.00	4,800.00
Printing	463.62	466.67	3,953.09	3,733.32	5,600.00
Postage and Delivery	0.00	83.33	607.92	666.68	1,000.00
Pubs, Subscriptions & Permits	0.00	0.00	0.00	0.00	750.00
Stewardship	0.00	400.00	16.24	400.00	1,200.00
Equip. Repairs / Service	0.00	41.67	0.00	333.32	500.00
Technical Support	0.00	750.00	6,015.36	6,000.00	9,000.00
Communications	0.00	100.00	0.00	800.00	1,200.00
Temporary Help	315.00	325.00	1,315.00	2,600.00	3,900.00
Leadership Retreat/Conf.	0.00	0.00	0.00	0.00	600.00
Admin Contract Services	1,141.54	800.00	6,986.56	6,399.64	9,599.64
Credit Card Fees	(42.10)	166.67	901.92	1,333.32	2,000.00
Total Administration & Inclusion	14,731.70	16,461.79	121,487.95	130,893.80	197,290.96

Trinity Church Inc.
Profit & Loss Budget Performance
August 2022

	August Actual	August Budget	YTD Actual	YTD Budget	Annual Budget
Plant Maintenance					
Salary - Sexton	2,575.20	2,603.83	20,633.79	20,830.68	31,246.00
Plant Maintenance Assistant	0.00	50.00	0.00	400.00	600.00
Benefits/Taxes	1,296.53	1,446.58	9,982.87	11,572.68	17,359.00
Utilities					
Electricity	887.53	650.00	5,977.76	5,200.00	7,800.00
Gas	158.06	300.00	2,806.01	2,400.00	3,600.00
Water, Sewer, Trash	1,980.76	1,058.33	7,570.65	8,466.68	12,700.00
Property Taxes	0.00	0.00	0.00	0.00	385.00
Insurance	0.00	0.00	21,734.25	15,724.50	30,000.00
Supplies (Custodial & Maint.)	463.84	166.67	1,365.10	1,333.36	2,000.04
Building Repairs	91.58	727.27	2,542.67	5,090.92	8,000.00
Temps (Vacation sub)	0.00	104.58	84.91	836.68	1,255.00
Contract Services	742.86	1,545.83	9,671.09	12,366.68	18,550.00
Total Plant Maintenance	8,196.36	8,653.09	82,369.10	84,222.18	133,495.04
Music & Worship					
Salary - Dir. of Music	4,290.66	4,291.67	34,326.79	34,333.32	51,500.00
Assisting Musician	2,500.00	1,000.00	6,500.00	8,000.00	12,000.00
Benefits/Taxes	1,710.88	1,757.74	13,868.23	14,062.04	21,093.00
Festival Musicians	0.00	0.00	650.00	300.00	600.00
Supplies					
Altar Guild	0.00	150.00	555.77	1,200.00	1,800.00
Sheet Music, Books & Licenses	162.20	208.33	2,235.52	1,666.68	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	4,800.00	7,200.00
Total Music & Worship	8,663.74	8,007.74	59,474.75	64,562.04	96,893.00
Hospitality					
Meetings & Fellowship	100.00	166.67	1,949.67	1,333.32	2,000.00
Events	0.00	150.00	0.00	1,200.00	1,800.00
Compostable Products	65.24	200.00	127.28	1,600.00	2,400.00
Total Hospitality	165.24	516.67	2,076.95	4,133.32	6,200.00
Adult Formation					
Interfaith Young Adults	0.00	20.83	0.00	166.68	250.00
Adult Education	0.00	10.00	336.35	80.00	120.00
Total Adult Formation	(121.00)	33.00	569.39	268.00	400.00
Children & Youth					
Salary - Dir. Children & Youth	2,868.92	2,868.92	22,951.36	22,951.32	34,427.00
Benefits/Taxes	1,472.39	1,749.25	11,899.61	13,994.00	20,991.00
Catechesis	885.31	133.33	2,480.52	3,066.68	3,600.00
Nursery/Child Care	0.00	400.00	4,250.00	3,200.00	4,800.00
Summer Sacred Arts	264.80	100.00	278.92	300.00	300.00
Youth	28.09	83.33	626.23	666.68	1,000.00
Total Children & Youth	5,519.51	5,334.83	42,486.64	44,178.68	65,118.00
Outreach & Justice					
Diocesan Support	7,160.79	7,160.75	57,286.24	57,286.00	85,929.00
Divinity School & Deanary Dues	0.00	0.00	0.00	0.00	1,670.00
Program (J & O)	1,592.52	2,696.67	22,043.19	21,573.32	32,360.00
Total Outreach & Justice	8,753.31	9,857.42	79,329.43	78,859.32	119,959.00
Total Expense	64,418.73	67,863.86	538,371.35	562,112.06	850,348.00
Net Income	**(29,100.36)**	**(1,776.36)**	**(5,369.65)**	**20,860.94**	**0.00**

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

ASSETS	
Operating & Restricted Bank Accounts	
Union Bank Operating Acct.	67,630.29
Petty Cash	20.00
Union Bank Capital Campaign	52,853.61
Union Bank Webb Account	194,685.75
Total Operating & Restricted Bank Accounts	315,189.65
Schwab Investments	
Looking Beyond Ourselves	
LBO Church Endowment	917,542.01
LBO Church Endowment (Cash Eq)	24,570.30
Total Looking Beyond Ourselves	942,112.31
Brackenbury	
Schwab Brackenbury	1,247,963.25
Schwab Brackenbury Money Market & Cash	24,453.87
Total Schwab Brackenbury	1,272,417.12
Reserve Funds	
Schwab Wealth Management Reserves	239,015.27
Schwab Reserve Cash Equivelents	2,725.91
Total Reserve Funds	241,741.18
Mark Asman Progressive Theology	
Schwab MAPTF	64,308.03
Schwab MAPTF Cash Equivelents	2,622.22
Total Mark Asman Progressive Theology	66,930.25
Total Schwab Investments	2,523,200.86
Other Assets	
Clergy Discretionary Checking	5,079.69
Due from Others	2,607.14
Prepaid Expenses	0.00
Total Other Assets	7,686.83
TOTAL ASSETS	**2,846,077.34**
LIABILITIES & FUND BALANCES	
Liabilities	
Current Liabilities	
Credit Cards	(295.24)
Pension Payable	(3.00)
Accounts Payable	0.00
403b Liability	0.00
Payroll Liability	0.00
Prepaid Pledges	6,000.00
Total Current Liabities	5,701.76
Total Liabilities	5,701.76
Fund Balances	
Unrestricted Operating Funds	121,421.86
Restricted Funds	2,718,953.72
Total Fund Balances	2,840,375.58
TOTAL LIABILITIES & FUND BALANCES	**2,846,077.34**

Trinity Church Inc.
Other Specific Purpose Funds
August 2022

Other Specific Purpose Funds	
Other Gifts in Holding	101.00
Services	17,482.05
Current Pass Through Funds	
Compline	500.00
Larson Sound System	1,024.93
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	6,042.00
Total Current Pass Through Funds	72,993.19
Justice & Outreach	
Celebrations	5,334.50
Grants	23,768.84
Total Justice & Outreach	29,103.34
Catechesis Training	4,462.84
Altar Flowers & Holiday Decor	1,672.19
Rector's Sabbatical Fund	555.50
Total Other Specific Purpose Funds	**126,370.11**

Trinity Church Inc.
Fund Balances
Aug 2022

	7/31/2022	Increase	Decrease	8/31/2022	12/31/2021
Unrestricted Funds					
Unrestricted Operating Funds	131,911.78		5,120.27	126,791.51	234,036.48
Current Year Operating Fund	23,730.71	36,112.47	65,212.83	(5,369.65)	(81,558.18)
Total Unrestricted Funds	155,642.49	36,112.47	70,333.10	121,421.86	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	210.00	864.00	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	61,571.11	210.00	864.00	60,917.11	59,918.53
Dedicated Purpose Funds					
Other Specific Purpose Funds	123,518.07	11,243.52	8,391.48	126,370.11	159,001.56
Total Dedicated Purpose Funds	123,518.07	11,243.52	8,391.48	126,370.11	159,001.56
Discretionary Fund					
Clergy Discretionary Fund	4,190.65	1,000.00	110.96	5,079.69	2,821.64
Total Discretionary Funds	4,190.65	1,000.00	110.96	5,079.69	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	70.80	0.00	33,164.13	33,093.33
Neal & Straight Music Fund	5,657.78	0.00	0.00	5,657.78	7,338.90
Webb Fund	200,460.76	0.00	5,775.01	194,685.75	168,540.75
Total Donor Restricted Funds	251,721.99	70.80	5,775.01	246,017.78	221,483.10
Endowment Funds					
Looking Beyond Ourselves Fund	977,712.82	0.00	36,491.17	941,221.65	1,077,871.64
Brackenbury Fund	1,305,720.78	0.00	33,303.66	1,272,417.12	1,422,041.99
Mark Asman Progressive Theology Fund	66,877.78	2,000.00	1,947.53	66,930.25	76,376.20
Total Endowment Funds	2,350,311.38	2,000.00	71,742.36	2,280,569.02	2,576,289.83
Total Restricted Funds	2,791,313.20	14,524.32	86,883.81	2,718,953.71	3,019,514.66
Total All Funds	2,946,955.69	50,636.79	157,216.91	2,840,375.57	3,171,992.96

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
6400 · Plant Maintenance							
6440 · Contract Services							
6440.1 · Inspections							
Check	08/01/2022	BP8351	Kings III of America,...	INV 2244663	82.86		82.86
Total 6440.1 · Inspections					82.86	0.00	82.86
6440.2 · Cleaning Service							
Check	08/03/2022	23292	Lee and Neal	Grease trap c...	0.00		0.00
Total 6440.2 · Cleaning Service					0.00	0.00	0.00
6440.3 · Pest Control							
Check	08/29/2022	23311	Cordero Pest Control	INV 01491	60.00		60.00
Total 6440.3 · Pest Control					60.00	0.00	60.00
6440.5 · Security Service							
Check	08/01/2022	BP	Jon Diaz	July	300.00		300.00
Check	08/05/2022	BP	Jon Diaz	July	300.00		600.00
Total 6440.5 · Security Service					600.00	0.00	600.00
Total 6440 · Contract Services					742.86	0.00	742.86
Total 6400 · Plant Maintenance					742.86	0.00	742.86
TOTAL					**742.86**	**0.00**	**742.86**

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

Type	Date	Num	Name	Memo	Debit	Credit	Balance
6200 · Administration & Inclusion							
6361 · Admin Contract Services							
6361.02 · Data Base							
Check	08/09/2022	BP8358	ACS Technologies	site #097300	154.00		154.00
Check	08/15/2022	BP8360	ACS Technologies	site #097300	154.00		308.00
Total 6361.02 · Data Base					308.00	0.00	308.00
6361.03 · Meetings On Line							
Credit Card Charge	08/01/2022		Zoom Inc		14.99		14.99
Total 6361.03 · Meetings On Line					14.99	0.00	14.99
6361.04 · S ign Up Software							
Credit Card Charge	08/01/2022		Signupgenius	sign up for in ...	9.99		9.99
Total 6361.04 · S ign Up Software					9.99	0.00	9.99
6361.07 · E - Mailing							
Credit Card Charge	08/01/2022		Constant Contact	email blast	420.00		420.00
Total 6361.07 · E - Mailing					420.00	0.00	420.00
6361.08 · Payroll System							
Check	08/12/2022	EFT	Paychex		50.00		50.00
Check	08/15/2022	EFT	Paychex		169.28		219.28
Check	08/31/2022	EFT	Paychex		169.28		388.56
Total 6361.08 · Payroll System					388.56	0.00	388.56
Total 6361 · Admin Contract Services					1,141.54	0.00	1,141.54
Total 6200 · Administration & Inclusion					1,141.54	0.00	1,141.54
TOTAL					**1,141.54**	**0.00**	**1,141.54**