

**Minutes Vestry Meeting,  
St. Paul's Episcopal Church  
October 17, 2020**

Call to order 1:09 pm

Present: Mother Barbara, Maureen (senior warden), Gretchen (junior warden/substitute note taker), Bill, Donna,

Absent: Terry, Jacob, Rebecca

Guests: Lorraine, Rick, Pat, Susan

Opening Prayer offered by Mother Barbara

**Opening Prayer**

Review and approval of September meeting minutes and Committee reports

**-Motion passed** to approve the minutes and with correction relative to Terry being absent or present during the September 2020 meeting. (Maureen motioned, seconded Gretchen)

Review and approval of Financial Report (Rick)

**-Motion passed** to accept the Treasurer's report and file for audit. (Maureen motioned, seconded Gretchen)

**-Let the minutes show** that future discussion needs to focus on whether or not the Parish voted to take more than 5% out of the Endowment for the 2020 year.

**-Let the minutes show** that Mother Barbara will ask Dick Downen if he will take the lead on the church audit.

Review and approval of Music Ministries/Communications Report (attached)

**Consent & News Items**

- Letter from Doug Roberts re pledge reduction in 2021 (see attached)
- Removing memorial plaque for Robert J. Cheney (8/11/37-9/14/1977) from current place at corner of driveway and sidewalk to same area as the Durning memorial won't work---plaque is embedded in a very large block of concrete.

**Rector's Activities Report:**

- Conversations w/Susan about everyday operations
- Pastoral phone conversations
- Planning conversations with Lorraine for worship outdoors and in the Sanctuary via zoom
- Prep for Mutual Ministry Review
- Meetings with Re-Entry Work committee and research for returning to the Sanctuary for worship; research on items and costs

- Buildings & Grounds activities-supervision of help pulling up plastic borders so weeds can be mown up under the bushes
- Weekly supervision of seminarian Arlicia Corley, ARC Intern
- Weekly mtgs. with Jr. Warden re budget, finance, stewardship.
- Meetings and planning for Mindfulness Meditation course
- Hours in Mentor and Peer group meetings, coursework & reading

### New and Carried Over Business

- DeKalb County Community Gardens proposals for outreach-- Kris Borre
- Kishwaukee Kiwanis Club membership-Gretchen
  - **Motion passed** to inform Kishwaukee Kiwanis Club that St. Paul's regrets that it needs to withdraw from the corporate members in 2021. (Gretchen motioned, Bill seconded)
- Stewardship Drive possible theme "Hope," Jeremiah 29:11 *"For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope."*
- Re-entering the Sanctuary COVID-19 expenses for vestry approval: Maureen leads discussion
  - Plexiglass shields for altar and lectern (see estimate)
  - Re-entry work group recommends 7 freestanding, touchless hand-sanitizer dispensers @ about \$140.00 each, plus sanitizer cartridges @ about \$50.00 each
  - Motion passed** to utilize monies from the Joan Graham bequest in the Building Fund for the purchase and installation of alter plexiglass shields and face shields due to Covid -19. (Donna motioned, Maureen seconded)
- Discussion, report back re learning about and monitoring the Budget

VESTRY MEMBER RESPONSIBLE	NAME OF BUDGET AREA	LINE ITEM ACCOUNTS
Jr. Sr. Warden	Clergy (900-119)	900-111 to 900-118
Rebecca & Mthr. Barbara	Music (900-129)	900-121-122
Terry, Rebecca, Jacob	Activities/Programs/Worship (900-151)	900-160, 180, 190, 165, 193, 194, 195, 196, 197, 999
Jr. Sr. Warden	Administration (900-269)	900-130, 131, 132, 133, 150, 170, 261, 262, 175
Bill & Donna	Building & Grounds (900-909)	900-901, 902, 260, 904, 905, 908

- Anything else?

Adjourn

**(Draft) Agenda Vestry Meeting,  
St. Paul's Episcopal Church  
October 17, 2020**

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Music Ministries/Communications Report (attached)

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- Anything else?

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## Music Ministries Report

### The Choirs

The adult/youth choir continues to meet bi-monthly for rehearsal/chat zoom sessions on Thursdays. The children's choir remains on hold for now. These are a wonderful and amazing group of singers and St. Paul's is blessed to have them. Their resilience and solidarity say a lot about them, our church and the shared ministry of our parishioners. Over the next several weeks I will be taking some time-off and Hannah will be checking-in with choir members to see how they are doing and to assist them with recording their voices.

### Music Worship and Liturgy

With the addition of Wi-Fi in the Sanctuary we have been able to successfully stream several outdoor services and one sanctuary service using Zoom, with an iPhone two computers. Additionally, we have had several successes with having (Kathleen playing the organ and Hannah playing the piano) live music (good sound quality) played for our Zoom services. Three of us (Tyrique, Hannah, Lorraine) are being trained in the art of co-hosting a zoom worship services and meetings. I continue to meet with Mthr. Barbara to discuss and plan our worship liturgies and also to review the music administration and program areas in general.

### Administrative

There are **several advantages for our church and budget challenges** to change over two of our music employee's payroll status to a W2 (from 1099). With Mthr. Barbara's approval, I reached out to both Anna Stefaniak, Associate for Human Resources and Rebecca Elfring-Roberts, Assistant Treasurer, from the Diocese of Chicago. **The advantages are** that the person with a W2 is considered an employee and is part of the staff, the church has more oversight and the employee is supervised, and it may help our budget in the long run if a second PPP becomes available to apply for assistance, they would be covered.

We have **music job descriptions** for all four of St. Paul's paid musicians (Lorraine, Hannah, Kathleen, Tyrique) and all four have had performance reviews in the past year. I am hoping to meet with Mthr. Barbara in November, to review and update the job descriptions, to be more in line with our evolving church normal with worship, given the pandemic and budget challenges. The Vestry (with the Rectors edits) via the bylaws approve job descriptions. To my knowledge, this has never been done with music at St. Paul's. I drafted and have updated all the music job descriptions (2005-2020) almost yearly, and have added/attached Letters of Agreement (LOA) to our annual reviews. There are **no new or extra expenditures** (\$ 0.00) for budget line item 900-129 this month.

### **Communications and Technology (900-262) See separate report**

Lorraine Langer, Director of Music, St. Paul's Episcopal, Vestry Meeting, Saturday, October 17, 2020

## Communications and Technology Report

I am focusing on several communications and technology projects in addition to ongoing work.

I am monitoring and working with Comcast Business on our sanctuary (StPaulsDeKalb) wi-fi connection. We did very well with our first zoom services from the sanctuary, however, we experienced some issues with getting bumped off and on the internet. We are hoping this is as simple as changing computer preferences so that our computers aren't searching for our other Parish Office (spauldekalb) wi-fi.

I will be taking a week off, and then my primary focus over the next several weeks will be to finish designing the new website. After Mthr. Barbara and the vestry are able to review and approve the draft, it will be published. We can continue to create, edit and update the new website as we like.

Itemized hours are listed below for September and the beginning of October. I will continue to apprise, review and seek direction from Mthr. Barbara. No new or extra expenditures (\$ 0.00) for budget line item 900-262 this month.

<b>September 2020 Lorraine Langer (Music Hours not included 50)</b>	
C1 assist (cohost tech) Mthr. Barbara with 8:00/10:30 am Sunday worship services	16
C2 edit and post Mthr. Barbara's videos to YouTube, Website, Facebook	12
C3 edit and update the current church website, You Tube, Sound Cloud, Facebook	04
C4 monitor/set up Zoom and trouble shoot computer tech issues for parishioners	02
C5 design the new church website (using multiple applications)	28
C6 admin reports, webinars, training staff, trouble shoot hard/software	18
<b>Total Hours for Communications and Technology</b>	<b>80</b>

<b>October 1-16 2020 Lorraine Langer (Music Hours not included 20)</b>	
C1 assist (cohost tech) Mthr. Barbara with 8:00/10:30 am Sunday worship services	08
C2 edit and post Mthr. Barbara's videos to YouTube, Website, Facebook	08
C3 edit and update the current church website, You Tube, Sound Cloud, Facebook	04
C4 monitor/set up Zoom and trouble shoot computer tech issues for parishioners	01
C5 design the new church website (using multiple applications)	16
C6 admin reports, webinars, training staff, trouble shoot hard/software	11
<b>Total Hours for October Communications and Technology</b>	<b>48</b>

Lorraine Langer, Director of Music, St. Paul's, Vestry Meeting, Saturday, October 17, 2020

Wednesday, September 30, 2020

Rev. Barbara,

I hope this communication finds you and your family safe and well. It's been a difficult and challenging time in the world no matter where one lives or what one does in life. My wife and I have been living with our dog in Sycamore with some social distancing encounters with our children.

Our family has had several birthdays and anniversaries which will go down in history as THE MOST under celebrated events ever. Holy Week and Easter were celebrated vigorously, if not together. I don't remember Holy Week as personal and individual as this past one.

As I am sure you have observed, this pandemic begs some interesting questions about life and how we live it. My dad used the phrase "if I get run over by a bus..." to introduce end of life discussions. The new code word is pandemic or COVID-19. We are safe and healthy as I write this today, however, I am also closer to 70 years old than 60 and the "bus" is coming at some point. Thus, I write to you with some thoughts about our continuing financial support of St. Paul's.

I created this message without budget history of the church or the membership trends or any references about the role of religion in our culture. COVID-19 did not generate this message; it's about my retirement, our aging, our lifestyle and a genuine interest in having St. Paul's be successful.

Lynn and I need to start to cut back on the size of our annual gift to St. Paul's. I want to stress that it is not that we are trying to send any message other than the church must learn to live within the means of the pledging units it serves without an unusually large gift from a legacy family. To that end, our 2021 pledge, when solicited, will be reduced.

To help manage the impact to future annual budgets we are planning an additional, one time gift sometime in the 4th quarter of this calendar year. I'm not prepared to share a number at this time, but it would be at least \$10,000. My thought here is that some extra dollars in 2020 could help offset some of the reduced dollars coming from us in future years.

Honestly, I had hoped to have a discussion face to face with you about all of this, however it's not necessary. What I hope is this message leaves the vestry with important guidance about our gifting plan for St. Paul's. We plan to continue to pledge however long we are around, but the level will be much less than the last 20 years.

Stay safe,  
Doug

Doug Roberts  
Zea Mays Holdings , LLC  
PO Box 218  
Sycamore, IL 60178

## Treasurer's Report October 17, 2020

As of October 14, our bank balance stood at \$57,218.54. We spent \$18,260 in September. In total we have spent \$183,856 in 2020, about 71% of our annual budget. We took in \$5914 in pledges in September; we have collected about 87% of our expected pledge income so far. As a point of reference, the end of September is 75% of the way through the year. The third quarter giving statements are ready and will be sent out in the next few days.

As of September 30, the Endowment Fund value stood at \$2,163,451.44. Five percent of the 12 month average is \$104,623. I moved \$30,000 from the Endowment Fund to our General Fund in early October; we have now taken \$100,000 from the Endowment Fund this year. The Edward Jones Building Fund has \$16,435 in it. Our Apache stock holdings were valued at \$96.41 on August 31.

As of the end of August, the Music Fund contained \$54, and the Discretionary Fund has \$723 in it.

There have been some changes in how the PPP loan forgiveness application needs to be made, but I am waiting for word from Heartland Bank as to when and how to begin this process.

Since we have started having in-person services, we are occasionally getting anonymous cash donations. I am putting them into the Discretionary Fund.

I have sent emails to nine potential auditors, eight from the list provided by the Diocese and one to the person Donna found. Only one person got back to me with an actual offer; the rest either failed to respond or said they didn't do that kind of work. Robert Zeman at Selden Fox, Ltd of Oak Brook looked at the material I sent him and gave me an estimate of \$2500-3000 to perform the required audit. For reference, our 2014 external audit cost \$500. I have also sent a query to St. Peter's about who does their audits—no reply so far.

I need to report something negative. In early August, Several members of the congregation donated \$300 to be sent to New Hope Baptist Ministry for use in purchasing backpacks for their Back To School Bash. Through an oversight on my part, the money didn't get sent on time, and when I realized this, I sent New Hope a check with a note saying they should either save it for next year's event or use it for another charitable purpose. I got some negative feedback about this, saying that I should have consulted with the vestry first. In the future I will do this, but I need to tell you that I necessarily have to exercise my independent judgement at times.

Another event of note: we received what seemed to be an anonymous donation to be used "wherever it was most needed". However, our very able Assistant Treasurer Pat Brown recognized the probable source, and I confirmed with the donor that this donation was in fact a pledge.

I have a new version of the budget spreadsheet that I hope makes it easier to comprehend. There are several tabs with different levels of detail.

Respectfully submitted,  
Rick Johns, Treasurer

## Church Finances: Executive Summary as of October 1, 2020

Receipts and Disbursements for the current month and year-to-date						
	September	Year to date	budgeted amount	percent of budget	under/(over) budget)	
<b>Income</b>						
Ordinary (non-Endowment) Inc	\$6,093.50	\$94,270.05	\$109,924.00	85.8%	\$15,653.95	
from Endowment Fund	\$0.00	\$70,000.00	\$100,000.00	70.0%	\$30,000.00	
PPP loan	\$0.00	\$27,000.00	\$0.00			
<b>Total Receipts</b>	<b>\$6,093.50</b>	<b>\$191,270.05</b>	<b>\$209,924.00</b>	<b>91.1%</b>	<b>\$18,653.95</b>	
<b>Expenses</b>						
Clergy Expenses	\$8,832.69	\$81,482.42	\$113,094.00	72.0%	\$31,611.58	
Worship Expenses	\$225.00	\$8,027.47	\$10,420.00	77.0%	\$2,392.53	
Music Expenses	\$2,400.00	\$22,409.00	\$30,439.00	73.6%	\$8,030.00	
Administrative	\$2,339.05	\$24,173.33	\$36,186.00	66.8%	\$12,012.67	
Building and Grounds	\$3,800.17	\$39,247.64	\$55,162.00	71.1%	\$15,914.36	
Church Giving	\$1,083.33	\$8,516.32	\$12,550.00	67.9%	\$4,033.68	
<b>Total Disbursements</b>	<b>\$18,680.24</b>	<b>\$183,856.18</b>	<b>\$257,851.00</b>	<b>71.3%</b>	<b>\$73,994.82</b>	

<u>Our Financial Position</u>		
	<u>date</u>	<u>amount</u>
Heartland Bank Balance	30-Sep-20	\$31,551.89
Endowment Fund (Ed. Jones)	30-Sep-20	\$2,163,451.44
Building Fund (at Ed. Jones)	30-Sep-20	\$16,434.87
Apache stock	21-Aug-20	\$96.41

<u>Active Revolving Funds</u>	
	<u>Current Balance</u>
Discretionary	\$723.21
Music	\$53.93
Flower	\$2,020.52
Building	\$9,529.53
Food Pantry	\$20.00
Endowment (at Heartland)	\$25.00



St Paul's Episcopal Church DeKalb IL  
2020 Budget

Receipts to General Fund

Receipts	Budgeted	Jan	Feb	March	April	May	June	July	August	September	October	November	December	all 2020	total to date	over/(under) budget	% of budget
800-101 - Pledges	\$96,174.00	\$36,858.00	\$7,136.00	\$5,345.00	\$12,617.00	\$5,306.00	\$5,715.45	\$3,219.00	\$4,969.85	\$5,893.50					\$87,059.80	(\$9,114.20)	90.5%
800-102 - ID Offerings	\$10,000.00	\$3,820.00	\$464.50	\$2,400.00											\$6,684.50	(\$3,315.50)	66.8%
800-103 - Open Plate/Visitor/Anonymous	\$1,000.00	\$26.00	\$8.00							\$20.00					\$54.00	(\$946.00)	5.4%
800-105 - Taize Service Income	\$1,000.00	\$59.00	\$58.00	\$87.00											\$204.00	(\$796.00)	20.4%
<b>Total Donor Income</b>	<b>\$108,174.00</b>	<b>\$40,763.00</b>	<b>\$7,666.50</b>	<b>\$7,832.00</b>	<b>\$12,617.00</b>	<b>\$5,306.00</b>	<b>\$5,715.45</b>	<b>\$3,219.00</b>	<b>\$4,969.85</b>	<b>\$5,913.50</b>					<b>\$93,798.30</b>	<b>(\$14,375.70)</b>	<b>86.7%</b>
800-108 - Endowment Fund Allocation	\$100,000.00				\$20,000.00				\$50,000.00						\$70,000.00	(\$30,000.00)	70.0%
800-104 - ECW /Lobster Boil Parish Support	\$500.00														\$0.00	(\$500.00)	0.0%
800-109 - Bishop's Fund	\$350.00		\$91.01		\$177.74										\$268.75	(\$81.25)	76.8%
800-901 - Student Parking Passes	\$500.00									\$80.00					\$80.00	(\$420.00)	16.0%
800-907 - Parish Hall Rental	\$300.00														\$0.00	(\$300.00)	0.0%
800-994 - Coffee Hour	\$50.00	\$9.00	\$8.00	\$6.00											\$23.00	(\$27.00)	46.0%
800-995 - Other Receipts - Misc.	\$50.00					\$27,000.00				\$100.00					\$27,100.00	\$27,050.00	54200.0%
<b>Total Other Income</b>	<b>\$1,750.00</b>	<b>\$9.00</b>	<b>\$99.01</b>	<b>\$6.00</b>	<b>\$177.74</b>	<b>\$27,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$180.00</b>					<b>\$27,471.75</b>	<b>\$25,721.75</b>	<b>1569.8%</b>
<b>Total General Fund receipts</b>	<b>\$209,924.00</b>	<b>\$40,772.00</b>	<b>\$7,765.51</b>	<b>\$7,838.00</b>	<b>\$32,794.74</b>	<b>\$32,306.00</b>	<b>\$5,715.45</b>	<b>\$53,219.00</b>	<b>\$4,969.85</b>	<b>\$6,093.50</b>					<b>\$191,270.05</b>	<b>(\$18,653.95)</b>	<b>91.1%</b>

Disbursements from General Fund

Clergy Expenses	Budgeted	Jan	Feb	March	April	May	June	July	August	September	October	November	December	all 2020	total to date	under/(over) budget	% of budget
900-111 - Clergy Salary	\$64,208.00	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67					\$48,156.03	\$16,051.97	75.0%
900-114 - Clergy Pension	\$18,000.00	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06					\$10,215.54	\$7,784.46	56.8%
900-112 - Clergy Medical Ins	\$20,196.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00					\$15,147.00	\$5,049.00	75.0%
<b>Total Clergy Salary and Benefits</b>	<b>\$102,404.00</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>	<b>\$8,168.73</b>					<b>\$73,518.57</b>	<b>\$28,885.43</b>	<b>71.8%</b>
900-116 - Clergy Education & Retreat	\$1,000.00	\$358.65	\$179.36	\$7.96	-\$7.03		\$86.63	\$83.85	\$242.43	\$140.44					\$1,092.29	(\$92.29)	109.2%
900-115c - Clergy Organization Dues	\$440.00														\$0.00	\$440.00	0.0%
900-113 - Clergy Hospitality	\$1,000.00	\$302.38	\$36.09	\$93.34		\$143.89				\$52.91					\$628.61	\$371.39	62.9%
900-115b - Clergy Travel Expense	\$1,250.00		\$1,075.79												\$1,075.79	\$174.21	86.1%
900-115a - Diocese Convention	\$500.00														\$0.00	\$500.00	0.0%
900-118 - Guest Clergy	\$1,500.00							\$200.00	\$400.00						\$600.00	\$900.00	40.0%
<b>Total Clergy Activities</b>	<b>\$5,690.00</b>	<b>\$661.03</b>	<b>\$1,291.24</b>	<b>\$101.30</b>	<b>-\$7.03</b>	<b>\$143.89</b>	<b>\$86.63</b>	<b>\$283.85</b>	<b>\$642.43</b>	<b>\$193.35</b>					<b>\$3,396.69</b>	<b>\$2,293.31</b>	<b>59.7%</b>
900-117 - Rectory Utility	\$5,000.00	\$731.54	\$275.68	\$546.47	\$393.10	\$738.68	\$291.63	\$650.44	\$469.01	\$470.61					\$4,567.16	\$432.84	91.3%
<b>Total Clergy Expenses</b>	<b>\$113,094.00</b>	<b>\$9,561.30</b>	<b>\$9,735.65</b>	<b>\$8,816.50</b>	<b>\$8,554.80</b>	<b>\$9,051.30</b>	<b>\$8,546.99</b>	<b>\$9,103.02</b>	<b>\$9,280.17</b>	<b>\$8,832.69</b>					<b>\$81,482.42</b>	<b>\$31,611.58</b>	<b>72.0%</b>

Worship and Fellowship Expenses	Budgeted	Jan	Feb	March	April	May	June	July	August	September	October	November	December	all 2020	total to date	under/(over) budget	% of budget
900-160 - Altar	\$1,000.00	\$243.96		\$55.40			\$57.91								\$357.27	\$642.73	35.7%
900-165 - Taize Expenses	\$1,000.00	\$931.79	\$787.96	\$355.87	\$200.00										\$2,275.62	(\$1,275.62)	227.6%
900-190 - Worship-Pastoral Care	\$800.00		\$500.82	\$32.75	\$218.40	\$0.00		\$233.45		\$200.00					\$1,185.42	(\$385.42)	148.2%
<b>Total Worship Activities</b>	<b>\$2,800.00</b>	<b>\$1,175.75</b>	<b>\$1,288.78</b>	<b>\$444.02</b>	<b>\$418.40</b>	<b>\$0.00</b>	<b>\$57.91</b>	<b>\$233.45</b>	<b>\$0.00</b>	<b>\$200.00</b>					<b>\$3,818.31</b>	<b>(\$1,018.31)</b>	<b>136.4%</b>
900-999 - Program Act/Fellowship/Social	\$2,600.00	\$13.80	\$317.50	\$977.16		-\$13.80									\$1,294.66	\$1,305.34	49.8%
900-180 - Diocese Convention	\$320.00														\$0.00	\$320.00	0.0%
900-193 - Communications/Ads/Dues	\$1,000.00	\$534.00	\$555.00	\$0.00	\$70.00	\$369.00	\$25.00	\$25.00	\$25.00	\$25.00					\$1,628.00	(\$628.00)	162.8%
<b>Total Fellowship and Communication</b>	<b>\$3,920.00</b>	<b>\$547.80</b>	<b>\$872.50</b>	<b>\$977.16</b>	<b>\$70.00</b>	<b>\$355.20</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>					<b>\$2,922.66</b>	<b>\$997.34</b>	<b>74.6%</b>
900-196a - Nursery Attendant	\$3,100.00	\$161.50	\$201.00	\$204.00	\$204.00	\$204.00	\$156.00	\$156.00							\$1,286.50	\$1,813.50	41.5%
900-196b - Nursery Supplies	\$50.00														\$0.00	\$50.00	0.0%
900-195a - Christian Educ/Adult	\$150.00														\$0.00	\$150.00	0.0%
900-195b - Christian Educ/Youth	\$100.00														\$0.00	\$100.00	0.0%
900-195c - Christian Educ/Children	\$300.00														\$0.00	\$300.00	0.0%
<b>Total Education and Nursery</b>	<b>\$3,700.00</b>	<b>\$161.50</b>	<b>\$201.00</b>	<b>\$204.00</b>	<b>\$204.00</b>	<b>\$204.00</b>	<b>\$156.00</b>	<b>\$156.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					<b>\$1,286.50</b>	<b>\$2,413.50</b>	<b>34.8%</b>
<b>Total Worship and Fellowship</b>	<b>\$10,420.00</b>	<b>\$1,885.05</b>	<b>\$2,362.28</b>	<b>\$1,625.18</b>	<b>\$692.40</b>	<b>\$559.20</b>	<b>\$238.91</b>	<b>\$414.45</b>	<b>\$25.00</b>	<b>\$225.00</b>					<b>\$8,027.47</b>	<b>\$2,392.53</b>	<b>77.0%</b>

Music Expenses	Budgeted	Jan	Feb	March	April	May	June	July	August	September	October	November	December	all 2020	total to date	under/(over) budget	% of budget
900-121a - Director of Music Salary	\$15,000.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,750.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00					\$11,250.00	\$3,750.00	75.0%

900-121b · Pianist	\$7,800.00	\$541.66	\$541.66	\$541.66	\$541.66	\$1,083.36	\$650.00	\$650.00	\$650.00	\$650.00			\$5,850.00	\$1,950.00	75.0%
900-121c · Organist	\$6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00			\$4,500.00	\$1,500.00	75.0%
900-121d · Substitute Organist/Pianist	\$0.00												\$0.00	\$0.00	0.0%
<b>Total Music Salaries</b>	<b>\$28,800.00</b>	<b>\$2,166.66</b>	<b>\$2,166.66</b>	<b>\$2,166.66</b>	<b>\$2,166.66</b>	<b>\$3,333.36</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>			<b>\$21,600.00</b>	<b>\$7,200.00</b>	<b>75.0%</b>
900-123a · Organ Tuning	\$1,000.00						\$470.00						\$470.00	\$530.00	47.0%
900-123b · Piano Tuning	\$500.00	\$200.00											\$200.00	\$300.00	40.0%
<b>Total Instrument Tuning and Maintenance</b>	<b>\$1,500.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$470.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$670.00</b>	<b>\$830.00</b>	<b>44.7%</b>
900-122 · Sheet Music Expense	\$139.00						\$139.00						\$139.00	\$0.00	100.0%

<b>Total Music</b>	<b>\$30,439.00</b>	<b>\$2,366.66</b>	<b>\$2,166.66</b>	<b>\$2,166.66</b>	<b>\$2,166.66</b>	<b>\$3,472.36</b>	<b>\$2,870.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>			<b>\$22,409.00</b>	<b>\$8,030.00</b>	<b>73.6%</b>
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<b>Administrative Expenses</b>	<b>Budgeted</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>all 2020</b>	<b>total to date</b>	<b>under/(over) budget</b>	<b>% of budget</b>
900-131 · Admin Asst Salary	\$16,125.00	\$1,425.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,275.00	\$1,350.00	\$1,350.00	\$1,275.00	\$1,350.00					\$12,075.00	\$4,050.00	74.9%
900-131a Admin Pension	\$1,291.00	\$114.00	\$108.00	\$105.00	\$111.00	\$102.00	\$108.00	\$108.00	\$102.00	\$108.00					\$966.00	\$325.00	74.8%
<b>Total Admin Assistant</b>	<b>\$17,416.00</b>	<b>\$1,539.00</b>	<b>\$1,458.00</b>	<b>\$1,455.00</b>	<b>\$1,461.00</b>	<b>\$1,377.00</b>	<b>\$1,458.00</b>	<b>\$1,458.00</b>	<b>\$1,377.00</b>	<b>\$1,458.00</b>					<b>\$13,041.00</b>	<b>\$4,375.00</b>	<b>74.9%</b>
900-130 · Copying Services	\$1,600.00	\$199.72	\$174.98	\$216.73	\$129.57		\$17.78	\$17.72	\$50.61						\$807.11	\$792.89	50.4%
900-170 · Equipment (Copier Lease)	\$1,650.00	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90					\$1,232.10	\$417.90	74.7%
<b>Total Copying</b>	<b>\$3,250.00</b>	<b>\$336.62</b>	<b>\$311.88</b>	<b>\$353.63</b>	<b>\$266.47</b>	<b>\$136.90</b>	<b>\$154.68</b>	<b>\$154.62</b>	<b>\$187.51</b>	<b>\$136.90</b>					<b>\$2,039.21</b>	<b>\$1,210.79</b>	<b>62.7%</b>
900-150 · Office/Kitchen/Cleaning Suppl	\$3,600.00	\$394.28	\$428.15	\$368.22	\$17.41	\$20.24	\$262.73	\$73.45	\$56.80	\$130.38					\$1,711.18	\$1,888.82	47.5%
900-261 · Website, Computer Disbursements	\$1,500.00	\$83.98	\$85.98	\$85.98	\$66.00	\$548.10	\$66.00	\$165.00	\$98.25	\$98.25					\$1,297.54	\$202.46	86.5%
900-262 · Computer/Tech Assist	\$1,000.00														\$0.00	\$1,000.00	0.0%
<b>Total Computer and Website</b>	<b>\$2,500.00</b>	<b>\$83.98</b>	<b>\$85.98</b>	<b>\$85.98</b>	<b>\$66.00</b>	<b>\$548.10</b>	<b>\$66.00</b>	<b>\$165.00</b>	<b>\$98.25</b>	<b>\$98.25</b>					<b>\$1,297.54</b>	<b>\$1,202.46</b>	<b>51.9%</b>
900-132 · Bookkeeping	\$3,760.00	\$375.00	\$390.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00					\$2,865.00	\$895.00	76.2%
900-103 · Payroll Tax	\$2,700.00	\$207.42	\$204.74	\$204.93	\$204.94	\$247.04	\$210.83	\$210.84	\$193.15	\$198.91					\$1,882.80	\$817.20	69.7%
900-104 · Bank Fees	\$150.00	\$90.50			\$1.61	\$20.04	\$1.61	\$3.62	\$1.61	\$1.61					\$120.60	\$29.40	80.4%
900-907a · Workman Comp Ins	\$1,700.00						\$1,201.00								\$1,201.00	\$499.00	70.6%
900-175 · Administration - Other/ Misc.	\$500.00														\$0.00	\$500.00	0.0%
990-001 · Other-Misc/Fin Audit/Misc.	\$610.00									\$15.00					\$15.00	\$595.00	2.5%
<b>Total Taxes, Fees, Insurance</b>	<b>\$5,660.00</b>	<b>\$297.92</b>	<b>\$204.74</b>	<b>\$204.93</b>	<b>\$206.55</b>	<b>\$267.08</b>	<b>\$1,413.44</b>	<b>\$214.46</b>	<b>\$194.76</b>	<b>\$215.52</b>					<b>\$3,219.40</b>	<b>\$2,440.60</b>	<b>56.9%</b>

<b>Total Administrative</b>	<b>\$36,186.00</b>	<b>\$3,026.80</b>	<b>\$2,878.75</b>	<b>\$2,767.76</b>	<b>\$2,317.43</b>	<b>\$2,608.84</b>	<b>\$3,654.85</b>	<b>\$2,365.53</b>	<b>\$2,214.32</b>	<b>\$2,339.05</b>					<b>\$24,173.33</b>	<b>\$12,012.67</b>	<b>66.8%</b>
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<b>Building and Grounds Expenses</b>	<b>Budgeted</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>all 2020</b>	<b>total to date</b>	<b>under/(over) budget</b>	<b>% of budget</b>
900-901 Rectory Maintenance/Repair	\$3,000.00	\$22.44	\$114.75		\$146.96		\$355.55	\$116.15		\$992.20					\$1,748.05	\$1,251.95	58.3%
900-902 · Church Maint. & Repair	\$5,000.00	\$15.53				\$139.40	\$72.99		\$75.00	\$462.00					\$764.92	\$4,235.08	15.3%
<b>Total Maintenance and Repair</b>	<b>\$8,000.00</b>	<b>\$37.97</b>	<b>\$114.75</b>	<b>\$0.00</b>	<b>\$146.96</b>	<b>\$139.40</b>	<b>\$428.54</b>	<b>\$116.15</b>	<b>\$75.00</b>	<b>\$1,454.20</b>					<b>\$2,512.97</b>	<b>\$5,487.03</b>	<b>31.4%</b>
900-908 · Church Utilities	\$15,000.00	\$1,659.17	\$1,696.54	\$1,610.22	\$1,701.32	\$1,496.39	\$1,321.85	\$1,339.29	\$927.96	\$930.97					\$12,683.71	\$2,316.29	84.6%
900-260 · Security Alarm	\$1,650.00	\$427.32			\$427.32			\$427.32							\$1,281.96	\$368.04	77.7%
<b>Total Utilities</b>	<b>\$16,650.00</b>	<b>\$2,086.49</b>	<b>\$1,696.54</b>	<b>\$1,610.22</b>	<b>\$2,128.64</b>	<b>\$1,496.39</b>	<b>\$1,321.85</b>	<b>\$1,766.61</b>	<b>\$927.96</b>	<b>\$930.97</b>					<b>\$13,965.67</b>	<b>\$2,684.33</b>	<b>83.9%</b>
900-133 · Cleaning Costs (Contract)	\$10,080.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00					\$7,560.00	\$2,520.00	75.0%
900-904 · Lawn Care	\$3,100.00						\$545.00	\$345.00	\$345.00	\$575.00					\$1,810.00	\$1,290.00	58.4%
900-905 · Snow Removal	\$800.00	\$120.00	\$280.00	\$120.00	\$480.00										\$1,000.00	(\$200.00)	125.0%
<b>Total Cleaning and Grounds Care</b>	<b>\$13,980.00</b>	<b>\$960.00</b>	<b>\$1,120.00</b>	<b>\$960.00</b>	<b>\$1,320.00</b>	<b>\$840.00</b>	<b>\$1,385.00</b>	<b>\$1,185.00</b>	<b>\$1,185.00</b>	<b>\$1,415.00</b>					<b>\$10,370.00</b>	<b>\$3,610.00</b>	<b>74.2%</b>
900-907b · Property Insurance	\$16,532.00	\$4,133.00			\$4,133.00					\$4,133.00					\$12,399.00	\$4,133.00	75.0%

<b>Total Building and Grounds</b>	<b>\$55,162.00</b>	<b>\$7,217.46</b>	<b>\$2,931.29</b>	<b>\$2,570.22</b>	<b>\$7,728.60</b>	<b>\$2,475.79</b>	<b>\$3,135.39</b>	<b>\$3,067.76</b>	<b>\$6,320.96</b>	<b>\$3,800.17</b>					<b>\$39,247.64</b>	<b>\$15,914.36</b>	<b>71.1%</b>
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<b>Church Giving</b>	<b>Budgeted</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>all 2020</b>	<b>total to date</b>	<b>under/(over) budget</b>	<b>% of budget</b>
900-194 · Outreach Disbursements/Charities	\$500.00									\$250.00					\$250.00	\$250.00	50.0%
900-101 · Seminary Supplement	\$250.00						\$250.00								\$250.00	\$0.00	100.0%
900-102 · Grace Place/Campus Ministry	\$1,800.00	\$450.00			\$450.00				\$450.00						\$1,350.00	\$450.00	75.0%
<b>Total Charity</b>	<b>\$2,550.00</b>	<b>\$450.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>\$250.00</b>					<b>\$1,850.00</b>	<b>\$700.00</b>	<b>72.5%</b>
900-197 · Diocesan Pledge	\$10,000.00		\$833.33	\$833.33	\$833.00	\$833.00	\$833.33	\$833.67	\$833.33	\$833.33					\$6,666.32	\$3,333.68	66.7%

<b>Total Church Giving</b>	<b>\$12,550.00</b>	<b>\$450.00</b>	<b>\$833.33</b>	<b>\$833.33</b>	<b>\$1,283.00</b>	<b>\$833.00</b>	<b>\$1,083.33</b>	<b>\$833.67</b>	<b>\$1,283.33</b>	<b>\$1,083.33</b>					<b>\$8,516.32</b>	<b>\$4,033.68</b>	<b>67.9%</b>
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<b>Total General Fund Disbursements</b>	<b>\$257,851.00</b>	<b>\$24,507.27</b>	<b>\$20,907.96</b>	<b>\$18,779.65</b>	<b>\$22,742.89</b>	<b>\$19,000.49</b>	<b>\$19,529.47</b>	<b>\$18,184.43</b>	<b>\$21,523.78</b>	<b>\$18,680.24</b>					<b>\$183,856.18</b>	<b>\$73,994.82</b>	<b>71.3%</b>
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Revolving Funds

	starting amount Jan 1, 2020	Jan	Feb	March	April	May	June	July	August	September	October	November	December	all 2020	total
<b>Discretionary Fund</b>															
900-107 · Discretionary Fund Income		\$240.00	\$252.67	\$62.00	\$850.00	\$795.00	\$1,270.00	\$70.00	\$865.00	\$140.00					\$4,544.67
900-198 · Discretionary Expense		\$1,150.00	\$392.21	\$114.37	\$250.38	\$600.00	\$1,656.90	\$306.43	\$122.32	\$327.42					\$4,920.03
<b>Discretionary Fund: Current balance</b>	<b>\$1,098.57</b>	<b>\$188.57</b>	<b>\$49.03</b>	<b>-\$3.34</b>	<b>\$596.28</b>	<b>\$791.28</b>	<b>\$404.38</b>	<b>\$167.95</b>	<b>\$910.63</b>	<b>\$723.21</b>					
<b>800-114 · Music Capital Fund</b>															
800-114 · Music Capital Fund Income			\$500.00				\$425.00		\$100.00	\$100.00					\$1,125.00
800-114 · Music Capital Fund Expense		\$425.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$100.00	\$100.00	\$200.00					\$1,825.00
<b>Music Fund (800-114): Current balance</b>	<b>\$753.93</b>	<b>\$328.93</b>	<b>\$628.93</b>	<b>\$428.93</b>	<b>\$228.93</b>	<b>\$28.93</b>	<b>\$253.93</b>	<b>\$153.93</b>	<b>\$153.93</b>	<b>\$53.93</b>					
<b>Flower Fund</b>															
800-106 · Flower Income			\$103.00		\$30.00										\$133.00
900-192 · Flower Expense		\$318.78	\$9.00	\$46.75	\$11.00	\$11.00									\$396.53
<b>Flower Fund: Current balance</b>	<b>\$2,284.05</b>	<b>\$1,965.27</b>	<b>\$2,059.27</b>	<b>\$2,012.52</b>	<b>\$2,031.52</b>	<b>\$2,020.52</b>	<b>\$2,020.52</b>	<b>\$2,020.52</b>	<b>\$2,020.52</b>	<b>\$2,020.52</b>					
<b>800-111 · Building Fund in Heartland Bank</b>															
Building Fund contributions								\$500.00							\$500.00
Building Fund expenses															\$0.00
<b>Building Fund: Current balance</b>	<b>\$9,029.53</b>	<b>\$9,029.53</b>	<b>\$9,029.53</b>	<b>\$9,029.53</b>	<b>\$9,029.53</b>	<b>\$9,029.53</b>	<b>\$9,029.53</b>	<b>\$9,529.53</b>	<b>\$9,529.53</b>	<b>\$9,529.53</b>					
<b>900-521 · Garden Fund</b>															
Garden Fund income		\$100.00													\$100.00
Garden Fund expenses						\$100.00									\$100.00
<b>Garden Fund: Current balance</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					
<b>Columbarium Fund (800-113): Current balance</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>	<b>\$3,623.90</b>					
<b>Personal Expenses and Reimbursements</b>															
Income			\$28.00	\$246.00			\$42.00								\$316.00
Expenses		\$27.93		\$245.54			\$41.96								\$315.43
<b>Personal Expenses: Current balance</b>		<b>-\$27.93</b>	<b>\$0.07</b>	<b>\$0.53</b>	<b>\$0.53</b>	<b>\$0.53</b>	<b>\$0.57</b>	<b>\$0.57</b>	<b>\$0.57</b>	<b>\$0.57</b>					
<b>Pass-through Funds</b>															
<b>800-117 · Endowment Fund Contributions</b>															
Endowment Fund current contributions				\$608.11	\$50.00				\$25.00						\$683.11
Endowment Fund sent to Edward Jones account					\$3,000.00		\$5,288.27								\$8,288.27
<b>Endowment Fund (in Heartland Bank) current</b>	<b>\$7,630.16</b>	<b>\$7,630.16</b>	<b>\$7,630.16</b>	<b>\$8,238.27</b>	<b>\$5,288.27</b>	<b>\$5,288.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$25.00</b>					
<b>Food Pantry</b>															
800-993 · Food Pantry (contributions)		\$20.00	\$20.00	\$20.00	\$80.00	\$70.00	\$45.00	\$20.00	\$95.00	\$20.00					\$390.00
800-993a · Food Pantry (withdrawals)					\$140.00		\$90.00		\$140.00						\$370.00
<b>Food Pantry current balance</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$40.00</b>	<b>\$60.00</b>	<b>\$0.00</b>	<b>\$70.00</b>	<b>\$25.00</b>	<b>\$45.00</b>	<b>\$0.00</b>	<b>\$20.00</b>					
<b>BP · Backpack Fund for New Hope Baptist Church</b>															
Backpack Fund contributions							\$300.00								\$300.00
Backpack Fund sent to New Hope										\$300.00					\$300.00
<b>Backpack Fund current balance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>					
<b>Revolving and Pass-through Fund Totals</b>															
Total Revolving Income		\$360.00	\$903.67	\$936.11	\$1,010.00	\$865.00	\$2,082.00	\$590.00	\$1,085.00	\$260.00					\$8,091.78
Total Revolving Expenses		\$1,921.71	\$601.21	\$606.66	\$3,601.38	\$911.00	\$7,277.13	\$406.43	\$362.32	\$827.42					\$16,515.26
<b>Total Net Revolving and Pass-through Funds</b>		<b>-\$1,561.71</b>	<b>\$302.46</b>	<b>\$329.45</b>	<b>-\$2,591.38</b>	<b>-\$46.00</b>	<b>-\$5,195.13</b>	<b>\$183.57</b>	<b>\$722.68</b>	<b>-\$567.42</b>					
<b>Total Income, including Revolving Funds</b>															
<b>Total Expenditures, including Revolving Funds</b>															
		\$41,132.00	\$8,669.18	\$8,774.11	\$33,804.74	\$33,171.00	\$7,797.45	\$53,809.00	\$6,054.85	\$6,353.50					\$199,361.83
		\$26,428.98	\$21,509.17	\$19,386.31	\$26,344.27	\$19,911.49	\$26,806.60	\$18,590.86	\$21,886.10	\$19,507.66					\$200,371.44