

**St. David's Episcopal Church
Treasurer's Report to Vestry
March 9, 2020**

Summary

- The bookkeeper providing services under the diocesan Parish Accounting Support (PAS) program has completed corrections to the 2019 books and will begin working on January and February when both he and I are back from vacation during week of March 15th.
- 2019 year-end statements accompany this report
- At the request of Carol Tannenbaum, the Parochial Report has been updated to reflect revisions to our year-end financials. I will ensure the required signatures are obtained. The original and revised pages accompany this report.
- Vance Davidson and I have met about establishing St. David's Endowment with the Episcopal Church Foundation. Vance will revise, and I will review, the documents provided by the foundation prior to meeting with the Finance Committee. We hope to have a recommendation from the Finance Committee, including Endowment and Investment Fund policies at the April Vestry meeting.
- We are working with Sheila Nicholson (the Sexton) to begin paying her as an employee. I plan to make a recommendation at the April Vestry meeting that will include a recommendation to increase her pay to include taxes.
- We have received the \$20,000 loan from the diocese for roof repairs; repayment (\$166.76/per month) will begin in April. Monthly transfers from the Capital Reserve fund to Operating Checking will be made to cover these payments.
- Carol Payton and I are now processing payroll in ADP; this was previously done by the diocese.
- We are working with the Church Pension Group to set up a 503(b) for Caroline Goodkind's pay.
- Jake Jacobson has worked with the cross manufacturer to lower the cost of shipping from \$750 to \$350.

Items needing Vestry input, discussion, and/or action

- Flexibility in working with the Parish Administrator's hours.

St. David's Episcopal Church Account Balances and Restrictions

January 31,
2020

Account	Account Balance	Restrictions		Unrestricted Balance
Operating Checking	\$40,760	Rector's Discretionary Fund	\$2,000	\$38,760
Operating Reserves	\$107,486	Endowment Funds	\$44,679	\$52,807
		Rector Search Expenses	\$10,000	
Capital Reserves	\$72,612	Roofing grants	\$21,149	\$19,176
		Roofing donations	\$6,300	
		Earmarked for roof repairs	\$12,000	
		Cemetery Funds	\$13,987	
Altar Guild	\$16,508	Altar Guild	\$16,508	0
Total Assets	\$237,366			
Unrestricted Assets				\$110,743

Proposed 2020 Budget

Accounts	Recommend ed 2020	Notes
Revenues		
Operating Income		
4030 Non-Pledge Support	0	
4031 Loose Plate Offerings	500	\$3000 moved to 4112
4032 Pledge Contributions	110,440	
4041 Operating & Reserve Acct Interest	50	
4051 Special Seasonal	0	
4054 Donor Designated for Operations	0	
4055 Fundraising (Net)	7,500	Will need specific plan from Vestry
4056 Facility Rental (Net)	2,700	Need Vestry discussion with Ridgeline
4058 Memorials Used for Operations	0	
4059 Miscellaneous	0	
Total Operating Income	121,190	
Non-Operating Income		
Donor Designated		
4111 For Other Parish Organizations	0	
4112 For Organizations Outside Parish	3000	Moved from 4031 Loose Plate Offerings
4060 Altar Guild Income	800	
Total Donor Designated	3800	
Total Non-Operating Income	3800	
Total Revenues	124,990	
Expenses		
Operating Expenses		
For Outside of Parish		
5120 Diocesan Pledge/ Assessment	11,119	10% of 2018 Op Inc
Total For Outside of Parish		

Personnel - Clergy		
5141 Salary	45,150	Mid-range, incl. SECA
5143 1/2 SECA	0	Included in Salary
5144 Pension	8,127	18% of Salary
5146 Health Insurance	12,850	Rector and half family
5145 Travel Reimbursement	1,000	
5147 Continuing Education	1500	
5148 Supply Clergy (incl. travel)	1400	7 services @ \$150 + \$50 for mileage
5149 Expenses	750	
Total Personnel - Clergy	71,427	
Personnel - Lay		
5151 Salary - Administrator	7,800	\$10*15hrs*52wks
5152 Salary - Organist	2,250	\$75*30 services
5156 FICA	769	Lay salary*7.65%
Total Personnel - Lay	10,819	
Parish Programs		
5161 Children	1,000	
5164 Hospitality	500	
Total Parish Programs	1,500	
Liturgical		
5171 Altar Supplies	800	Altar Guild Expenses
5172 Worship Materials	100	
5173 Organ and Music Supplies	650	Tuning (organ*2; piano*1)
5174 Contract Musicians	2,250	\$75*30 services
Total Liturgical	3,800	
Administrative		
5181 Office Supplies	500	
5182 Printer/Copier Supplies & Maint.	1,000	Need to discuss copier
5184 Postal	200	
5185 Advertising	0	
5188 Bookkeeping/Accounting	1,850	
5189 Payroll Service	480	
5190 Web hosting	500	
5196 Bank fees	25	

5198 Not Budgeted, Approved by Vestry	0	
5199 Rector Search		\$10,000 from Operating Reserve
Total Administrative	3,905	
Maintenance		
5191 Supplies	20	
5193 Lawn/Grounds	3,680	
5194 Housekeeping	4,000	
5195 General Maintenance	2,000	
Total Maintenance	9,700	
Utilities		
5201 Electric	1,000	
5202 Phone and Internet	1,000	
5203 Water/Sewer	275	
5204 Gas	2,000	
Total Utilities	4,275	
Insurance		
5300 Property/Liability	4,665	
5301 Worker's Compensation	400	
Total Insurance	5,065	
Total Operating Expenses	121,610	
Non-Operating Expenses		
5603 To Organizations Outside Parish	3,000	
Total Non-Operating Expenses	3,000	
Total Expenses	124,610	
Net Total	380	

St. David's Episcopal Church
Purchasing Policy
Draft - January 31, 2020

1. The following approval levels apply to purchases made for or on behalf of St. David's. If the purchase is:
 - less than or equal to \$50, prior approval is not required.
 - more than \$50, but less than \$500, the Treasurer's approval/signature is required.
 - \$500 or more, Vestry approval and the Senior Warden Signature is required.
2. Items needed on an urgent basis may be purchased by any member of St. David's using the approval levels above; reimbursement will be provided following submission of a completed *Purchase and Reimbursement Record* to the Treasurer.
3. Purchases by the Rector using the St. David's credit card will be documented using the *Purchase or Reimbursement Record*.
4. When payment using a St. David's check is needed, a completed *Check Request* is required.
5. Routine purchases (e.g., office, kitchen, cleaning, maintenance supplies) will be requested using the *Purchase Request* and completed by the Treasurer using the St. David's credit card. If the credit card cannot be used, purchases will be made using a St. David's check.
6. Purchases by the Treasurer will be documented with an annotated invoice or receipt indicating the item(s) purchased, the date of purchase, and method of payment; a *Check Request* or *Purchase or Reimbursement Record* is not required.
7. Purchases by and for the St. Claire's Altar Guild will be documented by the Altar Guild. All purchase records will be available upon request of the Treasurer and/or Senior Warden

Attachments

Purchase or Reimbursement Record
Purchase Request
Check Request

St. David's Episcopal Church

Purchase and Reimbursement Record

This form is used to record purchases and to request reimbursement for expenses incurred on behalf of or in service to St. David's Episcopal Church.

Complete this section for purchases

Date of Purchase: _____

Item(s): _____

Method of Payment:

- Personal cash, check, or debit/charge card
- St. David's charge card

Check one of the following:

- Reimbursement requested
- Record as non-pledge donation (for purchases made with personal funds only)
- Charge record only (for purchases using a St. David's charge card only)

Complete this section for mileage reimbursement

Date(s) of trip(s): _____

Purpose of trip(s): _____

Total Mileage: _____

Printed Name

Signature

Date

Attach receipts and give the completed and signed form to the treasurer. Mileage will be reimbursed at the current IRS approved rate. If the purchase was made using personal funds and reimbursement is requested, please provide your address and phone number.

Address:

Phone Number:

More than \$50, but less than \$500, the treasurer's approval/signature is required
\$500 or more, Vestry approval and Senior Warden Signature is required

For office use only: Date of Payment, Online or Check #, Account #, Source of funds

St. David's Episcopal Church

Check Request

This form is to be used to request a check for purchases or payments for items or services used by or on behalf of St. David's Episcopal Church.

Date of Request: _____ Date Needed: _____

Reason for Request:

Make Check Payable to: _____

Source of Funds, if known:

- Operating Account
- Capital Reserve Account
- Rector's Discretionary Fund (may only be requested by the Rector; approval not required)

Requested by:

Printed Name	Signature	Date
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Approved by:

Printed Name	Signature	Date
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Less than or equal to \$50, prior approval is not required
 More than \$50, but less than \$500, the treasurer's approval/signature is required
 \$500 or more, Vestry approval and Senior Warden Signature is required

For office use only: Date of Check, Check #, Account #, Source of funds