

Parish of St. Mark & St. Paul, Sewanee, Tennessee
Vestry Agenda for September 21, 2023
5:30 pm, Hethcock Room

I. Opening Devotions	
II. Minutes from the August regular meeting	5:40
III. Treasurer's Report	5:45
IV. Rector's Report	6:00
V. Break	6:30
VI. Reports of Wardens and Committees	6:40
VII. Other Business	7:10
VIII. Closing Prayers	7:20

The Vestry meets at 5:30pm normally on the third Thursday of each month: October 19, November 16, December 21 (or 14). According to diocesan canons, we must meet at least quarterly. The Diocese of Tennessee requires that actions via Zoom or teleconference be ratified at an in-person meeting afterward.

**Parish of St. Mark & St. Paul, Sewanee Tennessee
Vestry Monthly Meeting – August 17, 2023, 5:30 P.M**

Present: Robin Bates, Kathryn Bruce, The Rev. Betty Carpenter, Beth Chamberlain, Dorothy Gates, Tom Phelps, Lynn Stubblefield, Lynn Taylor, Beth Wiley, The Rev. Rob Lamborn

Absent: Jay Fisher, Diane Jones, Tom Phelps

Opening Devotions – The Rev. Rob Lamborn led the Vestry in *Daily Devotions: Early Evening* (BCP p. 139).

June 2023 Minutes –: Corrections to the June minutes: page 1: Under Treasurer’s Report: change *Designated* to *Designations and remove the word “Requests”*; change the wording of the sentence about the “\$3000 allocated for the roof repair” to “she clarified that the \$3000 allocated in November ~~2023~~ 2022 for the roof repair is not represented...”. Under Interim Rector’s report “strike Amy Lamborn” from the description; on page 2 Dorothy was asked about the summer service Altar Guild needs at the 10:00 service; Under Junior Warden’s report, it was clarified that the Finance Committee does not ever “authorize”, rather “*recommended* another \$3000 for this repair” is appropriate; Under Junior Warden’s Report Cleaning Service, edit this to reflect that Bahley began offering cleaning service in July not August; page 3: Under Finance Committee, change the word *allotted* to *recommended* and “Tom Phelps moved to approve [this additional 3,000 for] a total of \$6,000 to repair the roof.

Lynn Taylor moved to approve minutes with corrections. Beth Chamberlain seconded this motion. The Vestry unanimously accepted the corrected minutes.

Treasurer’s Report –

Beth reported that several issues listed in the written report provided for the meeting had been addressed since the publishing of the report, including the mislabeling of a payroll tax payment as a computer expense. Sarah Edmonds and Frieda Hawkins are currently managing the tasks normally handled by the Financial Administrator. Beth reported that the position of Financial Administrator is still open. Dorothy Gates requested more details about the expenditure report

for the Altar Guild. It was suggested that Sarah Edmonds be contacted for such details.

Beth Wiley stated that the audit was conducted by Delanna Rhoton and she shared some aspects of that report. There was an overall net loss due mostly to loss of Payroll Protection Plan funds, CAC's lower ~~in~~ income from organizations, a loss in investment value, as well as increased maintenance costs. Beth Wiley also stated that ~~while the parish is without a Financial Administrator~~, it is important that all invoices are signed off on and that other measures are taken to ensure financial fidelity.

Beth Wiley shared that two \$10,000 gifts had been received recently: one as an unrestricted gift for CAC and one as an unrestricted gift for the parish.

Rector's Report --

Fr. Rob shared a summary of his activities during the weeks of April prior to the beginning of his sabbatical. He also shared a summary of his activities during early July and early August prior to his final week of sabbatical at Interlochen Adult Music Camp. Rob reported that during his exit interview with Jan Stevens, the former Financial Administrator, she stated she enjoyed working with Beth Wiley and Alec Moseley and appreciated working with St. Mark and St. Paul.

St. Mark and St. Paul will host the Sewanee-Monteagle Rotary Club on occasion this year as the organization needs.

Michael Thompson has begun the process of discernment for ordination.

Fr. Rob encouraged the Vestry members to be present for the celebration of Kathy Sturgis on August 20 and the parish welcome luncheon on August 27. Jeannie Babb and Fr. Rob are creating information about ministry opportunities to share at the parish luncheon.

Kenneth Miller will serve as the new organist and adult choir director beginning August 27.

Fr. Rob reported that he enjoyed the Evangelism Class at Virginia Theological seminary and especially enjoyed taking it with the Rev. Giulianna Gray. Rob met with Betty, Giulianna, and Jeannie Babb to discuss evangelism efforts in the parish. There are four aspects of evangelism that the group wants to focus on: 1)

music, 2) newcomers and helping them be fully integrated and connected to the parish, 3) Adult Bible Study with intentional invitation to faculty and staff at the University, and 4) intentionally reaching out to those whose attendance may have waned during COVID.

Fr. Rob directed the Vestry members' attention to his written report for further details.

Committee Reports–

Junior Warden's Report – Buildings and Grounds Committee:

Diane Jones was absent, but the Vestry Members were directed to her written report. Beth Wiley suggested it would be helpful ~~for a specific~~ to have a spreadsheet of the projects that need to be done, the estimated cost for the repairs, and the priority status of the repair needs. This would enable better planning for the financial expenses to come and would provide a summary of the work needing to be done. Such a spreadsheet would also serve as a place to record any repairs done and the dates of such service.

Lynn Taylor inquired about the age of the AC units. Fr. Rob shared that the ages vary across the campus.

An additional psychotherapist will be using Brooks Hall three days a week.

Beth Wiley commented the Children's Center playground renovation is beautiful and she suggested that the parish liaison to the Children's Center should share the parish's pleasure with the work completed.

Community Action Committee (CAC) –

Beth Chamberlain directed the attention of the Vestry Members to the written report submitted for the Vestry meeting, particularly to the grants the CAC recently received. Beth Chamberlain praised the work of Sarah Edmonds and her leadership of CAC.

Betty Carpenter suggested that the parish participate in unloading a supply of food and restocking the shelves so that parishioners can experience first-hand the CAC operations.

Robin Bates asked for clarification about the written report that mentioned medical assistance. Beth Chamberlain stated that this issue would be addressed at the next CAC meeting.

Christian Formation –

Robin Bates expanded upon the written report he provided to the Vestry, expressing excitement about the theme “Creating in God’s Image” for the 2023-24 church school calendar. Robin brought attention to the information about the children’s choir and to the “Connections for Parents” gathering option for parishioners.

Stewardship - Parish Life -

Rob reported in the absence of Jay Fisher. Michael Thompson is the Stewardship Chair. The Stewardship program will culminate in a parish-wide luncheon in lieu of small group gatherings.

Senior Warden’s Report –

Lynn Taylor expressed her appreciation for everyone’s support during Fr. Rob’s sabbatical. She also expressed her joy that Fr. Rob was back full-time.

Reminders of upcoming events-

Next Meeting: The next meeting will be September 21, at 5:30 pm.

Concluding Prayer: The Rev. Rob Lamborn offered a concluding prayer for the parish.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted by Kathryn Bruce, Clerk of the Vestry

Treasurer's Report for September 2023

Please find attached August 2023 editions of the:

1. Actual vs. Budget Report (Excel format)
2. Statement of Activities – Operating
3. Statement of Financial Position
4. Summary of Restricted and Vestry Designated Accounts

Also included is our 2022 Audit Report for your review if received before Frieda distributes this packet. If received later, I will send it separately.

New Financial Administrator, Wendy Howard, had two full weeks on the job at the time of this writing. She is training with Sarah Edmunds in person and with Jan Stevens, to a much lesser extent, remotely.

I have included the Statement of Financial Position this month, though we have not yet received the adjusting entries to clear out those 2021 and 2022 liabilities we have been discussing all year.

Checking account balances are all at or close to target. Balances in the Vanguard investment account as of September 13 are \$65,893 in the money market fund and \$238,803 in mutual funds. I transferred \$25,000 from checking to our Vanguard money market account in August to earn some interest but may need to move a portion of it back later this month.

4Actual to Budget Report, August 2023, 9-17-23

Accounts	Budget Jan 01, 2023 - Aug 31, 2023	Actual Jan 01, 2023 - Aug 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
Revenues				
4111 Plate Offerings	\$ 4,666.64	\$ 5,600.21	\$ 4,666.64	\$ 5,600.21
4115 1/4th Plate to Rector's Discr Fd	\$ (1,166.64)	\$ (877.59)	\$ (1,166.64)	\$ (877.59)
4131 Pledge Payments -Current Year	\$ 250,000.00	\$ 242,275.11	\$ 250,000.00	\$ 242,275.11
4133 Pledge payment for previous year	\$ -	\$ 600.00	\$ -	\$ 600.00
Pre-paid Gifts of Stock (pledge payment)				\$ 10,299.50
4141 Non-Pledge Gifts	\$ 6,000.00	\$ 6,844.47	\$ 6,000.00	\$ 6,844.47
Gifts of Stock				\$ 1,025.67
4170 Insurance Reimbursement - Rector's Spouse	\$ 12,600.00	\$ 12,600.00	\$ 12,600.00	\$ 12,600.00
4191 CAC Support of Employee Compensation	\$ 17,332.64	\$ 17,331.15	\$ 17,332.64	\$ 17,331.15
4512 Investment Income	\$ 3,000.00	\$ 2,912.25	\$ 3,000.00	\$ 2,912.25
4531 Realized Gains (Losses)	\$ -	\$ 1,888.61	\$ -	\$ 1,888.61
4551 Property Rental Income	\$ 8,333.36	\$ 8,197.00	\$ 8,333.36	\$ 8,197.00
4565 SCC Reimbursement	\$ 2,000.00	\$ 818.40	\$ 2,000.00	\$ 818.40
4575 Transfer from Vestry Designated Funds	\$ 2,333.33	\$ 2,333.33	\$ 18,666.64	\$ 18,666.64
Total Revenues	\$ 305,099.33	\$ 300,522.94	\$ 321,432.64	\$ 328,181.42
Expenses				
Work Outside Congregation				
5111 Diocesan Assessment	\$ 29,124.64	\$ 29,124.64	\$ 29,124.64	\$ 29,124.64
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	\$ 2,000.00	\$ 1,652.04	\$ 2,000.00	\$ 1,652.04
Parish Life				
5331 Parish Life	\$ 1,866.64	\$ 1,881.18	\$ 1,866.64	\$ 1,881.18
Worship				
5351 Altar Supplies	\$ 666.64	\$ 486.40	\$ 666.64	\$ 486.40
5353 Confirmation Prep.	\$ 66.64	\$ -	\$ 66.64	\$ -
5355 Music	\$ 133.36	\$ -	\$ 133.36	\$ -
5357 Prayer Books and Liturgy Materials	\$ 133.36	\$ -	\$ 133.36	\$ -
5359 Organ and Piano Maintenance	\$ 1,866.64	\$ 798.00	\$ 1,866.64	\$ 798.00
Total Worship	\$ 2,866.64	\$ 1,284.40	\$ 2,866.64	\$ 1,284.40
Youth				
5371 Youth Ministry	\$ 1,333.36	\$ 293.04	\$ 1,333.36	\$ 293.04
Total Programs	\$ 8,066.64	\$ 5,110.66	\$ 8,066.64	\$ 5,110.66
Leading Congregational Care				
5398 Pastoral Care	\$ 100.00	\$ -	\$ 100.00	\$ -
Operating Expense/Income				
Salaries & Wages				
5411 Rector	\$ 39,558.00	\$ 39,558.00	\$ 39,558.00	\$ 39,558.00
5415 Supply Clergy	\$ 933.36	\$ 1,280.00	\$ 933.36	\$ 1,280.00
5421 Youth Minister	\$ 3,914.00	\$ 3,913.97	\$ 3,914.00	\$ 3,913.97
5431 Organist & Choir Director	\$ 7,576.00	\$ 7,544.17	\$ 7,576.00	\$ 7,544.17
5432 Supply Organist	\$ 800.00	\$ 600.00	\$ 800.00	\$ 600.00

4Actual to Budget Report, August 2023, 9-17-23

Accounts	Budget Jan 01, 2023 - Aug 31, 2023	Actual Jan 01, 2023 - Aug 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
5451 Child Care	\$ 4,402.00	\$ 3,112.00	\$ 4,402.00	\$ 3,112.00
5461 Dir. Christian Formation	\$ 15,259.36	\$ 15,259.21	\$ 15,259.36	\$ 15,259.21
5471 CAC Director	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
5481 Parish Administrator	\$ 21,915.36	\$ 21,915.36	\$ 21,915.36	\$ 21,915.36
5486 Financial Staff	\$ 10,666.64	\$ 9,579.43	\$ 10,666.64	\$ 9,579.43
Total Salaries & Wages	\$ 121,024.72	\$ 118,762.14	\$ 121,024.72	\$ 118,762.14
Employee Benefits				
5511 Clergy Pension	\$ 13,264.00	\$ 14,855.74	\$ 13,264.00	\$ 14,855.74
5521 Clergy Insurance	\$ 25,353.36	\$ 25,168.04	\$ 25,353.36	\$ 25,168.04
5526 Clergy Housing & Utility Allow.	\$ 28,893.36	\$ 28,893.20	\$ 28,893.36	\$ 28,893.20
5531 Clergy - SECA Payments	\$ 5,236.64	\$ 5,334.21	\$ 5,236.64	\$ 5,334.21
5551 Staff Payroll Taxes	\$ 6,099.36	\$ 6,037.34	\$ 6,099.36	\$ 6,037.34
5561 Staff Pension	\$ 5,138.00	\$ 4,882.88	\$ 5,138.00	\$ 4,882.88
5571 Staff Insurance	\$ 7,800.00	\$ 7,360.89	\$ 7,800.00	\$ 7,360.89
5581 Background Checks	\$ 200.00	\$ 63.00	\$ 200.00	\$ 63.00
5631 Workers Compensation Insurance	\$ 733.36	\$ -	\$ 733.36	\$ -
Total Employee Benefits	\$ 92,718.08	\$ 92,595.30	\$ 92,718.08	\$ 92,595.30
Facilities Expenses				
5611 Property & Liability Insurance	\$ 7,333.36	\$ 8,337.83	\$ 7,333.36	\$ 8,337.83
5711 Repairs & Maintenance	\$ 6,666.64	\$ 5,176.33	\$ 6,666.64	\$ 5,176.33
5721 Elevator Maintenance	\$ 2,000.00	\$ 1,333.77	\$ 2,000.00	\$ 1,333.77
5751 Garbage service	\$ 800.00	\$ 570.00	\$ 800.00	\$ 570.00
5771 Supplies	\$ 1,066.64	\$ 865.34	\$ 1,066.64	\$ 865.34
5781 Electricity	\$ 11,000.00	\$ 10,338.56	\$ 11,000.00	\$ 10,338.56
5783 Gas	\$ 2,100.00	\$ 2,594.86	\$ 2,100.00	\$ 2,594.86
5785 Water & Sewer	\$ 2,100.00	\$ 2,037.49	\$ 2,100.00	\$ 2,037.49
5790 Grounds Maintenance	\$ 3,333.36	\$ 2,971.88	\$ 3,333.36	\$ 2,971.88
5795 Cleaning Service	\$ 12,800.00	\$ 9,650.00	\$ 12,800.00	\$ 9,650.00
Total Facilities Expenses	\$ 49,200.00	\$ 43,876.06	\$ 49,200.00	\$ 43,876.06
Office Services				
5811 Audit	\$ 4,400.00	\$ -	\$ 4,400.00	\$ -
5821 Computer Expenses	\$ 3,133.36	\$ 4,161.06	\$ 3,133.36	\$ 4,161.06
5831 Copying	\$ 2,800.00	\$ 2,282.19	\$ 2,800.00	\$ 2,282.19
5841 Office Supplies	\$ 1,066.64	\$ 434.39	\$ 1,066.64	\$ 434.39
5851 Office Equipment Purchases	\$ 733.36	\$ -	\$ 733.36	\$ -
5861 Postage	\$ 466.64	\$ 235.31	\$ 466.64	\$ 235.31
5871 Telephone	\$ 4,480.00	\$ 4,542.54	\$ 4,480.00	\$ 4,542.54
5891 Miscellaneous Expense	\$ 200.00	\$ 601.67	\$ 200.00	\$ 601.67
5894 Payroll Service Fees	\$ -	\$ 579.23	\$ -	\$ 579.23
5895 Service Fee (Vanco)	\$ 600.00	\$ 673.23	\$ 600.00	\$ 673.23
Total Office Services	\$ 17,880.00	\$ 13,509.62	\$ 17,880.00	\$ 13,509.62
Organizational Expenses				
5911 Clergy Car Expense	\$ 833.36	\$ 105.28	\$ 833.36	\$ 105.28
5912 Clergy Expense Allowance	\$ 333.36	\$ 39.28	\$ 333.36	\$ 39.28

4Actual to Budget Report, August 2023, 9-17-23

Accounts	Budget Jan 01, 2023 - Aug 31, 2023	Actual Jan 01, 2023 - Aug 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
5913 Continuing Education- Clergy	\$ 1,333.36	\$ 1,530.00	\$ 1,333.36	\$ 1,530.00
5914 Continuing Education - Staff	\$ 333.36	\$ -	\$ 333.36	\$ -
5915 Convention & Travel	\$ 592.64	\$ 543.63	\$ 592.64	\$ 543.63
5916 Ministering to New Members	\$ 333.36	\$ -	\$ 333.36	\$ -
5918 Publications	\$ 666.64	\$ 651.55	\$ 666.64	\$ 651.55
5919 Communications	\$ 300.00	\$ -	\$ 300.00	\$ -
5920 Stewardship	\$ 1,166.64	\$ 92.81	\$ 1,166.64	\$ 92.81
Total Organizational Expenses	\$ 5,892.72	\$ 2,962.55	\$ 5,892.72	\$ 2,962.55
Total Operating Expense/Income	\$ 286,715.52	\$ 271,705.67	\$ 286,715.52	\$ 271,705.67
Total Work Within Congregation	\$ 294,882.16	\$ 276,816.33	\$ 294,882.16	\$ 276,816.33
Other Expenses/Income				
7311 Sabbatical Reserve Provision	\$ (1,000.00)	\$ -	\$ (1,000.00)	\$ -
Total Expenses	\$ 323,006.80	\$ 305,940.97	\$ 323,006.80	\$ 305,940.97
Net Total	\$ (17,907.47)	\$ (5,418.03)	\$ (1,574.16)	\$ 22,240.45

Statement of Activities-Operating

Date Range: Jan 1st 2023 - Aug 31st 2023 | Includes Open Transactions | Includes 13th Month | Filtered by: Fund

Accounts	Budget Jan 01, 2023 - Aug 31, 2023	Actual Jan 01, 2023 - Aug 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
Revenues				
4111 Plate Offerings	4,666.64	5,600.21	4,666.64	5,600.21
4115 1/4th Plate to Rector's Discr Fd	(1,166.64)	(877.59)	(1,166.64)	(877.59)
4131 Pledge Payments -Current Year	250,000.00	242,275.11	250,000.00	242,275.11
4132 Pledge Prepaid Payments	0.00	(18,908.11)	0.00	(18,908.11)
4133 Pledge payment for previous year	0.00	600.00	0.00	600.00
4141 Non-Pledge Gifts	6,000.00	6,844.47	6,000.00	6,844.47
4170 Insurance Reimbursement - Rector's Spouse	12,600.00	12,600.00	12,600.00	12,600.00
4191 CAC Support of Employee Compensation	17,332.64	17,331.15	17,332.64	17,331.15
4512 Investment Income	3,000.00	2,912.25	3,000.00	2,912.25
4531 Realized Gains (Losses)	0.00	1,888.61	0.00	1,888.61
4551 Property Rental Income	8,333.36	8,197.00	8,333.36	8,197.00
4565 SCC Reimbursement	2,000.00	818.40	2,000.00	818.40
Total Revenues	\$ 302,766.00	\$ 279,281.50	\$ 302,766.00	\$ 279,281.50
Expenses				
Work Outside Congregation				
5111 Diocesan Assessment	29,124.64	29,124.64	29,124.64	29,124.64
Total Work Outside Congregation	29,124.64	29,124.64	29,124.64	29,124.64
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	2,000.00	1,652.04	2,000.00	1,652.04
Total Christian Education	2,000.00	1,652.04	2,000.00	1,652.04
Parish Life				
5331 Parish Life	1,866.64	1,881.18	1,866.64	1,881.18
Total Parish Life	1,866.64	1,881.18	1,866.64	1,881.18
Worship				
5351 Altar Supplies	666.64	486.40	666.64	486.40
5353 Confirmation Prep.	66.64	0.00	66.64	0.00
5355 Music	133.36	0.00	133.36	0.00
5357 Prayer Books and Liturgy Materials	133.36	0.00	133.36	0.00
5359 Organ and Piano Maintenance	1,866.64	798.00	1,866.64	798.00
Total Worship	2,866.64	1,284.40	2,866.64	1,284.40
Youth				
5371 Youth Ministry	1,333.36	293.04	1,333.36	293.04
Total Youth	1,333.36	293.04	1,333.36	293.04
Total Programs	8,066.64	5,110.66	8,066.64	5,110.66
Leading Congregational Care				
5398 Pastoral Care	100.00	0.00	100.00	0.00
Total Leading Congregational Care	100.00	0.00	100.00	0.00
Operating Expense/Income				
Salaries & Wages				
5411 Rector	39,558.00	39,558.00	39,558.00	39,558.00
5415 Supply Clergy	933.36	1,280.00	933.36	1,280.00
5421 Youth Minister	3,914.00	3,913.97	3,914.00	3,913.97
5431 Organist & Choir Director	7,576.00	7,544.17	7,576.00	7,544.17

Accounts	Budget	Actual	Budget	Actual
	Jan 01, 2023 - Aug 31, 2023	Jan 01, 2023 - Aug 31, 2023	This Year Year to Date	This Year Year to Date
5432 Supply Organist	800.00	600.00	800.00	600.00
5451 Child Care	4,402.00	3,112.00	4,402.00	3,112.00
5461 Dir. Christian Formation	15,259.36	15,259.21	15,259.36	15,259.21
5471 CAC Director	16,000.00	16,000.00	16,000.00	16,000.00
5481 Parish Administrator	21,915.36	21,915.36	21,915.36	21,915.36
5486 Financial Staff	10,666.64	9,579.43	10,666.64	9,579.43
Total Salaries & Wages	121,024.72	118,762.14	121,024.72	118,762.14
Employee Benefits				
5511 Clergy Pension	13,264.00	14,855.74	13,264.00	14,855.74
5521 Clergy Insurance	25,353.36	25,168.04	25,353.36	25,168.04
5526 Clergy Housing & Utility Allow.	28,893.36	28,893.20	28,893.36	28,893.20
5531 Clergy - SECA Payments	5,236.64	5,334.21	5,236.64	5,334.21
5551 Staff Payroll Taxes	6,099.36	6,037.34	6,099.36	6,037.34
5561 Staff Pension	5,138.00	4,882.88	5,138.00	4,882.88
5571 Staff Insurance	7,800.00	7,360.89	7,800.00	7,360.89
5581 Background Checks	200.00	63.00	200.00	63.00
5631 Workers Compensation Insurance	733.36	0.00	733.36	0.00
Total Employee Benefits	92,718.08	92,595.30	92,718.08	92,595.30
Facilities Expenses				
5611 Property & Liability Insurance	7,333.36	8,337.83	7,333.36	8,337.83
5711 Repairs & Maintenance	6,666.64	5,176.33	6,666.64	5,176.33
5721 Elevator Maintenance	2,000.00	1,333.77	2,000.00	1,333.77
5751 Garbage service	800.00	570.00	800.00	570.00
5771 Supplies	1,066.64	865.34	1,066.64	865.34
5781 Electricity	11,000.00	10,338.56	11,000.00	10,338.56
5783 Gas	2,100.00	2,594.86	2,100.00	2,594.86
5785 Water & Sewer	2,100.00	2,037.49	2,100.00	2,037.49
5790 Grounds Maintenance	3,333.36	2,971.88	3,333.36	2,971.88
5795 Cleaning Service	12,800.00	9,650.00	12,800.00	9,650.00
Total Facilities Expenses	49,200.00	43,876.06	49,200.00	43,876.06
Office Services				
5811 Audit	4,400.00	0.00	4,400.00	0.00
5821 Computer Expenses	3,133.36	4,161.06	3,133.36	4,161.06
5831 Copying	2,800.00	2,282.19	2,800.00	2,282.19
5841 Office Supplies	1,066.64	434.39	1,066.64	434.39
5851 Office Equipment Purchases	733.36	0.00	733.36	0.00
5861 Postage	466.64	235.31	466.64	235.31
5871 Telephone	4,480.00	4,542.54	4,480.00	4,542.54
5891 Miscellaneous Expense	200.00	601.67	200.00	601.67
5894 Payroll Service Fees	0.00	579.23	0.00	579.23
5895 Service Fee (Vanco)	600.00	673.23	600.00	673.23
Total Office Services	17,880.00	13,509.62	17,880.00	13,509.62
Organizational Expenses				
5911 Clergy Car Expense	833.36	105.28	833.36	105.28
5912 Clergy Expense Allowance	333.36	39.28	333.36	39.28
5913 Continuing Education- Clergy	1,333.36	1,530.00	1,333.36	1,530.00
5914 Continuing Education - Staff	333.36	0.00	333.36	0.00
5915 Convention & Travel	592.64	543.63	592.64	543.63
5916 Ministering to New Members	333.36	0.00	333.36	0.00
5918 Publications	666.64	651.55	666.64	651.55
5919 Communications	300.00	0.00	300.00	0.00
5920 Stewardship	1,166.64	92.81	1,166.64	92.81
Total Organizational Expenses	5,892.72	2,962.55	5,892.72	2,962.55

Accounts	Budget	Actual	Budget	Actual
	Jan 01, 2023 - Aug 31, 2023	Jan 01, 2023 - Aug 31, 2023	This Year Year to Date	This Year Year to Date
Total Operating Expense/Income	286,715.52	271,705.67	286,715.52	271,705.67
Total Work Within Congregation	294,882.16	276,816.33	294,882.16	276,816.33
Other Expenses/Income				
7311 Sabbatical Reserve Provision	(1,000.00)	0.00	(1,000.00)	0.00
Total Other Expenses/Income	(1,000.00)	0.00	(1,000.00)	0.00
Total Expenses	\$ 323,006.80	\$ 305,940.97	\$ 323,006.80	\$ 305,940.97
Net Total	(\$ 20,240.80)	(\$ 26,659.47)	(\$ 20,240.80)	(\$ 26,659.47)

Summary of Restricted & Vestry Designated 23

Date Range: Aug 1st 2023 - Aug 31st 2023 | Filtered by: Account Type

Accounts	Beginning Balance	Debits	Credits	Ending Balance
8155 Funds Raised by Youth	3,640.77	0.00	0.00	3,640.77
8331 Facilities Improvement Fund	21,036.26	5,750.00	0.00	15,286.26
8911 Altar Guild Flower Fund	559.41	791.00	951.00	719.41
8920 Parish Life Restricted	2,775.51	0.00	190.09	2,965.60
8930 Stewardship Restricted	872.67	0.00	0.00	872.67
8932 Music Fund	3,500.00	175.90	4,520.00	7,844.10
8940 Name Change - Church	979.91	0.00	0.00	979.91
8951 Memorials	19,670.39	0.00	300.00	19,970.39
8953 Bequests and Exceptional Gifts	60,628.25	0.00	10,000.00	70,628.25
8971 Rector's Discretionary Fund	13,921.11	25.00	0.00	13,896.11
8975 Rector's Sabbatical Reserve	1,716.90	0.00	0.00	1,716.90
8976 Christian Formation	97.67	0.00	0.00	97.67
8978 Continuing Education	250.00	0.00	0.00	250.00
8979 Landscaping	1,800.00	0.00	0.00	1,800.00
8980 Vestry Designations to Current Operations	21,749.98	940.10	0.00	20,809.88
8991 Miscellaneous Restricted Gifts	5,069.29	4,375.00	1,756.35	2,450.64
	\$ 158,268.12	\$ 12,057.00	\$ 17,717.44	\$ 163,928.56

Statement of Financial Position

As of: Aug 31st 2023 | Includes 13th Month

Assets

Cash

1085 Rectors Discretionary Checking	5,433.95
1112 Operating Checking Account	15,001.71
1125 First Horizon Checking	75.00
1131 CAC checking account	9,786.19

Total Cash	30,296.85
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Receivables

1999 Security Deposits paid by St. Mark & St. Paul	3,000.00
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Total Receivables	3,000.00
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Investments

1552 Episcopal Endowment - Wolfe	109,231.59
1560 Vanguard Investment Account	304,152.60
1561 Vanguard Windsor	(10,915.50)

Total Investments	402,468.69
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Fixed Assets

Buildings & Equipment

1911 Church	828,505.55
1915 Grounds Improvements	35,206.10
1931 Parish House	2,228,812.53
1951 Brooks Hall	269,448.09
1981 Equipment, Furniture & Fixtures	135,623.07

Total Buildings & Equipment	3,497,595.34
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Accumulated Depreciation

1991 Accumulated Depreciation	(1,019,631.65)
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Total Accumulated Depreciation	(1,019,631.65)
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Total Fixed Assets	2,477,963.69
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Total Assets

\$ 2,913,729.23

Liabilities & Net Assets

Liabilities

Payables

2111 Accounts Payable	(4,451.32)
2128 Security Deposits held by St. Mark & St. Paul	350.00
2161 Reserve for Future Obligation	23,055.13

Total Payables	18,953.81
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Deferred Income

2311 Prepaid Pledges	33,291.31
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Total Deferred Income	33,291.31
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Total Liabilities	52,245.12
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Net Assets

Fund Principal

3333 Fund Principal - St. Mark & St. Paul Church	81,726.93
3533 Fund Principal - CAC	42,312.93

Total Fund Principal	124,039.86
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Outreach Funds (Restricted)

8155 Funds Raised by Youth	3,640.77
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Total Outreach Funds (Restricted)	3,640.77
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Building Funds (Restricted)

8331 Facilities Improvement Fund	15,286.26
Total Building Funds (Restricted)	15,286.26
Other Temporarily Restricted Funds	
8911 Altar Guild Flower Fund	719.41
8920 Parish Life Restricted	2,965.60
8930 Stewardship Restricted	872.67
8932 Music Fund	7,844.10
8940 Name Change - Church	979.91
8971 Rector's Discretionary Fund	13,896.11
8976 Christian Formation	97.67
8978 Continuing Education	250.00
8979 Landscaping	1,800.00
8991 Miscellaneous Restricted Gifts	2,450.64
Total Other Temporarily Restricted Funds	31,876.11
Vestry - Designated Funds	
8951 Memorials	19,970.39
8953 Bequests and Exceptional Gifts	70,628.25
8975 Rector's Sabbatical Reserve	1,716.90
8980 Vestry Designations to Current Operations	20,809.88
Total Vestry - Designated Funds	113,125.42
Permanently Restricted	
9112 Endowment Fund Wolfe Corpus	100,000.00
Total Permanently Restricted	100,000.00
Total Net Assets	387,968.42
Total Liabilities & Net Assets	\$ 440,213.54
Out of Balance	\$ 2,473,515.69

Community Action Committee (CAC)

Report to Board of Directors

September 14, 2023

Food Pantry

In August, CAC served an average of 18 neighbors a week with a total of 71 visits over the month. These visits were made up of 52 unique households. Pantry visits by neighbors have increased over the past few months, and the previous food order has not lasted as long as estimated. Other food banks in the area are also seeing a substantial increase among the number of families served.

CAC has called on the community to provide items such as cereal and peanut butter to help fill in the gaps the best we can. Several grocery store purchases have also been made to buy in bulk as needed. We will be looking to receive another order from Second Harvest either in September or early October.

Kroger Partnership

On August 15th, CAC began its partnership with Kroger in Decherd, TN (YAY!). This partnership has already done wonders for CAC. Trips to Kroger are made every Tuesday morning, and we pick up donations that primarily include frozen meat products, and bakery items. Just over the course of August, Kroger has donated 560 lbs of food to CAC. Our neighbors are loving the abundance and variety of meat available in the pantry!

Utility Assistance

Expenses for the utility assistance among neighbors still proved to be a challenge over August. The housing and electricity categories were the most requests for this period.

The numbers below provide how many neighbors received assistance in August:

Housing: 5 neighbors

Electricity: 7 neighbors

Water: 0 neighbors

Gas/Propane: 0 neighbors

Kitchen 2 Table

The Kitchen 2 Table (K2T) Program did not pack meals for the first 2 weeks of August due to McClurg being closed, and then not having food available on the second week. For the remainder of August, CAC was able to create **222 meals** and distribute **188 meals**. We have heard nothing but positive feedback from the Kitchen 2 Table program. It gains a lot of interest among volunteers, and our neighbors who enjoy the meals say they are absolutely delicious.

These meals are distributed to our neighbors who visit the pantry, the food pantry at Trinity Episcopal Church, the Franklin County Senior Center, and families in Grundy County.

We are still waiting on information about the potential of working with another distributor for the CPET trays. If I believe we should follow this lead, I will update the board for its input.

Farm 2 Table

Monetary donations through the South Cumberland Farmers Market have been more than we could imagine!! For most of August we had about \$300 - \$400 in the CAC account to be used to purchase produce. Purchases have been made about every other week using these credit funds, and we have a standing order of fresh eggs with

the Chicken Little Farm. CAC has also been blessed with egg donations from a neighbor in Sherwood, Auline Summers. CAC will continue using the donations to purchase produce through the fall, and if items are available in the winter months.

Upcoming Events

- Community Meal in Kennerly Hall on Friday, September 29th at 12:00 PM.
- Hunger Walk will be hosted in Angel Park on Saturday, September 30th at 10 AM.
- Our next board meeting will be on Thursday, October 12th.

Contact Information

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