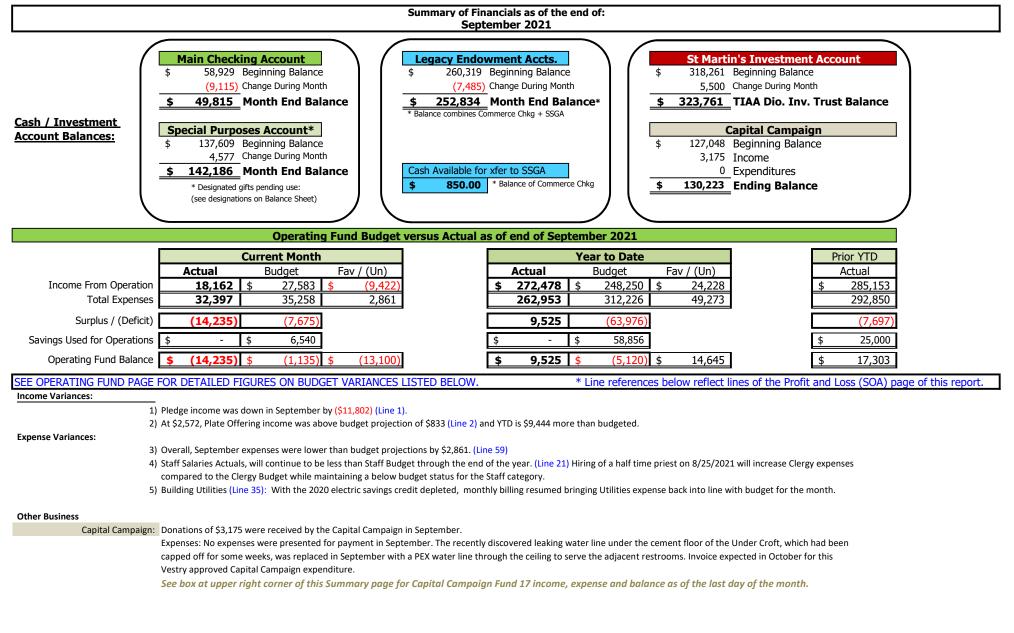
## St. Martin's Episcopal Church A beacon of Christ's love, spirit-fed, serving others.



#### About this Report

- The graphics at the top of the *Summary* cover page are meant to be a quick reference for the most essential aspects of the parish financial position for the month.
- The STATEMENT OF ACTIVITIES: Income and Expense Detail page reflects actual Income and Expenses of the Operating Fund of the parish compared to the Approved Budget YTD.

All activity shown on the Statement of Activities page is for the Operating Fund in the Main checking account. Near the center of the page is a column of **blue digits** numbering the lines as they move down the page. These blue numbers are used on the Summary Cover Sheet notes to aid the reader in finding the referenced budget lines.

- The Current Month Bank Statement page shows just what you would expect, Opening Balance adding and subtracting changes for the month resulting in the Ending Balance.
- The Designated Funds Report page shows the status of ministry group "funds/classes", their Opening Balance with income & expense activity for that month. Ministry groups such as the Garden Project, Men's Group, Outreach each have a numbered "fund/class" which behaves like a separate checkbook for each entity even though all of these numbered funds live within the Special Purposes Funds checking account.
- The Balance Sheet page shows the end of month balance for each fund as well as the bank account that holds the money. It is possible for some funds/classes to have money in more than one bank account, the Balance Sheet page tracks each fund's cash by bank account at month's end.

### **Budgeting Notes**

- The *Operating Fund STATEMENT OF ACTIVITIES (SOA)* lines each represent a budget item for the parish.
- The annual budget for each line is divided by 12 months unless there is a known reason to post it differently based upon a billing due date or known income period.

Timing of donations is difficult to predict accurately but tend to be heavier January - May as some pledging units pay their pledge early in the year. Others spread payments throughout the year but with a segment of pledges already received by summer, the monthly total from these faithful givers no longer matches 1/12 of the total amount pledged for June - December.

Many operating expenses are approximately the same from month to month but ministry expenses will vary according to seasonal programs.

If a line looks out of balance for the month, follow to the right to see if the expense is in line for the year to date (YTD).

- Typically variances from budget are only remarked upon if they exceed \$1,000 or there is something unusual to be noted.
- In the budget process for the coming year, consideration should be given to how the increase or decrease of Pledge Units will impact Plate Offerings.

# The Operating Fund STATEMENT OF ACTIVITIES: Income and Expense Detail for Period ending: September 2021

OPERATING BUDGET	Current Month					Current Year to Date							Full Year	Prior YTD			
		Actual		Budget	Fav	/ / (Un)	Line		Actual		Budget	Fa	av / (Un)		2021		Actual
INCOME								Г								Г	
Pledges	\$	14,032	\$	25,833	\$	(11,802)	1	\$	198,092	\$	232,500	\$	(34,408)	\$	310,000	5	5 206,194
Plate Offering		3,405		833		2,572	2		16,944		7,500		9,444		10,000		10,475
Special Gift		-		83		(83)	3		600		750		(150)		1,000		-
Fund Raising		-		208		(208)	4		-		1,875		(1,875)		2,500		300
Facility Use Income		150		208		(58)	5		1,650		1,875		(225)		2,500		2,246
Other Income (Mem./Col./other)		460		417		43	6		3,655		3,750		(95)		5,000		7,260
Designated Income (Flowers, )		115		-		115	7		2,752		-		2,752		-		25
CARES Act - Payroll Protection Prog. Tra		-		-		-	8		48,260		-		48,260		-		-
TOTAL INCOME From Operations		18,162		27,583		(9,422)	10		272,478		248,250		24,228		331,000		285,153

EXPENSES									
Diocesan Pledge	4,248	4,248	-	11	38,228	38,228	-	50,970	22,91
CLERGY									
Clergy Salaries + SECA Allowance	4,102	3,784	(318)	12	32,646	34,054	1,408	45,405	32,5
Housing Allowance	4,307	2,240	(2,067)	13	22,495	20,157	(2,338)	26,876	19,3
Mileage / Car Allowance	-	188	188	14	448	1,688	1,239	2,250	-
Insurances	1,342	1,004	(338)	15	10,387	9,036	(1,351)	12,048	9,7
Pension	975	945	(30)	16	8,773	8,505	(268)	11,340	8,6
Continuing Education	40	42	2	17	40	375	335	500	.,.
Professional Expenses	50	63	13	18	239	563	323	750	3
Supply Priest	-	67	67	19	500	600	100	800	6
TOTAL CLERGY	10,816	8,331	(2,485)	20	75,529	74,977	(552)	99,969	71,34
STAFF									
Staff Salaries	6,636	10,167	3,531	21	59,787	91,500	31,713	122,000	91,2
Social Security / Medicare tax	487	793	306	22	4,478	7,136	2,658	9,515	6,8
Workers' Compensation	-	-	-	23	523	880	357	880	4
Lay Employees Insurances	1,136	990	(147)	24	10,268	8,909	(1,359)	11,879	9,9
Pension	585	734	148	25	4,669	6,604	1,935	8,805	6,6
Continuing Education	-	33	33	26	150	300	150	400	1
TOTAL STAFF	8,845	12,717	3,872	27	79,875	115,329	35,455	153,479	115,1
ADMINISTRATIVE									
Equipment	421	833	413	28	7,302	7,500	198	10,000	8,6
Supplies / Services / Postage	149	417	268	29	2,764	3,750	986	5,000	3,3
Telephone/Internet	225	208	(17)	30	1,978	1,875	(103)	2,500	2,0
TOTAL ADMINISTRATIVE	795	1,458	664	31	12,043	13,125	1,082	17,500	14,0
BUILDING Maintenance	684	1,280	596	32	11,657	11,517	(140)	15,356	12,1
Property & Casualty Insurance	3,545	3,250	(295)	33	25,208	32,500	7,292	32,500	27,1
			· · · · · ·	34					
Grounds	300	392	92		1,960	3,525	1,565	4,700	4,0
Utilities	1,412	<u>1,867</u> 6,788	455 <b>847</b>	35 36	<u>10,915</u> <b>49,740</b>	<u>16,800</u> 61,092	5,885	22,400	15,9
TOTAL BUILDING	5,941	0,788	047	50	49,740	61,092	11,352	74,956	59,4
CHRISTIAN EDUCATION Adult Christian Formation		42	42	37	181	375	194	500	5
				38	90				-
Children's Sunday School	22	21 42	<mark>(2)</mark> 42	39	90 60	188 375	98 315	250 500	
C. F. Programs (VBS, Sp. Evt, Tract, Co Miscellaneous Expenses	-	42	42	40	00		515	500	
TOTAL CHRISTIAN ED	22	104	82	41	331	938	607	1,250	8
MINISTRY									
Youth Ministry	-	-	-	42	-	-	-	_	
Invite Welcome Connect	_	42	42	43	_	375	375	500	
Music	_	250	250	44	747	2,250	1,503	3,000	1,5
Worship	162	188	250	45	2,468	1,688	(780)	2,250	3,8
Peace & Justice	-	83	83	46	2, 100	750	654	1,000	5,0
Outreach	-			47	98 610		(610)	1,000	(
Communications	- 206	- 125	(81)	48	599	- 1,125	526	1,500	1,3
Parish Life	11	67	55	49	381	600	219	800	1,
Stewardship	245	300	55 55	50	432	600	168	1,000	
TOTAL MINISTRY	625	<b>1,054</b>	429	51	5,332	7,388	2,055	10,050	7,9
		-,097			5,552	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_,000		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Vestry Exp. & Miscellaneous Convention Expenses	_	500	500	52	-	500	500	500	
Accountants Review/Audit	_	-	500	53	_	-	500	500	
Vestry Expenses	-	- 25	- 25	54	- 50	- 350	300	400	-
Tithe.Ly Transaction Fees	- 7	25 13	25 6	55	86	113	26	150	1
Vestry Approved Project Expense	/		0	56	00	-	20	150	-
Misc - Other (incl. Colum.)	1,100	- 21	(1.079)	57	- 1,740	- 188	(1,553)	- 250	7
Total Misc. Expenses	<b>1,100</b>	<b>558</b>	(1,079) (549)	58	<b>1,740</b> <b>1,876</b>	1,150	(1,553) (726)	<b>1,300</b>	1,1
TOTAL EXPENSES		35,258	2,861	59	262,953	312,226			
IVIAL EXPENSES	32,397						49,273	409,474	292,8
	(44.005)	(7,675)	(6,561)	60	9,525	(63,976)	73,501	(78,474)	(7,6
SURPLUS/(DEFICIT)	(14,235)	(1/0/0)							
SURPLUS/(DEFICIT)			6 510	61 <b>Г</b>	_	50 056	50 056	70 171	2 <i>⊑</i>
SURPLUS/(DEFICIT) SMIF Principal Transfer IN (budgeted	-	6,540	6,540	61 62	-	58,856	58,856	78,474	25,
SURPLUS/(DEFICIT) SMIF Principal Transfer IN (budgeted SMIF Principal Transfer (V. app'd pro	-		6,540 - -	62		<i>58,856</i> - -	<i>58,856</i> - -	78,474 - -	25,0
SURPLUS/(DEFICIT) SMIF Principal Transfer IN (budgeted SMIF Principal Transfer (V. app'd pro DEFICIT FUND TRANSFER IN		6,540 - -	-	62 63	-	-	-	-	25,0 25,0
SURPLUS/(DEFICIT) SMIF Principal Transfer IN (budgeted SMIF Principal Transfer (V. app'd pro			6,540 - - (6,540) (13,100)	62	- - - - 9,525	58,856 - - 58,856 (5,120)	58,856 - - <b>(58,856)</b> 14,645	78,474 - - - 78,474 -	25, <b>25,(</b> <b>17,</b> 3

age 3

### Account Positions For Month Ending (Current Month Bank Statements) September 2021

	Curr	<b>Current Bank Check</b>		g Accounts			
	Ma	Main Checking		Special Purpose		Priest Discr	<u>TOTAL</u>
Beginning Balance	\$	58,929.31	\$	137,609.07	\$	3,973.04	\$ 200,511.42
Deposits	\$	18,533.34	\$	4,577.00	\$	-	\$ 23,110.34
Checks Paid	\$	(11,478.22)	\$	-	\$	(800.00)	\$ (12,278.22)
Direct Withdrawals <sup>1</sup>	\$	(16,169.86)	\$	-	\$	-	\$ (16,169.86)
Ending Balance	\$	49,814.57	\$	142,186.07	\$	3,173.04	\$ 195,173.68

Note 1: Payroll & service fees; staff pensions

	Med	Medium and Long-term Investments Accounts												
		SMIF		Legacy En										
	Die	<u>Dio. Trust: TIAA</u>		<u>SSGA (EMS)</u>	<u>Co</u>	mmerce Checking		<u>TOTAL</u>						
Beginning Market Value	\$	318,261.33	\$	259,498.17	\$	821.00	\$	578,580.50						
Contributions	\$	-	\$	-	\$	30.00	\$	30.00						
Transfers	\$	-	\$	-	\$	-	\$	-						
Interest	\$	162.63	\$	144.91	\$	-	\$	307.54						
Dividiends	\$	-	\$	-	\$	-	\$	-						
Fees	\$	(26.61)	\$	-	\$	-	\$	(26.61)						
Disbursements	\$	-	\$	-	\$	-	\$	-						
Realized Gains / losses	\$	25.16	\$	(7,660.33)	\$	-	\$	(7,635.17)						
Unrealized Gains / Losses	\$	5,338.86	\$	-	\$	-	\$	5,338.86						
Ending Market Value	\$	323,761.37	\$	251,982.75	\$	851.00	\$	576,595.12						

TOTAL Current Assets \$ 771,768.80

SPECIAL FUNDS	Beginning Balance	Funds In	Funds Out	Ending Balance	YTD Funds In	YTD Funds Out
Operating Fund	30,266	18,172	(32,397)	16,041	278,616	(262,953
St Martin Investment Fund	330,861	5,527	(27)	336,361	44,617	(355)
Capital Improvement Fund	-	-	-	-	-	_
Flower Fund	-	-	-	-	-	-
Invite Welcome Connect	-	-	-	-	-	-
Asst. Priest Discret. Fund	2,309	125	-	2,434	2,434	-
Restricted - Other	-	126	-	126	126	-
Capital Campaign	127,048	3,175	-	130,223	67,540	(36,963)
Outreach Contributions	3,369	452	-	3,821	3,354	(1,000)
Garden Project	707	-	-	707	1,600	(1,495)
Music Fund	150	-	-	150	-	<b>_</b>
Priest Disc. Fund	3,933	150	(800)	3,283	7,546	(9,150)
St. Martin's Men's Group	912	-	-	912	-	(142)
Episcopal Church Women	40	-	-	40	40	-
Youth Activity	246	-	-	246	15	-
Legacy Endowment Fund	260,319	(7,485)	-	252,834	25,080	(13,918)
Altar Guild Fund	1,734	-	-	1,734	-	
Surplus Fund Cash Reserve	11,842	-	-	11,842	-	-
Peace & Justice Ministry	1,134	-	-	1,134	-	-

TOTAL FUNDS 774,871 20,241 (33,224) 761,888 430,968 (32							
	TOTAL FUNDS	//4.8/1	20,241	(33,224)	761,888	430,968	(325,976)

		Unrestricted Funds			Ter	nporarily Rest	ricted: Specia	al Purpose Fun	ds For Short-T	erm Usage							y Restricted: rm Funds	Permanently Restricted
		General	Surplus Fund /	Priest	Men's Group	ECW -	Asst. Priest	Restricted -	Child	Outreach -	Garden	Music Fund	Youth	Altar Guild -	Social Justice	SM	Building /	Legacy
		Operating	Cash Reserve -	Discretionary	- Fund 25	Fund 26	Discret.	Other -	Offering-	Fund 19	Project - 20	23	Activity - 27	35	- 39	Investment	Capital	Endowment
		Fund -01	36	Fund - 24			Fund 13	Fund 14	Grace Hill -							Fund - 02	Campaign	Fund - 34
ASSETS	TOTAL								16								Fund - 17	
Checking Accounts																		
Main Checking - Commerce \$	40,833	\$ 16,041	\$ 11,842		\$-	\$-	\$ -	\$ 100	\$-	\$ 50	Ŧ		\$-	\$-	\$-	\$ 12,600	\$ 150	
Special Purposes Checking - Commerce \$	141,287	\$-	\$-	\$ 60	\$ 912	\$ 40	\$ 2,434	\$ 26	\$-	\$ 3,771	\$ 707	\$ 150	\$ 246	\$ 1,734	\$ 1,134	\$-	\$ 130,073	\$-
Priest Discretionary Checking - Commerce \$	3,173	\$ -	\$-	\$ 3,173	\$ -	\$-	\$ -	\$ -	\$-	\$-	\$-		\$-	\$-	\$-	\$-	\$-	\$ -
SUBTOTAL CURRENT ASSETS \$	185,293	\$ 16,041	\$ 11,842	\$ 3,283	\$ 912	\$ 40	\$ 2,434	\$ 126	\$ -	\$ 3,821	\$ 707	\$ 150	\$ 246	\$ 1,734	\$ 1,134	\$ 12,600	\$ 130,223	\$ -
Long-Term Investment Accounts																		\$ -
St Martin's Inv. Fund (SMIF) - TIAA Dio. Trust \$	323,761	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ -	\$-	\$-	\$-	\$ -	\$-	\$ -	\$ 323,761	\$-	\$-
Temporary Legacy Account - Commerce \$	851	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ -	\$-	\$-	\$-	\$ -	\$-	\$ -	\$ -	\$-	\$ 851
Legacy Investment - State Street \$	251,983	\$-	\$-	\$-	\$ -	\$-	\$ -	\$ -	\$-	\$ -	\$-	\$ -	\$-	\$-	\$-	\$ -	\$-	\$ 251,983
SUBTOTAL LONG-TERM INVESTMENTS \$	576,595	\$-	\$-	\$ -	\$ -	\$-	\$ -	\$ -	\$-	\$-	\$ -	\$ -	\$-	\$ -	\$ -	\$ 323,761	\$-	\$ 252,834
TOTAL ASSETS \$	761,888	\$ 16,041	\$ 11.842	\$ 3.283	Ś 912	ć 40	\$ 2,434	Ś 126	s .	\$ 3,821	\$ <b>707</b>	Ś 150	\$ 246	\$ 1,734	¢ 1.134	\$ 336,361	\$ 130,223	\$ 252,834
<u>101AL A33E13 </u> 3	701,000	\$ 10,041	ə 11,042	ə 3,203	\$ 912	Ş 40	ə 2,434	Ş 120	<b>,</b> -	ə ə,021		Ş 130	ə 240	ə 1,/34	ə 1,134	Ş 330,301	\$ 150,225	\$ 232,634
LIABILITIES																		
Current Liabilities																		
Payroll Payable \$	385	\$ 385	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$ -	\$-	\$-	\$-
Prepaid Pledges & Donations \$	6,200	\$ 6,200	\$-	\$-	\$ -	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Long-Term Liabilities \$	-																	
\$	6,585	\$ 6,585	\$-	\$ -	\$ -	\$ -	\$-	\$-	\$ -	\$ -	\$-	\$-	\$-	\$-	\$-	\$ -	\$-	\$-
FUND BALANCES																		
Unrestricted - General Fund \$	9,456	\$ 9,456	Ś -	Ś -	Ś -	Ś -	Ś -	Ś -	\$-	Ś -			\$ -	Ś -	\$-	Ś -	Ś -	Ś -
Temporarily Restricted \$	493,014	\$ -	\$ 11,842	\$ 3,283	\$ 912	\$ 40	\$ 2,434	\$ 126	\$ -	\$ 3,821	\$ 707	\$ 150	\$ 246	\$ 1.734	\$ 1.134	\$ 336,361	\$ 130,223	\$-
Endowed / Fully Restricted \$	252,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,834
TOTAL FUND BALANCES \$		\$ 9,455.69	\$ 11,842	\$ 3,283	\$ 912	\$ 40	\$ 2,434	\$ 126	\$ -	\$ 3,821	Ś 707	\$ 150	\$ 246	\$ 1,734	\$ 1.134	\$ 336,361	\$ 130,223	<u> </u>
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TOTAL LIABILITIES & FUND BALANCES \$	761,888	\$ 16,041	\$ 11,842	\$ 3,283	\$ 912	\$ 40	\$ 2,434	\$ 126	\$ -	\$ 3,821	\$ 707	\$ 150	\$ 246	\$ 1,734	\$ 1,134	\$ 336,361	\$ 130,223	\$ 252,834
	,,			,						,								

### Statement of Financial Position as of end of September 2021