

Vestry Meeting Minutes
November 14, 2016

Attendance: Nedved, Dawodu, Berghane, Jennings, Ivanov, Mealor, Williams, Ricci, Fr. Holt
Absent: Willcox

- I. Call to Order at 7:00 pm
- II. Devotion – Jeremiah 29
- III. Approval of the Minutes
 - a. October 17 minutes, Unanimously approved with edits to Item IX and X.
 - b. Request (Dawodu) to post the November 2015 Vestry minutes to the Web site
- IV. Rector's Report (Holt)
 - a. Josh Gritter Letter of Support. Unanimously approved.
 - b. Staff Reorganization Update -
 - i. Selection process is ongoing for Director of Parish Life
 - ii. Consideration underway to fulfill youth ministry position with Josh Gritter's Deaconate transition. Follow-up on Christmas Camp with High School.
 - c. Working on Hebrews study for Lent - small group study format and Wednesday evening classes
 - d. Parish Update
 - e. Ask Rector if there were any bylaws or elements of the organization charter he would like the Vestry to consider for potential vote at annual meeting (Dawodu)
 - f. Fr. Holt request Nominating Committee to consider Vestry candidates and discuss with him in the next few weeks in preparation for the Annual Meeting
- V. Treasurer's Report (Berghane)
 - a. October was a good revenue month; in the ended positive month of October. Still in the negative for year. Need solid Sunday's through the end of the year. Christmas is that last Sunday of the year. Not having Wes salary and potentially Josh's in December will help. Staff should be commended for expense control in 2016.
 - b. Charlie's has requested \$45,000 of his salary be designated as housing allowance. Motion that the Vestry approve the housing allowance on \$45,000 for 2017 (Nedved); Second (Ivanov); Unanimously approved.
 - c. 2015 Financial audit complete. Confirmed a known error of \$11,000 occurred during transition to the new ACS system. New procedures in place to ensure errors do not occur. The \$11, 000 adjustment is reflected in the balance sheet. St. Peters will implement all recommendations.
 - d. Stewardship campaign update - 74 pledges; \$316, 000; average amount per pledge is up about \$300 over previous years. Suspect there will be more that come in.
 - e. 2017 Budget Proposal Review and Discussion

- VI. Building & Architectural Committee Report (Don Barnes)
 - a. Building Committee reduced structure cost to approx. \$2 million. Refer to BldgCommitteeUpdate_111416.xlsx
 - b. Vestry Supports scheduling congregation meeting with the architect

- VII. Capital Campaign Committee Report (Mealor)
 - a. One new \$75,000 Step Up pledge
 - b. Total of \$1,670,000 pledged as of 11/10/16; 124 households
 - c. Events have occurred and are planned to continue to support the campaign
 - d. Will coordinated congregation meeting with the Architect, tentatively planning for January 28

- VIII. Warden's Report
 - a. Sr. Warden (Ricci)
 - i. Partnering with Brent to reconstitute MaxLife Strategic Committee
 - ii. Up to 54 participants; still working towards goal of 65
 - iii. Plan is to collaborate on ways to reduce costs such as eliminating or reducing future hires and flexible staffing based on attendance
 - b. Jr. Warden (Dawodu)
 - i. Refer to Jr. Warden's Report November 2016.xlsx
 - ii. Working to replace parking lot light in the next few weeks

- IX. New Business
 - a. Vestry Class of 2016: Berghane, Dawodu, Mealor will identify potential nominees and share with Fr Holt prior to approaching individuals
 - b. Diocesan Convention January 27-28 Winter Park; need 3 delegates

- X. Adjourn with the Lord's Prayer at 9:15 pm

Junior Warden's Report – November 2016 (Vestry Meeting)

Complete

- Heavy duty conference board fixture in the Admin. Office installed by Rev. Charles Holt
- Comprehensive Building & Grounds budget detail for 2017 communicated
- A/C - expert consulted to resolve the airflow/ cooling issue in the kitchen. Cost of solution is \$2500 for a 1 ton Mini Split A/C.
- Barge Hall - electronic equipment cabinet door repaired
- FLC - damaged cabinet doors and drawers fixed
- Playground gate latch repaired. Contractor hired to repair hinges to align gate and post.
- Successful Saturday Serve (led by Mike Donough)
 - Drainage work behind FLC complete
 - Power-washed courtyard and hallways around Admin Offices, Sanctuary and Barge Hall
 - Troubleshooting rosebush garden issues

In progress

- Painting - Admin. Office, Sanctuary, Cry Room, Kitchen & Restrooms
- Courtyard - repairing/ refinishing picnic tables in courtyard (Billy Jackson - requested Feb. 2016)
- Painting - paint cross on top of admin office (coordinate with cherry picker rental for parking lot LED light project)
- Budgetary needs for 2017 & beyond. Building & Grounds budget is woefully underfunded.
 - New landscaping company effecting better curb appeal
 - Additional lawn services like annual application on mulch
 - Annual trimming service
 - Energy efficiency - budget for LED upgrades
 - Annual carpet cleaning
 - Painting exterior of all buildings
 - Painting FLC & Barge Hall annually (after Summer Camp)
 - Striping parking lot, directional signs on asphalt, crosswalks, etc. annually
- Electrical work
 - Replacing parking lot lights with LED \$1500 (work approved Feb. 2016 - assigned to Chuck Imo)
 - Adding lighting by Memorial Gardens (estimate requested Feb. 2016 - assigned to Chuck Imo)

Under review

- Nursery - new carpet, cabinets

Additional campus needs brought to the Vestry's attention

Project	Estimate
Fencing for Campus*	\$22.5K - \$85K
Commercial landscaping company (improving curb appeal by supplementing annual grounds budget)	\$4,800
Rodent issue resolution campus-wide (Admin Office Complete)	\$6,318
Striping parking lot, crosswalks, etc.	\$1,150
Campus signage (entrances & hallways)	\$2,000
Energy efficiency investment (Campus switching to LED)	\$89,486
Repairing /painting exterior walls of all buildings	\$5,000
Active security alarm monitoring for campus (working on estimates)	Pending
TOTAL	\$131.3K - \$193.8

*Quotes vary by scope of work, total or partial fencing of property, gates installed etc.

NOVEMBER 14, 2019 UPDATE OF BUILDING COMMITTEE TO VESTRY

John Dickerson presented the latest version of the new layout in our last BC Meeting for approval. The basic changes from the last plan to this one are as follows: A. Reduced width of Nave from 87'-4 to 66'-0. B. Roof was lowered from 60'-0 to 54'-0. C. Removed Chapel and Sacristy/Flower room from phase I construction. D. North and south wall height was reduced. E. Side windows became the same size. F. Total reduction in building area from the last layout went from 10,298 ft2 to 8520.9 ft2 not including the area of the mezzanines. The building cost was reduced from \$2,477,780 to \$2,050,238.

Basically the building goal was met. Total project cost were reduced to \$2,737,723 which includes \$200,000 contingency.

The Sacristy/flower room and the chapel and steeple would have to be offered to the congregation as extra cost items to be added at a later date. (Unless someone offers up the money over 2.5 million target)

STATUS OF PROJECT COSTS - Nov 14, 2016

	Wharton Smith Estimate Aug 15, 2016 Building Area 10298 ft2 (BROCHURE BUILDING)	WHARTON SMITH ESTIMATE AS/OF NOV 09, 2016 Current Building Area 8521 ft2 TODAY
STRUCTURE		
REDUCTIONS	\$ 3,041,200	\$ 2,050,238
		(Value analysis from Sept 19 Building Committee, plus additional 100K for lowering roof (still being calculated) (\$497,500 Reduction to Date)
OTHER PROJECT COST	\$ 647,600	\$ 487,485
REDUCTIONS	(Some reductions in FF&E, from original estimate)	(Pews, Chairs, kneelers, Lecturn, Pulpit, Alter, Hardwood communion rails, lighting fixtures (fancy) Baptismal font - Use existing items)
CONTINGUENCY	\$ 200,000	\$ 200,000
TOTAL	\$ 3,888,800	\$ 2,737,723
SAVINGS FROM		
PREVIOUS ESTIMATE	\$ -	\$ 1,151,077

UNLESS THE VESTRY WANTS THE \$200,000 CONTINGENCY MADE PART OF THE 2.5 MILLION DOLLAR BUDGET, WE HAVE REACHED OUR GOAL. THE BUILDING COMMITTEE AWAITS YOUR DECISION.

Analysis of Revenues & Expenses - Summary Report
November 2016

General Fund

January to November 2016

Accounts	MTD Actual (2016)	MTD Budget (2016)	YTD Actual (2016)	YTD Budget (2016)	Annual Budget (2016)
Revenues					
Plate and Pledge	\$64,760.66	\$59,583.33	\$633,659.19	\$655,416.63	\$715,000.00
Other Contributions Income	\$120.00	\$208.33	\$2,025.00	\$2,291.63	\$2,500.00
Other Income	\$100.81	\$58.33	\$1,014.01	\$641.63	\$700.00
Fees	\$100.00	\$375.01	\$5,949.25	\$4,125.11	\$4,500.00
Total Revenues	\$65,081.47	\$60,225.00	\$642,647.45	\$662,475.00	\$722,700.00
Expenses					
Program Expenses					
Worship					
Music Ministries	\$100.00	\$241.66	\$2,348.85	\$2,658.26	\$2,900.00
Guilds, Acolytes, Etc.	\$230.40	\$329.16	\$3,669.14	\$3,620.76	\$3,950.00
Total Worship	\$330.40	\$570.82	\$6,017.99	\$6,279.02	\$6,850.00
Discipleship					
Adult	\$1,077.28	\$416.67	\$10,883.40	\$4,583.37	\$5,000.00
Children	\$13.31	\$199.99	\$376.89	\$2,199.89	\$2,400.00
Total Discipleship	\$1,090.59	\$616.66	\$11,260.29	\$6,783.26	\$7,400.00
Fellowship	\$148.89	\$333.34	\$6,942.82	\$3,666.74	\$4,000.00
Mission					
Clergy Discretionary	\$0.00	\$0.00	\$678.02	\$0.00	\$0.00
Youth Ministry	\$1,467.14	\$666.68	\$6,995.90	\$7,333.48	\$8,000.00
Foreign Mission	\$2,500.00	\$1,166.66	\$13,999.96	\$12,833.26	\$14,000.00
School & MaxLife	\$416.67	\$416.67	\$4,583.33	\$4,583.37	\$5,000.00
Local Outreach	\$833.33	\$1,651.66	\$13,911.38	\$18,168.26	\$19,820.00
Pathways to Home	\$0.00	\$0.00	(\$995.27)	\$0.00	\$0.00
Diocesan Assessment	\$6,476.07	\$5,958.33	\$63,365.94	\$65,541.63	\$71,500.00
Total Mission	\$11,693.21	\$9,860.00	\$102,539.26	\$108,460.00	\$118,320.00
Total Program Expenses	\$13,263.09	\$11,380.82	\$126,760.36	\$125,189.02	\$136,570.00
General & Administrative Exp					
Office Expenses	\$5,925.41	\$3,147.50	\$39,809.62	\$34,622.50	\$37,770.00
Communications	(\$59.20)	\$250.00	\$1,035.56	\$2,750.00	\$3,000.00
Other Administrative Expenses	\$1,035.30	\$562.50	\$5,374.41	\$6,187.50	\$6,750.00
Total General & Administrative Exp	\$6,901.51	\$3,960.00	\$46,219.59	\$43,560.00	\$47,520.00
Building and Grounds					
Offset from School & MaxLife	(\$5,350.00)	(\$5,350.00)	(\$58,849.96)	(\$58,850.00)	(\$64,200.00)
Building and Grounds	\$4,992.74	\$8,814.60	\$100,132.92	\$96,960.60	\$105,775.00
Total Building and Grounds	(\$357.26)	\$3,464.60	\$41,282.96	\$38,110.60	\$41,575.00
Personnel Expenses					
Salaries and Wages	\$20,244.24	\$25,095.83	\$277,866.70	\$276,054.13	\$301,150.00
Professional Fees	\$458.99	\$1,408.33	\$11,863.54	\$15,491.63	\$16,900.00
Employee Benefits	\$9,496.21	\$13,540.50	\$142,681.99	\$148,945.50	\$162,486.00
Training and Development	\$27.00	\$183.33	\$1,063.28	\$2,016.63	\$2,200.00
Payroll Taxes	\$1,133.42	\$1,166.42	\$13,172.07	\$12,830.62	\$13,997.00
Total Personnel Expenses	\$31,359.86	\$41,394.41	\$446,647.58	\$455,338.51	\$496,733.00
Total Expenses	\$51,167.20	\$60,199.83	\$660,910.49	\$662,198.13	\$722,398.00
Net Total	\$13,914.27	\$25.17	(\$18,263.04)	\$276.87	\$302.00
Other Revenues & Expenses					
Loan Expenses	\$31.43	\$25.17	\$323.24	\$276.87	\$302.00
Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Discounts & Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ending Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Revenues & Expenses	\$31.43	\$25.17	\$323.24	\$276.87	\$302.00
Net Operating Total	\$13,882.84	\$0.00	(\$18,586.28)	\$0.00	\$0.00

Analysis of Revenues & Expenses - Summary Report
November 2016

MaxLife

January to November 2016

Accounts	MTD Actual (2016)	MTD Budget (2016)	YTD Actual (2016)	YTD Budget (2016)	Annual Budget (2016)
Revenues					
Other Contributions Income	\$1,316.00	\$2,270.83	\$20,851.14	\$24,979.13	\$27,250.00
Fees	\$12,321.89	\$13,535.42	\$166,493.12	\$148,889.62	\$162,425.00
Total Revenues	\$13,637.89	\$15,806.25	\$187,344.26	\$173,868.75	\$189,675.00
Expenses					
Program Expenses					
Camp Program	\$0.00	\$916.66	\$14,313.40	\$10,083.26	\$11,000.00
After School Program	\$674.71	\$320.83	\$2,767.04	\$3,529.13	\$3,850.00
Other Program Expenses	\$2,102.31	\$1,468.74	\$20,553.66	\$16,156.14	\$17,625.00
Transportation Expense	\$3,059.68	\$597.92	\$13,561.16	\$6,577.12	\$7,175.00
Total Program Expenses	\$5,836.70	\$3,304.15	\$51,195.26	\$36,345.65	\$39,650.00
General & Administrative Exp					
Office Expenses	\$112.51	\$233.33	\$4,866.63	\$2,566.63	\$2,800.00
Communications	\$0.00	\$458.33	\$4,744.24	\$5,041.63	\$5,500.00
Fundraising Expenses	\$1,214.40	\$150.00	\$5,975.57	\$1,650.00	\$1,800.00
Other Administrative Expenses	\$148.70	\$1.25	\$3,353.07	\$13.75	\$15.00
Total General & Administrative Exp	\$1,475.61	\$842.91	\$18,939.51	\$9,272.01	\$10,115.00
Personnel Expenses					
Salaries and Wages	\$10,188.73	\$9,837.59	\$123,816.85	\$108,213.49	\$118,051.00
Professional Fees	\$0.00	\$83.33	\$1,000.00	\$916.63	\$1,000.00
Employee Benefits	\$451.41	\$924.34	\$5,322.52	\$10,167.74	\$11,092.00
Training and Development	\$12.00	\$158.33	\$437.34	\$1,741.63	\$1,900.00
Payroll Taxes	\$775.86	\$747.67	\$9,116.86	\$8,224.37	\$8,972.00
Grant Support Offset	\$0.00	(\$166.67)	(\$2,000.00)	(\$1,833.37)	(\$2,000.00)
Total Personnel Expenses	\$11,428.00	\$11,584.59	\$137,693.57	\$127,430.49	\$139,015.00
Total Expenses	\$18,740.31	\$15,731.65	\$207,828.34	\$173,048.15	\$188,780.00
Net Total	(\$5,102.42)	\$74.60	(\$20,484.08)	\$820.60	\$895.00
Other Revenues & Expenses					
Loan Expenses	\$64.02	\$70.50	\$784.52	\$775.50	\$846.00
Discounts & Scholarships	\$258.50	(\$833.33)	\$8,221.75	(\$9,166.63)	(\$10,000.00)
Total Other Revenues & Expenses	\$322.52	(\$762.83)	\$9,006.27	(\$8,391.13)	(\$9,154.00)
Net Operating Total	(\$5,424.94)	\$837.43	(\$29,490.35)	\$9,211.73	\$10,049.00

St. Peter's Episcopal Church
 Analysis of Revenues & Expenses - Preschool

Fund: Preschool Fund
 NOVEMBER

Accounts	2016	2016	School Year	School Year	School Year
	November	November	Jul 2016 to Nov 2016	Jul 2016 to Nov 2016	Jul 2016 to Jun 2017
	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual Budget

Revenues

Other Income					
3-400890 - Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Fees

3-400110 - Tuition & Fees: Registration Fees	\$450.00	\$1,225.00	\$14,690.00	\$4,900.00	\$12,250.00
3-400120 - Tuition & Fees: Activity/Fees	\$487.50	\$1,210.00	\$12,517.50	\$4,840.00	\$12,100.00
3-400130 - Tuition & Fees: Tuition	\$17,637.33	\$20,390.00	\$79,182.73	\$31,560.00	\$203,900.00
3-400135 - Tuition & Fees: VPK Tuition	\$8,289.12	\$9,725.00	\$47,894.95	\$38,900.00	\$97,250.00
3-400136 - Tuition & Fees: VPK Extra Hr Add-on	\$5,450.75	\$5,225.00	\$19,568.00	\$20,900.00	\$52,250.00
3-400140 - Tuition & Fees: Early Drop Off	\$0.00	\$0.00	\$7.00	\$0.00	\$0.00
3-400150 - Tuition & Fees: Mother's Day Out	\$3,111.00	\$4,583.33	\$16,639.40	\$22,916.67	\$55,000.00
3-400160 - Tuition & Fees: Lunch Bunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-400170 - Tuition & Fees: Extended Day	\$620.00	\$1,620.00	\$1,335.00	\$6,480.00	\$16,200.00
3-400180 - Field Trip Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Fees	\$36,045.70	\$43,978.33	\$191,834.58	\$180,496.67	\$448,950.00

School Fundraiser Income

3-400301 - Golf Tournament	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-400302 - Coupon Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-400303 - Photographs	\$0.00	\$30.00	\$0.00	\$120.00	\$300.00
3-400304 - Art Show	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-400305 - Cheers for Children	\$11,831.00	\$900.00	\$11,902.00	\$3,600.00	\$9,000.00
3-400306 - Book Fair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-400307 - Box Tops	\$0.00	\$45.00	\$0.00	\$180.00	\$450.00
3-400308 - Special People	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-400309 - T-Shirt Sales	\$0.00	\$90.00	\$945.00	\$360.00	\$900.00
3-400310 - Misc.	\$364.00	\$10.00	\$2,034.00	\$40.00	\$100.00
3-400311 - Special People Club	\$0.00	\$150.00	\$1,040.00	\$600.00	\$1,500.00
3-400312 - Original Works	\$0.00	\$100.00	\$0.00	\$400.00	\$1,000.00
3-400313 - Spring Fundraiser	\$0.00	\$400.00	\$0.00	\$1,600.00	\$4,000.00
3-400314 - Yankee Candle	\$940.20	\$50.00	\$2,398.17	\$200.00	\$500.00
Total School Fundraiser Income	\$13,135.20	\$1,775.00	\$18,319.17	\$7,100.00	\$17,750.00

Total Revenues

Total Revenues	\$49,180.90	\$45,753.33	\$210,153.75	\$187,596.67	\$466,700.00
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Program Expenses

Education Program Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520160 - Education Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

12/16/2016

St. Peter's Episcopal Church
 Analysis of Revenues & Expenses - Preschool

Fund: Preschool Fund
 NOVEMBER

Accounts

	2016	2016	School Year	School Year	School Year
	November	November	Jul 2016 to Nov 2016	Jul 2016 to Nov 2016	Jul 2016 to Jun 2017
	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual Budget

3-520161 - Background Checks for Parents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520162 - Art Supplies	\$0.00	\$20.00	\$0.00	\$80.00	\$200.00
3-520163 - Books	\$0.00	\$20.00	\$0.00	\$80.00	\$200.00
3-520164 - Class Projects	\$88.44	\$354.50	\$557.92	\$1,418.00	\$3,545.00
3-520165 - Class Supplies	\$80.57	\$750.00	\$1,160.40	\$3,000.00	\$7,500.00
3-520166 - Curriculum - General	\$35.97	\$450.00	\$3,799.54	\$1,800.00	\$4,500.00
3-520167 - Curriculum - Music Program	\$0.00	\$20.00	\$176.28	\$80.00	\$200.00
3-520168 - Curriculum - Reading Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520169 - Field Trip	\$375.00	\$230.00	\$943.50	\$920.00	\$2,300.00
3-520170 - Parent Meetings	\$0.00	\$15.00	\$10.70	\$60.00	\$150.00
3-520172 - Mother's Day Out Expenses	\$0.00	\$25.00	\$38.98	\$125.00	\$300.00
Total Education Program Expense	\$579.98	\$1,884.50	\$6,687.32	\$7,563.00	\$18,895.00
General & Administrative Exp	\$579.98	\$1,884.50	\$6,687.32	\$7,563.00	\$18,895.00

Office Expenses					
3-520100 - Office Supplies & Paper	\$86.46	\$208.33	\$679.91	\$1,041.67	\$2,500.00
3-520105 - Office Equipment Lease & Main.	\$0.00	\$112.50	\$225.00	\$562.50	\$1,350.00
3-520115 - Technology Expenses	\$206.00	\$291.67	\$1,037.73	\$1,458.33	\$3,500.00
3-520120 - Postage and Delivery	\$15.98	\$16.67	\$72.38	\$83.33	\$200.00
3-520137 - Office Expenses Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520171 - Printing and Reproduction	\$19.00	\$83.33	\$152.71	\$416.67	\$1,000.00
Total Office Expenses	\$327.44	\$712.50	\$2,167.73	\$3,562.50	\$8,550.00
Communications					
3-520150 - Advertising & Public Relations	\$15.00	\$41.67	\$30.00	\$208.33	\$500.00
Total Communications	\$15.00	\$41.67	\$30.00	\$208.33	\$500.00

Fundraising Expenses					
3-520500 - Fundraising Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520505 - Fundraising Expenses-CFC	\$1,550.82	\$140.00	\$1,680.82	\$560.00	\$1,400.00
3-520509 - Fundraising Expenses-Tshirts	\$0.00	\$60.00	\$59.27	\$240.00	\$600.00
3-520511 - Fundraising Expenses-Special People	\$0.00	\$35.00	\$46.75	\$140.00	\$350.00
3-520512 - Fundraising Expenses-Original Works	\$0.00	\$65.00	\$0.00	\$260.00	\$650.00
3-520513 - Fundraising Expenses-Spring FR	\$0.00	\$100.00	\$0.00	\$400.00	\$1,000.00
3-520514 - Fundraising Expenses-Yankee Candle	\$923.05	\$20.00	\$923.05	\$80.00	\$200.00
Total Fundraising Expenses	\$2,473.87	\$420.00	\$3,209.89	\$1,680.00	\$4,200.00
Other Administrative Expenses					
3-520140 - Bank Service Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520145 - Merchant Fees & Late Fees	\$181.76	\$208.33	\$500.21	\$1,041.67	\$2,500.00

St. Peter's Episcopal Church

Analysis of Revenues & Expenses - Preschool

Fund: Preschool Fund

NOVEMBER

Accounts	2016	2016	School Year	School Year	School Year
	November	November	Jul 2016 to Nov 2016	Jul 2016 to Nov 2016	Jul 2016 to Jun 2017
	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual Budget
3-520640 - Dues & Subscriptions	\$560.00	\$50.00	\$597.50	\$250.00	\$600.00
3-520655 - Accreditation for Preschool	\$0.00	\$41.67	\$201.43	\$208.33	\$500.00
3-520657 - Licenses and Permits	\$0.00	\$8.33	\$100.00	\$41.67	\$100.00
3-520658 - Shirts/Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-520659 - Hospitality	\$0.00	\$83.33	\$242.93	\$416.67	\$1,000.00
Total Other Administrative Expenses	\$741.76	\$391.67	\$1,642.07	\$1,958.33	\$4,700.00
Total General & Administrative Exp	\$3,558.07	\$1,565.83	\$7,049.69	\$7,409.17	\$17,950.00
Building and Grounds					
3-520107 - Building Repair and Maintenance	\$0.00	\$41.67	\$0.00	\$208.33	\$500.00
3-520110 - Facilities Use Fee for School	\$4,516.67	\$4,516.67	\$22,583.35	\$22,583.33	\$54,200.00
3-520180 - Furnishings/Fixtures	\$0.00	\$83.33	\$0.00	\$416.67	\$1,000.00
3-520235 - Janitorial Supplies	(\$49.45)	\$20.83	\$116.26	\$104.17	\$250.00
3-520315 - Insurance - Property	\$0.00	\$29.17	\$341.00	\$145.83	\$350.00
Total Building and Grounds	\$4,467.22	\$4,691.67	\$23,040.61	\$23,458.33	\$56,300.00
Total Building and Grounds	\$4,467.22	\$4,691.67	\$23,040.61	\$23,458.33	\$56,300.00
Personnel Expenses					
Salaries and Wages					
3-530151 - School Admin Staff	\$5,226.02	\$5,333.33	\$26,953.91	\$26,666.67	\$64,000.00
3-530152 - School Teaching Staff	\$19,897.07	\$20,300.00	\$78,785.41	\$81,200.00	\$203,000.00
3-530153 - School Early Drop Off Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-530154 - School Extended Day Staff	\$699.79	\$800.00	\$2,128.75	\$3,200.00	\$8,000.00
3-530155 - School Lunch Bunch Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-530156 - School Mother's Day Out Staff	\$2,556.04	\$2,666.67	\$13,703.55	\$13,333.33	\$32,000.00
3-530157 - School Music Staff	\$280.00	\$288.00	\$1,000.00	\$1,152.00	\$2,880.00
3-530158 - School Spanish Staff	\$60.00	\$108.00	\$330.00	\$432.00	\$1,080.00
3-530159 - School Art Staff	\$60.00	\$108.00	\$330.00	\$432.00	\$1,080.00
3-530160 - School PE Staff	\$320.00	\$288.00	\$1,060.00	\$1,152.00	\$2,880.00
Total Salaries and Wages	\$29,098.92	\$29,892.00	\$124,291.62	\$127,568.00	\$314,920.00
Professional Fees					
3-520125 - Professional Fees	\$0.00	\$375.00	\$54.00	\$1,875.00	\$4,500.00
3-530250 - Workers Compensation	\$0.00	\$333.33	\$4,000.00	\$1,666.67	\$4,000.00
3-530320 - Payroll Preparation Expense	\$145.09	\$150.00	\$692.93	\$750.00	\$1,800.00
Total Professional Fees	\$145.09	\$858.33	\$4,746.93	\$4,291.67	\$10,300.00
Employee Benefits					
3-530210 - Employee Relations Staff Gifts	\$0.00	\$25.00	\$0.00	\$100.00	\$250.00
3-530211 - Employee Relations Staff Luncheon	\$0.00	\$50.00	\$0.00	\$200.00	\$500.00

St. Peter's Episcopal Church
 Analysis of Revenues & Expenses - Preschool
 Fund: Preschool Fund
 NOVEMBER

Accounts	2016	2016	School Year		School Year		School Year
	November	November	Jul 2016 to Nov 2016	Jul 2016 to Nov 2016	Jul 2016 to Nov 2016	Jul 2016 to Jun 2017	Annual Budget
	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD Budget		
3-530220 - Life and Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-530222 - Health Savings Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-530240 - Pension Expense	\$495.24	\$583.33	\$1,549.53	\$2,916.67	\$2,916.67	\$7,000.00	\$7,000.00
3-530600 - Staff Tuition Credit	\$261.00	\$515.00	\$1,746.00	\$2,060.00	\$2,060.00	\$5,150.00	\$5,150.00
Total Employee Benefits	\$756.24	\$1,173.33	\$3,295.53	\$5,276.67	\$5,276.67	\$12,900.00	\$12,900.00
Training and Development							
3-530190 - Personnel Review and Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-530340 - Employee Continuing Education	\$0.00	\$100.00	\$1,183.14	\$400.00	\$400.00	\$1,000.00	\$1,000.00
3-530345 - Risk Management	\$0.00	\$83.33	\$970.25	\$416.67	\$416.67	\$1,000.00	\$1,000.00
Total Training and Development	\$0.00	\$183.33	\$2,153.39	\$816.67	\$816.67	\$2,000.00	\$2,000.00
Payroll Taxes							
3-530231 - Payroll Tax Expense - Admin	\$399.79	\$408.00	\$2,062.05	\$2,040.00	\$2,040.00	\$4,896.00	\$4,896.00
3-530232 - Payroll Tax Expense - Teachers	\$1,647.91	\$1,674.74	\$6,679.50	\$6,698.95	\$6,698.95	\$16,747.38	\$16,747.38
3-530233 - Payroll Tax Expense - Childcare	\$178.32	\$204.00	\$766.77	\$1,020.00	\$1,020.00	\$2,448.00	\$2,448.00
Total Payroll Taxes	\$2,226.02	\$2,286.74	\$9,508.32	\$9,758.95	\$9,758.95	\$24,091.38	\$24,091.38
Total Personnel Expenses	\$32,226.27	\$34,393.74	\$143,995.79	\$147,711.95	\$147,711.95	\$364,211.38	\$364,211.38
Total Expenses	\$40,831.54	\$42,535.74	\$180,773.41	\$186,142.45	\$186,142.45	\$457,356.38	\$457,356.38
Other Revenues & Expenses							
Net Total	\$8,349.36	\$3,217.60	\$29,380.34	\$1,454.21	\$1,454.21	\$9,343.62	\$9,343.62
Discounts & Scholarships							
3-590001 - Discounts Taken - Scholarships	\$650.50	\$1,000.00	\$2,602.00	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00
3-590002 - Discounts Taken - VPK No Add-On Hrs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3-590003 - Scholarships Preschool	(\$416.67)	(\$416.67)	(\$2,083.35)	(\$2,083.33)	(\$2,083.33)	(\$5,000.00)	(\$5,000.00)
Total Discounts & Scholarships	\$233.83	\$583.33	\$518.65	\$1,916.67	\$1,916.67	\$5,000.00	\$5,000.00
Total Other Revenues & Expenses	\$233.83	\$583.33	\$518.65	\$1,916.67	\$1,916.67	\$5,000.00	\$5,000.00
Net Operating Total	\$8,115.53	\$2,634.26	\$28,861.69	(\$462.45)	(\$462.45)	\$4,343.62	\$4,343.62