

## March 19, 2015 Vestry Agenda

### I. Opening Prayers :: Communion

### II. Consideration of Agenda & Minutes

### III. Reports

#### Treasurer

Senior Warden – absent: requests accord to form Finance Committee and draft a state of the budget letter to parish for delivery mid-April.

#### Junior Warden

Stewardship – thinking ahead::Personnel expense changes: CF, priest, etc.

#### other reports

#### Interim Pastor

- Request seminarian intern Regan Schutz – must apply now.
- Departure gift for Robin
- End employ last of June, TBD, Wardens & SC request
- Bishop's Visit: One service on April 12, 10 am
- Vestry of the Day: more liturgical responsibilities? Check list? Nature of responsibilities? Task force: proposal for next meeting?
- Operation Pass Along: vestments and books – gift?

### IV. Old Business

- Qualifications for Vestry: assign task force for report.
- SCC changes [if not discussed above]

### V. New Business

- Long-term financing:: task force?
- Vestry of the Day – Frieda will schedule after inquiring when you are NOT available;
- Vestry portfolio assignments, *suggested by interim*:
  - CAC – Barker
  - CF – Bruce
  - Stewardship – Willis
  - Budget & Finance – Senior Warden
  - Campus maintenance – Jr. Warden
  - Parish Life – Taylor
  - Pastoral care/Newcomers– Sampson
  - Administration – Byerly – *benefit from coord w/ & perspective of UOTS*
  - Diocesan liason – Gates – *area for more attention*
- Parochial report approval next month
- Reminder: boxes are in Brooks kitchen for memos to Vestry and staff.

### V. Benediction

Next meeting: \_\_\_\_\_

## **MINUTES OF THE VESTRY**

Otey Memorial Parish Church

March 19, 2015 6:30 PM

Present: Larry Barker; Alex Bruce; Pam Byerly; Carol Sampson; Ken Taylor; Doug Seiters, Jr. Warden; Jess Reeves, Interim Priest; Ann Aitken, Clerk; Beth Wiley; Treasurer

Absent: Steve Ford, Sr. Warden; Dorothy Gates; Laura Willis

Visitors: None

The meeting began at 6:30 PM with communion from reserved Sacrament and prayer

### APPROVAL MEETING MINUTES

#### TREASURER'S REPORT – Beth Wiley (See report Attached)

1. *Financial Report:* Beth showed particular line items in the 2015 Budget that she had made or proposes as adjustments to the current budget. Those items included increasing outside support, adjusting the Clergy budget and adjusting the Christian Formation budget to recognize the hiring of a new priest and youth director. She also reviewed the restricted accounts; the Vestry discussed restricted account use.
2. *Review 2015 Budget:* After discussion of the 2015 budget, the Vestry set a meeting for March 26 to make further amendments and thereby ensure that the budget is in balance.
3. *Parish Hall Loan:* The parish hall loan balance is approximately \$682,000. Gifts totaling \$40,000 currently are in the Otey checking account and that sum, plus any other gifts received, will soon be paid to First Tennessee Bank to reduce the loan balance.
4. *Letter to the Parish:* Steve proposes to send out a parish letter explaining the 2015 budget and the state of Otey's expenses.

***Motion: Larry moved that the Vestry reconstitute a finance committee whose task is long range planning.*** Alex seconded the motion. The motion was unanimously approved.

#### INTERIM PASTOR'S REPORT

1. *Intern:* Jess has accepted Regan Schutz as an Otey intern. The internship begins in January 2016.
2. *Departure Gifts for Robin:* Jess reported that Otey and others have given Robin parting gifts recognizing her service to Otey.
3. *Interim Priest End Date:* Jess is considering an end date at Otey of June 30, 2015, subject to the Search Committee and the Vestry finding a new priest for the parish.

4. *Bishop Visit:* Bishop Bauershmidt will be at Otey April 12, 2015 10:00 service only. There will be a Parish meeting and reception, and then the Bishop will meet with the Vestry after the reception.
5. *Vestry of the Day:* Carol and Pam will form a subcommittee to develop a checklist listing the duties of the Vestry of the Day.
6. *Operation " Pass Along "* Operation Pass Along is a ministry which passes along unused vestments and books to churches who need them. Jess asked the Vestry to consider giving to this ministry.

#### SENIOR WARDEN'S REPORT - Steve Ford (No Report)

#### JR. WARDEN'S REPORT- (Report Attached)

Doug summarized the Building Committee projects including the Stained Glass window repair and Landscaping, and reiterated the budget constraints affecting these efforts.

#### COMMITTEES (ATTACHMENTS)

##### *1. Search Committee-* (No report attached)

The Search Committee's news is on the Otey website at <[www.oteyparish.org](http://www.oteyparish.org)> Click on the Search link at the top left of the page.

2. *Sewanee Children's Center:* Ann Aitken (report attached). Ann noted that the SCC is currently conducting a new director search. The financial review is going well. The SCC will close for the summer.

3. *Parish Life-* Ken Taylor (No Report). Ken reported that the small group dinners are going very well, and have been received in a spirit of healing. The committee is putting together funeral guidelines. Receptions are planned for the Easter service and the Bishop's visit.

**Motion: Ken moved to allocate 10% of the revenue from the rental of St. Marks Hall to the Parish Life Committee to be used to restock the shelves with the basic kitchen supplies.** Pam seconded the motion and the motion passed by acclamation.

4. *Newcomer* – Carol Sampson. (No Report). Carol reported that there are sufficient lay Eucharistic visitors so that all people who need visits are covered. The Committee is considering delivering small flower arrangement for the Easter season.

5. *CAC* – Larry Barker (Report Attached) Larry submitted a CAC financial statement and also a list of the CAC board members for the 2015 year.

The Hunger Walk is scheduled for April 29.

6. *Christian Formation:* Alex Bruce. (Report Attached)

The Christian Formation program year is coming to a close, May 3<sup>rd</sup> is the final day with an afternoon celebration planned that Sunday. In the interim there is a movie, and Easter Egg hunt and a Mission Trip spaghetti supper scheduled for April 19. There is

a call for Silent Auction items; the Parish Life Committee will help in the kitchen.

Godly Play training workshops are scheduled at the end of July.

NEW BUSINESS

1. *Vestry Qualifications Committee:* Jess, Laura, and Alex formed a subcommittee to consider and recommend Vestry qualifications to be used during the next Vestry election.
2. *School Child Lunches during Bad Weather Breaks:* SES has 5 children who qualify for such lunches. Larry will talk with principal Mike Maxon about providing lunches through CAC.

CONTINUING BUSINESS

1. *Vestry Assignments:* Frieda will schedule the Vestry of the day assignments. Notify Frieda if you will be unavailable.

*Annual Assignments:*

- CAC- Larry
- Christian Formation: Alex
- Stewardship: Laura
- Budget and Finance: Steve
- Campus Maintenance: Doug
- Parish Life: Ken
- Pastoral are/Newcomers: Carol
- Administration: Pam
- Diocesan Liason: Dorothy

OLD BUSINESS

The meeting closed with prayer.

**NEXT MEETING IS A BUDGET Meeting on MARCH 26 at 6:30 pm in the Claiborne Parish Hall.**

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
--------------	------

Review the 2015 budget	All
Reconstitute the Finance Committee	Steve
Vestry nametags	Steve
Budget Letter to the parish	Steve
Vestry of the Day Checklist	Pam Carol
Arrange school lunches with SES	Larry, Betty
Operation Pass Along	All

**MINUTES OF THE VESTRY**

Otey Memorial Parish Church

March 26, 2015

Present: Larry Barker; Alex Bruce; Pam Byerly; Steve Ford, Sr. Warden; Dorothy Gates; Carol Sampson; Doug Seiters, Jr. Warden; Laura Willis; Ken Taylor; Clerk Ann Aitken; Beth Wiley, Treasurer

Absent: Jess Reeves, Interim Priest

Visitors: None

Steve Ford called the meeting to order at 6.30pm.

**THE MEETING IS FOR THE PURPOSE OF DISCUSSING AND APPROVING THE 2015 BUDGET AND OTHER MATTERS**

1. *2015 Budget:*. Beth explained the current budget draft by line item, and pointed out the adjustments made since the last Vestry review, which included revenue adjustments for the Clergy, CAC Director, and Christian Formation and their benefits, as well as the Gas and Audit accounts. After discussion, the Vestry agreed upon a final 2015 Budget, which includes the amendments to the draft budget set out below:

Line item:	4131	Pledge Payments to \$330,700
	4551	changed from \$5,000 to \$7,500
	5411	reduced by \$3,500
	5415	increased by \$500
	5461	reduced by \$1,000
	5921	reduced by \$1,500

***Motion: Laura moved that the amended 2015 Budget be approved.*** Doug seconded the motion, and the motion was approved by acclamation.

2. *Search Committee Report:* Laura set out the Search Committee’s proposed schedule so that the Vestry could assess whether current funding is adequate.

***Motion: Doug moved that the Vestry ask Pratt Patterson to go forward with additional fundraising to support the search process.*** Ken seconded the motion and the motion was approved by acclamation.

3. *Fundraising for Church Projects:* The Vestry raised concerns about project fundraising outside the authorized Otey Stewardship effort and budget. Issues include prioritizing projects, encouraging parish involvement in Otey life, limiting multiple requests for money, and the importance of supporting the main church budget. The Vestry agreed to consider the topic at the April meeting.

4. *Phone Service:* Charter has made a proposal to Otey to assume the phone service at a much reduced monthly rate.

***Motion:*** Steve moved that Drew Sampson, Ann Aitken and Frieda Gipson talk with Charter about moving the phone service. Larry seconded the motion and the motion was approved by acclamation.

5. *CAC and Betty's Salary:* Steve asked whether the CAC has a minimum reserve policy for its funds. Larry suggested that CAC keeps enough funds to cover operations, but has additional funds currently from weather related slowdown in client visits and from University student contributions. Whether CAC can assume Betty's salary or pension will be discussed at the April Vestry meeting.
6. *Claiborne Parish Hall Note:* Steve asked whether principal paydowns on the Claiborne note will also reduce the monthly payments. Beth was not certain, so Beth and Steve will ask First Tennessee Bank.

The meeting was adjourned at 7:40 p.m. with prayer.

CAC of Otey Parish  
Statement of Income and Expenses  
For the period January 31, 2015 through February 27, 2015

<b>Beginning Bank Balance</b>		\$ 16,067.15
<b>Income From:</b>		
Individual Contributions	\$ 4,640.06	
Grants	\$ -	
Client Repayments	\$ -	
Other Income	\$ -	
<b>Total Income</b>		\$ 4,640.06

**Expenses**

Specific Help to Clients

Second Harvest Food Bank	\$ -
Education	\$ -
Housing	\$ -
Medical	\$ -
Dental	\$ -
Travel Exp.	\$ 283.10

Utilities

Electricity	\$ 2,732.50
Natural Gas	\$ 18.50
Propane	\$ -
Water	\$ 293.05
Misc, Auto Repair	\$ -
Help Client Purchase Property	\$ -

Operational Expenses

Mailing, Printing & Supplies	\$ 27.00
Repair & Maintenance	\$ -
Utilities	\$ -
Salaries t'fer to Otey	\$ -

**Total Expenses** \$ 3,354.15

**Ending Bank Balance** \$ 17,353.06



COMMUNITY ACTION COMMITTEE  
DIRECTOR'S REPORT  
FEBRUARY 2014

The weather definitely had an impact on our day to day operation and this is reflected in February numbers being lower than usual. CAC was closed for several days as a precautionary measure. However there are several highlights of an otherwise dismal month. Two highlights of February were the successful fund raiser held by Kappa Omega sorority "Sewanee Hearts and Grocery Carts" which raised over \$900 and CAC received \$10,500.00 from Community Chest. Bonner Scholars Louie Messina and Abby Moore got approval to begin construction on our community garden and work will start after spring break. The planning for the "Hunger Walk" continues with the event scheduled for April 25.



CORE FUNCTIONS

Individuals who came to CAC-80

Families Served-71

Grocery Bags Distributed-31

Medical/Dental-1

Housing-2

Education-0

Referrals to other Agencies-2

Home Visits-0

\*24 Households received utility assistance

\*40 Individuals volunteered time

Betty Carpenter

One (1) year terms:

Pixie Dozier  
Gary Sturgis  
Elizabeth Masters ( St. James )

Two (2) year terms:

Kathy Pack, Chairperson  
Larry Barker, Vice Chairperson, ( Otey )  
Brenda Matthews  
Callie Sadler, (University of the South )

Three (3) year terms:

Deborah Jackson ( Seminary )  
Gail Castle  
Doug Cameron  
Karen Vaughan

Non-voting members:

Director Betty Carpenter  
Henry Chase, Treasurer  
Assistant Treasurer, (vacant)

Respectfully submitted  
Doug Cameron

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to December 2014**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$1,153.12	\$583.37	\$6,921.12	\$7,000.00	98.87 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	(\$561.63)	(\$145.87)	(\$1,762.23)	(\$1,750.00)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$21,631.25	\$26,666.63	\$277,029.96	\$320,000.00	86.57 %	\$320,000.00
4151 - Non-Pledge Gifts	\$4,731.08	\$1,500.00	\$35,168.85	\$18,000.00	195.38 %	\$18,000.00
4191 - Other Outside Support Revenues	\$1,650.00	\$1,166.63	\$15,599.35	\$14,000.00	111.42 %	\$14,000.00
<b>Total Support From Outside Sources</b>	<u>\$28,603.82</u>	<u>\$29,770.76</u>	<u>\$332,957.05</u>	<u>\$357,250.00</u>	<u>93.20 %</u>	<u>\$357,250.00</u>
<b>Support From Internal Sources</b>						
4511 - Checking Account Interest	\$0.00	\$0.00	\$17.18	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$0.00	\$0.00	\$25.58	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$444.85	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$26.00	\$0.00	\$1,376.00	\$0.00	0.00 %	\$0.00
<b>Total Support From Internal Sources</b>	<u>\$26.00</u>	<u>\$0.00</u>	<u>\$1,863.61</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
<b>Total Revenues</b>	<u><u>\$28,629.82</u></u>	<u><u>\$29,770.76</u></u>	<u><u>\$334,820.66</u></u>	<u><u>\$357,250.00</u></u>	<u><u>93.72 %</u></u>	<u><u>\$357,250.00</u></u>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$37,467.00	\$37,467.00	100.00 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$3,237.00	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.63	\$0.00	\$500.00	0.00 %	\$500.00
<b>Total Work Outside Congregation</b>	<u>\$3,122.25</u>	<u>\$3,433.63</u>	<u>\$37,467.00</u>	<u>\$41,204.00</u>	<u>90.93 %</u>	<u>\$41,204.00</u>
<b>Work Within Congregation</b>						
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$81.90	\$191.63	\$2,317.26	\$2,300.00	100.75 %	\$2,300.00
<b>Total Christian Education</b>	<u>\$81.90</u>	<u>\$191.63</u>	<u>\$2,317.26</u>	<u>\$2,300.00</u>	<u>100.75 %</u>	<u>\$2,300.00</u>
<b>Parish Life</b>						
5331 - Parish Life	\$299.05	\$166.63	\$1,609.86	\$2,000.00	80.49 %	\$2,000.00
<b>Total Parish Life</b>	<u>\$299.05</u>	<u>\$166.63</u>	<u>\$1,609.86</u>	<u>\$2,000.00</u>	<u>80.49 %</u>	<u>\$2,000.00</u>
<b>Worship</b>						
5351 - Altar Supplies	\$5.56	\$83.37	\$1,047.72	\$1,000.00	104.77 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.63	\$0.00	\$200.00	0.00 %	\$200.00
5355 - Music	\$525.00	\$83.37	\$1,123.53	\$1,000.00	112.35 %	\$1,000.00
5357 - Prayer Books and Materials	\$0.00	\$8.37	\$156.75	\$100.00	156.75 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$116.63	\$950.00	\$1,400.00	67.86 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.87	\$0.00	\$250.00	0.00 %	\$250.00
<b>Total Worship</b>	<u>\$530.56</u>	<u>\$329.24</u>	<u>\$3,278.00</u>	<u>\$3,950.00</u>	<u>82.99 %</u>	<u>\$3,950.00</u>
<b>Youth</b>						

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to December 2014**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
5371 - Youth Ministry	(\$502.56)	\$250.00	\$3,000.00	\$3,000.00	100.00 %	\$3,000.00
<b>Total Youth</b>	<b>(\$502.56)</b>	<b>\$250.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>100.00 %</b>	<b>\$3,000.00</b>
<b>Total Programs</b>	<b>\$408.95</b>	<b>\$937.50</b>	<b>\$10,205.12</b>	<b>\$11,250.00</b>	<b>90.71 %</b>	<b>\$11,250.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						
5411 - Clergy	\$4,354.17	\$4,354.13	\$52,250.04	\$52,250.00	100.00 %	\$52,250.00
5415 - Supply Clergy	\$0.00	\$145.87	\$646.19	\$1,750.00	36.93 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.37	\$9,999.96	\$10,000.00	100.00 %	\$10,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$8,984.38	\$9,375.00	95.83 %	\$9,375.00
5432 - Supply Organ	\$75.00	\$50.00	\$525.00	\$600.00	87.50 %	\$600.00
5451 - Child Care	\$360.00	\$404.13	\$4,747.30	\$4,850.00	97.88 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.13	\$12,422.04	\$12,422.00	100.00 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,916.67	\$1,416.63	\$18,000.04	\$17,000.00	105.88 %	\$17,000.00
5481 - Office Staff	\$2,708.17	\$2,666.63	\$32,000.04	\$32,000.00	100.00 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$458.37	\$4,794.89	\$5,500.00	87.18 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.63	\$3,200.04	\$3,200.00	100.00 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$13,247.10</b>	<b>\$12,412.14</b>	<b>\$147,569.92</b>	<b>\$148,947.00</b>	<b>99.08 %</b>	<b>\$148,947.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$1,085.91	\$16,666.54	\$13,031.03	127.90 %	\$13,031.03
5521 - Clergy Insurance	(\$12,778.70)	\$632.00	\$6,868.90	\$7,584.00	90.57 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$15,000.00	\$15,000.00	100.00 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.71	\$5,211.84	\$5,144.63	101.31 %	\$5,144.63
5551 - Staff Payroll Taxes	\$674.57	\$601.49	\$7,167.29	\$7,217.55	99.30 %	\$7,217.55
5561 - Staff Pension	\$367.50	\$240.00	\$3,022.50	\$2,880.00	104.95 %	\$2,880.00
5571 - Staff Insurance	(\$38.50)	\$632.00	\$6,452.90	\$7,584.00	85.09 %	\$7,584.00
<b>Total Employee Benefits</b>	<b>(\$10,090.81)</b>	<b>\$4,870.11</b>	<b>\$60,389.97</b>	<b>\$58,441.21</b>	<b>103.33 %</b>	<b>\$58,441.21</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$583.37	\$7,688.00	\$7,000.00	109.83 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.12	\$1,424.00	\$1,213.00	117.39 %	\$1,213.00
<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$684.49</b>	<b>\$9,112.00</b>	<b>\$8,213.00</b>	<b>110.95 %</b>	<b>\$8,213.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$800.00	\$208.37	\$2,197.66	\$2,500.00	87.91 %	\$2,500.00
5731 - Equipment Purchases	\$0.00	\$0.00	\$249.99	\$0.00	0.00 %	\$0.00
5751 - Contracted Services	\$970.00	\$1,166.63	\$13,826.96	\$14,000.00	98.76 %	\$14,000.00
5761 - Furnishings	\$569.00	\$166.63	\$569.00	\$2,000.00	28.45 %	\$2,000.00
5771 - Supplies	\$139.47	\$62.50	\$856.39	\$750.00	114.19 %	\$750.00
5781 - Electricity	\$964.03	\$600.00	\$9,839.12	\$7,200.00	136.65 %	\$7,200.00
5783 - Gas	\$585.13	\$266.63	\$3,030.51	\$3,200.00	94.70 %	\$3,200.00
5785 - Water & Sewer	\$171.77	\$216.63	\$1,915.61	\$2,600.00	73.68 %	\$2,600.00

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to December 2014**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
5790 - Grounds Maintenance	\$390.00	\$291.63	\$2,940.00	\$3,500.00	84.00 %	\$3,500.00
<b>Total Facilities Expenses</b>	<u>\$4,589.40</u>	<u>\$2,979.02</u>	<u>\$35,425.24</u>	<u>\$35,750.00</u>	<u>99.09 %</u>	<u>\$35,750.00</u>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$416.63	\$5,900.00	\$5,000.00	118.00 %	\$5,000.00
5821 - Computer Expenses	\$161.50	\$266.63	\$2,874.27	\$3,200.00	89.82 %	\$3,200.00
5831 - Copying expenses	\$463.48	\$258.37	\$3,197.32	\$3,100.00	103.14 %	\$3,100.00
5841 - Office Supplies	\$215.40	\$175.00	\$1,839.91	\$2,100.00	87.61 %	\$2,100.00
5851 - Office Equipment Purchases	\$0.00	\$41.63	\$353.12	\$500.00	70.62 %	\$500.00
5861 - Postage	\$0.00	\$37.50	\$451.03	\$450.00	100.23 %	\$450.00
5871 - Telephone	\$1,894.28	\$508.37	\$8,903.87	\$6,100.00	145.97 %	\$6,100.00
5891 - Miscellaneous Expense	\$39.99	\$41.63	\$1,461.02	\$500.00	292.20 %	\$500.00
<b>Total Office Services</b>	<u>\$2,774.65</u>	<u>\$1,745.76</u>	<u>\$24,980.54</u>	<u>\$20,950.00</u>	<u>119.24 %</u>	<u>\$20,950.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$300.75	\$208.37	\$1,459.66	\$2,500.00	58.39 %	\$2,500.00
5913 - Clergy Expense Allowance	\$100.00	\$83.37	\$252.49	\$1,000.00	25.25 %	\$1,000.00
5921 - Continuing Education	\$503.61	\$166.63	\$2,156.14	\$2,000.00	107.81 %	\$2,000.00
5922 - Continuing Education - Other	\$447.00	\$56.25	\$447.00	\$675.00	66.22 %	\$675.00
5931 - Convention & Travel	\$175.00	\$83.37	\$707.19	\$1,000.00	70.72 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$135.00	\$300.00	45.00 %	\$300.00
5961 - Publications	\$214.89	\$83.37	\$1,377.97	\$1,000.00	137.80 %	\$1,000.00
5971 - Communications	\$90.52	\$83.37	\$965.60	\$1,000.00	96.56 %	\$1,000.00
5981 - Stewardship	\$100.00	\$83.37	\$345.00	\$1,000.00	34.50 %	\$1,000.00
5999 - Vestry	\$228.95	\$83.37	\$1,094.65	\$1,000.00	109.46 %	\$1,000.00
<b>Total Organizational Expenses</b>	<u>\$2,160.72</u>	<u>\$956.47</u>	<u>\$8,940.70</u>	<u>\$11,475.00</u>	<u>77.91 %</u>	<u>\$11,475.00</u>
<b>Total Operating Expenses</b>	<u>\$12,681.06</u>	<u>\$23,647.99</u>	<u>\$286,418.37</u>	<u>\$283,776.21</u>	<u>100.93 %</u>	<u>\$283,776.21</u>
<b>Total Work Within Congregation</b>	<u>\$13,090.01</u>	<u>\$24,585.49</u>	<u>\$296,623.49</u>	<u>\$295,026.21</u>	<u>100.54 %</u>	<u>\$295,026.21</u>
<b>Total Expenses</b>	<u>\$16,212.26</u>	<u>\$28,019.12</u>	<u>\$334,090.49</u>	<u>\$336,230.21</u>	<u>99.36 %</u>	<u>\$336,230.21</u>
<b>Net Total</b>	\$12,417.56	\$1,751.64	\$730.17	\$21,019.79	3.47 %	\$21,019.79
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$4,827.56	\$1,666.63	\$30,169.33	\$20,000.00	150.85 %	\$20,000.00
<b>Special expenses</b>						
7400 - Search/Transition	\$0.00	\$83.37	\$675.40	\$1,000.00	67.54 %	\$1,000.00
<b>Total Special expenses</b>	<u>\$0.00</u>	<u>\$83.37</u>	<u>\$675.40</u>	<u>\$1,000.00</u>	<u>67.54 %</u>	<u>\$1,000.00</u>
<b>Total Other Expenses</b>	<u>\$4,827.56</u>	<u>\$1,750.00</u>	<u>\$30,844.73</u>	<u>\$21,000.00</u>	<u>146.88 %</u>	<u>\$21,000.00</u>
<b>Net Operating Total</b>	\$7,590.00	\$1.64	(\$30,114.56)	\$19.79	0.00 %	\$19.79

Otey Memorial Parish  
Vestry Long Form  
Fund: Otey Church General Fund  
January to February 2015

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2015	MTD Budget 2015	YTD Actual 2015	YTD Budget 2015	% of Annual Budget Used 2015	Annual Budget 2015
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$429.68	\$500.00	\$871.70	\$1,000.00	14.53 %	\$6,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$125.00)	\$0.00	(\$250.00)	0.00 %	(\$1,500.00)
4131 - Pledge Payments	\$17,167.00	\$28,333.33	\$37,156.00	\$56,666.66	10.93 %	\$340,000.00
4151 - Non-Pledge Gifts	\$1,050.00	\$1,666.67	\$3,245.00	\$3,333.34	16.22 %	\$20,000.00
4191 - Other Outside Support Revenues	\$1,260.00	\$1,166.67	\$1,835.00	\$2,333.34	13.11 %	\$14,000.00
<b>Total Support From Outside Sources</b>	<b>\$19,906.68</b>	<b>\$31,541.67</b>	<b>\$43,107.70</b>	<b>\$63,083.34</b>	<b>11.39 %</b>	<b>\$378,500.00</b>
<b>Support From Internal Sources</b>						
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$910.79	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$0.00	\$416.67	\$0.00	\$833.34	0.00 %	\$5,000.00
<b>Total Support From Internal Sources</b>	<b>\$0.00</b>	<b>\$416.67</b>	<b>\$910.79</b>	<b>\$833.34</b>	<b>18.22 %</b>	<b>\$5,000.00</b>
<b>Total Revenues</b>	<b>\$19,906.68</b>	<b>\$31,958.34</b>	<b>\$44,018.49</b>	<b>\$63,916.68</b>	<b>11.48 %</b>	<b>\$383,500.00</b>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$0.00	\$2,083.33	\$0.00	\$4,166.66	0.00 %	\$25,000.00
<b>Total Work Outside Congregation</b>	<b>\$0.00</b>	<b>\$2,083.33</b>	<b>\$0.00</b>	<b>\$4,166.66</b>	<b>0.00 %</b>	<b>\$25,000.00</b>
<b>Work Within Congregation</b>						
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$20.28	\$145.83	\$307.39	\$291.66	17.57 %	\$1,750.00
<b>Total Christian Education</b>	<b>\$20.28</b>	<b>\$145.83</b>	<b>\$307.39</b>	<b>\$291.66</b>	<b>17.57 %</b>	<b>\$1,750.00</b>
<b>Parish Life</b>						
5331 - Parish Life	\$148.79	\$83.33	\$168.79	\$166.66	16.88 %	\$1,000.00
<b>Total Parish Life</b>	<b>\$148.79</b>	<b>\$83.33</b>	<b>\$168.79</b>	<b>\$166.66</b>	<b>16.88 %</b>	<b>\$1,000.00</b>
<b>Worship</b>						
5351 - Altar Supplies	\$114.40	\$83.33	\$335.24	\$166.66	33.52 %	\$1,000.00
5355 - Music	\$0.00	\$58.33	\$0.00	\$116.66	0.00 %	\$700.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$0.00	\$16.66	0.00 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$83.33	\$0.00	\$166.66	0.00 %	\$1,000.00
5398 - Pastoral Care	\$0.00	\$12.50	\$0.00	\$25.00	0.00 %	\$150.00
<b>Total Worship</b>	<b>\$114.40</b>	<b>\$245.82</b>	<b>\$335.24</b>	<b>\$491.64</b>	<b>11.36 %</b>	<b>\$2,950.00</b>
<b>Youth</b>						
5371 - Youth Ministry	\$0.00	\$166.67	\$22.91	\$333.34	1.15 %	\$2,000.00
<b>Total Youth</b>	<b>\$0.00</b>	<b>\$166.67</b>	<b>\$22.91</b>	<b>\$333.34</b>	<b>1.15 %</b>	<b>\$2,000.00</b>
<b>Total Programs</b>	<b>\$283.47</b>	<b>\$641.65</b>	<b>\$834.33</b>	<b>\$1,283.30</b>	<b>10.84 %</b>	<b>\$7,700.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to February 2015**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2015	MTD Budget 2015	YTD Actual 2015	YTD Budget 2015	% of Annual Budget Used 2015	Annual Budget 2015
5411 - Clergy	\$4,354.17	\$4,354.17	\$8,708.34	\$8,708.34	16.67 %	\$52,250.00
5415 - Supply Clergy	\$0.00	\$83.33	\$300.00	\$166.66	30.00 %	\$1,000.00
5421 - Youth Minister	\$416.67	\$416.67	\$833.34	\$833.34	16.67 %	\$5,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$1,562.50	\$1,562.50	16.67 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$0.00	\$100.00	0.00 %	\$600.00
5451 - Child Care	\$342.00	\$404.17	\$988.08	\$808.34	20.37 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$861.83	\$2,070.34	\$1,723.66	20.02 %	\$10,342.00
5471 - CAC Director (Otey)	\$1,916.66	\$1,416.67	\$3,874.99	\$2,833.34	22.79 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$5,333.34	\$5,333.34	16.67 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$916.67	\$1,833.34	\$1,833.34	16.67 %	\$11,000.00
5493 - Otey Notes	\$266.67	\$266.67	\$533.34	\$533.34	16.67 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$12,695.93</b>	<b>\$12,218.10</b>	<b>\$26,037.61</b>	<b>\$24,436.20</b>	<b>17.76 %</b>	<b>\$146,617.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$1,085.92	\$0.00	\$2,171.84	0.00 %	\$13,031.03
5521 - Clergy Insurance	\$740.40	\$632.00	\$1,256.80	\$1,264.00	16.57 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$2,500.00	\$2,500.00	16.67 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$868.64	\$857.44	16.88 %	\$5,144.63
5551 - Staff Payroll Taxes	\$638.13	\$686.41	\$1,308.38	\$1,372.82	15.88 %	\$8,236.91
5561 - Staff Pension	\$825.00	\$240.00	\$825.00	\$480.00	28.65 %	\$2,880.00
5571 - Staff Insurance	\$530.40	\$632.00	\$1,284.80	\$1,264.00	16.94 %	\$7,584.00
<b>Total Employee Benefits</b>	<b>\$4,418.25</b>	<b>\$4,955.05</b>	<b>\$8,043.62</b>	<b>\$9,910.10</b>	<b>13.53 %</b>	<b>\$59,460.57</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$583.33	\$0.00	\$1,166.66	0.00 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$0.00	\$202.16	0.00 %	\$1,213.00
<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$684.41</b>	<b>\$0.00</b>	<b>\$1,368.82</b>	<b>0.00 %</b>	<b>\$8,213.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$0.00	\$166.67	\$0.00	\$333.34	0.00 %	\$2,000.00
5731 - Equipment Purchases	\$0.00	\$41.67	\$0.00	\$83.34	0.00 %	\$500.00
5751 - Contracted Services	\$1,178.20	\$1,166.67	\$2,018.20	\$2,333.34	14.42 %	\$14,000.00
5761 - Furnishings	\$0.00	\$41.67	\$0.00	\$83.34	0.00 %	\$500.00
5771 - Supplies	\$131.93	\$41.67	\$148.89	\$83.34	29.78 %	\$500.00
5781 - Electricity	\$1,402.01	\$766.67	\$2,609.88	\$1,533.34	28.37 %	\$9,200.00
5783 - Gas	\$872.55	\$266.67	\$1,618.24	\$533.34	50.57 %	\$3,200.00
5785 - Water & Sewer	\$211.09	\$216.67	\$334.62	\$433.34	12.87 %	\$2,600.00
5790 - Grounds Maintenance	\$785.00	\$291.67	\$785.00	\$583.34	22.43 %	\$3,500.00
<b>Total Facilities Expenses</b>	<b>\$4,580.78</b>	<b>\$3,000.03</b>	<b>\$7,514.83</b>	<b>\$6,000.06</b>	<b>20.87 %</b>	<b>\$36,000.00</b>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$416.67	\$0.00	\$833.34	0.00 %	\$5,000.00
5821 - Computer Expenses	\$243.52	\$208.33	\$480.21	\$416.66	19.21 %	\$2,500.00

**Otey Memorial Parish**  
**Vestry Long Form**  
**Fund: Otey Church General Fund**  
**January to February 2015**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2015	MTD Budget 2015	YTD Actual 2015	YTD Budget 2015	% of Annual Budget Used 2015	Annual Budget 2015
5831 - Copying expenses	\$353.03	\$208.33	\$486.03	\$416.66	19.44 %	\$2,500.00
5841 - Office Supplies	\$136.50	\$125.00	\$174.95	\$250.00	11.66 %	\$1,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$150.07	\$83.34	30.01 %	\$500.00
5861 - Postage	\$3.36	\$41.67	\$101.36	\$83.34	20.27 %	\$500.00
5871 - Telephone	\$763.10	\$508.33	\$1,528.62	\$1,016.66	25.06 %	\$6,100.00
5891 - Miscellaneous Expense	(\$40.93)	\$41.67	\$10.94	\$83.34	2.19 %	\$500.00
<b>Total Office Services</b>	<u>\$1,458.58</u>	<u>\$1,591.67</u>	<u>\$2,932.18</u>	<u>\$3,183.34</u>	<u>15.35 %</u>	<u>\$19,100.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$0.00	\$83.33	\$180.81	\$166.66	18.08 %	\$1,000.00
5913 - Clergy Expense Allowance	\$0.00	\$41.67	\$0.00	\$83.34	0.00 %	\$500.00
5921 - Continuing Education	\$501.16	\$166.67	\$521.60	\$333.34	26.08 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$41.67	\$78.00	\$83.34	15.60 %	\$500.00
5931 - Convention & Travel	\$0.00	\$62.50	\$99.00	\$125.00	13.20 %	\$750.00
5941 - Ministering to New Members	\$0.00	\$16.67	\$0.00	\$33.34	0.00 %	\$200.00
5961 - Publications	\$0.00	\$62.50	\$0.00	\$125.00	0.00 %	\$750.00
5971 - Communications	\$0.00	\$16.67	\$0.00	\$33.34	0.00 %	\$200.00
5981 - Stewardship	\$0.00	\$33.33	\$144.00	\$66.66	36.00 %	\$400.00
5999 - Vestry	\$0.00	\$8.33	\$0.00	\$16.66	0.00 %	\$100.00
<b>Total Organizational Expenses</b>	<u>\$501.16</u>	<u>\$533.34</u>	<u>\$1,023.41</u>	<u>\$1,066.68</u>	<u>15.99 %</u>	<u>\$6,400.00</u>
<b>Total Operating Expenses</b>	<u>\$23,654.70</u>	<u>\$22,982.60</u>	<u>\$45,551.65</u>	<u>\$45,965.20</u>	<u>16.52 %</u>	<u>\$275,790.57</u>
<b>Total Work Within Congregation</b>	<u>\$23,938.17</u>	<u>\$23,624.25</u>	<u>\$46,385.98</u>	<u>\$47,248.50</u>	<u>16.36 %</u>	<u>\$283,490.57</u>
<b>Total Expenses</b>	<u>\$23,938.17</u>	<u>\$25,707.58</u>	<u>\$46,385.98</u>	<u>\$51,415.16</u>	<u>15.04 %</u>	<u>\$308,490.57</u>
<b>Net Total</b>	(\$4,031.49)	\$6,250.76	(\$2,367.49)	\$12,501.52	0.00 %	\$75,009.43
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$0.00	\$4,744.90	\$4,823.20	\$9,489.80	8.47 %	\$56,938.80
<b>Special expenses</b>						
7400 - Search/Transition	\$225.40	\$1,500.00	\$225.40	\$3,000.00	1.25 %	\$18,000.00
<b>Total Special expenses</b>	<u>\$225.40</u>	<u>\$1,500.00</u>	<u>\$225.40</u>	<u>\$3,000.00</u>	<u>1.25 %</u>	<u>\$18,000.00</u>
<b>Total Other Expenses</b>	<u>\$225.40</u>	<u>\$6,244.90</u>	<u>\$5,048.60</u>	<u>\$12,489.80</u>	<u>6.74 %</u>	<u>\$74,938.80</u>
<b>Net Operating Total</b>	(\$4,256.89)	\$5.86	(\$7,416.09)	\$11.72	0.00 %	\$70.63



## Otey Memorial Parish Church Investments and Restricted Accounts Information

*Report Date: March 16, 2015*

	<u>Amounts</u> 2/16/15	<u>Amounts</u> 3/16/15
<b>Regions Operations Checking Account:</b>	\$123,493	\$129,021 <u>-\$40,000*</u> <b>\$ 89,021</b>
<b>Investments:</b>		
Vanguard	\$162,170	\$161,024
Regions Money Market	<u>\$ 13,423</u>	<u>\$ 13,423</u>
<b>Total</b>	<b>\$175,593</b>	<b>\$174,447</b>
Minus Reserve	<u>-\$100,000</u>	<u>-\$100,000</u>
	<b>\$ 75,593</b>	<b>\$ 74,447</b>
<b>Restricted Accounts/Committed: (balance)</b>		
Buildings Repair (8751)	\$0	\$ 0
Memorials (8951)	\$6,455	\$ 6,480
CAC (8111)	\$7,203	\$ 7,388
Other		
Sacristy (8351)	\$ 890	\$ 890
ECW (8987)	\$ 420	\$ 420
EYC Fundraiser (8155)	\$ 1,085	\$ 1,085
Flowers (8911)	\$ 2,343	\$ <b>2,383</b>
Shrove Tuesday (8920)	\$ 1,065	\$ 979
Misc Restricted (8991)	<u>\$ 2,421</u>	<u>\$ 2,421</u>
<b>Total</b>	<b>\$21,882</b>	<b>\$22,046</b>
<b>Investments Available for Parish Use</b>		\$ 74,447 <u>-\$22,046</u> <b>\$52,401</b>

**1<sup>st</sup> Tennessee Bank Construction Loan**

**\$682,088 [of approved \$725,000 amount]**

**Loan Payments:**

<b>2014 Total</b>	<b>\$30,169.33</b>
<b>January 2015</b>	<b>\$ 4,823.20</b>
<b>February 2015</b>	<b>\$ <u>4,625.35</u></b>
<b><i>Total to Date</i></b>	<b><i>\$39,617.88</i></b>

**Other Information:**

**Phase II Design/Construction Costs – To Date: \$2,186,915.21**

**Capital Campaign Pledge Payments & Gifts: \$1,192,872.90 as of March 16, 2015 with about \$72,152 in active pledges outstanding. [Note: gifts are \$10K lower than shown in January due to early receipt of a debt reduction gift now transferred to debt reduction fund.]**

**Expect to write off about \$30,000-\$46,000 in pledges. No activity or limited & dated activity in these pledges.**

**Construction Recap**

**\$ 2,186,915 Costs (Paid)**

**-\$1,192,873 Gifts**

**-\$ 682,088 Borrowed**

**-\$ 300,000 Vestry transfers from investments**

**\$ 11,954 Absorbed (Gain on Investments) [2013- \$54,465 recorded as gain on investments]**

**New Debt Service Reduction Account Gifts to Date:**

**Pledged - \$57,895**

**Gifts to Date - \$11,580 (Pledge payments and additional gifts)**

**\*Expect to make a principal payment of \$40,000+ in the next few months:**

**Balance budget**

**Diane returns to post all transactions**

**Auditor confirms a balance in Phase II gifts for 2015**

**Keep several months of debt service principal on hand (matches to \$11,530)**