

## MINUTES OF THE VESTRY

Otey Memorial Parish Church

November 18, 2015

5:30 PM

Present: Larry Barker; Alex Bruce; Pam Byerly; Steve Ford, Sr. Warden; Dorothy Gates; Carol Sampson; Doug Seiters, Junior Warden; Rob Lamborn, Priest; Ann Aitken, Clerk

Beth Wiley; Treasurer, attended during the presentation of the financial reports

Absent: Laura Willis; Ken Taylor

Visitors: None

The meeting opened with prayer and readings

### APPROVAL MEETING MINUTES

**Motion:** Doug moved that the October 2015 minutes be accepted. Pam seconded the motion. The motion passed by unanimous vote.

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

1. *Search Committee:* Search Committee pledges have reduced the search expenses to \$12,000.
2. *2015 Actual Income and Expenditures to Date:* Beth noted that Otey's pledge payments due but unpaid to date are about \$30,000.00. This shortfall is due to pledge payments running behind schedule. The Expenses are close to budget. The finance committee plans to mail a November 30<sup>th</sup> statement to parishioners
3. *Debt Reduction:* Beth reviewed the "Principal Payment Detail" report (see report attached). First Tennessee Loan Payments are made monthly; the outstanding balance is approximately \$542,000. Steve noted that the loan payment amounts do not appear to reflect the interest reductions which should follow the \$50,000 principal payments.
4. *2016 Proposed Budget:* (See attached copy) Beth presented a draft 2016 budget, and noted proposed changes from 2015 for the Vestry to consider.
  - a. Budget of \$335,000 in pledges is proposed and total income of \$388,750.
  - b. Neil Patterson is requesting \$2,000 to offset the fundraising the youth have done in 2015, so that the youth will not need to spend so great a part of their time having fundraisers.
  - c. The full diocesan assessment is \$35,605
  - d. Raises for the staff
  - e. Telephone expense is expected to be reduced by \$5,000
  - f. Sabbatical Reserve is proposed to be \$1,000
  - g. Currently the expenses exceed expected income by \$35,000

There was discussion of how Otey will balance the budget. Steve proposed reducing the diocesan assessment, Alex proposed combining the Christian Formation and Youth Minister positions.

***Motion: Larry moved that we set the diocesan assessment at not less than \$25,000.***  
Steve seconded the motion and the motion passed by unanimous vote.

#### RECTOR'S REPORT- Rob Lamborn (See report attached)

1. *Dinners for 8:* The dinner series has been completed, and Rob expects that an additional series will be scheduled.
2. *Brown Bag Lunches:* Rob will offer brown bag lunches again in January.
3. *Christian Education Director:* Rob expects to fill the position during the first part of 2016.
4. *Advent reflection services:* Carol Sampson will conduct an advent reflection service series Tuesday evenings during Advent. The series will be based on the lyrics of Christmas Carols.
5. *Vestry Retreat:* Rob will start planning the retreat for a date early next year.
6. *Christmas Dinner/meeting:* Rob invites the Vestry to his home for dinner, with a tentative date of December 17.
7. *Transitional Deacon:* Rob was approached about a seminarian asking if we could discuss the possibility of his serving as transitional deacon at Otey.

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

#### JR. WARDEN'S REPORT- Doug Seiters (See Report attached)

1. *Maintenance and Repair List:* Doug reviewed the checklist of maintenance and repair needs at Otey. The discussion moved to lack of budget for deferred maintenance of Otey's facilities. Doug urged patience. Steve proposed deferring raising funds for any projects until after the stewardship campaign. Ann proposed that meaningful amounts for maintenance and repairs be added to the budget.

#### COMMITTEES (ATTACHMENTS)

1. *Building and Grounds (see Jr. Warden's Report)*
2. *CAC:* Larry Barker (See report Attached) Over 900 people have been served this year. There was a discussion of the budget required to supply CAC. Larry reports that CAC will publish a report of the needs and operations of CAC in Otey Notes.
3. *Christian Formation :* Alex Bruce Alex reported that Godly Play is doing well. Fire on the Mountain has the most participation when the group does service projects. The

Adult Forum series has been very successful with 30 to 35 people attending on average. The Lectionary class is continuing. Christian Formation is looking for a director for the Epiphany Pageant.

UPCOMING: Advent wreaths on the 29<sup>th</sup>, the Family Service will be on December 13<sup>th</sup> and 20<sup>th</sup>.

4. *SCC Ann Aitken (No report )* SCC is considering a summer program, and will conduct a survey to assess interest. The financial system updates are nearing completion and a new budget policy is in place. The signage proposal will be upcoming after the first of the year.

5. *Parish Life: Ken Taylor (No Report)*

NEW BUSINESS

CONTINUING BUSINESS

1. *Move to Claiborne Hall:* Rob and Frieda will move their offices to Claiborne Hall . (See Report Attached) Alex and the Vestry as a whole supported the move.

2. *Nominating Committee: Alex, Carol, Doug* The Committee has completed nominations for the Vestry election. There are 6 nominees: Tim Graham, Susan Holmes, Pete Trenchi, Shelley Cammack, Barbara Prunty, and Rachel Suarez.

The Committee will ask for short biographies to be submitted prior to Thanksgiving.

**NEXT MEETING WILL BE A DINNER GATHERING, TIME AND DATE TO BE ANNOUNCED BY ROB.**

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Christmas Dinner for Vestry    December 17?	Rob
Nominating Committee gather bios of the nominees	Alex, Carol, Doug

Sanctuary Floor	Building Committee

## Rector's Report: 19 November 2015

*Some of my activities in addition to Sunday services between Thursday, October 15, and Wednesday, November 18, 2015:*

Evening Prayer (normally daily, Mon-Thurs)

9 pastoral meetings or visits

Parish meetings:

Staff	Stewardship Committee (3 times)
Wardens	SoT Director of Contextual Education
Buildings and Grounds Committee	Bp. Bauerschmidt & Canon Snare
Parish Life Committee (part)	Bp. Bauerschmidt
Episcopal Church Women (part)	17 other meetings

Rector's Forum—invited SoT junior & syndicated columnist Arthur Jones to speak on Nov 1 as part of day of intention on racism encouraged by DioTenn

3 Dinners for Eight (or more)

Jean Yeatman funeral

Lunch with Chaplain Tom Macfie

Seminary Eucharist and lunch (normally weekly)

Sewanee Symphony Orchestra (rehearsals normally weekly)

Visited Rotary Club twice

Oktoberfest

CAC "Food with Friends"

Visited re-opening of Thurmond Library

With Frieda Gipson & Betty Carpenter represented Otey at diocesan office for unveiling of reproduction of portrait of Bp. Otey, Oct 19

Beginning of March for Unity sponsored by African American Alliance & other UoS groups

Institution as Rector by Bp. Bauerschmidt: Sat, Nov 7, 11am

Fresh Start with clergy new to the diocese or to ordination (overnight at DuBose, daylong in Nashville)

Diocesan Clericus (at Otey)

Gave tour of church to oldest SCC class

### **Upcoming:**

Thanksgiving service Nov 26, 10am

Annual Parish Meeting, Dec 6, 9:30am, followed by a single service at 11

Diocesan Clericus Dec 9, St. Philip's, Nashville

Fresh Start Dec 15, Diocesan Offices, Nashville

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## ***Buildings and Grounds Committee 11-10-15***

### **Sewanee Children's Center Projects**

The SCC garden is under construction and beginning to take shape. This project will add an educational feature to the SCC program and enhance the Otey Campus.

The cost of the lattice work around the HVAC units behind Claiborne is being explored. We are reviewing the costs of materials and Drew will investigate forming an Otey work crew to pursue this task.

### **Ice and Snow Removal**

Otey will close the Otey Campus for Church use when the Franklin County Schools are closed. The Children's Center will make its own decision about whether or not to close for inclement weather. Ice and snow will continue to be removed by Boswell under the same understanding as in previous years. We shall also look into purchasing some mats for ramps and doorways to help make those areas less slippery.

### **Additional Parking and Driveway Improvements**

We are continuing to explore the cost of repairing the rapidly deteriorating driveway on the University side of Brooks Hall. We hope to get some estimates on that cost, plus the cost of adding a parking area to the left of the entrance to the SCC turn-around.

### **Tents on the Otey Campus**

The B & G Committee voted in favor of allowing tents at an additional charge for approved events. Tents must include a wooden platform floor.

### **Attic and Basement Cleaning at Brooks Hall**

Thanks to the good work by Karen Keele and Trudy Cunningham, the books in the attic have been organized and prepared for use or sale. The basement project will be addressed after December.

### **Refurbishing the Church Front Door**

George Dick and Mickey Suarez are looking into the restoration of the front door to the Church

### **Updates**

Charter is scheduled to begin its installation.

The dead trees have been removed from the Otey campus.

The Church painting has been completed (more to come in the Spring)—Thanks George Dick!

### **Agenda Items Carried Forward**

1. Existing, but currently uninstalled, Otey memorial plaque for Good Shepherd window
2. Office location considerations: Brooks/Claiborne
3. Finish on church floor

4. Use of Claiborne by “for-profit” organizations and for private, non-church related events.
5. Adaptive hearing device systems and sound systems for church and St. Mark’s
6. Flexible acoustic panels for St. Mark’s

Next meeting: December 9, at 3:00 PM

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

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

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$539.53	\$500.00	\$5,056.90	\$5,000.00	84.28 %	\$6,000.00
4115 - 1/4th Plate to Rector's Discr Fd	(\$445.67)	(\$125.00)	(\$1,129.33)	(\$1,250.00)	0.00 %	(\$1,500.00)
4131 - Pledge Payments	\$15,365.00	\$27,558.33	\$240,111.95	\$275,583.30	72.61 %	\$330,700.00
4151 - Non-Pledge Gifts	\$1,515.00	\$1,666.67	\$20,236.08	\$16,666.70	101.18 %	\$20,000.00
4191 - Other Outside Support Revenues	\$2,159.50	\$1,666.67	\$16,738.11	\$16,666.70	83.69 %	\$20,000.00
<b>Total Support From Outside Sources</b>	<b>\$19,133.36</b>	<b>\$31,266.67</b>	<b>\$281,013.71</b>	<b>\$312,666.70</b>	<b>74.90 %</b>	<b>\$375,200.00</b>
<b>Support From Internal Sources</b>						
4512 - Investment Income	\$0.00	\$0.00	\$20.79	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$31.26	\$0.00	\$1,348.05	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$400.00	\$625.00	\$1,666.00	\$6,250.00	22.21 %	\$7,500.00
<b>Total Support From Internal Sources</b>	<b>\$431.26</b>	<b>\$625.00</b>	<b>\$3,034.84</b>	<b>\$6,250.00</b>	<b>40.46 %</b>	<b>\$7,500.00</b>
<b>Total Revenues</b>	<b>\$19,564.62</b>	<b>\$31,891.67</b>	<b>\$284,048.55</b>	<b>\$318,916.70</b>	<b>74.22 %</b>	<b>\$382,700.00</b>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$2,083.33	\$2,083.33	\$20,833.34	\$20,833.30	83.33 %	\$25,000.00
<b>Total Work Outside Congregation</b>	<b>\$2,083.33</b>	<b>\$2,083.33</b>	<b>\$20,833.34</b>	<b>\$20,833.30</b>	<b>83.33 %</b>	<b>\$25,000.00</b>
<b>Work Within Congregation</b>						
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	(\$2,382.83)	\$145.83	(\$364.79)	\$1,458.30	0.00 %	\$1,750.00
<b>Total Christian Education</b>	<b>(\$2,382.83)</b>	<b>\$145.83</b>	<b>(\$364.79)</b>	<b>\$1,458.30</b>	<b>0.00 %</b>	<b>\$1,750.00</b>
<b>Parish Life</b>						
5331 - Parish Life	(\$72.19)	\$83.33	\$628.85	\$833.30	62.88 %	\$1,000.00
<b>Total Parish Life</b>	<b>(\$72.19)</b>	<b>\$83.33</b>	<b>\$628.85</b>	<b>\$833.30</b>	<b>62.88 %</b>	<b>\$1,000.00</b>
<b>Worship</b>						
5351 - Altar Supplies	\$0.00	\$83.33	\$775.91	\$833.30	77.59 %	\$1,000.00
5355 - Music	\$0.00	\$58.33	\$642.85	\$583.30	91.84 %	\$700.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$0.00	\$83.30	0.00 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$83.33	\$0.00	\$833.30	0.00 %	\$1,000.00
5398 - Pastoral Care	\$0.00	\$12.50	\$0.00	\$125.00	0.00 %	\$150.00
<b>Total Worship</b>	<b>\$0.00</b>	<b>\$245.82</b>	<b>\$1,418.76</b>	<b>\$2,458.20</b>	<b>48.09 %</b>	<b>\$2,950.00</b>
<b>Youth</b>						
5371 - Youth Ministry	(\$404.44)	\$166.67	\$2,000.00	\$1,666.70	100.00 %	\$2,000.00
<b>Total Youth</b>	<b>(\$404.44)</b>	<b>\$166.67</b>	<b>\$2,000.00</b>	<b>\$1,666.70</b>	<b>100.00 %</b>	<b>\$2,000.00</b>
<b>Total Programs</b>	<b>(\$2,859.46)</b>	<b>\$641.65</b>	<b>\$3,682.82</b>	<b>\$6,416.50</b>	<b>47.83 %</b>	<b>\$7,700.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						



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Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
5411 - Clergy	\$2,048.92	\$3,810.00	\$37,050.28	\$38,100.00	81.04 %	\$45,720.00
5415 - Supply Clergy	\$0.00	\$125.00	\$1,425.00	\$1,250.00	95.00 %	\$1,500.00
5421 - Youth Minister	\$416.67	\$416.67	\$4,166.70	\$4,166.70	83.33 %	\$5,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$7,812.50	\$7,812.50	83.33 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$750.00	\$500.00	125.00 %	\$600.00
5451 - Child Care	\$394.00	\$404.17	\$3,900.08	\$4,041.70	80.41 %	\$4,850.00
5461 - Dir. Christian Formation	\$0.00	\$606.67	\$3,347.05	\$6,066.70	45.98 %	\$7,280.00
5471 - CAC Director (Otey)	\$1,916.66	\$1,916.67	\$19,208.27	\$19,166.70	83.51 %	\$23,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$26,666.70	\$26,666.70	83.33 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$916.67	\$9,166.70	\$9,166.70	83.33 %	\$11,000.00
5493 - Otey Notes	\$266.67	\$266.67	\$2,666.70	\$2,666.70	83.33 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$9,407.51</b>	<b>\$11,960.44</b>	<b>\$116,159.98</b>	<b>\$119,604.40</b>	<b>80.93 %</b>	<b>\$143,525.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$950.42	\$7,447.80	\$9,504.20	65.30 %	\$11,405.00
5521 - Clergy Insurance	\$2,050.40	\$923.75	\$10,353.90	\$9,237.50	93.40 %	\$11,085.00
5526 - Clergy Housing & Utility Allow.	\$3,444.44	\$1,093.75	\$13,793.89	\$10,937.50	105.10 %	\$13,125.00
5531 - Clergy - SECA Payments	\$471.75	\$375.00	\$3,884.21	\$3,750.00	86.32 %	\$4,500.00
5551 - Staff Payroll Taxes	\$562.93	\$686.67	\$5,891.08	\$6,866.70	71.49 %	\$8,240.00
5561 - Staff Pension	\$1,309.50	\$306.67	\$3,880.50	\$3,066.70	105.45 %	\$3,680.00
5571 - Staff Insurance	\$754.40	\$632.08	\$6,527.10	\$6,320.80	86.05 %	\$7,585.00
<b>Total Employee Benefits</b>	<b>\$8,593.42</b>	<b>\$4,968.34</b>	<b>\$51,778.48</b>	<b>\$49,683.40</b>	<b>86.85 %</b>	<b>\$59,620.00</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$666.67	\$8,595.00	\$6,666.70	107.44 %	\$8,000.00
5631 - Workers Compensation	\$0.00	\$101.25	\$995.00	\$1,012.50	81.89 %	\$1,215.00
<b>Total Insurance</b>	<b>\$0.00</b>	<b>\$767.92</b>	<b>\$9,590.00</b>	<b>\$7,679.20</b>	<b>104.07 %</b>	<b>\$9,215.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$140.75	\$166.67	\$1,235.61	\$1,666.70	61.78 %	\$2,000.00
5731 - Equipment Purchases	\$0.00	\$41.67	\$0.00	\$416.70	0.00 %	\$500.00
5751 - Contracted Services	\$1,177.00	\$1,166.67	\$11,022.20	\$11,666.70	78.73 %	\$14,000.00
5761 - Furnishings	\$0.00	\$41.67	\$0.00	\$416.70	0.00 %	\$500.00
5771 - Supplies	\$35.92	\$83.33	\$506.99	\$833.30	50.70 %	\$1,000.00
5781 - Electricity	\$1,336.53	\$783.33	\$11,513.39	\$7,833.30	122.48 %	\$9,400.00
5783 - Gas	\$124.06	\$350.00	\$2,732.11	\$3,500.00	65.05 %	\$4,200.00
5785 - Water & Sewer	\$203.10	\$216.67	\$1,649.18	\$2,166.70	63.43 %	\$2,600.00
5790 - Grounds Maintenance	\$0.00	\$291.67	\$2,902.00	\$2,916.70	82.91 %	\$3,500.00
<b>Total Facilities Expenses</b>	<b>\$3,017.36</b>	<b>\$3,141.68</b>	<b>\$31,561.48</b>	<b>\$31,416.80</b>	<b>83.72 %</b>	<b>\$37,700.00</b>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$500.00	\$6,000.00	\$5,000.00	100.00 %	\$6,000.00
5821 - Computer Expenses	\$251.75	\$208.33	\$2,280.11	\$2,083.30	91.20 %	\$2,500.00
5831 - Copying expenses	\$253.09	\$208.33	\$2,762.77	\$2,083.30	110.51 %	\$2,500.00

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

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

Accounts	MTD Actual	MTD Budget	YTD Actual	YTD Budget	% of Annual Budget Used	Annual Budget
5841 - Office Supplies	(\$26.40)	\$125.00	\$810.32	\$1,250.00	54.02 %	\$1,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$150.07	\$416.70	30.01 %	\$500.00
5861 - Postage	\$98.00	\$41.67	\$503.54	\$416.70	100.71 %	\$500.00
5871 - Telephone	\$0.00	\$508.33	\$6,528.25	\$5,083.30	107.02 %	\$6,100.00
5891 - Miscellaneous Expense	\$0.00	\$41.67	\$453.58	\$416.70	90.72 %	\$500.00
<b>Total Office Services</b>	<u>\$576.44</u>	<u>\$1,675.00</u>	<u>\$19,488.64</u>	<u>\$16,750.00</u>	<u>96.96 %</u>	<u>\$20,100.00</u>
<b>Organizational Expenses</b>						
5911 - Clergy Car Expense	\$0.00	\$83.33	\$1,092.76	\$833.30	109.28 %	\$1,000.00
5913 - Clergy Expense Allowance	\$0.00	\$41.67	\$0.00	\$416.70	0.00 %	\$500.00
5921 - Continuing Education	\$0.00	\$41.67	\$616.32	\$416.70	123.26 %	\$500.00
5922 - Continuing Education - Other	\$0.00	\$41.67	\$78.00	\$416.70	15.60 %	\$500.00
5931 - Convention & Travel	\$0.00	\$62.50	\$99.00	\$625.00	13.20 %	\$750.00
5941 - Ministering to New Members	\$0.00	\$16.67	\$0.00	\$166.70	0.00 %	\$200.00
5961 - Publications	\$32.78	\$62.50	\$819.43	\$625.00	109.26 %	\$750.00
5971 - Communications	\$0.00	\$16.67	\$0.00	\$166.70	0.00 %	\$200.00
5981 - Stewardship	\$69.00	\$33.33	\$262.00	\$333.30	65.50 %	\$400.00
5999 - Vestry	\$0.00	\$8.33	\$106.00	\$83.30	106.00 %	\$100.00
<b>Total Organizational Expenses</b>	<u>\$101.78</u>	<u>\$408.34</u>	<u>\$3,073.51</u>	<u>\$4,083.40</u>	<u>62.72 %</u>	<u>\$4,900.00</u>
<b>Total Operating Expenses</b>	<u>\$21,696.51</u>	<u>\$22,921.72</u>	<u>\$231,652.09</u>	<u>\$229,217.20</u>	<u>84.22 %</u>	<u>\$275,060.00</u>
<b>Total Work Within Congregation</b>	<u>\$18,837.05</u>	<u>\$23,563.37</u>	<u>\$235,334.91</u>	<u>\$235,633.70</u>	<u>83.23 %</u>	<u>\$282,760.00</u>
<b>Total Expenses</b>	<u>\$20,920.38</u>	<u>\$25,646.70</u>	<u>\$256,168.25</u>	<u>\$256,467.00</u>	<u>83.24 %</u>	<u>\$307,760.00</u>
<b>Net Total</b>	(\$1,355.76)	\$6,244.97	\$27,880.30	\$62,449.70	37.20 %	\$74,940.00
<b>Other Expenses</b>						
7711 - Debt Service Provision	\$8,991.96	\$4,745.00	\$46,562.65	\$47,450.00	81.77 %	\$56,940.00
<b>Special expenses</b>						
7400 - Search/Transition	(\$13,196.52)	\$1,500.00	\$11,794.66	\$15,000.00	65.53 %	\$18,000.00
<b>Total Special expenses</b>	<u>(\$13,196.52)</u>	<u>\$1,500.00</u>	<u>\$11,794.66</u>	<u>\$15,000.00</u>	<u>65.53 %</u>	<u>\$18,000.00</u>
<b>Total Other Expenses</b>	<u>(\$4,204.56)</u>	<u>\$6,245.00</u>	<u>\$58,357.31</u>	<u>\$62,450.00</u>	<u>77.87 %</u>	<u>\$74,940.00</u>
<b>Net Operating Total</b>	\$2,848.80	(\$0.03)	(\$30,477.01)	(\$0.30)	0.00 %	\$0.00

<b>12-Oct-15</b>							
<b>Accounts ACS # and Name</b>	<b>Budget 2013</b>	<b>Actual 2013</b>	<b>Budget 2014</b>	<b>Actual 2014</b>	<b>Budget 2015</b>	<b>To Date 2015</b>	<b>2016 Draft</b>
<b>Revenues</b>							
<b>Support From Usual Sources</b>							
4111 - Plate Offerings	\$8,000.00	\$6,916.15	\$7,000.00	\$6,921.12	\$6,000.00		\$7,000.00
4115 - 1/4th Plate to RDF	-\$2,000.00	-\$1,729.04	-\$1,750.00	-\$1,762.23	-\$1,500.00		-\$1,750.00
4131 - Pledge Payments	\$307,400.00	\$305,075.16	\$320,000.00	\$277,029.96	\$330,700.00		\$335,000.00
4151 - Non-Pledge Gifts	\$31,000.00	\$14,495.75	\$18,000.00	\$35,168.85	\$20,000.00		\$25,000.00
4191 - Other Support	\$16,000.00	\$16,852.42	\$14,000.00	\$15,599.35	\$20,000.00		\$20,000.00
<b>Total Support From Usual Sources</b>	<b>\$360,400.00</b>	<b>\$341,610.44</b>	<b>\$357,250.00</b>	<b>\$332,957.05</b>	<b>\$375,200.00</b>		<b>\$385,250.00</b>
<b>Support From Internal Sources</b>							
4511 - Checking Account Interest			\$0.00	\$17.18	\$0.00		0
4512 - Investment Income	\$0.00	\$4,396.55	\$0.00	\$25.58	\$0.00		\$0.00
4531 - Gain(Loss) investments sold	\$0.00	-\$431.39	\$0.00	\$444.85	\$0.00		\$0.00
4551 - Property Rental Income	\$0.00	\$0.00	\$0.00	\$1,376.00	\$7,500.00		\$3,500.00
<b>Total Support From Internal Sources</b>	<b>\$0.00</b>	<b>\$3,965.16</b>	<b>\$0.00</b>	<b>\$1,863.61</b>	<b>\$7,500.00</b>		<b>\$3,500.00</b>
<b>Total Revenues</b>	<b>\$360,400.00</b>	<b>\$345,575.60</b>	<b>\$357,250.00</b>	<b>\$334,820.66</b>	<b>\$382,700.00</b>		<b>\$388,750.00</b>
<b>Expenses</b>							
<b>Work Outside Congregation</b>							
5111 - Diocesan Assessment	\$25,000.00	\$24,996.00	\$37,467.00	\$37,467.00	\$25,000.00		\$35,605.00
5121 - Seminary Gift	\$1,500.00	\$1,500.00	\$3,237.00	\$0.00	\$0.00		\$0.00
5131 - Outreach Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5171 - Stephen Ministry Expenses	\$1,000.00	\$431.57	\$500.00	\$0.00	\$0.00		\$500.00
<b>Total Work Outside Congregation</b>	<b>\$27,500.00</b>	<b>\$26,927.57</b>	<b>\$41,204.00</b>	<b>\$37,467.00</b>	<b>\$25,000.00</b>		<b>\$36,105.00</b>
<b>Work Within Congregation</b>							
5211 - Work w/in Parish, Rector	\$500.00	\$324.47	\$0.00	\$0.00	\$0.00		\$0.00
<b>Programs</b>							
<b>Christian Education</b>							
5311 - Christian Education	\$1,500.00	\$1,390.60	\$2,300.00	\$2,317.26	\$1,750.00		\$2,000.00
5317 - Discernment	\$200.00	\$950.00	\$0.00	\$0.00	\$0.00		\$0.00
<b>Total Christian Education</b>	<b>\$1,700.00</b>	<b>\$2,340.60</b>	<b>\$2,300.00</b>	<b>\$2,317.26</b>	<b>\$1,750.00</b>		<b>\$2,000.00</b>
<b>Parish Life</b>							
5331 - Parish Life	\$1,000.00	\$979.79	\$2,000.00	\$1,609.86	\$1,000.00		\$1,000.00
<b>Total Parish Life</b>	<b>\$1,000.00</b>	<b>\$979.79</b>	<b>\$2,000.00</b>	<b>\$1,609.86</b>	<b>\$1,000.00</b>		<b>\$1,000.00</b>
<b>Worship</b>							
5351 - Altar Supplies	\$900.00	\$1,135.08	\$1,000.00	\$1,047.72	\$1,000.00		\$1,000.00
5353 - H.E. Prep. & Confirmation	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00		\$200.00
5355 - Music	\$1,000.00	\$457.63	\$1,000.00	\$1,123.53	\$700.00		\$750.00
5357 - BCP/ liturgy Materials	\$300.00	\$25.95	\$100.00	\$156.75	\$100.00		\$100.00
5359 - Organ & Piano Maintain	\$1,800.00	\$1,310.00	\$1,400.00	\$950.00	\$1,000.00		\$1,800.00
5398 - Pastoral Care	\$750.00	\$162.05	\$250.00	\$0.00	\$150.00		\$150.00
<b>Total Worship</b>	<b>\$4,950.00</b>	<b>\$3,090.71</b>	<b>\$3,950.00</b>	<b>\$3,278.00</b>	<b>\$2,950.00</b>		<b>\$4,000.00</b>

Accounts ACS # and Name	Budget 2013	Actual 2013	Budget 2014	Actual 2014	Budget 2015	To Date 2015	2016 Draft
<b>Youth</b>							
5371 - Youth Ministry	\$3,000.00	\$1,110.84	\$3,000.00	\$3,000.00	\$2,000.00		\$4,000.00
<b>Total Youth</b>	\$3,000.00	\$1,110.84	\$3,000.00	\$3,000.00	\$2,000.00		\$4,000.00
<b>Total Programs</b>	\$10,650.00	\$7,521.94	\$11,250.00	\$10,205.12	\$7,700.00		\$11,000.00
<b>Operating Expenses</b>							
<b>Salaries &amp; Wages</b>							
5411 - Clergy	\$57,371.00	\$47,382.44	\$52,250.00	\$52,250.04	\$45,720.00		\$54,000.00
5413 - Seminarian	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5415 - Supply Clergy	\$2,000.00	\$3,075.00	\$1,750.00	\$646.19	\$1,500.00		\$1,500.00
5421 - Youth Minister	\$17,825.00	\$17,825.03	\$10,000.00	\$9,999.96	\$5,000.00		\$5,100.00
5431 - Organ & Choir	\$8,240.00	\$8,240.03	\$9,375.00	\$8,984.38	\$9,375.00		\$9,563.00
5432 - Supply Organ	\$600.00	\$600.00	\$600.00	\$525.00	\$600.00		\$600.00
5443 - Housekeeper**							\$0.00
5451 - Child Care	\$5,000.00	\$3,742.03	\$4,850.00	\$4,747.30	\$4,850.00		\$4,947.00
5461 - Dir. Christian Formation	\$12,422.00	\$12,422.03	\$12,422.00	\$12,422.04	\$7,280.00		\$12,422.00
5471 - CAC Director (Otey)	\$17,000.00	\$17,000.04	\$17,000.00	\$18,000.04	\$23,000.00		\$23,000.00
5481 - Office Staff	\$32,000.00	\$32,000.04	\$32,000.00	\$32,000.04	\$32,000.00		\$33,920.00
5486 - Financial Staff	\$12,576.00	\$7,336.00	\$5,500.00	\$4,794.89	\$11,000.00		\$11,220.00
5493 - Otey Notes	\$3,200.00	\$3,200.04	\$3,200.00	\$3,200.04	\$3,200.00		\$3,392.00
5491 - Other					\$0.00		\$0.00
<b>Total Salaries &amp; Wages</b>	\$168,734.00	\$152,822.68	\$148,947.00	\$147,569.92	\$143,525.00		\$159,664.00
<b>Employee Benefits</b>							
5511 - Clergy Pension	\$16,750.00	\$12,557.88	\$13,031.03	\$16,666.54	\$11,405.00		\$14,340.00
5521 - Clergy Insurance	\$14,200.00	\$14,626.18	\$7,584.00	\$6,868.90	\$11,085.00		\$24,156.00
5526 - Clergy Housing & Utility Allow.	\$30,000.00	\$24,061.94	\$15,000.00	\$15,000.00	\$13,125.00		\$20,000.00
5531 - Clergy - SECA Payments	\$7,000.00	\$5,538.22	\$5,144.63	\$5,211.84	\$4,500.00		\$5,660.00
5551 - Staff Payroll Taxes	\$8,300.00	\$7,785.09	\$7,217.55	\$7,167.29	\$8,240.00		\$6,700.00
5561 - Staff Pension	\$5,000.00	\$2,880.00	\$2,880.00	\$3,022.50	\$3,680.00		\$5,240.00
5571 - Staff Insurance	\$8,300.00	\$8,531.60	\$7,584.00	\$6,452.90	\$7,585.00		\$8,628.00
<b>Total Employee Benefits</b>	\$89,550.00	\$75,980.91	\$58,441.20	\$60,389.97	\$59,620.00		\$84,724.00
<b>Insurance</b>							
5611 - Property & Liability Insurance	\$6,500.00	\$11,642.00	\$7,000.00	\$7,688.00	\$8,000.00		\$8,600.00
5631 - Workers Compensation	\$2,000.00	\$566.00	\$1,213.00	\$1,424.00	\$1,215.00		\$1,200.00
<b>Total Insurance</b>	\$8,500.00	\$12,208.00	\$8,213.00	\$9,112.00	\$9,215.00		\$9,800.00
<b>Facilities Expenses</b>							
5711 - Repairs & Maintenance	\$2,500.00	\$1,899.31	\$2,500.00	\$2,197.66	\$2,000.00		\$2,000.00
57xx - Elevator Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.00	\$2,700.00
5731 - Equipment Purchases	\$0.00	\$0.00	\$0.00	\$249.99	\$500.00		\$500.00
5751 - Contracted Services	\$13,500.00	\$12,612.80	\$14,000.00	\$13,826.96	\$14,000.00		\$14,000.00
5761 - Furnishings	\$2,000.00	\$299.64	\$2,000.00	\$569.00	\$500.00		\$500.00
5771 - Supplies	\$750.00	\$462.50	\$750.00	\$856.39	\$1,000.00		\$750.00

Accounts ACS # and Name	Budget 2013	Actual 2013	Budget 2014	Actual 2014	Budget 2015	To Date 2015	2016 Draft
5781 - Electricity	\$7,700.00	\$5,099.46	\$7,200.00	\$9,839.12	\$9,400.00		\$13,250.00
5783 - Gas	\$3,000.00	\$2,444.58	\$3,200.00	\$3,030.51	\$4,200.00		\$4,000.00
5785 - Water & Sewer	\$2,500.00	\$1,723.33	\$2,600.00	\$1,915.61	\$2,600.00		\$2,100.00
5790 - Grounds Maintenance	\$3,000.00	\$3,165.00	\$3,500.00	\$2,940.00	\$3,500.00		\$3,500.00
<b>Total Facilities Expenses</b>	<b>\$34,950.00</b>	<b>\$27,706.62</b>	<b>\$35,750.00</b>	<b>\$35,425.24</b>	<b>\$37,700.00</b>		<b>\$43,300.00</b>
<b>Office Services</b>							
5811 - Audit	\$4,900.00	\$5,500.00	\$5,000.00	\$5,900.00	\$6,000.00		\$6,000.00
5821 - Computer Expenses	\$3,000.00	\$3,023.61	\$3,200.00	\$2,874.27	\$2,500.00		\$2,500.00
5831 - Copying expenses (lease of large copier)	\$3,000.00	\$2,955.41	\$3,100.00	\$3,197.32	\$2,500.00		\$3,200.00
5841 - Office Supplies	\$2,500.00	\$1,337.85	\$2,100.00	\$1,839.91	\$1,500.00		\$1,500.00
5851 - Office Equipment Purchases	\$500.00	\$555.82	\$500.00	\$353.12	\$500.00		\$500.00
5861 - Postage	\$600.00	\$650.38	\$450.00	\$451.03	\$500.00		\$600.00
5871 - Telephone	\$6,000.00	\$6,080.31	\$6,100.00	\$8,903.87	\$6,100.00		\$4,498.00
5891 - Miscellaneous Expense	\$500.00	\$969.64	\$500.00	\$1,461.02	\$500.00		\$700.00
<b>Total Office Services</b>	<b>\$21,000.00</b>	<b>\$21,073.02</b>	<b>\$20,950.00</b>	<b>\$24,980.54</b>	<b>\$20,100.00</b>		<b>\$19,498.00</b>
<b>Organizational Expenses</b>							
5911 - Clergy Car Expense	\$2,500.00	\$2,004.20	\$2,500.00	\$1,459.66	\$1,000.00		\$1,500.00
5913 - Clergy Expense Allowance			\$1,000.00	\$252.49	\$500.00		\$500.00
5921 - Continuing Ed. Clergy	\$2,000.00	\$1,179.82	\$2,000.00	\$2,156.14	\$500.00		\$2,000.00
5922 - Continuing Ed. Other			\$675.00	\$447.00	\$500.00		\$500.00
5931 - Convention & Travel	\$1,500.00	\$1,172.51	\$1,000.00	\$707.19	\$750.00		\$1,000.00
5941 - Ministering to New Members	\$300.00	\$15.00	\$300.00	\$135.00	\$200.00		\$100.00
5961 - Publications	\$1,000.00	\$1,154.87	\$1,000.00	\$1,377.97	\$750.00		\$1,000.00
5971 - Communications	\$1,000.00	\$843.25	\$1,000.00	\$965.60	\$200.00		\$200.00
5981 - Stewardship	\$1,500.00	\$876.48	\$1,000.00	\$345.00	\$400.00		\$400.00
5999 - Vestry	\$1,000.00	\$427.46	\$1,000.00	\$1,094.65	\$100.00		\$100.00
<b>Total Organizational Expenses</b>	<b>\$10,800.00</b>	<b>\$7,673.59</b>	<b>\$11,475.00</b>	<b>\$8,940.70</b>	<b>\$4,900.00</b>		<b>\$7,300.00</b>
<b>Total Operating Expenses</b>	<b>\$333,534.00</b>	<b>\$297,464.82</b>	<b>\$283,776.20</b>	<b>\$286,418.37</b>	<b>\$275,060.00</b>		<b>\$324,286.00</b>
<b>Total Work Within Congregation</b>	<b>\$344,684.00</b>	<b>\$305,311.23</b>	<b>\$295,026.20</b>	<b>\$296,623.49</b>	<b>\$282,760.00</b>		<b>\$335,286.00</b>
<b>Other Expenses</b>							
7311 - Sabbatical Reserve Provision	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00
7711 - Debt Service Provision	\$5,000.00	\$0.00	\$20,000.00	\$30,169.33	\$56,940.00		\$52,000.00
7400 - Search Committee		\$5,188.86	\$1,000.00	\$675.40	\$18,000.00		\$0.00
<b>Total Other Expenses</b>	<b>\$5,600.00</b>	<b>\$5,188.86</b>	<b>\$21,000.00</b>	<b>\$30,844.73</b>	<b>\$74,940.00</b>		<b>\$53,000.00</b>
<b>Total Expenses</b>	<b>\$372,184.00</b>	<b>\$332,238.80</b>	<b>\$357,230.20</b>	<b>\$364,935.22</b>	<b>\$382,700.00</b>		<b>\$424,391.00</b>
<b>Net Total</b>	<b>(\$11,784.00)</b>	<b>\$13,336.80</b>	<b>\$19.80</b>	<b>(\$30,114.56)</b>	<b>\$0.00</b>		<b>(\$35,641.00)</b>

**Otey Memorial Parish  
Investments Restricted Accounts  
November 15, 2015**

	<u>Amounts</u> <u>10/12/2015</u>	<u>Amounts</u> <u>11/15/2015</u>
<b>Regions Operations Checking Account:</b>	<b>\$ 48,781</b>	<b>\$ 76,088</b>
<b>Restricted Accounts/Committed: (balance)</b>		
2014 Phase II Payments (for Debt Reduction)	\$ -	\$ -
2015 Phase II Payments (for Debt Reduction)	\$ 6,834	\$ 7,547
Restricted for Debt Reduction	\$ 785	\$ 12,115
Buildings Repair (8751)	\$ -	-
Memorials (8951)	\$ 6,331	\$ 6,381
CAC (8111)	\$ 10,637	\$ 14,671
Sacristy (8351)	\$ -	-
ECW (8987)	\$ 420	\$ 420
EYC Fundraiser (8155)	\$ 3,572	\$ 3,168
Flowers (8911)	\$ 3,328	\$ 3,353
Shrove Tuesday (8920)	\$ 979	\$ 979
Misc Restricted (8991)	\$ 10,461	\$ 4,231
	<u>\$ 43,347</u>	<u>\$ 52,865</u>
<b>Funds Available for Operations</b>	<b>\$ 5,434</b>	<b>\$ 23,223</b>
<b>Investments:</b>		
<b>Vanguard</b>	\$ 162,089	\$ 162,622
<b>Regions Money Market</b>	\$ 13,425	\$ 13,426
	<u>\$ 175,514</u>	<u>\$ 176,048</u>
	\$100,000	\$100,000
<b>Investments Available for Parish Use:</b>	<u>\$ 75,514</u>	<u>\$ 76,048</u>

1st Tennessee Loan Payments  
Loan Total \$682,088 (of Approved \$725,000)

Paid in	Due Date	Payment Amt	Principal	Interest	Calculated	Balance
March	April 1, 2014	\$523.08		\$523.08		
April	May 1, 2014	\$469.48		\$469.48		
May	June 1, 2014	\$1,204.57		\$1,204.57		
June	July 1, 2014	\$1,672.78		\$1,672.78		
July	August 1, 2014	\$2,166.07		\$2,166.07		
August	September 1, 2014	\$2,055.74		\$2,055.74		682,088
September	October 1, 2014	\$6,212.42	\$4,223.00	\$1,989.42		677,865
October	November 1, 2014	\$6,265.60	\$4,223.00	\$2,042.60		673,642
November	December 1, 2014	\$4,772.03	\$2,806.83	\$1,965.20		670,835
December	January 1, 2015	\$4,827.56	\$2,806.83	\$2,020.73		668,028
		<b>\$30,169.33</b>	\$14,059.66	\$16,109.67	\$30,169.33	
January	February 1, 2015	\$4,823.20	\$2,806.83	\$2,016.37	\$4,823.20	665,222
February	March 1, 2015	\$4,625.35	\$2,810.11	\$1,815.24	\$4,625.35	662,411
March	April 1, 2015	\$4,803.54	\$2,806.83	\$1,996.71	\$4,803.54	659,605
April	May 1, 2015	\$4,730.13	\$2,806.83	\$1,923.30	\$4,730.13	656,798
			\$50,000.00			606,798
May	June 1, 2015	\$4,794.81	\$2,810.92	\$1,983.89	\$4,794.81	603,987
June	July 1, 2015	\$4,563.32	\$2,806.83	\$1,756.49	\$4,563.32	601,180
July	August 1, 2015	\$4,619.81	\$2,806.83	\$1,812.98	\$4,619.81	598,373
August	September 1, 2015	\$4,610.53	\$2,806.83	\$1,803.70	\$4,610.53	595,566
September	October 1, 2015	\$4,544.18	\$2,806.83	\$1,737.35	\$4,544.18	592,760
			\$50,000.00			542,760
October	November 1, 2015	\$4,447.78	\$2,806.83	\$1,640.95	\$4,447.78	
November	December 1, 2015				\$0.00	
December	January 1, 2016					
		<b>\$46,562.65</b>	\$128,075.67	\$18,486.98	\$46,562.65	
January	February 1, 2016					
February	March 1, 2016					
March	April 1, 2016					

Principal Paymt Detail

Principal Payment Detail				
Audit	Aug-15	<b>As of 12/31/2014:</b>		
		Phase II Total on hand		\$54,729
		Debt Red. Total on hand		\$11,400
<b>Payments</b>				
May-15	\$50,000			
	38,600	Phase II Payments	Leaving	\$16,129 - Phase II
	11,400	Debt Reduction Gifts		
	\$50,000			
Oct-15	\$50,000			
	16,129	Phase II Payments from 2014		
	19,155	Debt Reduction Gifts (collected as of 9/6)	(All)	
	14,716	Phase II Payments from 2015	Leaving	\$6,834 - Phase II from 2015
	\$50,000			
<b>Next</b>			As of:	
	7547	Phase II Balance collected 2015	31-Oct	
	12115	Debt Reduction Balance collected 2015	31-Oct	
	25,424	<b>Balance Due</b> on Debt Reduction Pledges	31-Oct	
	\$ 45,086			
	<b>\$ 19,662</b>	<b>On Hand for Next Payment</b>		



COMMUNITY ACTION COMMITTEE  
DIRECTOR'S REPORT

Several positive events marked the month of October. Food with Friends hosted a community meal with many volunteers, clients, university students and community members in attendance. TKP held its annual clothing sale and voted to match the sales total. President Claire Perrone presented CAC with a check for \$1400. Cindy Potter began publicity for the Wreath Sale and Liz Emblar continues to work on the Emergency Food for Children during inclement weather, also the after school tutoring has begun in Sherwood. Day to day operations continue to go smoothly with gratitude to our Board and our faithful volunteers and Bonner Leaders. Charity Check is installed though not everyone is trained to use it yet.

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Core Functions

Individuals Who Came to CAC- 108

Medical/Dental-1

Families Served- 27

Referrals-8

Grocery Bags Distributed-35

Utility Assists-17

Education-0

Home Visits-3

Betty Carpenter