

**St. Andrew's Episcopal Church, Denver**  
**Vestry Meeting Minutes**  
**August 14, 2018**  
**6:30 – 9:00 p.m.**

Our Vision

*The tree of life is growing here.*

Our Mission

*We are called*

*To offer sanctuary in the city*

*To grow in God's love*

*To seek the renewal of the world*

**Participants:**

- Vestry members: Ken Backensto; Susan Backus; Matt Bentley, Senior Warden; Bill Calkins; Marjanne Claassen; Barbara Day; Reese Jameson, Junior Warden; Roger Kilgore; Victoria Parker; Elizabeth Randall, Rector; Kylie Schwartz
- Other participants: Melissa Adzima, Associate Priest; Shelley Brown, Clerk; Zoe Cole, Minister to Children and Youth; Wib Garfield, Deacon; Tim Krueger, Choirmaster; Bob Mosher, Treasurer

**Opening Meditation**—Elizabeth

**Announcements and Appreciations**

- Matt asked the Vestry to send him lists of observed budget trends and concerns -- homework for all in preparation for next month's meeting and the retreat. He reminded the Vestry of the work Susan Trickett helped with at the May retreat -- that again and again it comes up that people are at the root of what needs attention, and financial sustainability won't happen if we don't pay attention to the people here. There will be a time to do this with more thought and care than we have time for tonight. Matt then asked for questions. Barbara was curious about the response to the summer social events. Matt said that there would be more at the retreat, but in brief:
  - Bible study: About 15 people at least, and almost everyone wanted to do another.
  - Happy hours: Around 15 or 16 every time; a core group of six with a variety of other participants. Mike Giddings came to all of them until his death.
  - Friday concert – upcoming: 5:30 to 7:30 on the lawn at the Clyfford Still museum. They are expecting a big crowd. The suggestion was for Susan Backus to go at 3:30 to stake out places with a blanket. The museum is free from 5:00 til 8:00. After that there is a music fundraiser at Margaret Lundy's.
  - First Friends of Music concert – Tim said the reaction was 'this is so much fun! Let's do more' – and they raised \$2,000.
  - Movies: Bill said they were themed around social justice, but he thinks the movie is a social event. They are planning another movie series after Christmas.

## Continuing Business

- Tiny House Village (THV) —Wib: The team is looking for properties. There are four potential sites. The team is doing site visits to figure which might work, and then they will be off and running – Matt offered the Vestry’s thanks to Wib, Mike Ogborn and Nancy McMahon. Wib reported that the team met with one landowner tonight, and will be meeting with another who has two pieces of property on Monday. Matt reminded the Vestry that we had an envelope campaign related to the THV in December. We will redirect funds to sustain the THV program even if it’s not here and will be open to questions and input. St. John’s is inclined to leave the grant funds in place but is waiting for results of their Urban & Social Concerns meeting. Wib reminded people that the THV was only ever with us for six months. Elizabeth noted that even our setbacks have helped to raise awareness of the issue.
- Building Our Vision—Roger: There will be a series of meetings to develop how shared uses could work – not only because it’s a process we need but also in prep for the CHFA meeting, which is on September 7th. They also intend to meet with the architect re: site development (landscape, utilities, parking) so if MHCD is awarded the tax credits we’ll be further along in moving the plans forward. They are also trying to find out if the end lot is purchasable under certain scenarios.
- Follow-up from May Retreat—Matt reported.
  - Stewardship meetings: Matt reported that they had been good and fruitful, and thanked Marjanne, Kylie and Shelley for helping with them.
  - Hospitality: Is still a work in progress; no one yet is willing to lead, although many are willing to help. Actually we are hearing that in many areas. Possibly the job of leadership feels more complex than it used to because the congregation is bigger; and/or because people cycle through stages of life when they want to lead and others when they don’t. It might help if people could be asked what might encourage/nurture/push them into leadership. Maybe job descriptions that sound less scary and have more specifics about things to do would be helpful. Vestry coffee hours are a part of this effort, and the next one is the Sunday following this meeting.
  - Welcoming: Melissa reported that Jonathan and Maryella put together a good retreat but only five were able to come. Jonathan and Maryella are working on next steps, and Kylie and Maryella are going to the Invite/Welcome/Connect workshop the diocese is offering.
  - Formation: Matt and Elizabeth have been thinking of having someone who would coordinate the schedules for the various ways we do formation. There will be more work on this at the September retreat.
- Follow-up on Outreach Discussion: Wib, Elizabeth, and Matt met Sunday to talk about the present configuration of outreach at St. Andrew’s and what shapes for the future

might be. Wib will meet with those who are still meeting about what they see. What they have in mind is an umbrella structure with maybe three subsets. Wib has had conversation with Anthony Suggs, who is the diocesan Jubilee Ministry/Advocacy person. They are trying to clean up the Jubilee Ministry here in Colorado so it really applies to people who have long-term connections to a ministry as opposed to people who got in with a two-year project now defunct and are still in the program. The MHCD project would lend itself to Jubilee Ministry but it will be better for the integrity of the diocesan program to wait until we have a long-term ministry in place. Zoe said that there might be opportunities for TSE youth to participate. Right now they are especially interested in the Colorado Haiti Project and the Tiny House Village. Matt commented that the outreach team has mostly been deciding where to spend money; Matt, Elizabeth and Wib are hoping for something more life-giving for the parish. They want an umbrella that covers both outreach and social justice but with neither supervising the other.

- Spookghetti Planning: The event is settled for October 20<sup>th</sup>. In the past it has been a combination -- a way to hang out with the parish as well as a fundraiser. We have made it family-friendly in the past; others have mentioned the desire for a nice dinner (which might cost more, especially in renting a nicer venue). The Vestry discussed various ideas and suggestions for the program.
- The next Friends of Music fundraiser is on the 27<sup>th</sup> of October at the home of Mike and Katherine Beatty.

### **July Financial Statements** — Bob reported (see Attachment 1):

- Balance Sheet: Cash flow isn't an issue but Accounts Payable is at \$66,136; we would still have around \$30K if we paid all of that off. The Deferred Income line is St. Martin's Chamber Choir paying August rent early.
- Financial Statement:
  - Plate line: got worse by \$2,598.64 from June to July. This been a trend for seven months ongoing; we have been \$2000 to \$4000 under on Plate every month, so we may end up around \$30,000 short by year-end. Probably address that in September. Bob said that this month last year we brought in \$36,500. Plate offerings were behind in an amount similar to this year in 2016; we were about \$15,000 but by December we had made up all but \$500 of the goal.
  - Pledge – Bob said he was not really concerned about that. Sunday's collection had almost \$25,000 in pledges. We have a number of people who pay in a lump sum, which comes in the mail rather than the offering plates. Elizabeth said that as we look at adjustments we need to look at changes in giving trends; giving is changing everywhere.
  - Music: Friends of Music raised \$3,000 last month and is almost halfway to goal.
  - Fundraising: A total of \$21,300 so far (most of that from the auction).

- Amazon Smile: We've made a start; St. Andrew's got \$5 last month. The program pays 0.5% of purchases to the organization designated by the purchaser.
- King Soopers cards: Could be doing better. It may be time for another push.
- Events: There are no more weddings on the schedule at present.
- Special groups: The diocese is referring groups to St. Andrew's, although it's unclear how much that source might contribute to the church.
- Expenses: Bob believes they probably will be right at budget by year-end. The issue is revenue.
  - Office expenses: This month were for janitorial supplies and software renewals.
  - Outreach funds: Funds from 2017 will be spent by year-end. We have about \$30,000 from previous years in addition to the \$20,000 in this year's budget.
- The Vestry spent some time discussing issues and strategy around finances.

## **New Business**

- Uptown Sampler Event (from 2:00 to 6:00 pm on August 25 ([information here](#))): The event is sponsored by the Uptown on the Hill Neighborhood Association. We were invited to participate. Bill has volunteered. Matt will email the Vestry and have people sign up for slots at a table.
- Doors Open Denver September 22 and 23: We will need people to be here so we can leave the church open. The event overlaps with the Vestry retreat.
- Pastoral Care Program: Melissa has been researching and talking with people and narrowed down to eight programs; she thinks that the Community of Hope International (COHI) program will be best for us. Chapel of Our Savior in Colorado Springs has participated in it. COHI can give us a structure that's tried, true and well done, and there are people in the diocese who can tell us about it. It covers twelve topics. We would ask people to undergo the training and it would be a monthly commitment after that. It emphasizes prayer and connection; we can mold it to feel like us. Melissa said that this program makes people feel connected. The cost is \$500, for which we get videos and the manual, among other things. Then there's an annual covenant renewal fee of \$250 for the church. We would need six to eight people who will take it on. We can decide to do it at any time but we need to make it very soon. Elizabeth commented that the program seems to her to address the core of the issue. Melissa said that the conversation needs to continue among those who are engaged in pastoral care ministries. MOTION: Bill moved that St. Andrew's participate in the Community of Hope International program; Victoria seconded. After discussion the motion passed unanimously.

- Diocesan Convention delegates: We get five delegates – the only items of business are the Eucharist and election of the Bishop. Convention dates are October 26-27. Volunteers: Bill; Kylie (maybe); Matt; Tim. Matt asked that people think about it over the next two days. We also get two alternates. We do not want to arrive without our five. All clergy are delegates too, and we have a lot of retired priests.
- Music Fundraiser: Brenda Vang will stage an art exhibit / sale from November 9 through December 16. Paintings will be hung over the Stations of the Cross with maybe smaller items here and there. She calculates that the inventory worth around \$25,000 and she is proposing to give 30% of sales to Friends of Music. Tim commented that the committee has taken on the task really well -- especially Linda Mack, who has taken the bull by the horns and is really leading the effort. Susan Backus, Matt, MB Krueger, David Schwartz, Margaret Lundy, Mike Beatty and others have been great. Elizabeth commented that use of the church is in the purview of the rector and she is enthusiastic, but seeks the advice and consent of the Vestry. Roger added that since there is a financial component the Vestry needs to be specific. This will be safer for Brenda and the parish. MOTION: Roger moved to accept the proposal; Marjanne seconded. Bob mentioned the issue of sales tax; Tim will clarify this to Brenda. Tim will also communicate with Diane Jameson in her capacity as Arts Committee chair, as well as to get her advice on how to publicize the event. The motion passed unanimously.
- September Retreat Overview (September 21-22): Matt: There is a music fundraiser at St. Andrew's Friday night, so part of the retreat would be to go to it. Saturday would be the program. The retreat need not interfere with Doors Open Denver -- they can go to the church and parish house and the retreat could be in the Undercroft. There were suggestions of other parishes where the retreat might be held – St. Barnabas; Holy Redeemer; or perhaps St. Paul Lutheran/Roman Catholic Community of Faith. Matt said he will check.
- Junior Warden – Expense Items: Reese said that there were no expense items this month.

### **Other Business:**

- Matt asked that all please read the counting procedures in his email. Bob said that he had put together a Signup Genius for counting and asked that people sign up.
- Elizabeth read note left in the parish mailbox:

"I know you have no idea who I am and why I took the time to write this. Let me introduce myself. My name is Monica – aka Soul Cry. I first want to say thank you for allowing me to sleep on your lawn. This was in 2016. This was considered one of my safe spots if ever I wanted not to be bothered with anyone. Your area allowed me, and others, a quiet and safe, out of the way, secure spot. I want to let you know I have worked my way out of homelessness. However, it is not here at home. My apartment is in another state. I have just signed another year lease but in my 2nd home. I just want to express myself to everyone here who had a simple but meaningful helping hand. Stopping here today made me put in perspective on how far I've come, which gets me hungry for more out there. Thank you, from the

bottom of my soul. You'll always be remembered," *Monica aka Soul Cry*.

**Closing Prayer & Adjournment:** The meeting closed with prayer at 8:55 p.m.

ATTACHMENTS:

Attachment 1: July Financial Statements

Respectfully submitted,  
Shelley Brown, Clerk

## **Vestry Norms - Our Promises to Each Other**

- We will be prayerful in all that we do, in order to gain spiritual direction and find common ground.
- We will make a priority of regular participation in vestry meetings and other vestry responsibilities.
- We will respect each other's time, coming prepared to all meetings, and addressing issues succinctly.
- We will be fully engaged and present, willing to participate in discussion, even if it's hard or our views are potentially unpopular.
- We will listen and speak with respect,
  - Creating a safe environment for full participation,
  - Using "I" statements,
  - Assuming good intent,
  - Being open to others' perspectives and opinions,
  - Avoiding side conversations.
- We will be clear about issues or processes requiring confidentiality and will preserve confidentiality when needed.
- We will be generous in taking on necessary tasks.
- We will positively represent vestry decisions in conversations with parishioners.
- We will read and respond to vestry emails in a timely manner, minimizing email traffic by sending and replying to only those necessary in the conversation.

# Attachment 1: July 2018 Financial Reports

St. Andrew's Episcopal Church	
Balance Sheet	
July 31, 2018	
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
General Operating	\$ 99,487.99
Reserve to Pay Loans From Parishioners to Parish for Construction	5,555.78
Designated Funds	88,297.15
Rector's Discretionary Fund	6,853.77
<b>Total Bank Accounts</b>	<b>\$ 200,194.69</b>
Caledonian Reimbursements Receivable	918.12
Accounts Receivable	7,174.65
Prepaid Expense	1,180.02
<b>Total Current Assets</b>	<b>\$ 209,467.48</b>
Long-Term Assets	
<b>Endowment Fund</b>	
Fixed Assets	
Real Estate - Land and Building	3,814,595.21
Furniture and Fixtures	299,788.95
Investment in Caledonian Development (Parking Lots)	387,500.00
<b>Total Fixed Assets</b>	<b>\$ 4,501,884.16</b>
<b>TOTAL ASSETS</b>	<b>\$ 5,496,495.11</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	\$ 66,126.00
Designated Funds Payable	0.00
Payroll Withholding Payable	0.00
Pension Payable (Staff)	3,187.50
Deferred Income	600.00
Accrued Interest Payable (Loans From Parishioners)	433.00
<b>Total Current Liabilities</b>	<b>\$ 70,346.50</b>
Long-Term Liabilities	
Mortgage Payable	445,394.26
Loans From Parishioners to Parish for Construction Payable	130,000.00
<b>Total Long-Term Liabilities</b>	<b>\$ 575,394.26</b>
Designated Funds Liabilities	
Who Is My Neighbor Fund	1,071.01
Other Designated Funds	87,226.14
	88,297.15
Rector's Discretionary Fund	6,853.77
Endowment	785,143.47
<b>Total Designated Funds Liabilities</b>	<b>\$ 880,294.39</b>
<b>Total Liabilities</b>	<b>\$ 1,526,035.15</b>
Equity	
Unrestricted and Restricted Net Assets	\$ 3,970,471.47
Net Income	(11.51)
<b>Total Net Assets</b>	<b>\$ 3,970,459.96</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 5,496,495.11</b>



# Attachment 1: July 2018 Financial Reports

St. Andrew's Episcopal Church  
Statement of Financial Activities

	July 2018			January - July 2018 (YTD)			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2018
<b>REVENUE</b>							
<b>OPERATING REVENUE</b>							
<b>3005 Plate</b>	3,401.36	6,000.00	-2,598.64	22,162.54	42,000.00	-19,837.46	72,000
<b>3010 Pledge</b>	39,271.80	38,465.00	806.80	261,198.63	269,255.00	-8,056.37	461,539
<b>Total 3000 Plate and Pledge Revenue</b>	<b>\$ 42,673.16</b>	<b>\$ 44,465.00</b>	<b>-\$1,791.84</b>	<b>\$ 283,361.17</b>	<b>\$ 311,255.00</b>	<b>-27,893.83</b>	<b>533,539</b>
<b>OTHER REVENUE</b>							
<b>3204 Friends of Music</b>	3,013.00	1,250.00	1,763.00	7,462.00	8,750.00	-1,288.00	15,000
<b>3210 Evensong Revenue</b>	0.00	0.00	0.00	1,883.00	1,380.00	503.00	2,500
<b>3219 Fundraising (Net)</b>	2,869.55	600.00	2,269.55	21,310.74	15,600.00	5,710.74	30,000
<b>3230 Caledonian Reimbursements</b>	800.00	800.00	0.00	5,600.00	5,600.00	0.00	9,600
<b>3240 Endowment Income For Outreach</b>	0.00	0.00	0.00	0.00	0.00	0.00	15,000
<b>Endowment Income For Debt Service</b>	0.00	0.00	0.00	0.00	0.00	0.00	5,000
<b>3250 Donations from Weddings, Funerals, etc.</b>	4,282.79	835.00	3,447.79	5,413.66	5,845.00	-431.34	10,000
<b>3255 Facilities Use</b>	650.00	685.00	-35.00	4,745.00	4,795.00	-50.00	8,200
<b>3260 Designated Funds</b>							
<b>Children's Minister</b>	140.00	0.00	140.00	5,630.00	5,000.00	630.00	5,000
<b>Op Portion Endow Disb from 2015 and 2016</b>	0.00	0.00	0.00	0.00	0.00	0.00	3,882
<b>2017 Designated Gift for Child Ed and Child Care</b>	0.00	0.00	0.00	0.00	0.00	0.00	5,617
<b>Redesignated Seminary Fund for Debt Service</b>	0.00	0.00	0.00	3,825.22	3,825.00	0.22	5,000
<b>Fnd to Repay Loans from Parishioners for Debt Srvc</b>	3,825.22	3,825.00	0.22	19,125.88	19,125.00	0.88	24,326
<b>3280 Pass-through Deposits</b>	445.00	0.00	445.00	1,327.00	0.00	1,327.00	0.00
<b>3290 Pass-through Disbursements</b>	-445.00	0.00	-445.00	-1,327.00	0.00	-1,327.00	0.00
<b>Total 3200 Other Revenue</b>	<b>\$15,580.56</b>	<b>\$7,995.00</b>	<b>\$7,585.56</b>	<b>\$74,995.50</b>	<b>\$69,920.00</b>	<b>\$5,075.28</b>	<b>\$ 139,125</b>
<b>Total Operating Revenue</b>	<b>\$ 58,253.72</b>	<b>\$ 52,460.00</b>	<b>\$5,793.72</b>	<b>\$ 358,356.67</b>	<b>\$ 381,175.00</b>	<b>-\$22,818.33</b>	<b>\$ 672,664</b>

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	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2018
<b>EXPENSES</b>							
<b>5000 SALARIES &amp; BENEFITS</b>							
<b>5010 Rector</b>	8,008.08	8,008.00	0.08	56,056.56	56,056.00	0.56	96,097
<b>5015 Associate Priest</b>	5,333.34	5,333.00	0.34	37,333.38	37,331.00	2.38	64,000
<b>5017 Children/Youth Minister Salary</b>	2,083.34	2,083.00	0.34	14,583.38	14,581.00	2.38	25,000
<b>5025 Insurance/Pension - Clergy</b>							
Health Insurance - Rector	1,371.04	1,371.00	0.04	9,597.28	9,597.00	0.28	16,452
Pension - Rector	1,441.46	1,442.00	-0.54	10,090.22	10,094.00	-3.78	17,302
Pension - Associate Priest	960.00	1,096.00	-136.00	6,720.00	7,672.00	-952.00	13,151
<b>5027 Continuing Education</b>	0.00	0.00	0.00	305.00	0.00	305.00	-
<b>5028 Deacon's Expenses</b>	0.00	42.00	-42.00	0.00	294.00	-294.00	510
<b>5030 Child Care</b>	204.00	525.00	-321.00	3,760.85	3,675.00	85.85	6,300
<b>5037 Administrator</b>	2,666.66	2,667.00	-0.34	18,666.62	18,669.00	-2.38	32,004
<b>5038 Sexton</b>	1,377.60	1,325.00	52.60	9,643.20	9,275.00	368.20	15,900
<b>5040 Insurance/Pension Staff</b>							
Health Insurance - Children's Minister	808.00	808.00	0.00	5,656.00	5,656.00	0.00	9,696
Health Insurance - Sexton	808.00	808.00	0.00	5,656.00	5,656.00	0.00	9,696
Health Insurance - Administrator	749.00	808.00	-59.00	5,243.00	5,656.00	-413.00	9,696
Pension - Administrator	133.35	237.00	-103.65	933.45	1,659.00	-725.55	2,850
Pension - Children's Minister	187.50	187.00	0.50	1,312.50	1,309.00	3.50	2,250
Pension - Music Director	299.66	300.00	-0.34	2,097.62	2,100.00	-2.38	3,596
Sexton Retirement	0.00	119.00	-119.00	0.00	833.00	-833.00	1,430
<b>5050 Payroll Taxes Staff</b>	791.46	932.00	-140.54	5,648.85	6,524.00	-875.15	11,190
<b>5060 Substitute Clergy</b>	450.00	167.00	283.00	900.00	1,169.00	-269.00	2,000
<b>5710 Music Director</b>	3,329.50	3,330.00	-0.50	23,306.50	23,310.00	-3.50	39,954
<b>5715 Organist</b>	580.00	1,727.00	-1,147.00	10,870.00	12,089.00	-1,219.00	20,720
<b>Total 5000 SALARIES &amp; BENEFITS</b>	<b>\$ 31,581.99</b>	<b>\$ 33,315.00</b>	<b>-\$1,733.01</b>	<b>\$ 228,380.41</b>	<b>\$ 233,205.00</b>	<b>-\$4,824.59</b>	<b>\$ 399,794</b>

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<b>5300 MINISTRIES EXPENSES</b>							
5304 Archive Ministry	0.00	0.00	0.00	207.62	200.00	7.62	200
5305 Adult Education	70.00	0.00	70.00	65.46	1,000.00	-934.54	1,800
5310 Children's Education	105.00	0.00	105.00	444.56	2,220.00	-1,775.44	4,000
5311 Community of Caring	0.00	17.00	-17.00	0.00	119.00	-119.00	200
5316 Vestry Expense	0.00	0.00	0.00	0.00	250.00	-250.00	250
5350 Altar Guild and Worship Expense	169.81	208.00	-38.19	911.38	1,456.00	-544.62	2,500
5355 Acolyte Supplies	0.00	0.00	0.00	158.01	150.00	8.01	150
5360 Outreach	0.00	0.00	0.00	0.00	0.00	0.00	20,000
Social Justice	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	1,000
5370 Hospitality	58.38	83.00	-24.62	971.48	581.00	390.48	1,000
5390 Website & Advertising	0.00	167.00	-167.00	1,424.60	1,169.00	255.60	2,000
5395 Arts Ministry	0.00	0.00	0.00	300.00	300.00	0.00	300
5398 Other Ministries Expense	0.00	0.00	0.00	0.00	0.00	0.00	-
<b>Total 5300 MINISTRIES EXPENSES</b>	<b>\$ 403.19</b>	<b>\$ 475.00</b>	<b>-\$71.81</b>	<b>\$ 4,483.11</b>	<b>\$ 8,445.00</b>	<b>-\$3,961.89</b>	<b>\$ 33,400</b>
<b>5300 DIOCESAN AND REGIONAL EXPENSE</b>							
5320 Diocese of Colorado Pledge	4,267.32	4,447.00	-179.68	28,353.12	31,129.00	-2,775.88	53,354
5380 High Plains Region Support	640.10	667.00	-26.90	4,252.97	4,669.00	-416.03	8,003
5321 Diocesan Convention	-	1,000.00	-1,000.00	0.00	1,000.00	-1,000.00	1,000
<b>5300 Total Diocesan and Regional Expense</b>	<b>\$ 4,907.42</b>	<b>\$ 6,114.00</b>	<b>-\$1,206.58</b>	<b>\$ 32,606.09</b>	<b>\$ 36,798.00</b>	<b>-\$4,191.91</b>	<b>\$ 62,357</b>

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<b>5400 ADMINISTRATIVE EXPENSES</b>							
5420 Accounting & Payroll Expenses	192.32	236.00	-43.68	1,775.90	1,652.00	123.90	2,835
5421 Bank Charges	188.53	332.00	-143.47	1,514.13	2,324.00	-809.87	3,990
5425 Equipment Lease	160.65	161.00	-0.35	1,124.55	1,127.00	-2.45	1,928
5426 Copier Use	87.71	376.00	-288.29	1,912.52	2,632.00	-719.48	4,515
5430 Interest Expense-Loans From Parishioners	433.00	433.00	0.00	3,035.00	3,031.00	4.00	5,200
5430 Mortgage Interest	2,014.75	2,014.53	0.22	14,120.50	14,118.96	1.54	24,118
5465 Mortgage Principal Payments	1,810.47	1,810.47	0.00	12,656.04	12,656.04	0.00	21,785
5435 Office Expenses	319.72	350.00	-30.28	3,312.21	2,450.00	862.21	4,200
5438 Cleaning Supplies	268.83	118.00	150.83	1,138.22	826.00	312.22	1,418
5440 Miscellaneous Expense	0.00	44.00	-44.00	140.00	308.00	-168.00	525
5445 Postage		44.00	-44.00	242.55	308.00	-65.45	525
5450 Telephone/ Internet	293.61	306.00	-12.39	2,062.25	2,142.00	-79.75	3,675
<b>Total 5400 ADMINISTRATIVE EXPENSES</b>	<b>\$ 5,769.59</b>	<b>\$ 6,225.00</b>	<b>-\$455.41</b>	<b>\$ 43,033.87</b>	<b>\$ 43,575.00</b>	<b>-\$541.13</b>	<b>\$ 74,714</b>
<b>5600 BUILDING &amp; GROUNDS EXPENSES</b>							
5630 Insurance	1,837.08	1,575.00	262.08	11,116.56	11,025.00	91.56	18,900
Security	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	2,000
5635 Lawn & Grounds Maintenance	0.00	175.00	-175.00	1,321.50	1,225.00	96.50	2,100
5640 Repair & Maintenance	137.85	1,500.00	-1,362.15	6,096.18	10,500.00	-4,403.82	18,000
5650 Utilities	862.56	1,138.00	-275.44	7,579.20	7,966.00	-386.80	13,650
<b>Total 5600 BUILDING &amp; GROUNDS EXPENSES</b>	<b>\$ 2,837.49</b>	<b>\$ 4,388.00</b>	<b>-\$1,550.51</b>	<b>\$ 26,113.44</b>	<b>\$ 32,716.00</b>	<b>-\$6,602.56</b>	<b>\$ 54,650</b>

# Attachment 1: July 2018 Financial Reports

St. Andrew's Episcopal Church  
Statement of Financial Activities

	July 2018			January - July 2018 (YTD)			Annual Budget
	Actual	Budget	\$ Over Budget	Actual	Budget	\$ Over Budget	2018
Total 5700 MUSIC	\$ 1,211.53	\$ 3,979.00	-\$2,767.47	\$ 27,014.80	\$ 27,853.00	-\$838.20	\$ 47,749
Total Operating Expenses	\$ 46,711.21	\$ 54,496.00	-\$7,784.79	\$361,631.72	\$ 382,592.00	-\$20,960.28	\$ 672,664
Net Operating Income/Loss	\$11,542.51	-\$2,036.00	\$13,578.51	-\$3,275.05	-\$1,417.00	-\$1,858.05	\$ -
<b>UNBUDGETED (RESTRICTED) REVENUE AND EXPENSE</b>							
7010 SVSS/SVSP Pledge Payments	100.00			350.00			
7016 Donations to Rector's Discretionary Fund	1,354.00			2,611.00			
7018 Donations to Bishop's Discretionary Fund	0.00			0.00			
7040 Interest - Endowment Loan For SVSP Costs	0.00			600.00			
7050 Interest -Reserve to Pay Loans From Parishioners Acct	0.14			5.33			
7080 Endowment Donations	4,017.66			4,017.66			
7090 Income - Other Designated Funds	12.07			12,345.09			
7999 Icons	0.00			3,263.54			
8012 Transfers to Reserve to Pay Loans from Parishioners Acct	-100.14			-355.33			
8016 Transfers to Rector's Discretionary Fund	-1,354.00			-2,611.00			
8018 Transfers to Bishop's Discretionary Fund	0.00			0.00			
8090 Disbursements-Other Designated Funds	-12.07			-12,345.09			
8040 Transfers to Endowment	-4,017.66			-4,617.66			
Net Unbudgeted Revenue and Expense	<b>\$ 0.00</b>			<b>\$ 3,263.54</b>			
Net Income	<b>\$11,542.51</b>			<b>-\$11.51</b>			

# Attachment 1: July 2018 Financial Reports

St. Andrew's Episcopal Church  
Designated Funds Detail

Designated Funds	Beginning Balance	July 2018		Ending Balance
	7/1/2018	Funds In	Funds Out	7/31/2018
Adult Forum	421.48			421.48
Backpack Drive	50.00			50.00
Building Mtce Contingency Fund	232.75			232.75
Caledonian Temporary Holding	-	8,654.12		8,654.12
Catechumenate Expenses	1,059.42			1,059.42
Cathedral Ridge Pledge	600.00			600.00
Columbarium	900.00			900.00
Designated Donation (Designation TBD)	5,617.50			5,617.50
Discover St. Andrew's	1,286.67			1,286.67
Discretionary Fund - Melissa	652.07			652.07
Descretionary Fund - Wib	402.07			402.07
EFM	450.00			450.00
Endowment Disbursement 2015 (non-Outreach portion)	1,981.57			1,981.57
Endwoment Disbursement 2016 (non-Outreach portion)	1,900.39			1,900.39
Flowers (Christmas)	(16.50)			(16.50)
Flowers (Easter)	893.91			893.91
Flowers (Regular)	73.18		(12.07)	61.11
Garden Fund	60.00			60.00
Memorial Gifts	2,155.00			2,155.00
Organ	100.00			100.00
Outreach	7,381.40	500.00		7,881.40
Taylor Prepaid Funeral	-	800.00		800.00
Seminary Scholarship Fund	1,174.78			1,174.78
Tree Trimming	510.69			510.69
Tiny House Donations	6,000.00			6,000.00
Tiny House UTO Grant	19,813.44			19,813.44
Tiny House Grant - St. John's Cathedral	10,000.00			10,000.00
Tiny House Match- Red Envelope	12,232.00			12,232.00
Tiny House - CSBT Donation	500.00			500.00
Vital Worship Grant	852.27			852.27
Who Is My Neighbor Fund	1,071.01			1,071.01
<b>Total Designated Funds</b>	<b>78,355.10</b>	<b>9,954.12</b>	<b>(12.07)</b>	<b>88,297.15</b>

# Attachment 1: July 2018 Financial Reports

## St. Andrew's Episcopal Church A/P Aging Summary As of July 31, 2018

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>91 and over</b>	<b>Total</b>
ACS Technologies	41.63					41.63
Allstream	293.61					293.61
Automated Business Products	14.00					14.00
Colorado Episcopal Foundation	4,017.66					4,017.66
Diocese of Colorado	24,853.12					24,853.12
DWF Denver	89.02					89.02
Fidelity Investments	566.19					566.19
Gerkens Religious Supplies	159.05					159.05
High Plains Region	2,409.24					2,409.24
John Phillip Newell	266.99					266.99
Metro Caring	445.00					445.00
Outreach - Endowment Disb 2016	451.19					451.19
Outreach 2016	8,165.39					8,165.39
Outreach 2017	24,000.00					24,000.00
Pure Water Dymanics	58.38					58.38
Waste Management of Denver	295.53					295.53
<b>TOTAL</b>	<b>\$ 66,126.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 66,126.00</b>

# Attachment 1: July 2018 Financial Reports

## Unpledged Revenue 2018

Outreach	Children	Music	Bldg/Mtce	Undesignated	TOTAL		Dip Jar	Env./Plt
902.54	670.00	381.00	691.82	756.00	3,401.36	<b>Jul-18</b>	47.82	3,353.54
6,598.42	4,872.83	3,943.50	4,437.70	2,310.09	22,162.54	<b>YTD</b>	927.66	21,334.88