



*Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.*

## **Vestry Meeting 1/23/2022**

### **7:00 PM Zoom Video Conference**

**Attending:** Mtr. Suz, Ellen Haase, Jack McKenna, Beth Kunkel, Jan Cribb, Jen Ellison, Bill McDaniel, Betty Snowden, Mary Lou Sigsby, Jean, John Warner, Harold Morse, Clem Watson, Mark Stokes, Bill Purkerson, Peter Sparks, Lynn Luszcz

**Absent:** Noah Stansbury

**Mtr. Suz** Opened meeting in prayer.

### **Old Business**

- Approval of December 2021 Minutes – Motion to approve from Beth Kunkel. Motion seconded by Mary Lou Sigsby. Minutes were approved unanimously
- A Correction to the August 15, 2021 minutes has been made to correct that Peter Sparks is rotating off Vestry not John Warner. A Motion to amend the August minutes was made by Mary Lou Sigsby with the motion seconded by Harry Morse. The motion was approved unanimously.

### **New Business**

1. **Discussion to approve Dorothy Meeks and Bill Hurst as new members of the Finance Committee.** – A Motion to approve was made by Mary Lou Sigsby with a Second by Clem Watson. The Motion was unanimously approved.
2. **Approve anonymous \$20,000 gift to make principal payment on Trinity Place construction loan.** A gift is being made in honor of Liz Halpin, Ben Skardon, and the Armstrongs. Jack said the Finance Committee recommendation is to use the \$20,000 to pay the principle on the Trinity Place loan. One option might be to keep the funds in the Trinity Place Fund rather than making immediate principal payment. There was a brief discussion about keeping the gift in the Trinity Place Fund as a reserve for future mortgage payments. It was decided to apply the gift to principle to honor the donor's wishes. See further discussion below with presentation of the Trinity Place 2022 budget.
3. **Treasurer's Report (Report distributed prior to the meeting by Jack McKenna) See ATTACHMENT A:** Jack noted the Finance committee approved \$750 for purchase of Sheryl's new computer. Balance sheet has improved from 2020. At the end of 2021, we had a surplus of income in excess of expenses for the year of \$11,000 and did not use the \$43,000 budgeted from the Operating Fund surplus the previous year. The income position is due to lower expense and higher income from pledges. Trinity Place ended the year with \$44K in Trinity Place reserve Fund. We try to have 3 months reserve, but we have dropped a bit. We now have just 2 mortgages for Trinity Place Fund in reserve.

4. **Approve 2022 Statement of Mission (Budget) See ATTACHMENT B:** The spreadsheet for the 2022 Operating SOM was presented. The income from pledges is lower than last year, but additional pledges may arrive since that happened last year. Recommend that we keep the budget based on what we know our income will be and revisit in June if necessary.
- a. Personnel committee used a Cost-of-Living Adjustment for staff increase of 3.9% for all positions that have been in place for all year. Fr. Noah's salary was increased to bring in line with Diocesan recommendation as he had remained at the apprentice rate throughout last year.
  - b. The Diocesan Assessment amount is based on the lower option provided by the Diocese. Jack explained the reason for the lower number.
  - c. Other expense changes were based on best understanding of priorities and information from prior years, etc. Goal was to be conservative. Canterbury's budget decreased based on Fr. Noah's recommendation because the Diocese provides additional funds that cover much of the Canterbury expenses. The Vestry Retreat line item is higher than the prior year (which was zero) for the Partnership for ReNewal consultant. Outreach did not increase because we are trying to keep expenses within a reasonable budget. Regarding Maintenance contracts; Johnson Controls increased, but the budget reflects the higher number to be conservative.
  - d. Most other line items are similar to last year. Printing increased due to increased costs related to COVID, etc..
  - e. Total expenses are higher than last year. Income does not cover all the budget for 2022 by a deficit of \$79,437.38.
  - f. The deficit will be covered by: (1) the \$43,000 unused Operating Fund reserve, (2) \$11,000 net income from 2021, and (3) \$30,231 from the Reserve Fund that exceeds the 3 months reserve. Those amounts total \$83,859. This amount is enough to cover the 2022 deficit.
  - g. Questions –
    - i. Question was asked about the cost of the Vestry Retreat and was this the best time to have the visioning work take place. Mtr. Suz explained that it is critical that we invest in planning for our church's future direction.
    - ii. Bill McDaniel explained the importance of Family Ministry and getting people back to church, which is one of the ministries that has increased in the budget. Jen Ellison explained why families aren't coming. She believes we need to improve the social aspect for parents and children, such as the Sunday breakfast.
    - iii. Harry Morse believes that COVID will begin to decrease in Spring so we can start to add back the things that attracted people to church. Mtr. Suz said that some of the delay in restarting in-person activities is not enough volunteers to implement things like Sunday breakfast. However, we will get there – it will take time, faith, and prayer.
    - iv. Question from Beth Kunkel about reducing thermostats to reduce utility costs – Jack McKenna replied that we could save some small amount in utility, but he is not sure how much difference that will make.
    - v. The Anderson Fund reimbursement will be revisited in June when see if we can make the payment based on the status of funds at that time.
    - vi. Bill Purkerson noted that we need to have conversations with people that we are not seeing in church now to discern why they have not returned.

**Vote to approve 2022 Statement of Mission for Church mission operations** – Harry Morse made a motion to approve, Mary Lou Sigsby seconded the motion. The motion was approved by everyone, except Beth Kunkel abstained.

- h. **Approval of the 2022 Statement of Mission for Trinity Place** – Jack McKenna explained the consolidation of the demolition mortgage with the construction mortgage. We will finish the year able to pay the extra \$5,000 per month as we voted to do, but our Trinity Place Fund surplus will drop to below \$20,000. The budget presented is realistic for 2022. However, in 2023, there is only about \$90,000 left in Doors Campaign Pledges, so in 2023 we may not be able to make the additional payments if there is a reduction in parking revenue. By 2027, the interest rate on the construction loan will have to be renegotiated with possibly a higher interest rate. However, once the demolition mortgage is paid and we have gotten through 2023 and 2024, the parking income will cover the mortgage. Jack suggested that we should get the Trinity Place reserve fund to the level of 6 months of coverage. Jack recommends using the donation discussed earlier to replenish the Trinity Place Reserve Fund. Harry Morse and Jan Cribb both felt that we should apply the money to principal immediately because that is the donors' wishes. Clem Watson agreed and questioned which loan should be paid. Bill McDaniel and others on the Parking Committee believe that we can find ways to increase football parking revenue.
  - i. **Motion to approve the 2022 Trinity Place SOM Budget** was made by Mary Lou Sigsby with a second by John Warner. The motion passed with all approving except for 1 abstention by Beth Kunkel.
  - ii. **Motion to approve the \$20,000** gift be applied to the Trinity Place Principal with the Finance Committee to determine which mortgage is best to give us the greatest savings. A motion was made by Mary Lou Sigsby to approve applying the \$20,000 to the Trinity Place principal. The motion was seconded by Harry Morse. The Motion was approved unanimously.

## Reports

1. Senior Warden (Bill) - Bill thanked everyone who has served on the Vestry this past year, especially those that are leaving the Vestry with him
2. Junior Warden (Clem Watson ) - **SEE ATTACHMENT C** for details.
3. Treasurer (Jack McKenna)
  - a. Current Financial statements were distributed prior to the meeting and discussed under new business.
4. Rector (Mtr. Suz)
  - a. The Annual Parish Meeting will be 30 January at 1 PM via Zoom. The Annual Report will go out with the email invitation.
  - b. Vestry Orientation is planned for Saturday, 5 February, for a 2 – 2.5 hour session from 10 to 12:30. As there are a few conflicts with this date, Mtr. Suz will check for another possible day.
  - c. Vestry Retreat will be 25 March, Friday evening and 26 March, Saturday finishing by late lunch. Please mark your calendars.

Mtr. Suz closed with a prayer.

Additional Reports:

ATTACHMENT D: Stewardship Report

ATTACHMENT E: Pastoral Care Report

## ATTACHMENT A

### Treasurer's Report

**From:** Jack McKenna clemson@me.com  
**Subject:** Recommendation of the Finance Committee for Dorothy Meeks to be appointed to the Finance Committee  
**Date:** January 21, 2022 at 1:11 PM  
**To:** Bill McDaniel bill@newsouthsalesgroup.com, Suz Cate scate@holymtrinityclermson.org, Clem Watson clemwatson@bellsouth.net, Lynne Farmer lfarmers@holymtrinityclermson.org, Ellen Haase elleneddyhaase@gmail.com

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Bill,

At the Finance Committee meeting on January 18, 2022, the Finance Committee made a recommendation to appoint Dorothy Meeks to the Finance Committee. Dorothy has served as Treasurer for her church in Memphis for seven years so she will bring valuable experience to the Finance Committee. This recommendation requires approval of the Vestry.

Jack F. McKenna  
123 Planters Dr  
Seneca, SC 29678-4239

**From:** Jack McKenna clemson@me.com  
**Subject:** Recommendation of the Finance Committee regarding an anonymous donation of \$5,000  
**Date:** January 21, 2022 at 1:16 PM  
**To:** Bill McDaniel bill@newsouthsalesgroup.com, Suz Cate scate@holymtrinityclermson.org, Clem Watson clemwatson@bellsouth.net, Ellen Haase elleneddyhaase@gmail.com, Lynne Farmer lfarmers@holymtrinityclermson.org

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Bill,

The Finance Committee was informed of an anonymous donation of \$5,000. The wish of the donor was that the donation be applied as an additional principal payment to the Trinity Place mortgage. The Finance Committee voted to recommend to the Vestry that the wishes of the donor be observed.

Jack F. McKenna  
123 Planters Dr  
Seneca, SC 29678-4239

**From:** Jack McKenna clemson@me.com  
**Subject:** Action of the Finance Committee  
**Date:** January 21, 2022 at 1:19 PM  
**To:** Bill McDaniel bill@newsouthsalesgroup.com, Suz Cate scate@holymtrinityclermson.org, Clem Watson clemwatson@bellsouth.net, Ellen Haase elleneddyhaase@gmail.com, Lynne Farmer lfarmers@holymtrinityclermson.org

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Bill,

At the Finance Committee meeting on January 18, 2022, the Finance Committee voted to approve Mtr. Suz's request of \$750 to purchase a new computer for Sheryl Shankles from equipment funds. This action is subject to approval of the Vestry of the 2022 SOM budget for Holy Trinity.

Jack F. McKenna  
123 Planters Dr  
Seneca, SC 29678-4239

## ATTACHMENT A CONTINUED:

Holy Trinity Episcopal Church - Clemson SC  
Balance Sheet as of December 31, 2021

Wednesday, January 12, 2022 1:52 PM

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Account #	Account Name	YTD Balance	Previous Period Balance	Amount Diff Period	Previous Year Balance
<b>Assets</b>					
1.99.100.100	Holy Trinity-First Citizens Bank	58,419.98	50,394.84	8,025.14	50,394.84
1.99.100.105	Holy Trinity-First Citizens Bank MMKT	6,192.45	5,991.81	200.64	5,991.81
1.99.500.100	Thrift Shop-United Community Bank	10,134.78	10,181.49	(46.71)	10,181.49
1.99.500.101	Thrift Shop-United Community Bank MMKT	13,215.95	8,209.35	5,006.60	8,209.35
1.99.500.102	Petty Cash-Thrift Shop	100.00	100.00	0.00	100.00
	<b>Cash</b>	<b>\$88,063.16</b>	<b>\$74,877.49</b>	<b>\$13,185.67</b>	<b>\$74,877.49</b>
1.99.100.106	Holy Trinity-Edward Jones MMKT	374,002.24	411,953.32	(37,951.08)	411,953.32
1.99.100.110	Endowment-ECF MMKT	863.44	305.11	558.33	305.11
1.99.100.130	Holy Trinity-ECF MMKT	2,039.47	684.88	1,354.59	684.88
1.99.150.110	Receivable from Day School	0.00	30,400.00	(30,400.00)	30,400.00
1.99.200.109	Endowment-Investments-BCF	79,565.93	71,853.01	7,712.92	71,853.01
1.99.200.110	Endowment-Unrealized App/Depr-ECF	47,643.38	37,004.19	10,639.19	37,004.19
1.99.200.120	Thrift Shop-Investments- American Funds	48,896.37	43,596.80	5,299.57	43,596.80
1.99.200.125	Thrift Shop-Unreal App/Depr-American Funds	18,530.58	13,502.96	5,027.62	13,502.96
1.99.200.130	Holy Trinity-Investments-ECF	161,297.32	156,541.13	4,756.19	156,541.13
1.99.200.135	Holy Trinity-Unreal App/Depr-ECF	26,194.03	24,560.35	1,633.68	24,560.35
	<b>Investments</b>	<b>\$759,032.76</b>	<b>\$790,401.75</b>	<b>(\$31,368.99)</b>	<b>\$790,401.75</b>
1.99.300.100	Parish House Building	1,682,820.25	1,682,820.25	0.00	1,682,820.25
1.99.300.101	Parish House Bldg Improvements - Lower Level	136,073.00	136,073.00	0.00	136,073.00
1.99.300.102	Parish House Building-Improvements - Elevator	54,073.00	54,073.00	0.00	54,073.00
1.99.300.103	Parish House Building Improvements - Canterbury	50,257.90	50,257.90	0.00	50,257.90
1.99.300.104	Parish House Bldg - Furn & Fixtures - Canterbury	48,356.12	38,240.56	10,115.56	38,240.56
1.99.300.108	Sanctuary and Office Building	1,168,927.13	1,168,927.13	0.00	1,168,927.13
1.99.300.110	Stained Glass Windows	93,590.00	93,590.00	0.00	93,590.00
1.99.300.120	195 Old Greenville Highway Asset	4,239,648.96	4,104,430.34	135,218.62	4,104,430.34
	<b>Properties</b>	<b>\$7,473,746.36</b>	<b>\$7,328,412.18</b>	<b>\$145,334.18</b>	<b>\$7,328,412.18</b>
	<b>Total Assets</b>	<b>\$8,320,842.28</b>	<b>\$8,193,691.42</b>	<b>\$127,150.86</b>	<b>\$8,193,691.42</b>
<b>Liabilities</b>					
2.99.200.129	Fidelity Investments	0.00	200.00	(200.00)	200.00
2.99.300.100	Prepaid Pledges-Holy Trinity-Operating Fund	34,000.00	35,380.80	(1,380.80)	35,380.80
	<b>Current Liabilities</b>	<b>\$34,000.00</b>	<b>\$35,580.80</b>	<b>(\$1,580.80)</b>	<b>\$35,580.80</b>
2.99.400.100	FCB Note Payable #1181940	0.00	220,359.77	(220,359.77)	220,359.77
2.99.400.110	FCB Note Payable #1591114	140,673.37	168,113.58	(27,440.21)	168,113.58
2.99.400.115	FCB Note Payable #4361488	1,355,650.39	1,210,083.08	145,567.31	1,210,083.08
	<b>Long-Term Liabilities</b>	<b>\$1,496,323.76</b>	<b>\$1,598,556.43</b>	<b>(\$102,232.67)</b>	<b>\$1,598,556.43</b>
2.99.400.120	Due to EDS - Investment at ECF	4,775.01	4,577.53	197.48	4,577.53
2.99.400.125	Note Payable-Pickens S&L PPP	0.00	30,400.00	(30,400.00)	30,400.00
	<b>Total Liabilities</b>	<b>\$1,535,098.77</b>	<b>\$1,669,114.76</b>	<b>(\$134,015.99)</b>	<b>\$1,669,114.76</b>
<b>Fund Balance</b>					
3.01.100.000	Operating Fund Balance	85,217.81	74,052.85	11,164.96	74,052.85
3.02.100.000	Memorial Fund Balance	9,050.62	4,005.91	5,044.71	4,005.91
3.03.100.000	Building Maintenance Fund Balance	15,061.52	23,403.95	(8,342.43)	23,403.95
3.04.100.000	St Paul's - Thrift Shop Fund Balance	135,352.48	108,078.54	27,273.94	108,078.54
3.05.100.000	Miller Foundation Fund Balance	0.00	1,441.80	(1,441.80)	1,441.80
3.06.100.000	Anderson Estate Fund Balance	82,387.50	81,593.94	793.56	81,593.94
3.12.100.000	Cange, Haiti Fund Balance	26,077.76	19,231.00	6,846.76	19,231.00
3.13.100.000	The Richard Hooker Series Fund Balance	15,526.90	14,884.57	642.33	14,884.57
3.14.100.000	Fran Davis Mem. Fund Balance	3,283.31	3,283.31	0.00	3,283.31
3.15.100.000	Education Scholarship Fund Bal	794.83	1,174.75	(379.92)	1,174.75
3.16.100.000	Bois Joli School Proj Fund Bal	2,360.38	7,511.18	(5,150.80)	7,511.18
3.17.100.000	Designated Gifts Fund Balance	13,724.88	12,928.83	796.05	12,928.83
3.18.100.000	Clemson-Canterbury Club	(5,045.90)	5,938.13	(10,984.03)	5,938.13
3.21.100.100	Trinity Place	2,788,297.89	2,562,056.43	226,241.46	2,562,056.43
3.22.100.100	Youth	4,409.13	4,128.13	281.00	4,128.13

# ATTACHMENT A CONTINUED

## Holy Trinity Episcopal Church - Clemson SC Balance Sheet as of December 31, 2021

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Account #	Account Name	YTD Balance	Previous Period Balance	Amount Diff Period	Previous Year Balance
3.23.100.000	Reserve Fund Balance	181,621.48	167,592.35	14,029.13	167,592.35
3.24.100.000	Real Property Fund Balance	3,234,097.40	3,223,981.84	10,115.56	3,223,981.84
3.25.100.000	ECW Fund Balance Balance	14,328.06	10,164.93	4,163.13	10,164.93
3.30.100.000	Endowment Fund Balance	128,072.75	110,162.31	17,910.44	110,162.31
3.40.100.000	Nave Enhancement Fund Balance	44,432.26	81,970.10	(37,537.84)	81,970.10
3.41.100.000	Good Shepherd Fund	6,692.45	6,991.81	(299.36)	6,991.81
Total Fund Balance		\$6,785,743.51	\$6,524,576.66	\$261,166.85	\$6,524,576.66
Total Liabilities and Fund Balance		<u>\$8,320,842.28</u>	<u>\$8,193,691.42</u>	<u>\$127,150.86</u>	<u>\$8,193,691.42</u>

If the accounts in the subtotals have changed or if ledger (marked with "\*") and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

## ATTACHMENT A CONTINUED

Holy Trinity Episcopal Church - Clemson SC  
Treasurer's Report as of December 2021 for Operating

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Account Name	Period Activity	Monthly Budget	% of Budget Month	YTD Balance	Budget YTD	Over/Under YTD(-)	Previous YTD	Annual Budget
<b>Income</b>								
Plate and Other Offerings	10,930.85	3,416.00	320	47,132.29*	41,000.00	6,132.29	41,797.89	41,000.00
Pledge Offerings Income	45,157.02	40,538.00	111	508,008.39*	486,454.00	21,554.39	510,140.17	486,454.00
<b>General Offerings</b>	<b>\$56,087.87</b>	<b>\$43,954.00</b>	<b>128</b>	<b>\$555,140.68*</b>	<b>\$527,454.00</b>	<b>\$27,686.68</b>	<b>\$551,938.06</b>	<b>\$527,454.00</b>
Investment Income - Restricted	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Investment Income Income	10.76	166.00	6	505.08	2,000.00	(1,494.92)	885.64	2,000.00
Other Income	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Realized Gain/Loss Sale Invest Income	(2.62)	0.00	0	(339.93)	0.00	(339.93)	(1,006.71)	0.00
Unrealized Gain/Loss on Invest Income	4.15	0.00	0	4.15*	0.00	4.15	3.51	0.00
<b>Investment and Other</b>	<b>\$12.29</b>	<b>\$166.00</b>	<b>7</b>	<b>\$169.30</b>	<b>\$2,000.00</b>	<b>(\$1,830.70)</b>	<b>(\$117.56)</b>	<b>\$2,000.00</b>
<b>Total Income</b>	<b>\$56,100.16</b>	<b>\$44,120.00</b>	<b>127</b>	<b>\$555,309.98</b>	<b>\$529,454.00</b>	<b>\$25,855.98</b>	<b>\$551,820.50</b>	<b>\$529,454.00</b>
<b>Expense</b>								
Clergy Health Insurance (Spousal)	(486.00)	0.00	0	0.00	0.00	0.00	(582.00)	0.00
Clergy Housing Allowance	4,333.34	4,334.00	100	52,000.07*	52,000.00	0.07	39,500.04	52,000.00
Clergy Pension	3,869.39	2,042.00	189	26,330.95*	24,504.00	1,826.95	20,276.84	24,504.00
Clergy Salaries	6,196.42	6,071.00	102	72,982.04*	72,857.00	125.04	60,244.87	72,857.00
Clergy SE Tax Offset	939.50	939.00	100	11,274.00*	11,273.00	1.00	8,537.00	11,273.00
Contract Labor	1,400.00	1,750.00	80	16,675.00	21,000.00	(4,325.00)	17,444.80	21,000.00
Diocesan Reimb for Asst. Rector	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Net Paycheck	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Payroll Tax Expense	1,139.07	752.00	151	11,610.03*	9,013.00	2,597.03	9,345.09	9,013.00
Staff Health Insurance	1,122.55	2,230.00	50	11,886.60	17,615.00	(5,728.40)	15,238.33	17,615.00
Staff Pension	482.81	564.00	86	5,397.61	6,771.00	(1,373.39)	5,981.67	6,771.00
Staff Salaries	11,721.84	12,022.00	98	113,750.08	117,811.00	(4,060.92)	101,981.73	117,811.00
<b>Salaries and Benefits</b>	<b>\$30,718.92</b>	<b>\$30,704.00</b>	<b>100</b>	<b>\$321,906.38</b>	<b>\$332,844.00</b>	<b>(\$10,937.62)</b>	<b>\$277,968.37</b>	<b>\$332,844.00</b>
Diocesan Assessment	7,214.00	7,214.00	100	86,574.00	86,574.00	0.00	84,617.00	86,574.00
<b>Total Diocesan Assessment</b>	<b>\$7,214.00</b>	<b>\$7,214.00</b>	<b>100</b>	<b>\$86,574.00</b>	<b>\$86,574.00</b>	<b>\$0.00</b>	<b>\$84,617.00</b>	<b>\$86,574.00</b>
Clergy Discretionary	0.00	375.00	0	4,500.00	4,500.00	0.00	3,200.00	4,500.00
Direct Outreach	4,500.00	2,416.00	186	29,000.00	29,000.00	0.00	29,000.00	29,000.00
Millennium Dev Goals	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
<b>Outreach</b>	<b>\$4,500.00</b>	<b>\$2,791.00</b>	<b>161</b>	<b>\$33,500.00</b>	<b>\$33,500.00</b>	<b>\$0.00</b>	<b>\$32,200.00</b>	<b>\$33,500.00</b>
Capital Improvements	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Interest on 195 OGH	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Maintenance	518.81	1,666.00	31	10,643.60	20,000.00	(9,356.40)	20,282.69	20,000.00
Maintenance Contracts	394.36	1,459.00	27	14,240.87	17,500.00	(3,259.13)	15,977.99	17,500.00
Property and Liability Ins.	0.00	1,291.00	0	14,917.60	15,500.00	(582.40)	15,234.50	15,500.00
St. Pauls Expense	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Utilities	1,900.24	1,875.00	101	20,668.52	22,500.00	(1,831.48)	20,496.16	22,500.00
<b>Facilities Expenses</b>	<b>\$2,813.41</b>	<b>\$6,291.00</b>	<b>45</b>	<b>\$60,470.59</b>	<b>\$75,500.00</b>	<b>(\$15,029.41)</b>	<b>\$71,991.34</b>	<b>\$75,500.00</b>



# ATTACHMENT A CONTINUED

## Holy Trinity Episcopal Church - Clemson SC Treasurer's Report as of December 2021 for Operating

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Account Name	Period Activity	Monthly Budget	% of Budget Month	YTD Balance	Budget YTD	Over/Under YTD+(-)	Previous YTD	Annual Budget
Canterbury Club	0.00	84.00	0	633.12	1,000.00	(366.88)	445.35	1,000.00
Christian Formation	117.43	125.00	94	939.59	1,500.00	(560.41)	1,112.38	1,500.00
Christian Formation-Youth	297.82	125.00	238	2,155.50*	1,500.00	655.50	836.96	1,500.00
Evangelism	0.00	21.00	0	0.00	250.00	(250.00)	0.00	250.00
Fellowship	134.69	191.00	71	1,391.53	2,300.00	(908.47)	1,915.86	2,300.00
Kanuga-Parish Retreat	0.00	0.00	0	0.00	0.00	0.00	3,000.00	0.00
Music/Choir-Adult	1,777.00	209.00	850	2,462.00	2,500.00	(38.00)	1,725.22	2,500.00
Music/Choir-Youth	0.00	41.00	0	20.22	500.00	(479.78)	107.66	500.00
Pastoral Care	0.00	13.00	0	198.80	200.00	(1.20)	114.34	200.00
Stewardship	0.00	41.00	0	741.20*	500.00	241.20	520.49	500.00
Vestry Retreat	0.00	0.00	0	0.00	0.00	0.00	300.00	0.00
Worship/Altar Guild	280.00	125.00	224	1,071.63	1,500.00	(428.37)	878.80	1,500.00
Young Adult Ministry	0.00	87.00	0	0.00	1,000.00	(1,000.00)	161.03	1,000.00
<b>Mission and Program Expenses</b>	<b>\$2,606.94</b>	<b>\$1,062.00</b>	<b>245</b>	<b>\$9,613.59</b>	<b>\$12,750.00</b>	<b>(\$3,136.41)</b>	<b>\$11,118.09</b>	<b>\$12,750.00</b>
Conferences/Training- Rector	0.00	87.00	0	1,000.00	1,000.00	0.00	641.65	1,000.00
Conference/Training-Asst. Rector	33.20	84.00	40	598.52	1,000.00	(401.48)	95.04	1,000.00
Conference/Training-Lay Staff	0.00	87.00	0	195.00	1,000.00	(805.00)	0.00	1,000.00
Equipment Purchases	0.00	125.00	0	3,057.14*	1,500.00	1,557.14	2,506.04	1,500.00
Payroll Service Expense	24.42	37.00	66	376.97	400.00	(23.03)	347.72	400.00
Postage and Freight	218.90	134.00	163	1,187.79	1,600.00	(412.21)	1,650.86	1,600.00
Printing & Publications	2,127.14	663.00	321	12,195.59*	8,000.00	4,195.59	7,889.58	8,000.00
Professional Exp- Lay Staff	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Professional Exp- Rector	88.31	250.00	35	1,684.36	3,000.00	(1,315.64)	1,248.96	3,000.00
Professional Exp-Asst. Rector	17.20	62.00	28	575.27	750.00	(174.73)	524.33	750.00
Supplies	407.87	584.00	70	5,297.40	7,000.00	(1,702.60)	6,771.69	7,000.00
Telephone and Internet Access	715.12	538.00	133	5,902.42	6,500.00	(597.58)	6,071.18	6,500.00
<b>Mission/Program Support Exp</b>	<b>\$3,632.16</b>	<b>\$2,651.00</b>	<b>137</b>	<b>\$32,070.46*</b>	<b>\$31,750.00</b>	<b>\$320.46</b>	<b>\$27,747.05</b>	<b>\$31,750.00</b>
Amount for Allocation	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Anderson Estate Fund Restoration	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Miscellaneous	(0.03)	0.00	0	10.00*	0.00	10.00	2,583.45	0.00
<b>Special Expenses</b>	<b>(\$0.03)</b>	<b>\$0.00</b>	<b>0</b>	<b>\$10.00*</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$2,583.45</b>	<b>\$0.00</b>
Transfers (In) Out (From) To Other Funds	0.00			0.00			0.00	
<b>Total Expenses</b>	<b>\$51,485.40</b>	<b>\$50,713.00</b>	<b>102</b>	<b>\$544,145.02</b>	<b>\$572,918.00</b>	<b>(\$28,772.98)</b>	<b>\$508,225.30</b>	<b>\$572,918.00</b>
<b>Difference</b>	<b>\$4,614.76</b>	<b>(\$6,593.00)</b>		<b>\$11,164.96</b>	<b>(\$43,464.00)</b>		<b>\$43,595.20</b>	<b>(\$43,464.00)</b>

\* = Income/Expense exceeds amount budgeted to date

If the accounts in the subtotals have changed or if ledger and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

# ATTACHMENT A CONTINUED

## Holy Trinity Episcopal Church - Clemson SC Treasurer's Report as of December 2021 for Trinity Place

Wednesday, January 12, 2022 1:54 PM

Page 1 of 1

Account Name	Period Activity	Monthly Budget	% of Budget Month	YTD Balance	Budget YTD	Over/Under YTD+(-)	Previous YTD	Annual Budget
<b>Income</b>								
Football Parking	0.00	5,600.00	0	62,174.43	67,200.00	(5,025.57)	21,687.65	67,200.00
OUR DOORS Pledge Offerings	27,810.67	8,057.00	345	193,844.43*	96,698.00	97,146.43	176,269.38	96,698.00
Parking Income	0.00	800.00	0	9,094.15	9,600.00	(505.85)	4,094.10	9,600.00
Phase II-Prism Pledge Offerings	0.00	334.00	0	2,917.05	4,000.00	(1,082.95)	8,577.52	4,000.00
Rental Income Inc.	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Trinity Place Memorials & Other Gifts	500.00	0.00	0	14,571.81*	0.00	14,571.81	0.00	0.00
Trinity Place-The Walls Offerings	0.00	47.00	0	0.00	520.00	(520.00)	520.00	520.00
<b>Total Income</b>	<b>\$28,310.67</b>	<b>\$14,838.00</b>	<b>191</b>	<b>\$282,601.87*</b>	<b>\$178,018.00</b>	<b>\$104,583.87</b>	<b>\$211,148.65</b>	<b>\$178,018.00</b>
<b>Expense</b>								
Advertising & Promotion	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Parking Supplies	0.00	125.00	0	1,925.80*	1,500.00	425.80	1,487.35	1,500.00
Transfer to Haiti Fund-University Student Support	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
<b>Total Parking Expenses</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>0</b>	<b>\$1,925.80*</b>	<b>\$1,500.00</b>	<b>\$425.80</b>	<b>\$1,487.35</b>	<b>\$1,500.00</b>
Maintenance & Repairs	0.00	0.00	0	1,150.25*	0.00	1,150.25	0.00	0.00
Maintenance Supplies	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Plans & Designs	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Trinity Place Utilities	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
<b>Total Property Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>\$1,150.25*</b>	<b>\$0.00</b>	<b>\$1,150.25</b>	<b>\$0.00</b>	<b>\$0.00</b>
Interest Exp Xfer to Operating Fund	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Interest Expense Exp.	4,130.42	4,349.00	95	53,284.36*	52,180.00	1,104.36	31,348.28	52,180.00
Loan Refinance Costs-FCB	0.00	0.00	0	0.00	0.00	0.00	8,048.00	0.00
Principal Loan #0001181940	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
Principal Loan #1591114	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
<b>Net Interest Expenses</b>	<b>\$4,130.42</b>	<b>\$4,349.00</b>	<b>95</b>	<b>\$53,284.36*</b>	<b>\$52,180.00</b>	<b>\$1,104.36</b>	<b>\$39,396.28</b>	<b>\$52,180.00</b>
Principal Loan #910004361488	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>\$4,130.42</b>	<b>\$4,474.00</b>	<b>92</b>	<b>\$56,360.41</b>	<b>\$53,680.00</b>	<b>\$2,680.41</b>	<b>\$40,883.63</b>	<b>\$53,680.00</b>
<b>Difference</b>	<b>\$24,180.25</b>	<b>\$10,364.00</b>		<b>\$226,241.46</b>	<b>\$124,338.00</b>		<b>\$170,265.02</b>	<b>\$124,338.00</b>

\* = Income/Expense exceeds amount budgeted to date

If the accounts in the subtotals have changed or if ledger and subsidiary account attributes have changed, Previous YTD totals may not represent a valid comparison.

## ATTACHMENT A CONTINUED

2021 Financial Report  
Jack McKenna, Treasurer  
January 30, 2022

Most of us expected that by the summer of 2021 things might be returning 'back to normal.' At the beginning of July, it actually looked like the worst of the pandemic was over and brighter days were ahead. Unfortunately, in August the Delta variant decided to make an appearance and we were forced to once again live with a 'new normal.' At the end of the year, it even got a little worse with the emergence of the Omicron variant. However, despite all of the difficulties presented by the coronavirus, we made it through the year while maintaining healthy finances. This would not have been possible without the generosity and financial support of the parishioners of Holy Trinity!

Special thanks go to the members of the Finance Committee: Ellen Haase, Phil Maiberger, Bob Taylor, John Warner, Bill McDaniel (Sr. W.), Clem Watson (Jr. W.), Mtr. Suz Cate, and Fr. Noah Stansbury. Thanks also to Bill Hurst (Past Jr. W.) for his regular attendance and input at Finance Committee meetings. Most importantly, we must recognize the efforts of Parish Administrator Lynne Farmer to efficiently manage the financial activities of the Parish.

Thanks also need to go to the members of the annual audit committee, who reviewed the finances of the parish for the year 2020. This is a requirement of the diocese and insures that we are practicing sound financial management of the Parish's finances. The members include parishioners Jim Beddow, Bradley Russel, Kevin Hughes, and James Reed. Very special thanks indeed for the speed at which they were able to complete their task during the height of the Delta surge!

## ATTACHMENT A CONTINUED

The first two pages of the financial statements are the Balance Sheet for Holy Trinity Episcopal Church. The first column shows the balance as of December 31, 2021. The second column shows the balance as of November 30, 2021. The third column shows the difference between the first and second columns. Some balances have increased and others have decreased (shown in parentheses). The last column is the year-end balance of 2020. In general, our assets have increased and our liabilities have decreased, leaving us in a stronger financial position at the end of 2021 than at the end of 2020.

Pages 3 and 4 of the financial statement are the Statement of Mission (SOM) budget for Holy Trinity Episcopal Church as of December 31, 2021.

The 2021 SOM budget was built using an expected income of \$529,454 and expected expenses of \$572,918, which left a deficit of \$43,464. In order to have a balanced budget, as required by Canon law, \$43,464 of the surplus from 2020 was to be used in 2021 to achieve a balanced budget.

### Budget Summary

1. Plate and Other Offerings for the month of December were 3.20 times above budget. Pledge Offering Income for December was 11% over budget. December was a good month! This resulted in the Total Income for 2021 being \$25,855.98 over budget. 2021 was a good year!
2. We fully paid our Diocesan Assessment of \$86,574.
3. For expenses, the column marked Over/Under YTD+(-) indicates whether or not we spent more or less than budgeted. A number in parentheses means that we spent that amount less than budgeted; if we spent more than

## ATTACHMENT A CONTINUED

budgeted the amount over budget is shown. For expenses, seeing numbers in parentheses is a good thing because it means that we spent less than budgeted. In reviewing the SOM budget, there are very few categories where the budget was exceeded.

4. Overall expenses were \$28,772.98 below budgeted.
5. Ultimately, the total income minus the total expenses for the year left a net surplus of \$11,164.96. As a result, none of the \$43,464 from surplus from 2020 was needed for 2021.

The last page of the financial statement is the SOM for Trinity Place. At the beginning of the year, we had three mortgages for Trinity Place. The first mortgage was the acquisition loan. The second was the demolition loan. The third was the construction loan. In February 2021, with the completion of construction, we began paying on the construction loan for Trinity Place. The payments on the three loans totaled \$16,704.28 per month.

When the construction for Trinity Place was planned, it was estimated that the cost would be approximately \$1,600,000. As a result, the mortgage payment was calculated as if we borrowed the full amount. However, only a little over \$1,300,000 was drawn from the construction loan. As a result, we were essentially paying as if we borrowed the full \$1,600,000, which amounted to an additional \$5,000 per month beyond the amount required for what was actually borrowed. In March, the Vestry voted to pay off the acquisition loan by increasing the construction loan thereby reducing the total monthly mortgage by \$4,931.33. Essentially, this raised the construction loan to \$1,529,569.63, which would make our payments closer to what was actually borrowed.

The required monthly payments on the two mortgages is currently \$11,704.28, where before the consolidation the required monthly

## **ATTACHMENT A CONTINUED**

payments on the two mortgages was \$16,635.61. The Vestry voted that we continue making an additional \$5,000 principal payment each month (as long as we have the resources to do so) and we did that throughout the rest of 2021.

In 2021, we paid \$212,173.95 in mortgages for Trinity place, which includes the additional \$5,000 per month principal payments. Additionally, as a result of the generosity of parishioner's gifts, we made additional principal payments totaling \$81,917.05. The Vestry also voted to apply \$2,075.00 earned from game day football parking to the principal of the construction loan. We finished the year with a balance in the Trinity Place Fund of \$44,972.69. The demolition loan will be paid off in August of 2026 reducing the required mortgage payments by \$2,720.51.

If no additional principal payments were made to the construction loan, it would be fully paid off in April 2038.

## ATTACHMENT A CONTINUED

01-13-22  
Operating Fund  
Statement of Mission (SOM)

	SOM 2021	%	Actual 2021	%	SOM 2022	%
<b>Income</b>						
<b>General Offerings:</b>						
Plate and Other Offerings	41,000	7.7%	47,132	8%	43,500	8.3%
Pledges Offerings	486,454	91.9%	508,008	91.5%	482,124	91.6%
<b>Sub-total General Offerings</b>	<b>527,454</b>	<b>99.6%</b>	<b>555,141</b>	<b>100.0%</b>	<b>525,624</b>	<b>99.9%</b>
<b>Investment and Other Income:</b>						
Investment Income - Restricted	0.00	0.0%	-	0.0%	0	0.0%
Investment Income	2,000	0.4%	505	0.1%	500	0.1%
Realized Gain/Loss Sale Invest	0.00	0.0%	(337)	-0.1%	0	0.0%
Unrealized Gain/Loss on Invest	0.00	0.0%	-	0.0%	0	0.0%
<b>Sub-total Investment and Other</b>	<b>2,000</b>	<b>0.4%</b>	<b>168</b>	<b>0.0%</b>	<b>500</b>	<b>0.1%</b>
<b>Total Income</b>	<b>\$ 529,454</b>	<b>100.0%</b>	<b>555,308</b>	<b>100.0%</b>	<b>\$ 526,124</b>	<b>100.0%</b>
<b>Expenses</b>						
<b>Salaries and Benefits:</b>						
Clergy Health Insurance	0.00	0.0%	-	0.0%	0	0.0%
Clergy Housing Allowance	52,000	9.8%	52,000	9.4%	52,000	9.9%
Clergy Pension	24,504	4.6%	26,331	4.7%	26,344	5.0%
Clergy Salaries	72,857	13.8%	72,982	13.1%	82,230	15.6%
Clergy SE Tax Offset	11,273	2.1%	11,274	2.0%	12,124	2.3%
Contract Labor	21,000	4.0%	16,675	3.0%	21,000	4.0%
Net Paycheck	-	0.0%	-	0.0%	-	0.0%
Payroll Tax Expenses	9,013	1.7%	11,610	2.1%	10,440	2.0%
Staff Health Insurance	17,615	3.3%	11,887	2.1%	13,471	2.6%
Staff Pension	6,771	1.3%	5,398	1.0%	5,632	1.1%
Staff Salaries	117,811	22.3%	113,750	20.5%	136,468	25.9%
<b>Sub-total Salaries and Benefits</b>	<b>332,844</b>	<b>62.9%</b>	<b>321,906</b>	<b>58.0%</b>	<b>359,709</b>	<b>68.4%</b>
<b>Diocesan Assessment</b>	<b>86,574</b>	<b>16.4%</b>	<b>86,574</b>	<b>15.6%</b>	<b>90,352</b>	<b>17.2%</b>
<b>Mission and Program Expenses:</b>						
Christian Formation	1,500	0.3%	940	0.2%	1,000	0.2%
Kanuga - Parish Retreat	-	0.0%	-	0.0%	-	0.0%
Christian Formation-Youth	1,500	0.3%	2,156	0.4%	3,000	0.6%
Young Adult Ministry	1,000	0.2%	-	0.0%	-	0.0%
Music/Choir -Adult	2,500	0.5%	2,462	0.4%	2,500	0.5%
Music/Choir -Youth	500	0.1%	20	0.0%	500	0.1%
Worship/Altar Guild	1,500	0.3%	1,072	0.2%	1,000	0.2%
Canterbury Club	1,000	0.2%	633	0.1%	500	0.1%
Fellowship	2,300	0.4%	1,392	0.3%	1,500	0.3%
Evangelism	250	0.0%	-	0.0%	-	0.0%
Pastoral Care	200	0.0%	199	0.0%	200	0.0%
Stewardship	500	0.1%	741	0.1%	1,000	0.2%
Vestry Retreat	-	0.0%	-	0.0%	2,700	0.5%
<b>Sub-total Program Expenses</b>	<b>12,750</b>	<b>2.4%</b>	<b>9,614</b>	<b>1.7%</b>	<b>13,900</b>	<b>2.6%</b>
<b>Outreach:</b>						
Clergy Discretionary	4,500	0.8%	4,500	0.8%	4,500	0.9%
Direct Outreach	29,000	5.5%	29,000	5.2%	29,000	5.5%
<b>Sub-total Outreach Expenses</b>	<b>33,500</b>	<b>6.3%</b>	<b>33,500</b>	<b>6.0%</b>	<b>33,500</b>	<b>6.4%</b>
<b>Facilities Expenses:</b>						
Utilities	22,500	4.2%	20,669	0.0%	22,500	4.3%
Property and Liability Insurance	15,500	2.9%	14,918	2.7%	15,500	2.9%
Maintenance	20,000	3.8%	10,644	1.9%	20,000	3.8%
Maintenance Contracts	17,500	3.3%	14,241	2.6%	15,000	2.9%
<b>Sub-total Facilities Expenses</b>	<b>75,500</b>	<b>14.3%</b>	<b>60,471</b>	<b>10.9%</b>	<b>73,000</b>	<b>13.9%</b>
<b>Mission and Program Support Expenses:</b>						
Supplies	7,000	1.3%	5,297	1.0%	6,000	1.1%
Conference/Training - Rector	1,000	0.2%	1,000	0.2%	1,000	0.2%
Conference/Training - Lay Staff	1,000	0.2%	195	0.0%	500	0.1%
Conference/Training - Asst Rector	1,000	0.2%	599	0.1%	1,000	0.2%
Professional Expense - Rector	3,000	0.6%	1,684	0.3%	3,000	0.6%
Professional Expense - Asst Rector	750	0.1%	575	0.1%	1,000	0.2%
Professional Expense - Lay Staff	0.00	0.0%	-	0.0%	0.00	0.0%
Equipment Purchases	1,500	0.3%	3,057	0.6%	3,000	0.6%
Printing and Publications	8,000	1.5%	12,196	2.2%	12,000	2.3%
Payroll Service Expense	400	0.1%	377	0.1%	400	0.1%
Postage and Freight	1,600	0.3%	1,188	0.2%	1,200	0.2%
Telephone and Internet Access	6,500	1.2%	5,902	1.1%	6,000	1.1%
<b>Sub-total Support Expenses</b>	<b>31,750</b>	<b>6.0%</b>	<b>32,070</b>	<b>5.8%</b>	<b>35,100</b>	<b>6.7%</b>



## ATTACHMENT A CONTINUED

Operating Fund Statement of Mission (SOM)						
	SOM 2021	%	Actual 2021	%	SOM 2022	%
<b>Special Expenses:</b>						
Miscellaneous	0.00	0.0%	10	0.0%	0	0.0%
Amount for Allocation	0.00	0.0%	-	0.0%	0	0.0%
<b>Sub-total Special Expenses</b>	-	0.0%	10	0.0%	-	0.0%
<b>Total Expenses</b>						
	572,918	108.2%	544,144	98.0%	605,561	115.1%
<b>Excess/(Deficit)</b>	(43,464)		11,164		(79,437)	
Income Over (Under) Expenses	(43,464)		11,164		(79,437)	
Transfers In (Out) From (To) Other Funds						
Anderson Estate Fund Reimbursement	-	0.0%		0.0%	-	0.0%
	Reserve	\$	30,231.22	Reserve		
	2020 Op	\$	43,464.00	2020		
	2021 Op	\$	11,164.00	2021		
		\$	84,859.22			

### Holy Trinity 2022 SOM Draft Budget

- The Draft budget calls for using \$43,464 from the 2020 surplus, \$11,164 from the 2021 surplus, plus \$24,806 from the Holy Trinity Reserve Fund. It is recommended that we keep three months operating expenses in reserve, which amounts to approximately \$150,000 and there is currently \$180,231.22 in the Reserve Fund so a maximum of \$30,231.22 would be available.
- A salary increase of 3.9% was used for filled positions and positions have been filled for more than one year. Fr. Noah's salary was increased by a larger amount to bring him to just above the minimum for the 2020 salary guideline for a church of our size/mission.
- There are two methods for calculating the diocesan assessment. We recommended the lower of the two assessments because we are using surplus funds and reserve funds to balance the budget. The difference is about \$3,000 between the two calculations. In the past eleven years, we have used the lower number eight times and the higher number three times.
- The Vestry retreat shows a big increase to pay for a consultant to work with the Vestry to help focus our mission. Fr. Noah indicated he could get by with less for Canterbury.
- Outreach remained the same.
- Facilities expenses have been increased conservatively. The one number which is uncertain is the maintenance contract for Johnson Controls. They submitted a bill with a 70% increase and it is hoped that this is a typo and that the increase is 7%, which would be similar to prior increases. Clem has the paperwork and will make inquiries. The budget includes the 70% increase so if it is less it will give us some more room in the budget.
- Mission and Program expenses were adjusted to match actual 2021 costs or 2021 budget numbers. The only significant increase was in printing which is partially due to an increase in the use of color.
- It was recommended that the Finance Committee consider looking at the budget in June to see if the budget allows a partial repayment to the Anderson Fund. Since we are using surplus funds from 2020 and 2021 as well as funds from the Reserve Fund that we consider saving some money if there is surplus to help pay for next year's budget.



## ATTACHMENT A CONTINUED

1/13/2022 Draft

### Trinity Place Fund

#### Statement of Mission (SOM)

	2020 SOM	2020 Actual	2021 SOM	2021 Actual	2022 SOM
<b>Income</b>					
Memorial and other Gifts				14,571.81	5,000.00
Doors Pledge Offerings	174,234.00	176,269.38	96,698.04	193,844.43	80,000.00
Prism Pledge Offerings (The "Walls" beg 2014)		520.00	520.00	0.00	
Prism II Pledge Offerings	7,500.00	8,577.52	4,000.00	2,917.05	
Rental Income					
Football Parking Income	77,000.00	21,687.65	67,200.00	62,174.43	80,000.00
Parking Income	14,840.00	4,094.10	9,600.00	9,094.15	15,000.00
<b>Total Income</b>	<b>273,574.00</b>	<b>211,148.65</b>	<b>178,018.04</b>	<b>282,601.87</b>	<b>180,000.00</b>
<b>Expense</b>					
Interest Expense	44,670.00	31,348.28	52,179.58	53,284.36	48,000.00
Interest Exp Transferred to Operating Fund					
Interest Exp Transferred to Reserve Funds					
Net Interest Expense	44,670.00	31,348.28	52,179.58	53,284.36	48,000.00
Loan Refinance Costs -FCB	7,548.00	8,048.00			
Transfer to Haiti University Students Fund					
Plans and Designs					
Parking supplies	500.00	1,487.35	1,500.00	1,925.80	4,000.00
Advertising and promotion				1,150.25	1,200.00
<b>Total Parking Expenses</b>	<b>8,048.00</b>	<b>9,535.35</b>	<b>1,500.00</b>		
<b>Total Expense</b>	<b>52,718.00</b>	<b>40,883.63</b>	<b>53,679.58</b>	<b>56,360.41</b>	<b>53,200.00</b>
<b>Income over expense</b>	<b>220,856.00</b>	<b>170,265.02</b>	<b>124,338.46</b>	<b>226,241.46</b>	<b>126,800.00</b>
Beginning Fund Balance					
Transfers from (to) Operating Fund					

**Amount Needed for 2 loan payment + parking expenses in 2022 \$145,651.36 (plus \$55,000 is additional \$5,000 monthly Principle only payment is resumed in Feb 2022)**

Trinity Place Funds \$44,972.69 as of Dec 31, 2021

### Trinity Place 2022 SOM Draft Budget

- Beginning with a balance of \$44,972.69 in the Trinity Place Fund and anticipated revenue of \$180,000, it looks like we will be able to make the \$145,651.36 in required mortgage payments and the additional \$60,000 in principal only payments in 2022 leaving a slightly smaller balance in the Trinity Place Fund at the end of the year (~\$20,000). If the Doors contributions decline next year, it may not be possible to continue making the extra \$5,000 principal payment.

# ATTACHMENT B

01/23/2022  
Operating Fund  
Statement of Mission (SOM)

	SOM 2020	%	Actual 2020	%	SOM 2021	%	Actual 2021	%	SOM 2022	%
Income										
General Offerings:										
Plate and Other Offerings	49,449	8.6%	41,798	8%	41,000	7.7%	47,132	9%	43,500.00	8.3%
Pledges Offerings	522,400	91.0%	510,140	92.4%	486,454	91.9%	507,008	91.5%	482,124.00	91.6%
Sub-total General Offerings	571,849	99.6%	551,938	99.9%	527,454	99.6%	554,141	100.0%	525,624.00	99.9%
Investment and Other Income:										
Investment Income - Restricted	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Investment Income	2,500	0.4%	881	0.2%	2,000	0.4%	505	0.1%	500.00	0.1%
Realized Gain/Loss Sale Invest	-	0.0%	(594)	-0.1%	-	0.0%	(337)	-0.1%	-	0.0%
Unrealized Gain/Loss on Invest	-	0.0%	4	0.0%	-	0.0%	-	0.0%	-	0.0%
Sub-total Investment and Other	2,500	0.4%	290	0.1%	2,000	0.4%	168	0.0%	500.00	0.1%
Total Income	\$ 574,349	100.0%	552,228	100.0%	\$ 529,454	100.0%	554,308	100.0%	526,124.00	100.0%
Expenses										
Salaries and Benefits:										
Clergy Health Insurance	-	0.0%	(582)	-0.1%	0.00	0.0%	-	0.0%	-	0.0%
Clergy Housing Allowance	42,500	7.4%	39,500	7.2%	52,000	9.8%	52,000	9.4%	52,000.00	9.9%
Clergy Pension	20,896	3.6%	20,277	3.7%	24,504	4.6%	26,331	4.8%	26,344.00	5.0%
Clergy Salaries	65,973	11.5%	60,245	10.9%	72,857	13.8%	72,982	13.2%	82,230.00	15.6%
Clergy SE Tax Offset	9,615	1.7%	8,537	1.5%	11,273	2.1%	11,274	2.0%	12,124.00	2.3%
Contract Labor	23,000	4.0%	17,445	3.2%	21,000	4.0%	16,675	3.0%	21,000.00	4.0%
Net Paycheck	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Payroll Tax Expenses	9,448	1.6%	9,345	1.7%	9,013	1.7%	11,610	2.1%	10,440.00	2.0%
Staff Health Insurance	24,597	4.3%	15,238	2.8%	17,615	3.3%	11,887	2.1%	13,471.00	2.6%
Staff Pension	8,846	1.5%	5,982	1.1%	6,771	1.3%	5,398	1.0%	5,632.38	1.1%
Staff Salaries	123,628	21.5%	101,982	18.5%	117,811	22.3%	113,750	20.5%	136,468.00	25.9%
Sub-total Salaries and Benefits	328,303	57.2%	277,968	50.3%	332,844	62.9%	321,906	58.1%	359,709.38	68.4%
Diocesan Assessment	86,346	15.0%	84,617	15.3%	86,574	16.4%	86,574	15.6%	90,352.00	17.2%
Mission and Program Expenses:										
Christian Formation	1,500	0.3%	1,112	0.2%	1,500	0.3%	940	0.2%	1,000.00	0.2%
Kanuga - Parish Retreat	3,000	0.5%	3,000	0.5%	-	0.0%	-	0.0%	-	0.0%
Christian Formation-Youth	1,500	0.3%	837	0.2%	1,500	0.3%	2,156	0.4%	3,000.00	0.6%
Young Adult Ministry	1,000	0.2%	161	0.0%	1,000	0.2%	-	0.0%	-	0.0%
Music/Choir -Adult	2,500	0.4%	1,725	0.3%	2,500	0.5%	2,462	0.4%	2,500.00	0.5%
Music/Choir -Youth	500	0.1%	108	0.0%	500	0.1%	20	0.0%	500.00	0.1%
Worship/Altar Guild	2,000	0.3%	879	0.2%	1,500	0.3%	1,072	0.2%	1,000.00	0.2%
Canterbury Club	1,000	0.2%	445	0.1%	1,000	0.2%	633	0.1%	500.00	0.1%
Fellowship	2,300	0.4%	1,916	0.3%	2,300	0.4%	1,392	0.3%	1,500.00	0.3%
Evangelism	250	0.0%	-	0.0%	250	0.0%	-	0.0%	-	0.0%
Pastoral Care	200	0.0%	114	0.0%	200	0.0%	199	0.0%	200.00	0.0%
Stewardship	500	0.1%	520	0.1%	500	0.1%	741	0.1%	1,000.00	0.2%
Vestry Retreat	2,000	0.3%	300	0.1%	-	0.0%	-	0.0%	2,700.00	0.5%
Sub-total Program Expenses	18,250	3.2%	11,118	2.0%	12,750	2.4%	9,614	1.7%	13,900.00	2.6%

## ATTACHMENT B CONTINUED

### Operating Fund Statement of Mission (SOM)

	<u>SOM 2020</u>	<u>%</u>	<u>Actual 2020</u>	<u>%</u>	<u>SOM 2021</u>	<u>%</u>	<u>Actual 2021</u>	<u>%</u>	<u>SOM 2022</u>	<u>%</u>
Outreach:										
Clergy Discretionary	3,200	0.6%	3,200	0.6%	4,500	0.8%	4,500	0.8%	4,500.00	0.9%
Direct Outreach	29,000	5.0%	29,000	5.3%	29,000	5.5%	29,000	5.2%	29,000.00	5.5%
Sub-total Outreach Expenses	32,200	5.6%	32,200	5.8%	33,500	6.3%	33,500	6.0%	33,500.00	6.4%
Facilities Expenses:										
Utilities	25,500	4.4%	20,496	0.0%	22,500	4.2%	20,669	0.0%	22,500.00	4.3%
Property and Liability Insurance	15,500	2.7%	15,235	2.8%	15,500	2.9%	14,918	2.7%	15,500.00	2.9%
Maintenance	18,500	3.2%	20,283	3.7%	20,000	3.8%	10,644	1.9%	20,000.00	3.8%
Maintenance Contracts	17,500	3.0%	15,978	2.9%	17,500	3.3%	14,241	2.6%	15,000.00	2.9%
Sub-total Facilities Expenses	77,000	13.4%	71,991	13.0%	75,500	14.3%	60,471	10.9%	73,000.00	13.9%
Mission and Program Support Expenses:										
Supplies	6,000	1.0%	6,772	1.2%	7,000	1.3%	5,297	1.0%	6,000.00	1.1%
Conference/Training - Rector	1,000	0.2%	642	0.1%	1,000	0.2%	1,000	0.2%	1,000.00	0.2%
Conference/Training - Lay Staff	1,000	0.2%	-	0.0%	1,000	0.2%	195	0.0%	500.00	0.1%
Conference/Training - Asst Rector	1,000	0.2%	95	0.0%	1,000	0.2%	599	0.1%	1,000.00	0.2%
Professional Expense - Rector	3,000	0.5%	1,249	0.2%	3,000	0.6%	1,684	0.3%	3,000.00	0.6%
Professional Expense - Asst Rector	750	0.1%	524	0.1%	750	0.1%	575	0.1%	1,000.00	0.2%
Professional Expense - Lay Staff	0.00	0.0%	-	0.0%	0.00	0.0%	-	0.0%	-	0.0%
Equipment Purchases	1,500	0.3%	2,507	0.5%	1,500	0.3%	3,057	0.6%	3,000.00	0.6%
Printing and Publications	8,000	1.4%	7,890	1.4%	8,000	1.5%	12,196	2.2%	12,000.00	2.3%
Payroll Service Expense	400	0.1%	348	0.1%	400	0.1%	377	0.1%	400.00	0.1%
Postage and Freight	1,600	0.3%	1,651	0.3%	1,600	0.3%	1,188	0.2%	1,200.00	0.2%
Telephone and Internet Access	6,500	1.1%	6,071	1.1%	6,500	1.2%	5,902	1.1%	6,000.00	1.1%
Sub-total Support Expenses	30,750	5.4%	27,748	5.0%	31,750	6.0%	32,070	5.8%	35,100.00	6.7%
Special Expenses:										
Miscellaneous	1,500	0.3%	2,583	0.5%	-	0.0%	10	0.0%	-	0.0%
Amount for Allocation	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Sub-total Special Expenses	1,500	0.3%	2,583	0.5%	-	0.0%	10	0.0%	-	0.0%
Total Expenses	574,349	100.0%	508,226	92.0%	572,918	108.2%	544,144	98.2%	605,561.38	115.1%
Excess/(Deficit)	-		44,003		(43,464)		10,164		(79,437.38)	
Income Over (Under) Expenses	-		44,003		(43,464)		10,164		(79,437.38)	
Transfers In (Out) From (To) Other Funds	-		-		-		-		-	
Anderson Estate Fund Reimbursement	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%

\$ 30,231.14	Reserve Fund
\$ 43,464.00	Operating Fund 2020
\$ 10,164.00	Operating Fund 2021
\$ 53,859.14	Total
\$ (79,437.38)	Deficit Operating Fund 2022
\$ 4,421.76	
\$ 181,621.48	Reserve Fund Balance
\$ (181,290.35)	Reserve Fund 3 months expenses
\$ 30,231.14	Reserve Fund Balance

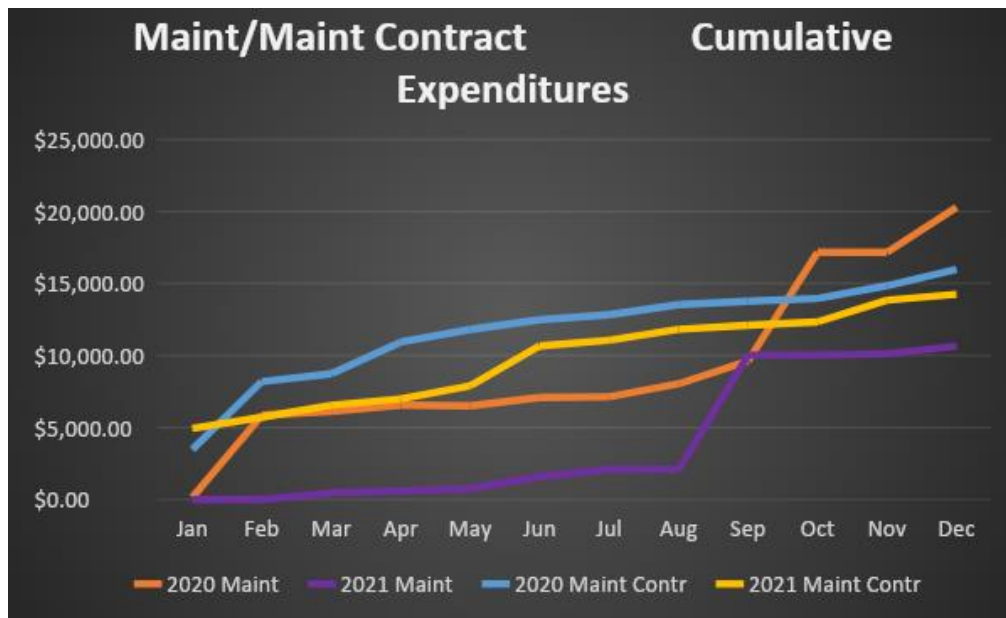
# ATTACHMENT B CONTINUED

01/23/2022										
Trinity Place Fund										
Statement of Mission (SOM)										
	<u>SOM 2020</u>	<u>%</u>	<u>2020 Actual</u>	<u>%</u>	<u>SOM 2021</u>	<u>%</u>	<u>2021 Actual</u>	<u>%</u>	<u>SOM 2022</u>	<u>%</u>
<b>Income</b>										
Football Parking Income	77,000.00	28.1%	21,687.65	10.3%	67,200.00	37.7%	62,174.43	21.9%	80,000.00	44.4%
OUR DOORS Pledge Offerings	174,233.72	63.7%	176,269.38	83.5%	96,698.04	54.3%	194,844.43	68.7%	80,000.00	44.4%
Parking Income	14,840.00	5.4%	4,094.10	1.9%	9,600.00	5.4%	9,094.15	3.2%	15,000.00	8.3%
Prism II Pledge Offerings	7,500.00	2.7%	8,577.52	4.1%	4,000.00	2.2%	2,917.05	1.0%	-	0.0%
Memorial and other Gifts	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ 14,571.61	5.1%	\$ 5,000.00	2.8%
Trinity Place-The Walls Offerings	-	0.0%	520.00	0.2%	520.00	0.3%	-	0.0%	-	0.0%
<b>Total Income</b>	<b>\$ 273,573.72</b>	<b>\$ 1.00</b>	<b>\$ 211,148.65</b>	<b>\$ 1.00</b>	<b>\$ 178,018.04</b>	<b>\$ 1.00</b>	<b>\$ 283,601.87</b>	<b>\$ 1.00</b>	<b>\$ 180,000.00</b>	<b>100.0%</b>
<b>Expense</b>										
Advertising & Promotion	-	0.0%	-	0.0%	-	0.0%	-	0.0%	1,200.00	0.7%
Parking Supplies	500.00	0.2%	1,487.35	0.7%	1,500.00	0.8%	1,925.80	0.7%	4,000.00	2.2%
<b>Total Parking Expenses</b>	<b>500.00</b>	<b>0.2%</b>	<b>1,487.35</b>	<b>0.7%</b>	<b>1,500.00</b>	<b>0.8%</b>	<b>1,925.80</b>	<b>0.7%</b>	<b>5,200.00</b>	<b>2.9%</b>
Maintenance and Repairs	-	0.0%	-	0.0%	-	0.0%	1,150.25	0.4%	-	0.0%
<b>Total Property Expenses</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>1,150.25</b>	<b>0.4%</b>	<b>-</b>	<b>0.0%</b>
Interest Expense	\$ 44,670.00	16.3%	\$ 31,348.28	14.8%	\$ 52,179.58	29.3%	\$ 53,284.36	18.8%	\$ 48,000.00	26.7%
Loan refinance costs	7,548.00	2.8%	8,048.00	3.8%	-	0.0%	-	0.0%	-	0.0%
Interest Exp Transferred to Operating Fund	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Interest Exp Transferred to Reserve Funds	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
<b>Net Interest Expense</b>	<b>52,218.00</b>	<b>19.1%</b>	<b>39,396.28</b>	<b>18.7%</b>	<b>52,179.58</b>	<b>29.3%</b>	<b>53,284.36</b>	<b>18.8%</b>	<b>48,000.00</b>	<b>26.7%</b>
<b>Total Expenses</b>	<b>52,718.00</b>	<b>19.3%</b>	<b>40,883.63</b>	<b>19.4%</b>	<b>53,679.58</b>	<b>30.2%</b>	<b>56,360.41</b>	<b>19.9%</b>	<b>53,200.00</b>	<b>29.6%</b>
<b>Difference</b>	<b>220,855.72</b>		<b>170,265.02</b>		<b>124,338.46</b>		<b>227,241.46</b>		<b>126,800.00</b>	

## ATTACHMENT C

Junior Warden Report, 1-23-22

- Trinity Place: An appeal for the additional fence along Addison Lane is being prepared to go before the City's BAR for approval.
- Building & Grounds: Anderson Equipment replaced the grill in the kitchen with a griddle in December.
- St. Paul's: An assessment of the exterior condition is being reviewed and a SOW is being prepared.
- Maintenance Expenditures: As noted below, maintenance expenditures came in below 2020 expenditures. Billing for some of the 2021 expenditures will not arrive until January 2022. Maintenance contract expenditures were on pace with 2020.



Submitted by Clem Watson

## **ATTACHMENT D**

### **Stewardship Committee Meeting, 4 January 2022**

Thank you again for your dedicated service to our Holy Trinity Stewardship Committee. The minutes of our meeting which was held on January 4th are as follows:

- Stewardship Results from the past five years:

2017 - 145 pledges, total pledged \$468,896, average pledge \$3233.76

2018 - 146 pledges, total pledged \$488,435, average pledge \$3345.44

2019 - 143 pledges, total pledged \$533,440, average pledge \$3730.34

2020 - 130 pledges, total pledged \$520,270, average pledge \$4002.07

2021 - 126 pledges, total pledged \$507,956, average pledge \$4031.39

- The goal we have established for our 2022 Stewardship Campaign is \$530,000.

- Stewardship Campaign kicked-off October 10th with the in-gathering on November 14th.

- Below is a summary of our campaign results to date.

November 30 - 96 Pledge Cards, \$442,616 pledged, \$4610.58 average pledge

December 14 - 105 Pledge Cards, \$456,404 pledged, \$4346.70 average pledge

December 21 - 112 Pledge Cards, \$477,524 pledged, \$4263.07 average pledge

January 3 - 114 Pledge Cards, \$480,524 pledged, \$4215.12 average pledge

- We sent out a letter on December 6th to 38 parishioners/families who have previously pledged that have not pledged this year or who have been regular donors. Since that mailing we have received 17 additional pledges from those that received letters. I feel confident some of these will still make a pledge.

- We continue to receive very positive comments from parishioners on our Stewardship Packets and Stewardship Epistles. My thanks to all for your excellent work on the design, content and distribution of our packets. Special thanks also to those involved with the presentations of our Stewardship Epistles.

- Mtr. Suz continues to send out a "Thank You Letter" to all who have submitted their pledge.

- We have agreed to send out an email letter to all parishioners/families sharing our campaign results and that we have not reached our goal. The letter will thank those who have pledged and encourage those that have not pledged to please submit a pledge regardless of the amount. In addition, the letter will offer parishioners who have submitted a pledge an opportunity to submit a supplemental pledge. Ellen Haase has graciously agreed to draft this letter which will be sent out the week of January 9th.

- We discussed the need for further communications which would include the impact on Holy Trinity if we do not reach our Stewardship goal.

- We will have a Stewardship message in the February Tempo highlighting Pastoral Care.

- We discussed additional times during the year when fund raising opportunities may be appropriate.

- Mtr. Suz will review the list of those who have not pledged at the end of January. After review of this list, we will decide the appropriate action we want to take.

I will continue updates on our Stewardship Campaign results.

Our next Stewardship Committee meeting will be February 3rd, at 6:00 p.m.

Thanks again for your work and commitment to a successful Holy Trinity Stewardship Campaign.

Sincerely,

Jody Hunter

### **Summary for Stewardship Annual Report for 31 Dec 2021**

Pledge and Plate offerings \$ 555,140.00

Trinity Place Pledges & Gifts \$ 208,416.00

Memorial, Altar Flowers, and Special gifts \$ 20,153.00

St. Paul's Churchyard Gifts \$ 11,304.00

Donations for Haiti Outreach \$ 20,322.00

Nave Enhancement Fund \$ 82,686.00

Total 2021 Offerings & Gifts \$ 898,021.00

## **ATTACHMENT E**

### **PASTORAL CARE COMMITTEE MONTHLY MEETING MINUTES**

January 4, 2022

5pm, Zoom Meeting

Attending: Pam Mack (chair,) Anna McKenna, Robbie Grider, Eunice Waddington, Judy Surak, Serena Dubose, Kathy Hunter, and Mother Suz Cate

Pam welcomed everyone and guest attendee, Bethany Henry, from NAMI, the National Alliance on Mental Illness, who was attending to tell us about programs they have for our church leaders and groups, including the possibility of neighboring churches getting involved with us.

Bethany talked about NAMI and "Ending the silence." Some of NAMI's focus includes programs for youth (ages 10-14,) parents, and grandparents. There is also an 8-week "Families to Families" course (Fort Hill Presbyterian is offering one, starting next week.) NAMI offers on-demand courses, as well as in-person, remote and/or a blend, both for in-person and remote attendees.

More information about NAMI can be found at [namiopc.org](http://namiopc.org) or [namisc.org](http://namisc.org). A Q&A period followed.

(We learned that Pickens County has the highest suicide rate in our state for youth ages 10-14.)

Our next step will be to identify Holy Trinity leaders, youth groups, young adult groups, parents and grandparents who may be interested and formulate a program plan, possibly including neighboring churches as well.

Depending upon what we would like to do, Bethany would need about a 1-2 week, or 1-month+ lead time to get everything organized and ready to go.

We will be back in touch with her.

Pam announced that 8 meals were delivered on Christmas Day and the recipients were most appreciative.

The committee discussed and updated those parishioners and family members on the PC Concern List.

Sympathy cards will be sent to Mel O'Day (Andy O'Day passed away on 1/3/22) and Carol Schuler (recently lost her mother.)

We will finalize details for Valentine/Mardi Gras bags for those on our Concern List at our February PC Committee meeting.

The group then finished with a unison reading of the Prayer of St. Frances.

Next meeting: Tuesday, February 1, 2022, 5pm via Zoom