Financial Report Notes for the Period Ending August 31, 2023

For the month ending August 31, 2023, the Unrestricted Cash Fund balance stood at \$79,753, down from \$91,697 at the end of July. This happened primarily because while total revenues were \$42,739 and \$10,226 above plan, total expenses were \$54,810, a full \$22, 239 above plan.

Regarding expenses, in order to put into proper perspective a situation where at the end of July we were year-to-date \$10,376 under plan and at the end of August we were year-to-date \$10,821 over plan, it would be most useful to: 1) identify each cost that in August was over plan; 2) determine if monies to cover such costs were budgeted earlier or later in the year; and, 3) assess whether or not the expense in question, whatever it is, is likely to be over or under plan by year's end.

- □ Building and Grounds was over budget in August by \$9,735 and year-to-date by \$5,749. In particular:
 - Insurance Budgeted in September but billed and paid in the amount of \$4,605 in August, this overrun can be described best as being related to the "timing" of the receipt and payment of bills.
 - Maintenance Costs for cement repair work in the amount of \$2,550 and for Cintas inspections and maintenance work in the amount of \$3,099 were billed and paid in August. Year-to-date, Maintenance costs are \$5,941 over plan even though they were only \$372 year-to-date over plan in July. With \$3,600 left in this year's Maintenance budget, it is not reasonable to expect that the August overrun will be offset by future Maintenance cost underruns unless no backlog of additional maintenance activities exists; a question that can only be answered by the Junior Wardens.
 - Overall If utility costs continue to be below budget (\$2,410 year-to-date), the gap between budgeted and actual Buildings and Grounds costs become smaller. By how much, however, remains to be seen.
- ☐ Miscellaneous expenses were reported in August to be \$18 over plan because of interest costs associated with resolving pension back-payments with the Church Pension Fund. From the perspective of total annual expenses and current trends, no one should consider this overrun to be materially significant.
- Office expenses were over budget in August by \$609 but are under budget year-to-date by \$1,163. In particular:
 - Subscriptions and Software Licenses These costs spiked to \$1,482 in August. Year-todate they are \$915 over plan. It is possible that with \$250 a month budgeted for the rest

- of the year, total annual Subscription and Software costs could come close to what has been budgeted for all of 2023.
- Overall For the moment August's overrun can be described as related to the "timing" of the bill's receipt and payment.
- □ Communications expenses were under budget in August by \$26 and over budget year-to-date by \$43. Again, from the perspective of total annual expenses and current trends, no one should consider this overrun to be materially significant.
- ☐ Worship expenses were over budget in August by \$698 and year-to-date by \$1,010. In particular:
 - Liturgy and Music These expenses account for the entire budget overrun for August, accounting for \$763 of the month's \$698 overrun; made small by underruns in other categories of expenses. Most of these were annual subscriptions or fees related to online streaming.
 - Year-to-date, the Worship expense overrun of \$1,010 can be attributed to A/V equipment (\$1,141 over budget) and Liturgy (\$1,079 over budget). Year-to-date, the Music program is \$36 under plan, as are other expense categories; making the overall overrun smaller than otherwise would be the case.
 - Overall With \$2,475 left in the Worship budget, it is not unreasonable to assume that total Worship expenses will more or less match plan.
- □ Program expenses were over budget in August by \$3,572 and year-to-date by \$4,174. In particular:
 - Christian Education –August education expenses exceeded plan by \$3,406 and year-todate they exceeded plan by \$3,936.
 - Overall A total of \$14,500 is budgeted in December for children, youth, and adult education programs. Thus, August, and year-to-date cost overruns can be described best as being related to the "timing" of the receipt and payment of bills in August and year-to-date compared to how the 2023 Program budget was built. In essence, there is \$10,564 in reserve to carry out the various education programs that are being planned for the rest of the year.
- □ Payroll expenses were over budget in August by \$7,435 and year-to-date by \$6,684. In particular:
 - The Curate Recall that Curate's costs are budgeted to cover half of his expenses. The other half is paid for by the Diocese. Income from the Diocese can be found under "Other Income: Reimbursement". Thus, while on paper there appears to be a cost overrun, in fact there is not.
 - The Pension Payments August expenses reflect a one-time true-up of pension costs for both the Rector and the Curate, consistent with Diocesan guidelines. The cost of this true-up was \$2,755.
 - Overall We expect Payroll expenses to be slightly over budget by year's end, because
 of the Vestry's decision regarding the Rector's salary plus the one-time pension true-up
 of \$2,755, since the pension is a percentage of compensation.

Year-to-date revenues total \$334,093, \$16,791 above plan. For August, total revenues reached \$42,379 or \$10,226 above plan, explained almost in its entirety by the \$10,106 in Other Income from the Diocesan payment for its share of the Curate's costs.

Year-to-date net income is \$66,241, a positive \$5,970 above plan.

With respect to the increase in August expenses compared to July and plan, only \$8,784 of the \$22,239 in overruns reported during August should be considered as actual overruns. To offset this \$8,748, one could:

Look toward non-pledge and plate income exceeding plan, which given current trends could be
accomplished in the amount of \$9,300;
Put in place higher levels of control over Buildings and Grounds and Program expenses; or,
Do nothing given that current trends do not put at substantial risk the budgeted year-end
surplus of \$46,119.

St. Martin-in-the-Fields Statement of Assets, Liabilities and Fund Balance As of August 31, 2023

	Aug 31, 23
ASSETS Current Assets Checking/Savings UNRESTRICTED FUNDS	
100 · General Fund 102 · Deposits in Transit	78,274.58 1,478.50
Total UNRESTRICTED FUNDS	79,753.08
TEMPORARILY RESTRICTED FUNDS 103 · Benevolence Funds Curate's Benevolence Fund	1,466.50
Rector's Benevolence Fund	4,222.70
Total 103 · Benevolence Funds	5,689.20
104 - Savings - Veritex Bank	60,320.68
106 · Veritex - Building Fund 107 · Memorial Garden Account	101,430.67 8,635.16
Total TEMPORARILY RESTRICTED FUNDS	176,075.71
PERMANENTLY RESTRICTED FUNDS 109 · Capital Funds	E7E 0E4 02
R.W. Baird Capital Funds	575,651.03
Total 109 · Capital Funds	575,651.03
110 · R.W. Baird Endowment Fund	96,781.36
Total PERMANENTLY RESTRICTED FUNDS	672,432.39
Total Checking/Savings	928,261.18
Total Current Assets	928,261.18
Other Assets 14000 - Bldg. & Content 14020 - Improvements	852,600.85 601,484.71
14100 · New Sanctuary Costs 15000 · Land	244,127.71 750,000.00
Total Other Assets	2,448,213.27
TOTAL ASSETS	3,376,474.45
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities	
21000 - Payroll Liabilities	-0.02
Total Other Current Liabilities	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity 32000 - Fund Balance Net Income	3,229,625.64 146,848.83
Total Equity	3,376,474.47
TOTAL LIABILITIES & EQUITY	250000000000000
TOTAL LIABILITIES & EQUITY	3,376,474.45

St. Martin-in-the-Fields Summary Revenues and Expenses Budget vs. Actual YTD January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income 400 - Plades	275 900 44	275 040 00	200.44
400 · Pledge	275,896.11	275,010.00	886.11
402. · Non-pledge	34,057.00	30,000.00	4,057.00
403 · Plate	7,809.60	5,666.64	2,142.96
408 · Other Contributions - Operating	4,074.01	4,375.00	-300,99
410 · Other Income	12,256.41	2,250.00	10,006.41
Total Income	334,093.13	317,301.64	16,791.49
Gross Profit	334,093.13	317,301.64	16,791.49
Expense			
602 - Building & Grounds	46,875.11	41,126.00	5,749.11
604 · Miscellaneous	1,126.49	7,000.00	-5,873.51
608 - Outreach	197.58		
610 · Office Expense	16,064.84	17,228.00	-1,163.16
612 · Communication	1,082.60	1,040.00	42.60
615 · Worship	6,690.45	5,680.00	1,010.45
620 · Program Expenses	12,444.19	8,270.00	4,174.19
650 · Payroll Expenses	183,370.88	176,687.00	6,683.88
Total Expense	267,852.14	257,031.00	10,821.14
Net Ordinary Income	66,240.99	60,270.64	5,970.35
et Income	66,240.99	60,270.64	5,970.35

St. Martin-in-the-Fields Revenues and Expenses Budget vs. Actual August 2023

	Aug 23	Budget	\$ Over Budget
Income/Expense			
400 · Pledge	25,441.00	26,819.00	-1,378.00
402. · Non-pledge	4,501.00	3,750.00	751,0
403 · Plate 408 · Other Contributions - Operating	848.00	708.34	139.6
Covered Credit Card Fees Flowers	98.10 80.00	100.00 125.00	-1.90 -45.00
Keller Al-Anon	120.00		
Other Contributions 408 · Other Contributions - Operating - Other	684.00 200.00	275.00	409,00
Total 408 · Other Contributions - Operating	1,182.10	500.00	682.1
410 - Other Income			
Reimbursement Interest - General Fund	10,106.25 300.40		
410 · Other Income - Other	0.00	375.00	-375.00
Total 410 · Other Income	10,406.65	375.00	10,031.6
Total Income	42,378.75	32,152.34	10,226.4
Gross Profit	42,378.75	32,152.34	10,226.4
Expense			
602 - Building & Grounds Cleaning Service	866.68	950.00	-83.32
Insurance Prop/Liab	4,604.75	0.00	4,604.75
Maintenance Supplies	6,469.01 -17.63	900,00 450.00	5,569.01 -467.63
Utilities	2,682.18	2,570.00	112.18
Total 602 - Building & Grounds	14,604.99	4,870.00	9,734.9
604 - Miscellaneous Miscellaneous - Other	18.34	0.00	18.34
Total 604 - Miscellaneous	18.34	0.00	18.3
608 · Outreach	10.54	0.00	16.0
Union Gospel Mission	197.58		
Total 608 - Outreach	197.58		
610 · Office Expense Bookkeeping	261.65	400.00	-138.35
Copier Curate - Prof Expenses	359.61 0.00	375.00 100.00	-15.39 -100.00
Office Supplies	114.37	125.00	-10.63
Postage Rector Professional Expense	0.00 261.74	75.00 403.00	-75.00 -141.26
Subs/Software Licenses	20177	403.00	+141,20
Adobe	25.97		
Breeze	72.00		
Computer CPR QuickBooks/Payroll	114.00 360.00		
Prime Business	193.77		
Zoom Subs/Software Licenses - Other	31.98 684.00	350.00	334.00
Total Subs/Software Licenses	1,481.72	350.00	1,131.72
Telephone/Internet	207.98	250.00	-42.02
Total 610 · Office Expense	2,687.07	2,078.00	609.0
612 · Communication	1000000	14752151W	
Website	103.95	130.00	-26.05
Total 612 - Communication	103.95	130.00	-26.0
615 · Worship Altar Guild	199.30	200.00	-0.70
Flowers	86.07	125.00	-38.93
Lectionary Inserts Liturgy	0.00 348.80	25.00 50.00	-25.00 298.80

St. Martin-in-the-Fields Revenues and Expenses Budget vs. Actual August 2023

	Aug 23	Budget	\$ Over Budget
Music Ministry	464.00	0.00	464.00
Total 615 · Worship	1,098.17	400,00	698,17
620 - Program Expenses Children / Sunday School Christian Formation	546.54 2,860.51	0.00 0.00	546.54 2,860.51
Forward Day by Day Hospitality Nametags Nursery Supplies	40.00 364.76 35.00 0.00	0.00 200.00 50.00 25.00	40.00 164.76 -15.00 -25.00
Total 620 · Program Expenses	3,846.81	275.00	3,571.81
650 · Payroli Expenses Children's Minister Curate - Mileage Reimburse Curate - Stipend/Housing	1,560.00 344.75 6,751.43	1,560.00 3,333.00	0.00 3,418.43
Deacon Stipend Nursery Staff	0.00 446.50	100.00 415.00	-100.00 31.50
Organist/Choir Director Other-DD Fees/Background Checks Parish Administrator Payroll Taxes Pension - Curate Pension - Rector Rector Stipend/Housing Staff Medical Staff Pension Supply Clergy	1,500.00 33.58 3,833.34 561.49 2,055.52 3,474.48 9,800.66 1,296.00 345.01 250.00	1,500.00 62.00 3,833.00 559.00 600.00 1,615.00 9,608.50 1,242.00 390.00 0.00	0.00 -28.42 0.34 2.49 1,455.52 1,859.48 192.16 54.00 -44.99 250.00
Total 650 - Payroll Expenses	32,252.76	24,817.50	7,435.26
Total Expense	54,809.67	32,570.50	22,239.17
Net Ordinary Income	-12,430.92	-418.16	-12,012.76
Net Income	-12,430.92	-418.16	-12,012.76

St. Martin-in-the-Fields Revenues and Expenses Budget vs. Actual YTD January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget
Ordinary Income/Expense Income			
400 · Pledge	275,896.11	275,010.00	886,11
402. · Non-pledge	34,057.00	30,000.00	4,057.00
403 · Plate 408 · Other Contributions - Operating	7,809.60	5,666.64	2,142.96
Covered Credit Card Fees	1,068.21	800.00	268.21
Flowers	1,065.00	1,375.00	-310.00
Keller Al-Anon Other Contributions	360.00 1,125.80	2,200.00	-1,074.20
408 · Other Contributions - Operating - Other	455.00	2,200.00	-1,014.20
Total 408 · Other Contributions - Operating	4,074.01	4,375.00	-300.99
410 · Other Income			
Reimbursement	10,106.25		
Amazon Smile Donations Building Use	242.73		
Interest - General Fund	30.00 1,142.93		
VBS Registration	540.00		
410 · Other Income - Other	194.50	2,250.00	-2,055.50
Total 410 · Other Income	12,256.41	2,250.00	10,006.41
Total Income	334,093.13	317,301.64	16,791.49
Gross Profit	334,093.13	317,301.64	16,791.49
Expense			2012/09/09/09
602 · Building & Grounds			
Cleaning Service	7,133.44	7,600.00	-466.56
Holy Mowers	0.00	500.00	-500.00
Insurance Prop/Liab	12,708.25	7,666.00	5,042.25
Maintenance	13,141.34	7,200.00	5,941.34
Supplies	1,742.20	3,600.00	-1,857.80
Utilities	12,149.88	14,560.00	-2,410.12
Total 602 · Building & Grounds	46,875.11	41,126.00	5,749.11
604 · Miscellaneous			
Miscellaneous - Other	18.34	7,000.00	-6,981.66
604 · Miscellaneous - Other	1,108.15	14444	0,001.00
Total 604 · Miscellaneous	1,126.49	7,000.00	-5,873.51
608 - Outreach			
Union Gospel Mission	197.58		
Total 608 · Outreach	197.58		
610 - Office Expense			
Bookkeeping	2,814.35	3,200.00	-385.65
Copier	3,465.46	3,000.00	465.46
Curate - Prof Expenses	0.00	200.00	-200.00
Office Equipment	0.00	1,200.00	-1,200.00
Office Supplies	716.74	1,000.00	-283.26
Postage	515.69	600.00	-84.31
Rector Professional Expense	3,206.12	3,228.00	-21.88
Subs/Software Licenses			
Adobe	169.86		
Breeze	551.00		
Computer CPR	912.00		
QuickBooks/Payroll	954.29		
Prime Business	193.77		
Zoom	249.84		
Subs/Software Licenses - Other	684.00	2,800.00	-2,116.00
Total Subs/Software Licenses	3,714.76	2,800.00	914.76

St. Martin-in-the-Fields Revenues and Expenses Budget vs. Actual YTD January through August 2023

	Jan - Aug 23	Budget	\$ Over Budget
Telephone/Internet	1,631.72	2,000.00	-368.28
Total 610 · Office Expense	16,064.84	17,228.00	-1,163.16
612 · Communication			
Website	1,082.60	1,040.00	42.60
Total 612 · Communication	1,082.60	1,040.00	42.60
615 · Worship			
A/V Equipment	2,596.17	1 455 00	1 141 17
Acolyte Guild	000 A 60 000 CO 100	1,455.00	1,141.17
Altar Guild	47.31	150.00	-102.69
Flowers	1,279.21	1,600.00	-320.79
	824.88	1,375.00	-550.12
Lectionary Inserts	0.00	200.00	-200.00
Liturgy	1,478.88	400.00	1,078.88
Music Ministry	464.00	500.00	-36.00
Total 615 · Worship	6,690.45	5,680.00	1,010.45
620 · Program Expenses			
Children - VBS	2,785.37	1,800.00	985,37
Children / Sunday School	819.50	0.00	819.50
Christian Formation	3,101.36	0.00	
omistan i omiadon	3,101,30	0.00	3,101.36
Diocesan Convention	3,787.64	3,100.00	687.64
EYC/Youth	14.97	0.00	14.97
Forward Day by Day	-60.00	120.00	
Godly Play	18.68		-180.00
Hospitality		0.00	18.68
	1,253.24	1,600.00	-346.76
Nametags	145.75	400.00	-254.25
Nursery Supplies	170.67	200.00	-29,33
Quiet Committee	15,09		
Tokens- Appreciation Gifts	0.00	300.00	-300.00
Vestry Retreat	391.92	750.00	-358.08
Total 620 · Program Expenses	12,444.19	8,270.00	4,174.19
650 · Payroll Expenses			
Children's Minister	12,480.00	12,480.00	0.00
Curate - Mileage Reimburse	344.75	12,400.00	0,00
Curate - Stipend/Housing	11,419.52	6,666.00	4,753.52
Deacon Stipend	0.00		
Nursery Staff	0.00	800.00	-800.00
CARDAM SAME INC.	2,138,00	3,320.00	-1,182.00
Organist/Choir Director	12,000.00	12,000.00	0.00
Other-DD Fees/Background Checks	217.91	496.00	-278.09
Parish Administrator	30,666.72	30,664.00	2.72
Payroll Taxes	4,382.47	4,472.00	-89.53
Pension - Curate	2,055.52	1,200.00	855,52
Pension - Rector	13,974.48	12,917.00	1,057.48
Rector Continuing Educ.	514.07	500.00	TOTAL INVESTMENT OF A PARTY OF A
Rector Stipend/Housing	77,251.36		14.07
Staff Medical	CONTROL OF THE CONTRO	76,866.00	385.36
Staff Pension	11,389.00	9,936.00	1,453.00
ICHTY/UNCODO/71T	2,760.08	3,120.00	-359.92
Supply Clergy	750.00	750.00	0.00
Supply Organist Workers /Comp Insurance	0.00 1,027.00	500.00 0.00	-500.00 1,027.00
Total 650 · Payroll Expenses	183,370.88	176,687.00	6,683.88
Total Expense	267,852.14	257,031.00	10,821.14
Net Ordinary Income	66,240.99	60,270.64	5,970.35
CONTROL OF THE PROPERTY OF THE			0,010,00

St. Martin-in-the-Fields Temporarily Restricted Fund Activity August 2023

	Aug 23	Jan - Aug 23
Other Income/Expense Other Income		
800 · Temp Restr (Designated) Income		
809 - Passthrough Funds Receive		
4 Saints Food Pantry		
Red Envelopes	2,554.50	3,855.50
4 Saints Food Pantry - Other	30.00	580.00
Total 4 Saints Food Pantry	2,584.50	4,435.50
Bishop's Discretionary Fund	0.00	438.00
Good Friday	0.00	486.00
Lenten Project	0.00	1,001.00
Total 809 - Passthrough Funds Receive	2,584.50	6,360.50
Benevolence Funds		
Curate Benevolence Fund	129.50	1,216.50
Rector Benevolence Fund	129.50	5,653.30
Total Benevolence Funds	259.00	6,869.80
Children's Programs	30.00	1,500.00
Daughters of the King	0.00	N
Eagle Scout Project	0.00 666.00	2,964.80 3,466.00
Scout Project Maintenance	0.00	1,000.00
Emergency Fund	0.00	20,000.00
Memorial Garden (incl rebates)	0.00	7,805.00
Memorial Glfts	20.00	120.00
Prayer Shawl Ministry	100.00	200.00
Youth Programs	0.00	200.00
Total 800 · Temp Restr (Designated) Income	3,659.50	50,486.10
810 · Other Temp Restricted Income		
Memorial Garden	0.00	215.00
T.R. Interest Income	43.52	276.64
Total 810 · Other Temp Restricted Income	43.52	491.64
980 · Permanently Restricted Capital		
Memorial Funds/Building Fund	0.00	150.00
Total 980 - Permanently Restricted Capital	0.00	150.00
Total Other Income	3,703.02	
- CONTRACTOR MANAGEMENT	3,703.02	51,127.74
Other Expense		
850 · Designated Funds Disbursed Benevolence Funds Disbursed	300.00	9,782.27
Children's Programs	0.00	1 050 20
Christmas Outreach	0.00	1,858.36 4,200.00
Daughters of the King	0.00	1,846.70
Eagle Scout Funds	0.00	4.016.24
EYC Savings	0.00	2,224.91
Memorial Garden Disbursements	0.00	1,500.60
Music Ministry	255.89	255.89
Prayer Shawl	0.00	184.38
Service Sunday	145.07	960.94
Total 850 · Designated Funds Disbursed	700.96	26,830.29
859 · Passthrough Funds Disbursed		
4 Saints Food Pantry	3,139.50	6,433,65
Bishop's Discretionary Fund	0.00	438.00
Diocese of Jerusalem (Good Fri)	0.00	494.00
Lenten Project Disbursement	0.00	901.00
Total 859 · Passthrough Funds Disbursed	3,139.50	8,266.65
		-

St. Martin-in-the-Fields Temporarily Restricted Fund Activity August 2023

	Aug 23	Jan - Aug 23
Total Other Expense	3,840.46	35,096.94
Net Other Income	-137.44	16,030.80
Net Income	-137.44	16,030.80

St. Martin-in-the-Fields Permanently Restricted Fund Activity August 2023

	Aug 23	Jan - Aug 23
Other Income/Expense		
Other Income		
910 · P. R. Endowment Income		
Annuity	0.00	7,032.00
Dividents/Interest	134.00	994.79
Invest Mgmt Fees	0.00	-593.79
Unrealized Gain/Loss	-1,383.90	-416.67
Total 910 · P. R. Endowment Income	-1,249.90	7,016.33
980 - Permanently Restricted Capital		
Dividends/Interest	886.01	7,447.58
Invest Mgmt Fees	0.00	-2,077.58
Realized Gain/Loss in Sale	0.00	-1,460.61
Unrealized Gain/Loss	-15,769.39	53,651.32
Total 980 · Permanently Restricted Capital	-14,883.38	57,560.71
Total Other Income	-16,133.28	64,577.04
Net Other Income	-16,133.28	64,577.04
Income	-16,133.28	64,577.04