

**ST. ALBAN'S PARISH**

**2010 January - December Overview of Operating Fund with Comparisons to Budget and Last Year**

**Based on Activity as of December 31, 2010 -- Year-End Report (2010 Unaudited)**

	2010		2010	2010			2009	2009				
	Jan. - Dec.		Jan. - Dec.	Variance			Jan. - Dec.	Variance to				
	Actuals		Budget	to Budget	% Chg.		Actuals	2010 Actuals	% Chg.			
<b><u>PARISH INCOME</u></b>												
Pledges (incl. Foundations/Matching Gifts)	\$1,128,169		\$1,115,000	\$13,169	1.2%		\$1,104,329	\$23,840	2.2%			
Collections: Plate, Parish Support, Special	\$103,623		\$51,600	\$52,023	100.8%		\$54,267	\$49,356	91.0%			
Contributions: Facility Use, WSA, Flower Guild	\$75,896		\$80,000	(\$4,104)	-5.1%		\$68,312	\$7,584	11.1%			
Transfer: Naselli Trust (Annual Distribution)	\$39,000		\$45,400	(\$6,400)	-14.1%		\$39,000	\$0	0.0%			
Transfer: Endowment Fund	\$43,549		\$60,000	(\$16,451)	-27.4%		\$39,655	\$3,894	9.8%			
Designated Income	\$140,744		\$156,500	(\$15,756)	-10.1%		\$162,277	(\$21,533)	-13.3%			
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<b>Total Income</b>	<b>\$1,530,981</b>		<b>\$1,508,500</b>	<b>\$22,482</b>	<b>1.5%</b>		<b>\$1,467,840</b>	<b>\$63,141</b>	<b>4.3%</b>			
<b><u>PARISH EXPENSE</u></b>												
Personnel (Salaries/Benefits)	\$871,955		\$880,820	(\$8,865)	-1.0%		\$864,905	\$7,050	0.8%			
Parish Outreach	\$173,083		\$169,500	\$3,584	2.1%		\$174,902	(\$1,819)	-1.0%			
Parish Programs	\$61,843		\$54,650	\$7,193	13.2%		\$64,989	(\$3,146)	-4.8%			
Buildings & Grounds	\$363,185		\$359,310	\$3,875	1.1%		\$367,712	(\$4,527)	-1.2%			
Parish Office	\$60,915		\$68,000	(\$7,085)	-10.4%		\$71,729	(\$10,814)	-15.1%			
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<b>Total Expense</b>	<b>\$1,530,981</b>		<b>\$1,532,280</b>	<b>(\$1,297)</b>	<b>-0.1%</b>		<b>\$1,544,237</b>	<b>(\$13,256)</b>	<b>-0.9%</b>			
<b>2010 Income-to-Expense Variance</b>	<b>\$0</b>		<b>(\$23,780)</b>	<b>\$23,780</b>			<b>(\$76,396)</b>	<b>\$76,396</b>				

Source: Shelby system, 1/16/11

Note: 2010 Endowment draw is estimated until 2010 audit; 2009 deficit (following 5% Endowment draw) financed by Reserve Fund.

Prepared by Douglas Dykstra, Director of Finance

**ST. ALBAN'S PARISH 2010 OPERATING BUDGET**

**Initial Budget Approved by the Vestry at its January 19, 2010 Meeting**

**Modifications and Final Review at the Vestry's February 16, 2010 Meeting**

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***SUMMARY OF INCOME AND EXPENSE:***

**Total Operating Income      \$1,508,500**

Expenses:

Personnel                      \$880,819

Outreach                        \$169,500

Parish Programs                \$54,650

Buildings & Grounds            \$359,310

Parish Office                    \$68,000

**Total Operating Expense      \$1,532,279**

**Income/Expense Variance      (\$23,779)**

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	<b>2009 Budget</b>	<b>2010 Budget</b>		
<b><u>OPERATING INCOME</u></b>				
Pledges	\$1,100,000	\$1,019,000		
2009 Pledges Received in 2010	\$4,000	\$10,000		
Parishioner/Foundations Gifts	\$46,000	\$86,000		
<b>TOTAL Pledges</b>	<b>\$1,150,000</b>	<b>\$1,115,000</b>		
<i>Collections</i>				
Plate Offerings	\$16,500	\$19,000		
Parish Support	\$12,500	\$18,600		
Special Offerings (Easter, Christmas)	\$20,000	\$14,000		
<b>TOTAL Collections</b>	<b>\$49,000</b>	<b>\$51,600</b>		
<i>Contributions</i>				
General/Facilities Use	\$44,000	\$40,000		
Weddings & Funerals	\$30,000	\$25,000		
WSA - Operating Fund	\$15,000	\$15,000		
Flower Guild	\$1,000	\$0		
<b>TOTAL Contributions</b>	<b>\$90,000</b>	<b>\$80,000</b>		
<i>Transfers from other funds</i>				
Naselli Trust	\$44,000	\$45,400		
Transfer from Endowment/Reserve Fund	\$20,000	\$60,000		
<b>TOTAL Transfers from Other Funds</b>	<b>\$64,000</b>	<b>\$105,400</b>		
<i>Designated Income</i>				
Bequest Tithe	\$60,000	\$93,000		
Outreach Fundraising Events	\$20,000	\$15,000		
Other Fundraising	\$0	\$0		
Transformation Fund	\$0	\$0		
WSA: Designated Outreach Support	\$3,000	\$3,000		
Miscellaneous "Designated" Income	\$0	\$0		
Feeding Ministries	\$0	\$500		
Crossroads Shelter at St. Alban's Parish	\$0	\$16,000		
Mustard Seed	\$16,000	\$29,000		
<b>TOTAL Designated Income</b>	<b>\$99,000</b>	<b>\$156,500</b>		
<b>TOTAL OPERATING INCOME</b>	<b>\$1,452,000</b>	<b>\$1,508,500</b>		

	<b><u>2009 Budget</u></b>	<b><u>2010 Budget</u></b>
<b><u>PERSONNEL EXPENSE</u></b>		
<b><u>Clergy Staff</u></b>		
Clergy Salaries	\$133,107	\$142,500
Clergy Reimbursement of SECA	\$21,661	\$23,408
Clergy Housing Allowances	\$150,053	\$163,493
Clergy Pension	\$54,867	\$57,237
Clergy Health Insurance	\$38,654	\$47,342
Interim Rector's Auto Reimbursement	\$1,200	\$1,300
Assoc. Rector's Auto Reimbursement	\$1,200	\$400
Ass't. Rector's Auto Reimbursement	\$600	\$400
Deacon's Auto Reimbursement	\$1,200	\$400
Interim Rector's Professional Expense	\$5,000	\$1,000
Assoc. Rector's Professional Expense	\$1,000	\$500
Ass't. Rector's Professional Expense	\$400	\$500
Deacon's Professional Expense	\$1,000	\$500
Personnel Contingency	\$3,199	\$0
<b>TOTAL Clergy Salaries &amp; Benefits</b>	<b>\$413,141</b>	<b>\$438,980</b>
<b><u>Lay Staff</u></b>		
Lay Staff Salaries	\$280,825	\$281,342
J2A Pilgrimage Coordinator	\$0	\$0
Contractual/Temporary	\$0	\$0
Instrumentalists	\$0	\$3,500
Substitute Organists	\$1,400	\$1,600
Vocalist Stipends (non-choir)	\$0	\$0
Choir Stipends	\$33,800	\$33,800
Spanish Eucharist Musician Stipend	\$0	\$9,360
Music Intern Stipend	\$9,000	\$5,000
5:30 Service Musician Stipend	\$0	\$7,800
Sunday Child Care Workers	\$11,000	\$8,000
Lay Pension	\$27,783	\$27,998
Social Security	\$17,227	\$21,665
Medicare	\$4,027	\$5,067
Lay Staff Health Insurance	\$21,889	\$22,433
Lay Retiree Health Insurance (Ward)	\$4,908	\$4,800
Music Director's Prof. Expenses	\$0	\$1,200
Payroll Service	\$0	\$3,000
Worker's Compensation	\$4,700	\$5,274
<b>TOTAL Lay Staff Salaries &amp; Benefits</b>	<b>\$416,559</b>	<b>\$441,839</b>
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$829,700</b>	<b>\$880,819</b>

	<b><u>2009 Budget</u></b>	<b><u>2010 Budget</u></b>
<b><u>OUTREACH EXPENSE</u></b>		
<b>Community Ministries</b>		
Seniors Program	\$0	\$0
EDOW: Children-to-Children Advent Fund	\$0	\$0
St. Philip's Child Development	\$0	\$0
Samaritan Ministries	\$0	\$0
Downtown Cluster of Congregations	\$0	\$0
Washington Interfaith Network	\$0	\$0
Community Council for the Homeless	\$0	\$0
Transitional Housing Corporation	\$0	\$0
IONA Community Services	\$0	\$0
Unassigned Mustard Seed	\$0	\$0
Community Ministries Budget	\$20,000	\$20,000
<b>Millennium Development Goals</b>		
Episcopal Relief & Development	\$0	\$0
Bread for the World Institute	\$0	\$0
The 174 Trust of No. Ireland	\$0	\$0
Millennium Development Goals Budget	\$8,000	\$20,500
Kids Reaching Out	\$200	\$0
Outreach Fundraising Expense	\$0	\$1,000
Vestry Grants	\$0	\$0
Feeding Ministries: Christ House	\$6,000	\$6,000
Feeding Ministries: Grate Patrol	\$6,000	\$6,000
Crossroads Shelter at St. Alban's Parish	\$19,000	\$16,000
<b>Diocesan Support</b>	\$120,000	\$100,000
<b>TOTAL OUTREACH EXPENSE</b>	<b>\$179,200</b>	<b>\$169,500</b>

	<b>2009 Budget</b>	<b>2010 Budget</b>
<b>PARISH PROGRAMS EXPENSE</b>		
<b>Christian Education</b>		
Children Education	\$5,000	\$6,550
Adult Formation	\$4,000	\$1,650
Narthex Pamphlets	\$0	\$800
Youth Formation	\$5,000	\$5,000
Youth Appalachian Project	\$0	\$0
Youth Pilgrimage (2011)	\$4,000	\$7,000
Seminarian Intern Stipend	\$1,000	\$0
Sunday Forums	\$0	\$2,000
Stephen Ministry	\$0	\$1,000
<b>TOTAL Christian Education</b>	<b>\$19,000</b>	<b>\$24,000</b>
<b>Worship</b>		
General	\$1,000	\$1,000
Fabric Arts Guild	\$300	\$300
Altar Guild	\$500	\$500
Child Care (line item to be eliminated in 2010)	\$0	\$0
Sound System/Audio-Visual	\$500	\$200
<b>TOTAL Worship</b>	<b>\$2,300</b>	<b>\$2,000</b>
<b>Music</b>		
Church Music Purchases	\$650	\$1,200
Handbell Maintenance	\$0	\$250
Organ/Piano Maintenance	\$4,350	\$3,200
Music Conferences & Workshops	\$0	\$0
<b>TOTAL Music</b>	<b>\$5,000</b>	<b>\$4,650</b>
<b>Parish Events</b>		
Parish Groups Expenses	\$24,000	\$10,000
Parish Groups Income	\$22,000	\$8,000
<b>TOTAL Parish Events</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Hospitality</b>		
Hospitality Income	\$9,000	\$5,000
Hospitality Expenses	\$18,000	\$14,000
<b>TOTAL Hospitality</b>	<b>\$9,000</b>	<b>\$9,000</b>
<b>Communications</b>		
Chronicle	\$14,200	\$8,000
Communications Initiative	\$0	\$5,000
Signs & Banners	\$494	\$0
Advertising - Yellow Pages	\$306	\$0
Advertising - Newspaper	\$200	\$0
Parish Book	\$0	\$0
Website	\$500	\$0
<b>TOTAL Communications</b>	<b>\$15,700</b>	<b>\$13,000</b>
<b>TOTAL PARISH PROGRAMS</b>	<b>\$53,000</b>	<b>\$54,650</b>

	<u>2009 Budget</u>	<u>2010 Budget</u>
<b><u>BUILDINGS &amp; GROUNDS</u></b>		
<b>Insurance</b>		
Property/Liability Coverage	<b>\$25,300</b>	<b>\$34,000</b>
<b>Utilities</b>		
Electricity Production - Solar Panels	\$0	\$2,145
Electricity	\$72,300	\$65,655
Natural Gas	\$33,500	\$41,700
Water/Sewer	\$9,000	\$13,000
<b>TOTAL UTILITIES</b>	<b>\$114,800</b>	<b>\$122,500</b>
<b>Maintenance</b>		
Maint./Contracts/Equip.	\$0	\$0
Security/Alarm System	\$13,000	\$13,000
Elevator Maintenance	\$2,720	\$2,720
Water Treatment	\$1,700	\$1,700
Plumbing/HVAC/Drains	\$3,600	\$1,750
Water Coolers	\$456	\$456
Pest Control	\$3,304	\$3,100
HVAC Maintenance	\$20,062	\$30,000
Window Cleaning	\$1,700	\$1,700
Electrical Services	\$3,400	\$3,400
Building Equipment	\$1,000	\$3,400
General Repair Work	\$1,000	\$959
Fire Alarm System/Inspections	\$3,300	\$3,700
Roofing/Gutter Maintenance	\$0	\$3,200
Custodial Contract Services	\$87,500	\$90,750
Maintenance/Cleaning Supplies	\$2,700	\$2,500
Lock & Key Service	\$0	\$1,000
Painting (Interior/Exterior)	\$0	\$1,800
Hauling Services	\$0	\$175
Memorials/Maintenance	\$800	\$500
<b>SUB-TOTAL MAINTENANCE</b>	<b>\$146,242</b>	<b>\$165,810</b>
<b>PECF Maintenance Services</b>		
Annual Maintenance Agreement	\$24,298	\$24,975
Parking Spaces on Close	\$4,400	\$4,400
Trash Pick-Up/Recycling	\$4,680	\$4,795
Water Coolers	\$2,280	\$2,280
Landscaping	\$0	\$500
Mailing Services	\$0	\$50
<b>SUB-TOTAL PECF MAINTENANCE</b>	<b>\$35,658</b>	<b>\$37,000</b>
<b>TOTAL MAINTENANCE</b>	<b>\$181,900</b>	<b>\$202,810</b>
<b>TOTAL BUILDINGS &amp; GROUNDS</b>	<b>\$322,000</b>	<b>\$359,310</b>

	<b>2009 Budget</b>	<b>2010 Budget</b>		
<b><u>PARISH OFFICE EXPENSE</u></b>				
Paper & Printing	\$8,000	\$6,000		
General Office Supplies	\$3,000	\$2,089		
Office Equipment	\$0	\$0		
Copier(s) Lease	\$5,000	\$14,850		
Copier(s) Maintenance	\$10,000	\$3,500		
Copier(s) Lease DC Property Tax	\$0	\$1,150		
Postage	\$5,532	\$3,500		
Postage Meter Lease	\$468	\$500		
Mailing Machine Lease	\$1,008	\$1,060		
Mailing Machine Supplies	\$992	\$500		
Telephone	\$9,000	\$9,000		
Computer Support & Supplies	\$1,000	\$2,000		
Shelby Software System	\$5,000	\$5,000		
<b>SUB-TOTAL Parish Office</b>	<b>\$49,000</b>	<b>\$49,149</b>		
<b>Finance</b>				
Stewardship Income	\$0	-\$250		
Stewardship Expense	\$4,000	\$4,000		
Audit	\$15,000	\$15,000		
Bank fees/charges	\$100	\$100		
<b>TOTAL Finance</b>	<b>\$19,100</b>	<b>\$18,850</b>		
<b>TOTAL PARISH OFFICE</b>	<b>\$68,100</b>	<b>\$68,000</b>		
<b>TOTAL OPERATING EXPENSE</b>	<b>\$1,452,000</b>	<b>\$1,532,279</b>		