

WESTOVER CHURCH VESTRY MEETING MINUTES 23 SEPTEMBER 2013. Approved Oct 21, 2013

Meeting began at 7:10pm and ended at 8:55pm.

In Attendance: Jon Black, Peggy Christian, Monica Bowling, Jeannine Hinson, Annette Sherman and Kathleen McQuaid-Lockwood.

II Financial Report: Pledge payments have improved but not non-pledge payments.

Ramp has arrived.

III August meeting minutes as amended have been **Approved.**

IV Pilgrimage:

Press Release has been published in Richmond, Williamsburg, Newport News and Charles City. Advertised in the Garden Club Journal members in Virginia. Historic Richmond Foundation has e-mailed our brochure to their members twice. A public radio spot was purchased for September 25th. Postcards have been sent and Annette sent out information about Pilgrimage three times through the internet. Sales of tickets have now reached 352.

\$4729 in expenses has been spent so far.

V C April's first Sunday at Westover: Notify Altar Guild for flowers and other arrangements for Church service. Coffee hour may be catered.

A Mini retreat at April's discretion.

B First Vestry meeting with April will be in October.

VI New Business: Everyone who has a committee must get budget and itemize costs. Also forecast any income generated by the committee.

C. A general discussion about flags resulted in a vote for having the Episcopal Flag **Approved.** We will have the Episcopal flag and the US flag on poles. Church will pay for flags.

A. Bid for painting the Rectory and Parish Hall came in at \$12,000. It did not include the kitchen or the office. Afterwards, we need to have the windows cleaned and floors stripped and redone in the Parish Hall.

B. Ask Finance Committee to produce a budget without Fund Raisers for 2014. Starting a Capital Fund for Church improvements was voted down. Wish List: 1. New ceiling tiles 2. Floors cleaned and stripped. 3. Painting the Parish Hall and Rectory. 4. New stove – kitchen upgrade. 5. Kitchen cleaned and equipment evaluated.

The Virginia Historical Society is giving us a board containing pictures and other information regarding Westover Church and its history. It will be a permanent loan.

Respectfully Submitted, Kathleen McQuaid-Lockwood

WESTOVER PARISH CHURCH - CHARLES CITY, VIRGINIA					
FINANCIALS - YTD SEPTEMBER 2013					
		2013	September	YTD	YTD
		Budget	Actual	Actual	Budget
INCOME					
4001	Pledges	131,930.00	8,960.00	96,775.00	101,500.00
4002	Non-pledge Contributions	15,900.00	472.00	4,839.00	11,800.00
4003	Loose Offering	4,720.00	332.09	2,794.45	3,035.00
4100	Interest and Dividend Income	8,260.00	1,215.86	6,934.08	5,985.00
4102	Diocesan Interest Income	17,000.00	0.00	0.00	0.00
4103	Dividend Maret Fund	2,850.00	2,519.87	2,519.87	2,850.00
4200	Other Income	950.00	1,157.22	7,109.47	650.00
4300	Postcards/Other	720.00	20.00	77.51	540.00
4400	IC Make Up Sale of Stock	5,000.00	0.00	0.00	0.00
4500	Outreach Donations	1,000.00	0.00	100.00	0.00
4602	Special Projects AP	21,000.00	17,130.42	18,190.42	20,000.00
4603	Special Projects Small	2,400.00	0.00	0.00	0.00
46031	Concert	0.00	0.00	2,500.06	1,800.00
4604	Special Projects Print	400.00	0.00	0.00	320.00
	2012 Carry Forward	51,400.00	0.00	51,400.00	51,400.00
	TOTAL INCOME	263,530.00	31,807.46	193,239.86	199,880.00
EXPENSES					
6001	Stipend	38,620.00	2,702.99	26,051.46	26,770.00
6007	Payroll Expense	3,388.00	219.93	1,979.18	2,158.00
6008	Health Insurance	7,656.00	457.00	4,113.00	4,656.00
6009	Travel Allowance	1,800.00	472.34	1,142.43	1,350.00
6010	FICA Allowance	1,640.00	0.00	0.00	410.00
6011	Clergy Pension	2,826.00	0.00	0.00	0.00
6012	Equity Allowance	680.00	0.00	0.00	0.00
6013	Housing Allowance	1,500.00	0.00	0.00	375.00
6014	Continuing Education	680.00	0.00	0.00	0.00
6015	Search Committee	6,112.00	0.00	2,609.57	6,112.00
6016	Clergy Moving Expenses	5,000.00	0.00	0.00	5,000.00
6017	Clergy Miscellaneous	0.00	0.00	0.00	0.00
6100	Supply Clergy	1,050.00	0.00	562.83	525.00
	Total Clergy	70,952.00	3,852.26	36,458.47	47,356.00
6002	Organist	8,196.00	997.86	8,705.37	6,147.00
6003	Secretary	10,812.00	874.90	8,140.53	8,109.00
6004	Bookkeeper	10,488.00	1,155.19	8,125.02	7,866.00
6005	Sexton	4,680.00	391.00	2,001.94	3,510.00
6017	Miscellaneous	0.00	0.00	0.00	0.00

6150	Supply Organist	3,000.00	0.00	1,000.00	2,250.00
6201	Employee Insurance WC	0.00	0.00	0.00	0.00
6701	Payroll Expense Lay	3,190.00	298.62	2,485.14	2,461.00
	Total Employee Compensation	40,366.00	3,717.57	30,458.00	30,343.00
6301	Electricity	3,905.00	449.17	3,862.40	2,840.00
6302	Telephone	2,280.00	193.52	1,724.04	1,710.00
6303	Propane Gas	5,760.00	0.00	2,376.11	4,900.00
	Total Utilities	11,945.00	642.69	7,962.55	9,450.00
6401	Office supplies	2,749.00	137.91	1,548.28	2,024.00
6402	Office Equipment	1,200.00	97.92	2,380.67	900.00
6403	Postage	514.00	0.00	428.00	374.00
6404	Bank Charges	24.00	3.00	19.00	18.00
6405	Credit Card Fees	600.00	65.85	528.65	450.00
6506	Audit Fees	12,000.00	35.66	2,735.66	12,000.00
	Total Office Expenses	17,087.00	340.34	7,640.26	15,766.00
6501	Building Maintenance	15,700.00	345.79	25,944.44	15,100.00
6502	Grounds Maintenance	4,850.00	561.77	3,662.74	4,250.00
6503	Grnd Mt Maret	2,950.00	337.06	2,125.93	2,575.00
6202	Property Insurance	4,900.00	0.00	3,831.03	3,675.00
	Total Buildings and Grounds	28,400.00	1,244.62	35,564.14	25,600.00
6601	Church Supplies	2,050.00	298.45	1,457.77	1,625.00
6602	Retreats and Conferences	1,075.00	0.00	714.02	475.00
6603	Sacristy	100.00	0.00	772.87	100.00
6604	Music	350.00	0.00	430.00	350.00
6605	Adult Education	0.00	0.00	0.00	0.00
6606	Fellowship	300.00	68.93	68.93	225.00
6607	Youth Group	0.00	0.00	0.00	0.00
6608	Special Speakers	2,000.00	0.00	2,433.43	2,000.00
6609	Sunday School	0.00	0.00	0.00	0.00
	Total Church Expenses	5,875.00	367.38	5,877.02	4,775.00
6701	Special Projects AP	6,000.00	2,406.25	3,769.65	5,000.00
6703	Special projects Small	2,000.00	0.00	1,250.00	1,500.00
	Total Special Projects	8,000.00	2,406.25	5,019.65	6,500.00
7001	Diocesan Pledge	14,000.00	500.00	4,500.00	4,500.00
7002	Region Pledge	275.00	0.00	350.00	275.00
	Total Pledges	14,275.00	500.00	4,850.00	4,775.00
8001	Outreach MOW	5,000.00	0.00	0.00	0.00
8002	Outreach No Greater Love	1,000.00	0.00	0.00	0.00
8003	Outreach Other	1,000.00	0.00	0.00	0.00
	Total Outreach	7,000.00	0.00	0.00	0.00

8004	Rector's Discretionary Fund	1,000.00	0.00	750.00	750.00
				0.00	
9001	Virginian Episcopalian	625.00	0.00	0.00	0.00
9002	Miscellaneous Expenses	1,625.00	810.17	5,387.75	900.00
	TOTAL EXPENSES	207,150.00	13,881.28	139,967.84	146,215.00
	Difference			62,583.38	53,665.00