

**Christ Church Parish Kent Island (CCPKI)**  
**May 19, 2025**  
**Vestry Meeting Minutes**

The meeting was called to order at 6:30 pm. Called to order without objection.

**Present:** Lois Vanderbok, Toinette McDowell, Warren Prender, Mike Parker, Jone Taylor, Liza Hamill, Karin Olsen, Kate McNealy, Marguerite Starsoneck, Stan Link, Sue Schaefer

**Absent:** Patti Snyder, Father Frank, Lisa Herlihy

**Watched the Christ Church Parish video.**

**Opening Prayer:** Lois said the opening prayer.

**Motion to adopt the Agenda was made by Stan Link. Seconded by Mike Parker. All were in favor of adopting the Agenda for this meeting.**

**Last Month's Minutes**

Review of minutes from April 21, 2025. Father Frank's middle name was misspelled. Lois Vanderbok's name was misspelled. Patti Synder's name was misspelled.

**Motion to approve the minutes from April 21, 2025, with the above corrections was made by Jone Taylor. Seconded by Liza Hamill. All were in favor.**

**Father Frank: Rector Report**

- No report this month.

**Lois Vanderbok: Senior Warden Report**

- Reviewed her report (see attached)
- Vote to approve Vicar Terrance Lively of Living Water to occupy the Rectory on a month-to-month basis until the Priest-in-Charge is hired.

**Motion to accept the Occupancy Agreement and the Church with the amendments as discussed was made by Stan Link. Seconded by Mike Parker. All were in favor.**

**Motion to accept the Senior Warden's Report was made by Liza Hamill. Seconded by Jone Taylor. All were in favor; the report will be placed in the files.**

**Warren Prender: Junior Warden Report**

- To replace the toilets that were mentioned, they will need to be replaced and the plumbing needs to be replaced. Will need to revisit on what to do with these toilets.

- A couple paper towel dispensers will be ordered for the men's room. If these dispensers help with the usage of the paper towels, more will be added to the other restrooms.
- The area outside the kitchen doors and the music room needs to be weeded. This area appears to be expensive to keep weeding this garden. Warren would like to come up with another way to get this garden weeded that is not so expensive.
- New signs were ordered to show where to park. Warren trying to figure how to get the area mowed without damaging the signs or landscaper's equipment.
- HVAC - valve needs to be replaced to keep running efficiently. This is the same unit that heating elements were replaced during the winter. This should be fixed this Friday, May 23<sup>rd</sup>.
- The Finance Committee reviewed Stan Link's 5-year report. They discussed replacing the toilets, the parking lot lights in the circle, security items, the driveway around the school, digital sign out front and the carpet in the day school. The Finance Committee is looking at approving one or two items.

**Motion to accept the Junior Warden's Report was made by Liza Hamill. Seconded by Marguerite Staroneck. All were in favor; the report will be placed in the files.**

### **Kate McNealy: Treasurer's Report**

- Reviewed Monthly Financial Reports (see attached)
- No Financials this month due to Jean being on vacation. They will be sent out to the Vestry for review when they are received (about a week later than usual).

**Motion to accept the Treasurer's Financial Reports was made by Mike Parker. Seconded by Jone Taylor. All were in favor; the report will be placed in the files.**

### **New Business**

- **Stan Link – Vestry liaisons**
  - Discussion was held regarding all the committees.
  - The final list was sent to the Vestry members
  - Next steps to let the committees know about the Liaisons.
  - Liaisons should try to attend a committee meeting, if possible.
  - The idea is for the committees to have a voice at the Vestry.

**Motion to accept this topic and lists was made by Marguerite Staroneck. Seconded by Jone Taylor. All were in favor.**

- **Stan Link – Cemetery**
  - The cemetery committee is working on a 3-year plan to improve and maintain the cemetery.
  - Second columbarium will be ordered shortly.
- **Lois Vanderbok & Kate McNealy - CCPKI Endowment Investment Policy**
  - Needs to be approved every 3 years.

**Motion to accept the Endowment & Investment Fund Policies & Guidelines was made by Stan Link. Seconded by Mike Parker. All were in favor.**

- **Lois Vanderbok – CECDS Budget Accept & Record**

**Motion to accept the 2025-2026 Budget as written was made by Stan Link. Seconded by Liza Hamill. All were in favor. Budget to be placed in files.**

- **Marguerite Starstoneck – Emily’s Shower**
  - to be held on June 22<sup>nd</sup> – after the service at 9:30 am
  - details will follow
  - Molly, Dottie & Marguerite are planning the shower, if anyone would like to help with the planning
  - Living Waters will be joining us that day & Vicor Terrance will preach that day

**Lois closed the meeting with a prayer.**

**Motion to adjourn the meeting was made by Jone Taylor. Seconded by Mike Parker. All were in favor.**

The meeting was adjourned at 7:51 pm.

**Next Meeting – 6:30 pm, Monday, June 16, 2025**

### ***Our Mission***

***At Christ Church Parish Kent Island, you will find worship grounded in our congregation’s four centuries of living God’s mission. We value Jesus’ teaching of all inclusive, non-judgmental love. We are nourishing bodies, mind, and spirits; providing a safe place for renewal and recovery; and cultivating faith through meaningful relationships.***



## Vestry Meeting Agenda

**May 19, 2025**

### **Opening Prayer**

*Lois Vanderbok*

### **April 21, 2025 Meeting's Minutes**

*Antoinette MacDowell*

### **Priest in Charge Report**

*Lois Vanderbok for Fr. Frank*

### **Sr. Warden Report**

*Lois Vanderbok*

- *See report attached to agenda*
- ***Vote Required***

### **Jr Warden Report**

*Warren Prender*

### **Treasurer Report**

*Kate McNealy*

- *Financial Reports (abbreviated attached)*

### **Vestry Liaisons**

*Stan Link*

- *Listing Attached*

### **New Business**

- *CCPKI Endowment Investment Policy*
- *CECDS Budget Accept & Record*

*Lois Vanderbok and Kate McNealy*

*Lois Vanderbok*

### **Closing Prayer and Adjourn**

**Next Meeting – 6:30 pm, Monday, June 16, 2025**

### ***Our Mission***

***At Christ Church Parish Kent Island, you will find worship grounded in our congregation's four centuries of living God's mission. We value Jesus' teaching of all inclusive, non-judgmental love. We are nourishing bodies, mind, and spirits; providing a safe place for renewal and recovery; and cultivating faith through meaningful relationships.***

Report of the Senior Warden

To the Vestry

May 19, 2025

Fr. Frank has been diligently working on the search for a Curate. In the past week, we have received one application from an ordained priest serving as Vicar in Cartagena, Colombia. His English is only moderate, and unfortunately not a candidate for us. A premium ad is currently running on the Episcopal News Service. You can view it here:

<https://episcopalnewsservice.org/jobs/curate-leading-to-priest-in-charge/>

A video has also been produced and posted to our web site and OTM profile. Please take a moment to view the video, I am sure you will find it stunning! (On Tuesday, we will try to eliminate the YouTube subtitles.)

<https://youtu.be/an5YqVNM1BE>

The cost for the ad was \$1,655.00 and the cost for the video was \$1,000.00. These should come under the heading for the search, but there are no funds available in that budget. Please know that the original estimate Marguerite Starsoneck received for the video was \$10 – 12,000.00. She reached out to the videographer at the Colonial Players and was referred to Josh Durant who is building his business after years in the US Army as a videographer. Josh offered to do it for \$1,000.00 and we jumped on it. I think the results speak for themselves, and I want to formally thank Marguerite for facilitating this wonderful tool for marketing to our community and our search efforts.

At the April Finance meeting, I heard the concerns about the cost of the rectory and the issues that come up when a home sits vacant for an extended time. A discussion ensued regarding the sale or renting of the property. Father Frank and I are of the strong opinion that selling it now would be unwise. It is a critical factor in looking for someone just finishing seminary. Having no place to live would require us to provide housing or a down payment to purchase housing. That would make for a big commitment to someone not tenured. Renting brings its own set of issues. Taxes, lease restrictions, upkeep, damage and property management costs.

Therefore, I have come up with an “out of the box” idea. Terrance Lively, the Vicar of Living Water has completed his academic work at United Lutheran Seminary in Gettysburg, PA. He must complete one year of internship in order to be ordained. His internship is at Living Water will continue until April of 2026. Terrance has been living in a subsidized apartment at the seminary which he must vacate soon. He has been looking for housing in this area, but his income is \$30k per year, is not conducive to finding something in our area. I proposed to the Finance Committee that we draw up an agreement for Terrance to occupy the rectory on a

month-to-month basis, with the understanding that the arrangement would end if we find someone with appropriate notice. In return, Terrance would pay all utilities, and by way of a donation to the Operating Fund, cover the cost of lawn care, pest control and trash removal. We would also specify that he would pay for a professional cleaning upon vacating and maintain insurance on the contents. While this would not be a profitable arrangement, it would eliminate our regular monthly expenses. We would include in the arrangement that no employment is implied or guaranteed.

I have spoken at length to Warren about this idea and he “100% agrees”. He has said that he is waiting for the day when he opens the door and an animal to run across his path (mice, rat, squirrel, etc.). He would prefer that someone occupy the house to alert us if there are any problems. He is not willing to be a property manager, but feels that he and Terrance would have a good relationship.

Father Frank has written me to say that providing we include the conditions above, “YES”. I now present this to you for your review and possibly, your recommendation to the Vestry.

The Finance Committee unanimously voted unanimously on a motion to move forward with this arrangement. Dick Sells wrote the draft agreement and the Finance Committee reviewed it. I would appreciate your votes to approve and move forward with the agreement.

Thank you for your consideration, and as always, I am so grateful for your work in this parish!

Lois



Date:

AGREEMENT TO TEMPORARILY OCCUPY  
623 CLOVERFIELDS, DR., STEVENSVILLE, MD 21666

This OCCUPANCY AGREEMENT is made by and between The Vestry of Christ Church Parish Kent Island (Parish) and Vicar Terrance Lively (Occupant). All parties hereby agree to the following terms of the Agreement:

Vicar Lively will occupy 623 Cloverfields Drive, Stevensville, MD as his residence on a month-to-month basis, beginning on \_\_\_\_\_ and continuing until \_\_\_\_\_. Either party may terminate this Agreement by giving the other party a minimum of 30-days written notice to end the Occupancy Agreement.

1. The Occupant will:
  - Care for and maintain the property in the same condition as it existed at the beginning of occupancy.
  - Pay for or reimburse the Parish for all utilities, including electricity and propane, lawn and yard care, trash removal, pest treatment.
2. The Parish will maintain and/or repair/replace the plumbing, heating, cooling, electrical systems and also the exterior walls and roof of the property. However, the Occupant will be obligated for said costs if the need results from negligence or misuse.
3. Any damage to walls, paint, floors, carpeting, doors, windows, window treatments, light fixtures, appliances, in excess of normal wear and tear, will be repaired or replaced by the Occupant, so as to restore the property to the same condition as existed prior to the beginning of the occupancy term. At the end of the occupancy, Occupant will reimburse the parish for professional cleaning of the premises.
4. Prior to occupancy, the Occupant and a representative of the parish will meet at the property, review the property condition and the operation of and care for all systems and equipment.
5. During the Occupancy term, the Parish may access the property with two (2) days' notice to the Occupant. The Parish may enter the premises without notice in an emergency situation.

6. The Occupant must purchase prior to occupancy a Five Hundred Thousand (\$500,000.00) renters insurance policy with Christ Church Parish Kent Island as “additionally insured.”
7. Christ Church Parish Kent Island shall hereby be held free and harmless by the Occupant from any and all loss, claim or damage by reason of any accident, injury or damage to any person or property occurring anywhere on or about the leased property which is not caused by the Parish’s gross negligence or intentional misconduct.
8. Written notice shall be by personal delivery to the following addresses:

Sr. Warden  
Christ Church Parish Kent Island  
830 Romancoke Rd.  
Stevensville, MD 21666

Vicar Terrance Lively  
623 Cloverfields Dr.  
Stevensville, MD 21666

Christ Church Parish Kent Island

\_\_\_\_\_  
Sr. Warden

\_\_\_\_\_  
Date

Occupant

\_\_\_\_\_  
Terrance Lively

\_\_\_\_\_  
Date





Finance Committee  
Recommendation to the Vestry  
May 19, 2025

**Discussion:** The parish rectory located at 623 Cloverfields in Stevensville has been unoccupied since Fr. Mark moved out. Rather than leaving it sit vacant while the search for a new rector continues, the idea was suggested to allow the Vicar of Living Waters to live there temporarily.

**Recommendation:** To allow Terrance Lively to occupy the Rectory on a month-to-month basis until a new Rector is identified.

Respectfully Submitted,

**The Finance Committee:**

Cary Gates, Dick Sells, Bob Thompson, Dave Ellwood, Laurelle McCready



*A parish of the Episcopal Diocese of Easton*

# Christ Church Parish Kent Island

## Balance Sheet Prev Year Comparison

As of April 30, 2025

	Apr 30, 25	Apr 30, 24
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Checking / Savings Accounts		
SUB Operating Acct - 3781	93,422.05	48,685.82
Total Checking / Savings Accounts	93,422.05	48,685.82
Total Checking/Savings	93,422.05	48,685.82
Total Current Assets	93,422.05	48,685.82
Fixed Assets		
Fixtures, Furniture & Equipment		
Fixtures & Furniture - CECDS	5,850.00	5,850.00
Fixtures & Furniture - Church	102,200.00	102,200.00
Total Fixtures, Furniture & Equipment	108,050.00	108,050.00
Buildings & Land		
Buildings	3,629,275.00	3,629,275.00
Land - Broad Creek Cemetery	125,000.00	125,000.00
Total Buildings & Land	3,754,275.00	3,754,275.00
Total Fixed Assets	3,862,325.00	3,862,325.00
Other Assets		
EEF Investment Accts.		
BCC Columbarium Fund-90010	30,883.57	28,044.78
BCC Perpetual Care Fund-90011	168,176.55	151,496.01
Blunt Fund		
Julianna Blunt Fund - 90007	387,092.38	369,745.67
Released for Rectory	399,184.78	399,184.78
Total Blunt Fund	786,277.16	768,930.45
Endowment Fund - 90008	46,265.48	44,216.53
Grace Youth Ministry Fund-90015	145,680.77	138,977.47
Paca Fund - 90009	74,430.77	71,351.54
The Investment Fund - 90078	106,305.90	96,534.42
Total EEF Investment Accts.	1,358,020.20	1,299,551.20
Shore United Bank Accts.		
Memorial Fund - 9769	13,182.48	13,069.35
Total Shore United Bank Accts.	13,182.48	13,069.35
Total Other Assets	1,371,202.68	1,312,620.55
<b>TOTAL ASSETS</b>	<b>5,326,949.73</b>	<b>5,223,631.37</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	3,023.63	2,856.64
Total Accounts Payable	3,023.63	2,856.64
Credit Cards		
Church Credit Cards		
Visa #9420 - Alesia Grier	182.46	0.00
Visa #7838 - Brenda Faulkner	681.98	1,720.59
Visa #9750 - Kathy Sells	744.17	0.00
Visa #4298 - Lindy Coltharp	1,927.07	4,692.64
Visa #8166 - Lois Vanderbok	0.00	206.32
Visa #8117 - Warren Prender	0.00	859.87

7:37 PM

05/27/25

Accrual Basis

**Christ Church Parish Kent Island**  
**Balance Sheet Prev Year Comparison**  
**As of April 30, 2025**

	Apr 30, 25	Apr 30, 24
Total Church Credit Cards	3,535.68	7,479.42
Total Credit Cards	3,535.68	7,479.42
Other Current Liabilities		
Due To Others (Pass Thru)	50.00	0.00
Payroll Liabilities		
Federal Taxes Withheld	2,355.87	1,899.60
State Taxes Withheld	562.60	472.97
Total Payroll Liabilities	2,918.47	2,372.57
Total Other Current Liabilities	2,968.47	2,372.57
Total Current Liabilities	9,527.78	12,708.63
Total Liabilities	9,527.78	12,708.63
Equity		
Prior Years Net Income	1,241,316.84	1,051,008.10
Opening Balance Equity	3,681,662.39	3,681,662.39
Rectory - Land / Improvements	399,184.78	399,184.78
Net Income	-4,742.06	79,067.47
Total Equity	5,317,421.95	5,210,922.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,326,949.73</b>	<b>5,223,631.37</b>

7:38 PM

05/27/25

Accrual Basis

**Christ Church Parish Kent Island**  
**Profit & Loss By Month**  
**May 2024 through April 2025**

	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	TOTAL
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>General Offerings</b>													
Contributions / Pledges	21,647.00	24,741.00	25,395.00	18,325.00	21,772.00	16,854.00	27,264.00	33,216.60	36,594.45	26,422.76	29,751.26	26,931.76	308,914.83
Plate Contributions	623.00	510.00	687.00	126.00	734.00	195.00	812.00	1,421.00	644.00	592.00	407.00	1,504.00	8,255.00
Special Offerings	0.00	50.00	0.00	0.00	0.00	0.00	135.00	915.00	76.00	5.00	683.00	2,180.00	4,044.00
<b>Total General Offerings</b>	22,270.00	25,301.00	26,082.00	18,451.00	22,506.00	17,049.00	28,211.00	35,552.60	37,314.45	27,019.76	30,841.26	30,615.76	321,213.83
<b>Building Use</b>													
CECDS	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	16,440.00
Living Water	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Other Building Use	850.00	0.00	100.00	300.00	745.00	1,105.00	200.00	1,291.00	1,385.00	800.00	1,000.00	1,410.00	9,186.00
<b>Total Building Use</b>	3,720.00	2,870.00	2,970.00	3,170.00	3,615.00	3,975.00	3,070.00	4,161.00	4,255.00	3,670.00	3,870.00	4,280.00	43,626.00
<b>Fundraisers</b>													
Acolyte Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-387.96	0.00	-387.96
Advent Sales (Nov / Dec)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.00	0.00	0.00	0.00	0.00	112.00
Soup Sales	7,472.70	5,962.90	5,724.70	6,953.21	4,221.48	9,532.39	5,904.73	6,343.53	5,078.89	5,538.39	5,078.58	5,795.55	73,607.05
<b>Total Fundraisers</b>	7,472.70	5,962.90	5,724.70	6,953.21	4,221.48	9,532.39	5,904.73	6,455.53	5,078.89	5,538.39	4,690.62	5,795.55	73,331.09
<b>Miscellaneous Income</b>													
Altar Guild Donations	0.00	0.00	100.00	0.00	0.00	0.00	0.00	765.00	0.00	0.00	935.00	232.00	2,032.00
Interest-Checking/Savings Accts	1.11	1.07	1.11	1.12	1.07	1.12	1.08	1.11	1.12	1.01	1.12	1.09	13.13
Music Fund Donations	100.00	100.00	-100.00	0.00	0.00	0.00	0.00	50.00	100.00	200.00	5,150.00	300.00	5,900.00
Other Income / Donations	0.00	0.00	25.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,220.00	4,245.00
<b>Total Miscellaneous Income</b>	101.11	101.07	26.11	1,501.12	1.07	1.12	1.08	2,316.11	101.12	201.01	6,086.12	1,753.09	12,190.13
<b>Total Income</b>	33,563.81	34,234.97	34,802.81	30,075.33	30,343.55	30,557.51	37,186.81	48,485.24	46,749.46	36,429.16	45,488.00	42,444.40	450,361.05
<b>Gross Profit</b>	33,563.81	34,234.97	34,802.81	30,075.33	30,343.55	30,557.51	37,186.81	48,485.24	46,749.46	36,429.16	45,488.00	42,444.40	450,361.05
<b>Expense</b>													
<b>Personnel</b>													
<b>Pay Subject to Payroll Tax</b>													
Minister of Music	3,490.38	2,326.92	2,326.92	2,326.92	2,326.92	2,326.92	3,490.38	3,492.50	2,413.46	2,500.00	2,500.00	2,500.00	32,021.32
Parish Administrator	2,929.50	1,761.75	1,876.50	1,620.00	1,917.00	1,842.75	3,105.00	3,855.18	1,677.00	2,204.00	2,298.25	2,305.50	27,392.43
Sexton	1,658.50	1,116.00	1,054.00	1,116.00	976.50	1,123.75	1,724.00	1,988.42	538.00	1,256.00	1,256.00	1,274.00	15,081.17
Family Ministry Coordinator	989.63	0.00	0.00	0.00	374.00	1,672.00	2,618.00	2,413.00	1,710.00	1,955.00	1,748.00	1,748.00	15,227.63
<b>Total Pay Subject to Payroll Tax</b>	9,068.01	5,204.67	5,257.42	5,062.92	5,594.42	6,965.42	10,937.38	11,749.10	6,338.46	7,915.00	7,802.25	7,827.50	89,722.55
<b>Pay Not Subject to Payroll Tax</b>													
Payroll Tax Expense	731.96	398.16	402.19	387.31	427.97	532.86	832.89	975.31	484.90	605.48	596.89	598.79	6,974.71
<b>Rector Support</b>													
Lawn Care	0.00	1,610.00	300.00	0.00	350.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	3,010.00
Membership & Lot Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00
Pest Control	0.00	0.00	0.00	0.00	0.00	0.00	275.00	0.00	0.00	0.00	0.00	0.00	275.00
Utilities	83.79	101.03	245.66	100.62	75.37	189.30	40.70	68.53	301.32	260.23	156.07	205.97	1,828.59
<b>Total Rector Support</b>	83.79	1,711.03	545.66	100.62	425.37	189.30	315.70	818.53	501.32	260.23	156.07	205.97	5,313.59
<b>Stipend - Rector/Interim Rector</b>	3,980.76	2,653.84	2,653.84	2,653.84	2,653.84	2,653.84	3,980.76	2,653.92	2,653.84	2,653.84	2,653.84	2,653.84	34,500.00
Supply Priest	0.00	0.00	0.00	900.00	225.00	225.00	0.00	0.00	225.00	0.00	0.00	225.00	1,800.00
<b>Total Pay Not Subject to Payroll Tax</b>	4,796.51	4,763.03	3,601.69	4,041.77	3,732.18	3,601.00	5,129.35	4,447.76	3,865.06	3,519.55	3,406.80	3,683.60	48,588.30
<b>Benefits</b>													
Health Insurance Premium-Rector	0.00	0.00	0.00	0.00	0.00	0.00	-746.00	0.00	0.00	0.00	0.00	0.00	-746.00
<b>Total Benefits</b>	0.00	0.00	0.00	0.00	0.00	0.00	-746.00	0.00	0.00	0.00	0.00	0.00	-746.00
<b>Continuing Education</b>													
Family Ministry Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	250.00

**Christ Church Parish Kent Island**  
**Profit & Loss By Month**  
**May 2024 through April 2025**

	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	TOTAL
Minister of Music	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
<b>Total Continuing Education</b>	0.00	0.00	0.00	120.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	370.00
<b>Travel and Automobile</b>													
Mileage - Family Ministry Coord	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.40	0.00	0.00	0.00	120.40
Mileage - Minister of Music	88.41	177.32	88.41	310.10	210.14	177.32	147.85	325.17	214.90	215.40	287.60	277.30	2,519.92
Mileage - Rector/Interim Rector	0.00	60.30	0.00	0.00	0.00	0.00	227.80	202.34	270.90	123.20	186.20	256.20	1,326.94
Mileage - Supply Priest	0.00	0.00	0.00	296.68	6.50	100.10	0.00	0.00	108.92	0.00	0.00	40.60	552.80
<b>Total Travel and Automobile</b>	88.41	237.62	88.41	606.78	216.64	277.42	375.65	527.51	715.12	338.60	473.80	574.10	4,520.06
<b>Transition Costs</b>													
Search Electronic Survey	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	656.00	0.00	0.00	656.00
<b>Total Transition Costs</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	656.00	0.00	0.00	656.00
<b>Total Personnel</b>	13,952.93	10,205.32	8,947.52	9,831.47	9,543.24	10,843.84	15,696.38	16,974.37	10,918.64	12,429.15	11,682.85	12,085.20	143,110.91
<b>Facilities</b>													
Alarm System (Fire/Security)	0.00	0.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	520.00
Camp Wright Lease	0.00	0.00	773.75	0.00	0.00	773.75	0.00	0.00	773.75	0.00	0.00	773.75	3,095.00
Cleaning Supplies	143.20	0.00	45.44	226.36	130.21	192.86	0.00	218.70	36.78	283.80	106.18	70.64	1,454.17
Electric	1,252.16	1,360.74	1,654.55	2,227.56	1,906.71	1,334.66	1,454.90	1,673.07	2,744.04	3,739.92	2,853.96	1,781.71	23,983.98
Gardening Ministry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.14	1,400.00	1,511.14
Lawn Care / Snow Removal	750.00	1,250.00	1,960.00	0.00	2,250.00	1,000.00	0.00	250.00	1,260.00	765.00	0.00	0.00	9,485.00
Kitchen Equipment & Maintenance	39.79	0.00	1,200.00	565.00	234.42	2,129.20	71.60	340.85	889.90	375.00	8,530.01	0.00	14,375.77
Pest Control	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	2,000.00
Propane	249.88	0.00	312.62	0.00	233.02	0.00	1,395.17	3,151.57	7,285.65	3,516.44	1,116.53	1,097.21	18,358.09
Refuse Removal	415.30	410.78	411.39	409.38	407.36	520.79	525.43	524.55	346.77	418.90	418.44	417.02	5,226.11
Repairs & Maintenance - Church	524.26	1,386.17	773.84	5,562.64	3,480.84	18,370.04	109.70	2,861.25	2,003.66	1,333.79	2,300.74	718.80	39,425.73
Repairs & Maintenance - Rectory	7,519.61	401.00	1,144.10	200.00	1,739.61	225.00	300.00	0.00	0.00	0.00	1,630.00	0.00	13,159.32
Water & Sewer	-18.06	0.00	607.39	0.00	0.00	548.70	0.00	0.00	758.79	0.00	0.00	795.56	2,692.38
<b>Total Facilities</b>	11,376.14	4,808.69	9,053.08	9,690.94	10,382.17	25,095.00	4,356.80	9,019.99	16,099.34	10,432.85	17,567.00	7,404.69	135,286.69
<b>Insurance</b>													
Property / Liability Insurance	3,517.00	0.00	0.00	4,229.50	0.00	0.00	4,145.50	0.00	0.00	4,145.50	0.00	0.00	16,037.50
Workers Comp Insurance	25.00	-63.00	0.00	0.00	0.00	0.00	187.00	0.00	0.00	0.00	0.00	325.00	474.00
<b>Total Insurance</b>	3,542.00	-63.00	0.00	4,229.50	0.00	0.00	4,332.50	0.00	0.00	4,145.50	0.00	325.00	16,511.50
<b>Parish Life</b>													
<b>Worship</b>													
Altar Guild	0.00	0.00	0.00	0.00	0.00	0.00	90.09	480.00	0.00	110.00	0.00	1,012.86	1,692.95
Worship & Sanctuary	76.18	0.00	90.00	0.00	58.18	0.00	0.00	0.00	137.36	1,799.99	65.50	90.00	2,317.21
<b>Total Worship</b>	76.18	0.00	90.00	0.00	58.18	0.00	90.09	480.00	137.36	1,909.99	65.50	1,102.86	4,010.16
<b>Christian Education</b>													
Adults	0.00	0.00	0.00	0.00	0.00	0.00	317.70	0.00	0.00	0.00	0.00	0.00	317.70
Young Children	0.00	0.00	0.00	0.00	0.00	76.43	22.07	0.00	17.61	90.14	60.28	0.00	266.53
Youth	0.00	0.00	0.00	0.00	0.00	0.00	386.19	0.00	0.00	0.00	0.00	60.38	446.57
<b>Total Christian Education</b>	0.00	0.00	0.00	0.00	0.00	76.43	725.96	0.00	17.61	90.14	60.28	60.38	1,030.80
<b>Music</b>													
Music & Choir Supplies	50.70	650.32	425.00	28.94	210.90	170.26	340.70	460.67	0.00	382.00	5,124.48	416.89	8,260.86
Guest Musicians & Interns	500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,150.00	0.00	0.00	0.00	900.00	2,550.00
<b>Total Music</b>	550.70	650.32	425.00	28.94	210.90	170.26	340.70	1,610.67	0.00	382.00	5,124.48	1,316.89	10,810.86
<b>Outreach</b>													
Camp Wright	250.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	1,250.00
Diocesan Apportionment	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	1,875.00	3,969.63	3,969.63	3,969.63	3,969.63	30,878.52
Discretionary Fund - Rector	0.00	0.00	125.00	0.00	0.00	125.00	0.00	0.00	250.00	0.00	0.00	250.00	750.00
Haven Ministries Church Fund	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	1,000.00

**Christ Church Parish Kent Island**  
**Profit & Loss By Month**  
**May 2024 through April 2025**

	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	TOTAL
Haven Ministries Operations	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	250.00	0.00	0.00	250.00	1,500.00
Haven Ministries Food Pantry	70.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	670.00
Other Purpose Outside Parish	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
<b>Total Outreach</b>	<b>2,195.00</b>	<b>1,875.00</b>	<b>3,850.00</b>	<b>1,875.00</b>	<b>1,875.00</b>	<b>3,000.00</b>	<b>1,875.00</b>	<b>1,875.00</b>	<b>4,969.63</b>	<b>3,969.63</b>	<b>3,969.63</b>	<b>4,969.63</b>	<b>36,298.52</b>
<b>Parish Ministries</b>													
Coffee Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.94	72.05	0.72	253.71
Family Ministry Activities	0.00	0.00	0.00	0.00	220.87	893.57	312.86	0.00	44.29	-23.00	0.00	306.47	1,755.06
Fellowship	0.00	0.00	0.00	300.00	207.79	0.00	0.00	0.00	522.90	412.37	0.00	40.65	1,483.71
Hospitality Ministry Coordinator	2,000.00	2,500.00	2,000.00	2,500.00	2,000.00	2,150.00	2,650.00	2,000.00	2,105.00	2,140.00	2,675.00	2,140.00	26,860.00
Youth Ministry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	28.92	51.68	122.08	217.68
<b>Total Parish Ministries</b>	<b>2,000.00</b>	<b>2,500.00</b>	<b>2,000.00</b>	<b>2,800.00</b>	<b>2,428.66</b>	<b>3,043.57</b>	<b>2,962.86</b>	<b>2,000.00</b>	<b>2,687.19</b>	<b>2,739.23</b>	<b>2,798.73</b>	<b>2,609.92</b>	<b>30,570.16</b>
<b>Total Parish Life</b>	<b>4,821.88</b>	<b>5,025.32</b>	<b>6,365.00</b>	<b>4,703.94</b>	<b>4,572.74</b>	<b>6,290.26</b>	<b>5,994.61</b>	<b>5,965.67</b>	<b>7,811.79</b>	<b>9,090.99</b>	<b>12,018.62</b>	<b>10,059.68</b>	<b>82,720.50</b>
<b>Administration</b>													
Development / Communications													
Advertising - Communication	0.00	169.98	177.10	0.00	0.00	0.00	0.00	0.00	230.00	0.00	0.00	0.00	577.08
Gifts / Incentives	0.00	0.00	92.88	0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00	0.00	1,092.88
<b>Total Development / Communications</b>	<b>0.00</b>	<b>169.98</b>	<b>269.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>230.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,669.96</b>
<b>Office Expense</b>													
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00
Bookkeeping Services	1,911.25	1,526.25	742.50	2,103.75	1,045.00	1,127.50	1,072.50	797.50	1,787.50	1,485.00	1,705.00	1,828.75	17,132.50
Copying / Lease													
Bizhub C450l Lease	0.00	864.51	443.71	443.71	443.71	443.71	443.71	443.71	305.97	443.71	443.71	443.71	5,163.87
<b>Total Copying / Lease</b>	<b>0.00</b>	<b>864.51</b>	<b>443.71</b>	<b>443.71</b>	<b>443.71</b>	<b>443.71</b>	<b>443.71</b>	<b>443.71</b>	<b>305.97</b>	<b>443.71</b>	<b>443.71</b>	<b>443.71</b>	<b>5,163.87</b>
Credit Card Merchant Expense	128.81	70.35	76.28	70.91	57.79	92.00	77.58	96.47	72.01	79.63	116.65	96.53	1,035.01
IT Support	77.00	232.88	240.09	77.00	100.17	77.00	77.00	77.00	198.88	79.00	714.00	79.00	2,029.02
Office Supplies	733.98	46.45	215.02	250.07	163.17	-69.00	711.10	43.68	884.62	3,339.63	403.97	125.00	6,847.69
Payroll Service	171.81	113.88	113.88	114.54	113.22	132.04	171.81	115.20	280.18	441.43	118.88	146.38	2,033.25
Postage	328.00	0.00	0.00	100.00	200.00	0.00	0.00	100.00	0.00	200.00	9.05	350.00	1,287.05
Stewardship Expense	0.00	0.00	0.00	445.86	0.00	930.65	0.00	0.00	0.00	0.00	0.00	0.00	1,376.51
Telephone - Church	360.05	360.05	361.18	361.18	372.50	367.16	367.16	420.06	407.50	407.50	407.50	407.66	4,599.50
<b>Total Office Expense</b>	<b>3,710.90</b>	<b>3,214.37</b>	<b>2,192.66</b>	<b>3,967.02</b>	<b>2,495.56</b>	<b>3,136.06</b>	<b>2,920.86</b>	<b>2,093.62</b>	<b>3,936.66</b>	<b>6,475.90</b>	<b>3,918.76</b>	<b>3,477.03</b>	<b>41,539.40</b>
<b>Publications</b>													
Publications	45.00	115.35	0.00	0.00	45.00	0.00	0.00	0.00	45.00	0.00	45.00	0.00	295.35
<b>Total Publications</b>	<b>45.00</b>	<b>115.35</b>	<b>0.00</b>	<b>0.00</b>	<b>45.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.00</b>	<b>0.00</b>	<b>45.00</b>	<b>0.00</b>	<b>295.35</b>
<b>Vestry / Diocese</b>													
Convention Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,885.50	-2,764.08	-715.00	406.42
<b>Total Vestry / Diocese</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,885.50</b>	<b>-2,764.08</b>	<b>-715.00</b>	<b>406.42</b>
<b>Total Administration</b>	<b>3,755.90</b>	<b>3,499.70</b>	<b>2,462.64</b>	<b>3,967.02</b>	<b>2,540.56</b>	<b>3,136.06</b>	<b>2,920.86</b>	<b>2,593.62</b>	<b>4,211.66</b>	<b>10,861.40</b>	<b>1,199.68</b>	<b>2,762.03</b>	<b>43,911.13</b>
<b>Total Expense</b>	<b>37,448.85</b>	<b>23,476.03</b>	<b>26,828.24</b>	<b>32,422.87</b>	<b>27,038.71</b>	<b>45,365.16</b>	<b>33,301.15</b>	<b>34,553.65</b>	<b>39,041.43</b>	<b>46,959.89</b>	<b>42,468.15</b>	<b>32,636.60</b>	<b>421,540.73</b>
<b>Net Ordinary Income</b>	<b>-3,885.04</b>	<b>10,758.94</b>	<b>7,974.57</b>	<b>-2,347.54</b>	<b>3,304.84</b>	<b>-14,807.65</b>	<b>3,885.66</b>	<b>13,931.59</b>	<b>7,708.03</b>	<b>-10,530.73</b>	<b>3,019.85</b>	<b>9,807.80</b>	<b>28,820.32</b>
<b>Other Income/Expense</b>													
<b>Other Income</b>													
BCC Columbarium Fund - 90010													
New Gifts / Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	900.00
Change In Asset Value	1,003.17	577.82	576.55	576.55	587.06	-478.28	1,379.22	-849.57	736.34	-178.51	-1,091.56	0.00	2,838.79
<b>Total BCC Columbarium Fund - 90010</b>	<b>1,003.17</b>	<b>577.82</b>	<b>576.55</b>	<b>576.55</b>	<b>587.06</b>	<b>-478.28</b>	<b>1,379.22</b>	<b>-849.57</b>	<b>736.34</b>	<b>-178.51</b>	<b>-1,091.56</b>	<b>900.00</b>	<b>3,738.79</b>
BCC Perpetual Care Fund - 90011													
New Gifts / Contributions	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00

**Christ Church Parish Kent Island**  
**Profit & Loss By Month**  
**May 2024 through April 2025**

	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	TOTAL
Change In Asset Value	5,419.08	3,121.30	3,118.05	3,122.18	3,179.06	-2,590.00	7,468.83	-4,600.74	3,987.51	-966.67	-5,911.13	33.07	15,380.54
<b>Total BCC Perpetual Care Fund - 90011</b>	<b>5,419.08</b>	<b>3,121.30</b>	<b>3,518.05</b>	<b>3,122.18</b>	<b>3,179.06</b>	<b>-2,590.00</b>	<b>7,468.83</b>	<b>-4,600.74</b>	<b>3,987.51</b>	<b>-966.67</b>	<b>-5,911.13</b>	<b>33.07</b>	<b>15,780.54</b>
<b>Blunt Fund - 90007</b>													
Released In Current Year	9,680.42	0.00	9,680.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,360.84
Transfer Out - To Operating Ckg	-9,680.42	0.00	-9,680.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-19,360.84
Change In Asset Value	13,262.58	7,426.10	7,480.44	7,226.44	7,358.04	-5,994.67	17,286.94	-10,648.61	9,229.27	-2,237.40	-13,681.58	0.00	36,707.55
<b>Total Blunt Fund - 90007</b>	<b>13,262.58</b>	<b>7,426.10</b>	<b>7,480.44</b>	<b>7,226.44</b>	<b>7,358.04</b>	<b>-5,994.67</b>	<b>17,286.94</b>	<b>-10,648.61</b>	<b>9,229.27</b>	<b>-2,237.40</b>	<b>-13,681.58</b>	<b>0.00</b>	<b>36,707.55</b>
<b>1999 Endowment Fund - 90008</b>													
Released In Current Year	1,169.94	0.00	1,169.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,339.88
Transfer Out	-1,169.94	0.00	-1,169.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,339.88
Change In Asset Value	1,586.07	887.83	894.41	863.71	879.44	-716.49	2,066.15	-1,272.72	1,103.08	-267.41	-1,635.24	0.00	4,388.83
<b>Total 1999 Endowment Fund - 90008</b>	<b>1,586.07</b>	<b>887.83</b>	<b>894.41</b>	<b>863.71</b>	<b>879.44</b>	<b>-716.49</b>	<b>2,066.15</b>	<b>-1,272.72</b>	<b>1,103.08</b>	<b>-267.41</b>	<b>-1,635.24</b>	<b>0.00</b>	<b>4,388.83</b>
<b>Grace Fund - 90015</b>													
Grace Fund Contributions	25.00	25.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
Released In Current Year	3,634.69	0.00	1,120.08	0.00	0.00	0.00	2,514.61	0.00	0.00	0.00	0.00	0.00	7,269.38
Transfer Out - To Operating Ckg	-3,634.69	0.00	-1,120.08	0.00	0.00	0.00	-2,514.61	0.00	0.00	0.00	0.00	0.00	-7,269.38
Change In Asset Value	4,984.20	2,791.63	2,794.01	2,764.99	2,815.33	-2,294.10	6,566.83	-4,007.56	3,473.40	-842.04	-5,149.01	0.00	13,897.68
<b>Total Grace Fund - 90015</b>	<b>5,009.20</b>	<b>2,816.63</b>	<b>2,794.01</b>	<b>2,764.99</b>	<b>2,840.33</b>	<b>-2,294.10</b>	<b>6,566.83</b>	<b>-4,007.56</b>	<b>3,473.40</b>	<b>-842.04</b>	<b>-5,149.01</b>	<b>0.00</b>	<b>13,972.68</b>
<b>Paca Fund - 90009</b>													
Released In Current Year	1,997.39	0.00	1,997.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,994.77
Transfer Out	-1,997.39	0.00	-1,997.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,994.77
Change In Asset Value	2,559.82	1,430.48	1,441.91	1,389.52	1,414.81	-1,152.66	3,323.96	-2,047.52	1,774.62	-430.21	-2,630.73	0.00	7,074.00
<b>Total Paca Fund - 90009</b>	<b>2,559.82</b>	<b>1,430.48</b>	<b>1,441.91</b>	<b>1,389.52</b>	<b>1,414.81</b>	<b>-1,152.66</b>	<b>3,323.96</b>	<b>-2,047.52</b>	<b>1,774.62</b>	<b>-430.21</b>	<b>-2,630.73</b>	<b>0.00</b>	<b>7,074.00</b>
<b>The Investment Fund - 90078</b>													
Change In Asset Value	3,453.08	1,988.93	1,984.57	1,984.57	2,020.72	-1,646.29	4,747.45	-2,924.38	2,534.61	-614.45	-3,757.33	0.00	9,771.48
<b>Total The Investment Fund - 90078</b>	<b>3,453.08</b>	<b>1,988.93</b>	<b>1,984.57</b>	<b>1,984.57</b>	<b>2,020.72</b>	<b>-1,646.29</b>	<b>4,747.45</b>	<b>-2,924.38</b>	<b>2,534.61</b>	<b>-614.45</b>	<b>-3,757.33</b>	<b>0.00</b>	<b>9,771.48</b>
<b>Memorial Fund - 9769</b>													
In Memoriam Contributions	0.00	0.00	0.00	50.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	100.00
<b>Total Memorial Fund - 9769</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Mortgage Fund - 9220</b>													
Mortgage Fund Contributions	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
<b>Total Mortgage Fund - 9220</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>
<b>Backpack Program</b>													
Backpack Program Donations	0.00	100.00	450.00	0.00	1,746.00	100.00	0.00	850.00	0.00	0.00	7,402.59	20.00	10,668.59
Backpack Program Expenses	-1,209.38	-128.76	-273.34	0.00	-708.07	-391.56	-1,646.38	-825.92	-2,687.18	-770.14	-1,681.00	-1,385.65	-11,707.38
<b>Total Backpack Program</b>	<b>-1,209.38</b>	<b>-28.76</b>	<b>176.66</b>	<b>0.00</b>	<b>1,037.93</b>	<b>-291.56</b>	<b>-1,646.38</b>	<b>24.08</b>	<b>-2,687.18</b>	<b>-770.14</b>	<b>5,721.59</b>	<b>-1,365.65</b>	<b>-1,038.79</b>
<b>Bishops Discretionary Fund</b>													
Bishops Discretionary Fund	0.00	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325.00
Bishop's Discretionary Fund	0.00	-325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-325.00
<b>Total Bishops Discretionary Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Capital Improvement Fund</b>													
Audio & Hearing - Income	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Audio & Hearing - Expenses	0.00	0.00	-1,637.00	-4,428.95	-678.90	0.00	-360.39	365.31	0.00	0.00	0.00	0.00	-6,739.93
CECDs Roof - Income	0.00	0.00	0.00	7,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
CECD Roof - Expense	0.00	0.00	-22,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-22,800.00
Shand Hall Project - Income	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Capital Improvement Fund - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00

7:38 PM

05/27/25

Accrual Basis

**Christ Church Parish Kent Island**  
**Profit & Loss By Month**  
**May 2024 through April 2025**

	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	TOTAL
Total Capital Improvement Fund	0.00	0.00	-24,437.00	2,571.05	6,321.10	0.00	-360.39	365.31	0.00	0.00	0.00	50.00	-15,489.93
Food Pantry													
Food Pantry Donations	70.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	670.00
Total Food Pantry	70.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	670.00
Grant - GiveClear Foundation													
Grant-GiveClear Found.- Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Total Grant - GiveClear Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Grant - Vanguard													
Grant - Vanguard - Income	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Total Grant - Vanguard	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Outreach Food Ministry													
Children&Fam Outreach Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,144.46	-854.80	-1,999.26
Total Outreach Food Ministry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,144.46	-854.80	-1,999.26
Special Event													
Westminster Bell Ringer-Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,503.00	0.00	0.00	0.00	0.00	1,503.00
Westminster Bell Ringer-Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-700.00	-100.00	0.00	0.00	0.00	-800.00
Total Special Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00	803.00	-100.00	0.00	0.00	0.00	703.00
Total Other Income	31,953.62	18,220.33	-4,370.40	20,549.01	25,638.49	-15,164.05	40,832.61	-25,108.71	20,051.65	-6,306.83	-29,279.45	762.62	77,778.89
Other Expense													
Rector's Discretionary Funds	125.00	0.00	0.00	0.00	0.00	0.00	-25.00	25.00	0.00	-100.00	100.00	-25.00	100.00
Total Other Expense	125.00	0.00	0.00	0.00	0.00	0.00	-25.00	25.00	0.00	-100.00	100.00	-25.00	100.00
Net Other Income	31,828.62	18,220.33	-4,370.40	20,549.01	25,638.49	-15,164.05	40,857.61	-25,133.71	20,051.65	-6,206.83	-29,379.45	787.62	77,678.89
Net Income	<u>27,943.58</u>	<u>28,979.27</u>	<u>3,604.17</u>	<u>18,201.47</u>	<u>28,943.33</u>	<u>-29,971.70</u>	<u>44,743.27</u>	<u>-11,202.12</u>	<u>27,759.68</u>	<u>-16,737.56</u>	<u>-26,359.60</u>	<u>10,595.42</u>	<u>106,499.21</u>



**Christ Church Parish Kent Island**  
**Profit & Loss Budget vs. Actual - Current Year**  
**January through April 2025**

	Jan - Apr 25	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>General Offerings</b>			
Contributions / Pledges	119,700.23	340,000.00	35.2%
Plate Contributions	3,147.00	7,500.00	42.0%
Special Offerings	2,944.00	5,000.00	58.9%
<b>Total General Offerings</b>	125,791.23	352,500.00	35.7%
<b>Building Use</b>			
CECDS	5,480.00	16,444.00	33.3%
Living Water	6,000.00	18,000.00	33.3%
Other Building Use	4,595.00	7,500.00	61.3%
<b>Total Building Use</b>	16,075.00	41,944.00	38.3%
<b>Fundraisers</b>			
Acolyte Fundraiser	-387.96		
Soup Sales	21,491.41	70,000.00	30.7%
<b>Total Fundraisers</b>	21,103.45	70,000.00	30.1%
<b>Miscellaneous Income</b>			
Altar Guild Donations	1,167.00	1,800.00	64.8%
Interest-Checking/Savings Accts	4.34	75.00	5.8%
Music Fund Donations	5,750.00	600.00	958.3%
Other Income / Donations	1,220.00	3,000.00	40.7%
<b>Total Miscellaneous Income</b>	8,141.34	5,475.00	148.7%
<b>Total Income</b>	171,111.02	469,919.00	36.4%
<b>Gross Profit</b>	171,111.02	469,919.00	36.4%
<b>Expense</b>			
<b>Personnel</b>			
<b>Pay Subject to Payroll Tax</b>			
Minister of Music	9,913.46	32,458.25	30.5%
Parish Administrator	8,484.75	28,623.35	29.6%
Sexton	4,324.00	16,432.40	26.3%
Family Ministry Coordinator	7,161.00	20,536.00	34.9%
<b>Total Pay Subject to Payroll Tax</b>	29,883.21	98,050.00	30.5%
<b>Pay Not Subject to Payroll Tax</b>			
Housing Allowance - Rector	0.00	10,000.00	0.0%
Payroll Tax Expense	2,286.06	7,400.00	30.9%
<b>Rector Support</b>			
Cell Phone	0.00	1,200.00	0.0%
Lawn Care	0.00	450.00	0.0%
Membership & Lot Fees	200.00	200.00	100.0%
Pest Control	0.00	775.00	0.0%
Trash Removal	0.00	500.00	0.0%
Utilities	923.59	3,500.00	26.4%
<b>Total Rector Support</b>	1,123.59	6,625.00	17.0%
Stipend - Rector/Interim Rector	10,615.36	88,100.00	12.0%
Supply Priest	450.00	1,350.00	33.3%
<b>Total Pay Not Subject to Payroll Tax</b>	14,475.01	113,475.00	12.8%
<b>Benefits</b>			
Health Insurance Premium-Rector	0.00	24,000.00	0.0%
HSA Deposits - Rector	0.00	8,894.00	0.0%
Life/Disability Ins - Rector	0.00	400.00	0.0%
Pension - Rector	0.00	22,906.00	0.0%
<b>Total Benefits</b>	0.00	56,200.00	0.0%
<b>Continuing Education</b>			

**Christ Church Parish Kent Island**  
**Profit & Loss Budget vs. Actual - Current Year**  
**January through April 2025**

	Jan - Apr 25	Budget	% of Budget
Family Ministry Coordinator	0.00	600.00	0.0%
Minister of Music	0.00	400.00	0.0%
Rector	0.00	500.00	0.0%
<b>Total Continuing Education</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.0%</b>
<b>Travel and Automobile</b>			
Mileage - Family Ministry Coord	120.40	500.00	24.1%
Mileage - Minister of Music	995.20	2,500.00	39.8%
Mileage - Rector/Interim Rector	836.50	2,500.00	33.5%
Mileage - Supply Priest	149.52	300.00	49.8%
<b>Total Travel and Automobile</b>	<b>2,101.62</b>	<b>5,800.00</b>	<b>36.2%</b>
<b>Transition Costs</b>			
Search Electronic Survey	656.00		
<b>Total Transition Costs</b>	<b>656.00</b>		
<b>Total Personnel</b>	<b>47,115.84</b>	<b>275,025.00</b>	<b>17.1%</b>
<b>Facilities</b>			
Alarm System (Fire/Security)	350.00	750.00	46.7%
Camp Wright Lease	1,547.50	3,095.00	50.0%
Cleaning Supplies	497.40	2,000.00	24.9%
Electric	11,119.63	24,000.00	46.3%
Gardening Ministry	1,511.14	1,000.00	151.1%
Lawn Care / Snow Removal	2,025.00	10,000.00	20.3%
Kitchen Equipment & Maintenance	9,794.91	10,000.00	97.9%
Pest Control	500.00	2,000.00	25.0%
Propane	13,015.83	26,000.00	50.1%
Refuse Removal	1,601.13	5,200.00	30.8%
Repairs & Maintenance - Church	6,356.99	20,000.00	31.8%
Repairs & Maintenance - Rectory	1,630.00	8,000.00	20.4%
Water & Sewer	1,554.35	2,500.00	62.2%
<b>Total Facilities</b>	<b>51,503.88</b>	<b>114,545.00</b>	<b>45.0%</b>
<b>Insurance</b>			
Property / Liability Insurance	4,145.50	16,600.00	25.0%
Workers Comp Insurance	325.00	375.00	86.7%
<b>Total Insurance</b>	<b>4,470.50</b>	<b>16,975.00</b>	<b>26.3%</b>
<b>Parish Life</b>			
<b>Worship</b>			
Acolytes	0.00	150.00	0.0%
Altar Guild	1,122.86	2,000.00	56.1%
Worship & Sanctuary	2,092.85	700.00	299.0%
<b>Total Worship</b>	<b>3,215.71</b>	<b>2,850.00</b>	<b>112.8%</b>
<b>Christian Education</b>			
Adults	0.00	200.00	0.0%
Young Children	168.03	300.00	56.0%
Youth	60.38	500.00	12.1%
<b>Total Christian Education</b>	<b>228.41</b>	<b>1,000.00</b>	<b>22.8%</b>
<b>Music</b>			
Music & Choir Supplies	5,923.37	5,000.00	118.5%
Guest Musicians & Interns	900.00	2,500.00	36.0%
<b>Total Music</b>	<b>6,823.37</b>	<b>7,500.00</b>	<b>91.0%</b>
<b>Outreach</b>			
Camp Wright	500.00	1,000.00	50.0%
Diocesan Apportionment	15,878.52	47,636.00	33.3%
Discretionary Fund - Rector	500.00	1,000.00	50.0%
Haven Ministries Church Fund	500.00	1,000.00	50.0%

# Christ Church Parish Kent Island

## Profit & Loss Budget vs. Actual - Current Year

### January through April 2025

	Jan - Apr 25	Budget	% of Budget
Haven Ministries Operations	500.00	1,000.00	50.0%
Other Purpose Outside Parish	0.00	750.00	0.0%
<b>Total Outreach</b>	<b>17,878.52</b>	<b>52,386.00</b>	<b>34.1%</b>
<b>Parish Ministries</b>			
Coffee Supplies	253.71	100.00	253.7%
Connections-Welcoming	0.00	100.00	0.0%
Family Ministry Activities	327.76	1,200.00	27.3%
Fellowship	975.92	1,600.00	61.0%
Hospitality MinistryCoordinator	9,060.00	30,000.00	30.2%
Pastoral Care	0.00	1,000.00	0.0%
Youth Ministry	217.68	1,500.00	14.5%
<b>Total Parish Ministries</b>	<b>10,835.07</b>	<b>35,500.00</b>	<b>30.5%</b>
<b>Total Parish Life</b>	<b>38,981.08</b>	<b>99,236.00</b>	<b>39.3%</b>
<b>Administration</b>			
Development / Communications			
Advertising - Communication	230.00	300.00	76.7%
Expense Allowance - Rector	0.00	1,500.00	0.0%
Gifts / Incentives	500.00	250.00	200.0%
Planned Giving - 1631 Society	0.00	500.00	0.0%
<b>Total Development / Communications</b>	<b>730.00</b>	<b>2,550.00</b>	<b>28.6%</b>
<b>Office Expense</b>			
Bank Service Charges	0.00	10.00	0.0%
Bookkeeping Services	6,806.25	20,400.00	33.4%
Copying / Lease			
Bizhub C450I Lease	1,637.10	6,000.00	27.3%
<b>Total Copying / Lease</b>	<b>1,637.10</b>	<b>6,000.00</b>	<b>27.3%</b>
Credit Card Merchant Expense	364.82	1,400.00	26.1%
IT Support	1,070.88	14,500.00	7.4%
Office Supplies	4,753.22	5,000.00	95.1%
Payroll Service	986.87	2,350.00	42.0%
Postage	559.05	1,800.00	31.1%
Stewardship Expense	0.00	1,200.00	0.0%
Telephone - Church	1,630.16	5,000.00	32.6%
<b>Total Office Expense</b>	<b>17,808.35</b>	<b>57,660.00</b>	<b>30.9%</b>
<b>Publications</b>			
Publications	90.00	300.00	30.0%
<b>Total Publications</b>	<b>90.00</b>	<b>300.00</b>	<b>30.0%</b>
<b>Vestry / Diocese</b>			
Convention Expenses	406.42	200.00	203.2%
Vestry Retreat	0.00	250.00	0.0%
<b>Total Vestry / Diocese</b>	<b>406.42</b>	<b>450.00</b>	<b>90.3%</b>
<b>Total Administration</b>	<b>19,034.77</b>	<b>60,960.00</b>	<b>31.2%</b>
<b>Total Expense</b>	<b>161,106.07</b>	<b>566,741.00</b>	<b>28.4%</b>
<b>Net Ordinary Income</b>	<b>10,004.95</b>	<b>-96,822.00</b>	<b>-10.3%</b>
<b>Other Income/Expense</b>			
Other Income			
BCC Columbarium Fund - 90010			
New Gifts / Contributions	900.00		
Change In Asset Value	-533.73		
<b>Total BCC Columbarium Fund - 90010</b>	<b>366.27</b>		
<b>BCC Perpetual Care Fund - 90011</b>			

**Christ Church Parish Kent Island**  
**Profit & Loss Budget vs. Actual - Current Year**  
**January through April 2025**

	Jan - Apr 25	Budget	% of Budget
Change In Asset Value	-2,857.22		
Total BCC Perpetual Care Fund - 90011	-2,857.22		
Blunt Fund - 90007			
Change In Asset Value	-6,689.71		
Blunt Fund - 90007 - Other	0.00	19,689.10	0.0%
Total Blunt Fund - 90007	-6,689.71	19,689.10	-34.0%
1999 Endowment Fund - 90008			
Change In Asset Value	-799.57		
1999 Endowment Fund - 90008 - Other	0.00	2,353.25	0.0%
Total 1999 Endowment Fund - 90008	-799.57	2,353.25	-34.0%
Grace Fund - 90015			
Change In Asset Value	-2,517.65		
Grace Fund - 90015 - Other	0.00	7,409.92	0.0%
Total Grace Fund - 90015	-2,517.65	7,409.92	-34.0%
Paca Fund - 90009			
Change In Asset Value	-1,286.32		
Paca Fund - 90009 - Other	0.00	3,785.85	0.0%
Total Paca Fund - 90009	-1,286.32	3,785.85	-34.0%
The Investment Fund - 90078			
Change In Asset Value	-1,837.17		
The Investment Fund - 90078 - Other	0.00	63,583.88	0.0%
Total The Investment Fund - 90078	-1,837.17	63,583.88	-2.9%
Backpack Program			
Backpack Program Donations	7,422.59		
Backpack Program Expenses	-6,523.97		
Total Backpack Program	898.62		
Capital Improvement Fund	50.00		
Grant - GiveClear Foundation			
Grant-GiveClear Found.- Income	2,000.00		
Total Grant - GiveClear Foundation	2,000.00		
Outreach Food Ministry			
Children&Fam Outreach Expenses	-1,999.26		
Total Outreach Food Ministry	-1,999.26		
Special Event			
Westminster Bell Ringer-Expense	-100.00		
Total Special Event	-100.00		
Total Other Income	-14,772.01	96,822.00	-15.3%
Other Expense			
Rector's Discretionary Funds	-25.00		
Total Other Expense	-25.00		
Net Other Income	-14,747.01	96,822.00	-15.2%
Net Income	-4,742.06	0.00	100.0%

# Christ Church Parish Kent Island

## Profit & Loss Budget vs. Actual - Current Year

### January through April 2025

	Jan - Apr 25	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Suspense-To Be Re-Allocated	21,562.00		
<b>General Offerings</b>			
Contributions / Pledges	98,121.54	340,000.00	28.9%
Plate Contributions	1,756.00	7,500.00	23.4%
Special Offerings	764.00	5,000.00	15.3%
<b>Total General Offerings</b>	<b>100,641.54</b>	<b>352,500.00</b>	<b>28.6%</b>
<b>Building Use</b>			
CECDS	5,480.00	16,444.00	33.3%
Living Water	6,000.00	18,000.00	33.3%
Other Building Use	3,845.00	7,500.00	51.3%
<b>Total Building Use</b>	<b>15,325.00</b>	<b>41,944.00</b>	<b>36.5%</b>
<b>Fundraisers</b>			
Youth Group Fundraiser	-387.96		
Soup Sales	18,252.32	70,000.00	26.1%
<b>Total Fundraisers</b>	<b>17,864.36</b>	<b>70,000.00</b>	<b>25.5%</b>
<b>Miscellaneous Income</b>			
Altar Guild Donations	1,067.00	1,800.00	59.3%
Interest-Checking/Savings Accts	3.25	75.00	4.3%
Music Fund Donations	5,700.00	600.00	950.0%
Other Income / Donations	1,200.00	3,000.00	40.0%
<b>Total Miscellaneous Income</b>	<b>7,970.25</b>	<b>5,475.00</b>	<b>145.6%</b>
<b>Total Income</b>	<b>163,363.15</b>	<b>469,919.00</b>	<b>34.8%</b>
<b>Gross Profit</b>	<b>163,363.15</b>	<b>469,919.00</b>	<b>34.8%</b>
<b>Expense</b>			
<b>Personnel</b>			
Pay Subject to Payroll Tax			
Minister of Music	9,913.46	32,458.25	30.5%
Parish Administrator	8,484.75	28,623.35	29.6%
Sexton	4,324.00	16,432.40	26.3%
Family Ministry Coordinator	7,161.00	20,536.00	34.9%
<b>Total Pay Subject to Payroll Tax</b>	<b>29,883.21</b>	<b>98,050.00</b>	<b>30.5%</b>
Pay Not Subject to Payroll Tax			
Housing Allowance - Rector	0.00	10,000.00	0.0%
Payroll Tax Expense	2,286.06	7,400.00	30.9%
Rector Support			
Cell Phone	0.00	1,200.00	0.0%
Lawn Care	0.00	450.00	0.0%
Membership & Lot Fees	200.00	200.00	100.0%
Pest Control	0.00	775.00	0.0%
Trash Removal	0.00	500.00	0.0%
Utilities	923.59	3,500.00	26.4%
<b>Total Rector Support</b>	<b>1,123.59</b>	<b>6,625.00</b>	<b>17.0%</b>
Stipend - Rector/Interim Rector	10,615.36	88,100.00	12.0%
Supply Priest	450.00	1,350.00	33.3%
<b>Total Pay Not Subject to Payroll Tax</b>	<b>14,475.01</b>	<b>113,475.00</b>	<b>12.8%</b>
<b>Benefits</b>			
Health Insurance Premium-Rector	0.00	24,000.00	0.0%
HSA Deposits - Rector	0.00	8,894.00	0.0%
Life/Disability Ins - Rector	0.00	400.00	0.0%
Pension - Rector	0.00	22,906.00	0.0%

# Christ Church Parish Kent Island

## Profit & Loss Budget vs. Actual - Current Year

### January through April 2025

	Jan - Apr 25	Budget	% of Budget
<b>Total Benefits</b>	0.00	56,200.00	0.0%
<b>Continuing Education</b>			
Family Ministry Coordinator	0.00	600.00	0.0%
Minister of Music	0.00	400.00	0.0%
Rector	0.00	500.00	0.0%
<b>Total Continuing Education</b>	0.00	1,500.00	0.0%
<b>Travel and Automobile</b>			
Mileage - Family Ministry Coord	120.40	500.00	24.1%
Mileage - Minister of Music	995.20	2,500.00	39.8%
Mileage - Rector/Interim Rector	836.50	2,500.00	33.5%
Mileage - Supply Priest	149.52	300.00	49.8%
<b>Total Travel and Automobile</b>	2,101.62	5,800.00	36.2%
<b>Transition Costs</b>			
Search Electronic Survey	656.00		
<b>Total Transition Costs</b>	656.00		
<b>Total Personnel</b>	47,115.84	275,025.00	17.1%
<b>Facilities</b>			
Alarm System (Fire/Security)	700.00	750.00	93.3%
Camp Wright Lease	1,547.50	3,095.00	50.0%
Cleaning Supplies	497.40	2,000.00	24.9%
Electric	11,119.63	24,000.00	46.3%
Gardening Ministry	1,511.14	1,000.00	151.1%
Lawn Care / Snow Removal	2,025.00	10,000.00	20.3%
Kitchen Equipment & Maintenance	10,069.91	10,000.00	100.7%
Pest Control	500.00	2,000.00	25.0%
Propane	11,918.62	26,000.00	45.8%
Refuse Removal	1,601.13	5,200.00	30.8%
Repairs & Maintenance - Church	5,401.99	20,000.00	27.0%
Repairs & Maintenance - Rectory	1,630.00	8,000.00	20.4%
Water & Sewer	1,554.35	2,500.00	62.2%
<b>Total Facilities</b>	50,076.67	114,545.00	43.7%
<b>Insurance</b>			
Property / Liability Insurance	4,145.50	16,600.00	25.0%
Workers Comp Insurance	325.00	375.00	86.7%
<b>Total Insurance</b>	4,470.50	16,975.00	26.3%
<b>Parish Life</b>			
<b>Worship</b>			
Acolytes	0.00	150.00	0.0%
Altar Guild	1,985.88	2,000.00	99.3%
Worship & Sanctuary	2,092.85	700.00	299.0%
<b>Total Worship</b>	4,078.73	2,850.00	143.1%
<b>Christian Education</b>			
Adults	0.00	200.00	0.0%
Young Children	149.68	300.00	49.9%
Youth	18.35	500.00	3.7%
<b>Total Christian Education</b>	168.03	1,000.00	16.8%
<b>Music</b>			
Music & Choir Supplies	5,923.37	5,000.00	118.5%
Guest Musicians & Interns	900.00	2,500.00	36.0%
<b>Total Music</b>	6,823.37	7,500.00	91.0%
<b>Outreach</b>			
Camp Wright	500.00	1,000.00	50.0%

# Christ Church Parish Kent Island

## Profit & Loss Budget vs. Actual - Current Year

### January through April 2025

	Jan - Apr 25	Budget	% of Budget
Diocesan Apportionment	15,878.52	47,636.00	33.3%
Discretionary Fund - Rector	500.00	1,000.00	50.0%
Haven Ministries Church Fund	500.00	1,000.00	50.0%
Haven Ministries Operations	500.00	1,000.00	50.0%
Other Purpose Outside Parish	0.00	750.00	0.0%
<b>Total Outreach</b>	<b>17,878.52</b>	<b>52,386.00</b>	<b>34.1%</b>
<b>Parish Ministries</b>			
Coffee Supplies	268.23	100.00	268.2%
Connections-Welcoming	0.00	100.00	0.0%
Family Ministry Activities	327.76	1,200.00	27.3%
Fellowship	975.92	1,600.00	61.0%
Hospitality Ministry Coordinator	9,060.00	30,000.00	30.2%
Pastoral Care	0.00	1,000.00	0.0%
Youth Ministry	95.60	1,500.00	6.4%
<b>Total Parish Ministries</b>	<b>10,727.51</b>	<b>35,500.00</b>	<b>30.2%</b>
<b>Total Parish Life</b>	<b>39,676.16</b>	<b>99,236.00</b>	<b>40.0%</b>
<b>Administration</b>			
<b>Development / Communications</b>			
Advertising - Communication	230.00	300.00	76.7%
Expense Allowance - Rector	0.00	1,500.00	0.0%
Gifts / Incentives	500.00	250.00	200.0%
Planned Giving - 1631 Society	0.00	500.00	0.0%
<b>Total Development / Communications</b>	<b>730.00</b>	<b>2,550.00</b>	<b>28.6%</b>
<b>Office Expense</b>			
Bank Service Charges	0.00	10.00	0.0%
Bookkeeping Services	5,802.50	20,400.00	28.4%
Copying / Lease			
Bizhub C450I Lease	1,637.10	6,000.00	27.3%
<b>Total Copying / Lease</b>	<b>1,637.10</b>	<b>6,000.00</b>	<b>27.3%</b>
Credit Card Merchant Expense	255.86	1,400.00	18.3%
IT Support	1,070.88	14,500.00	7.4%
Office Supplies	4,775.99	5,000.00	95.5%
Payroll Service	986.87	2,350.00	42.0%
Postage	559.05	1,800.00	31.1%
Stewardship Expense	0.00	1,200.00	0.0%
Telephone - Church	1,630.16	5,000.00	32.6%
<b>Total Office Expense</b>	<b>16,718.41</b>	<b>57,660.00</b>	<b>29.0%</b>
<b>Publications</b>			
Publications	90.00	300.00	30.0%
Publications - Other	86.64		
<b>Total Publications</b>	<b>176.64</b>	<b>300.00</b>	<b>58.9%</b>
<b>Vestry / Diocese</b>			
Convention Expenses	406.42	200.00	203.2%
Vestry Retreat	0.00	250.00	0.0%
<b>Total Vestry / Diocese</b>	<b>406.42</b>	<b>450.00</b>	<b>90.3%</b>
<b>Total Administration</b>	<b>18,031.47</b>	<b>60,960.00</b>	<b>29.6%</b>
<b>Total Expense</b>	<b>159,370.64</b>	<b>566,741.00</b>	<b>28.1%</b>
<b>Net Ordinary Income</b>	<b>3,992.51</b>	<b>-96,822.00</b>	<b>-4.1%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
BCC Columbarium Fund - 90010			
Change In Asset Value	-533.73		

# Christ Church Parish Kent Island

## Profit & Loss Budget vs. Actual - Current Year

### January through April 2025

	Jan - Apr 25	Budget	% of Budget
Total BCC Columbarium Fund - 90010	-533.73		
BCC Perpetual Care Fund - 90011			
Change In Asset Value	-2,890.29		
Total BCC Perpetual Care Fund - 90011	-2,890.29		
Blunt Fund - 90007			
Change In Asset Value	-6,689.71		
Blunt Fund - 90007 - Other	0.00	19,689.10	0.0%
Total Blunt Fund - 90007	-6,689.71	19,689.10	-34.0%
1999 Endowment Fund - 90008			
Change In Asset Value	-799.57		
1999 Endowment Fund - 90008 - Other	0.00	2,353.25	0.0%
Total 1999 Endowment Fund - 90008	-799.57	2,353.25	-34.0%
Grace Fund - 90015			
Grace Fund Contributions	0.00		
Change In Asset Value	-2,517.65		
Grace Fund - 90015 - Other	0.00	7,409.92	0.0%
Total Grace Fund - 90015	-2,517.65	7,409.92	-34.0%
Paca Fund - 90009			
Change In Asset Value	-1,286.32		
Paca Fund - 90009 - Other	0.00	3,785.85	0.0%
Total Paca Fund - 90009	-1,286.32	3,785.85	-34.0%
The Investment Fund - 90078			
Change In Asset Value	-1,837.17		
The Investment Fund - 90078 - Other	0.00	63,583.88	0.0%
Total The Investment Fund - 90078	-1,837.17	63,583.88	-2.9%
Memorial Fund - 9769			
In Memoriam Contributions	0.00		
Total Memorial Fund - 9769	0.00		
Backpack Program			
Backpack Program Donations	7,402.59		
Backpack Program Expenses	-5,779.80		
Total Backpack Program	1,622.79		
Bishops Discretionary Fund			
Bishops Discretionary Fund	0.00		
Total Bishops Discretionary Fund	0.00		
Food Pantry			
Food Pantry Donations	0.00		
Total Food Pantry	0.00		
Outreach Food Ministry			
Children&Fam Outreach Expenses	-1,999.26		
Total Outreach Food Ministry	-1,999.26		
Special Event			
Westminster Bell Ringer-Income	0.00		
Westminster Bell Ringer-Expense	-100.00		
Total Special Event	-100.00		
Total Other Income	-17,030.91	96,822.00	-17.6%
Other Expense			



Christ Church Parish Kent Island  
Profit & Loss Budget vs. Actual - Current Year  
January through April 2025

	Jan - Apr 25	Budget	% of Budget
Rector's Discretionary Funds	0.00		
Total Other Expense	0.00		
Net Other Income	-17,030.91	96,822.00	-17.6%
Net Income	-13,038.40	0.00	100.0%

## **VESTRY LIASON RESPONSIBILITIES**

### **CONNECT- Jone Taylor, Antoinette McDowel, Karin Olsen**

- SENIOR MINISTRY
- MEN'S AND WOMEN'S MINISTRY
- BEREAVEMENT
- PASTORAL CARE
- LIVING WATERS LUTHERN CHURCH
- CONNECTION MINISTRY

### **WORSHIP- Mike Parker\*, Liza Hamill, Patti Snyder**

- ALTAR GUILD
- ACOLYTES
- LAY READERS\*
- USHERS\*
- FLOWER GUILD
- A/V

### **GROW- Lisa Herlihy, Sue Schaefer**

- CHILDREN'S MINISTRY
- CHURCH SCHOOL
- YOUTH
- ADULT BIBLE STUDY

### **SERVE- Stan Link\* , Marguerite Starsonek**

- BACKPACKS\*
- HAVEN MINISTRY
- CHILDREN'S FOOD OUTREACH MINISTRY\*
- AA
- SOUP GROUP

Christ Church Parish Kent Island

Endowment & Investment Fund

Policies and Guidelines



2025

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
ENABLING RESOLUTION .....	4
Establishing Endowment and Investment Fund Policies .....	4
Endowment and Investment Funds.....	4
Permanent Endowment Funds.....	4
Grace Youth Ministry and Education Fund.....	4
The John Charles and Henrietta D. Paca Memorial Fund.....	4
The 1999 Endowment Fund .....	5
Quasi-Endowment Funds .....	5
Juliana Blunt Fund .....	5
Broad Creek Cemetery Perpetual Care Fund.....	5
Investment Funds.....	5
The Investment Fund.....	5
Broad Creek Cemetery Columbarium Fund.....	6
Resolution Adoption.....	6
ENDOWMENT & INVESTMENT FUND POLICIES AND GUIDELINES .....	7
SECTION A: Plan of Operation .....	7
Roles of the Finance Committee .....	7
Reports .....	7
Investments.....	7
Funds for Specific Purposes.....	7
Holding of Assets, Action to Sell .....	8
Acceptance of Gifts to the Endowment Funds .....	8
Distributions from the FUNDS.....	8
Amendment of this Resolution.....	8
Disposition or transfer of the FUNDS .....	8
SECTION B: Investment Policy Statement .....	8
SECTION C: Spending Rule Policy.....	9
SECTION D: Disposition of Bequests Policy.....	9
SECTION E: Donor-Restricted Designated Fund Policy .....	10
SECTION F: Gift Acceptance Policy .....	10
Purpose .....	10

Gift Review Committee .....	10
Types of Gifts.....	10
Cash .....	10
Publicly Traded Securities.....	10
Closely Held Securities.....	11
Real Estate.....	11
Life Insurance .....	11
Tangible Personal Property .....	12
Deferred Gifts.....	12

## ENABLING RESOLUTION

### Establishing Endowment and Investment Fund Policies

WHEREAS, Christian stewardship involves the faithful management of all of God's gifts – time, talent, the created world, and money, including accumulated, inherited, and appreciated assets; and

WHEREAS, members of the parish and friends can give to the work of the Church through a variety of gift vehicles that can include, in addition to cash, bequests, life income gifts, annuities, trusts, life insurance policies, real estate, securities, and other assets; and

WHEREAS, it is the desire of this Parish to encourage, receive, and administer these gifts in a manner faithful to the loyalty and devotion to God expressed by the donors and in accord with the canons of the Episcopal Church and the Diocese of Easton, the policies of this Parish, and the Maryland Uniform Prudent Management of Institutional Funds Act (PMIFA).

THEREFORE, BE IT RESOLVED that this Parish, through action of its Vestry, establishes policies for the funds described below (hereafter called the "FUNDS") of Christ Church Parish Kent Island (hereinafter "CCPKI" or the "Parish"), 830 Romancoke Road, Stevensville, Maryland. This 2025 document replaces the Vestry Resolution regarding the Endowment Fund approved on February 15, 1999 and all subsequent amendments.

### Endowment and Investment Funds

#### Permanent Endowment Funds

The corpus of each of the following existing funds (collectively the "Endowment Funds") is protected by the [Maryland Prudent Management of Institutional Funds Act](#) (PMIFA).

##### *Grace Youth Ministry and Education Fund*

The "Grace Fund" was established May 18, 2011. The use of these funds is restricted to support youth education and ministry. The Fund provided special rules for the first few years and limited expenditures until the historical dollar value of the fund reached \$90,000, which has now occurred; going forward, expenditures for the specified purpose is to be in accordance with the investment policy, spending rate and spending rules of PMIFA and this policy.

##### *The John Charles and Henrietta D. Paca Memorial Fund*

The "Paca Fund" was established in 1977 by a grant of \$30,924 which must be maintained. The use of these funds is not restricted by the donor, other than for the corporate purposes of the parish. From early 2014 until early 2019 the Paca Fund operated as a hybrid fund, containing two parts that were

combined for management purposes—an “Endowment” portion consisting of the initial gift and the interest thereon and the “Investment” portion consisting of CCPKI investment funds and the interest on those investment funds. As of the adoption of this policy, a new Investment Fund was established and the two parts of the hybrid fund separated with the Paca fund again managed solely as an endowment fund under PMIFA.

### *The 1999 Endowment Fund*

The “1999 Endowment Fund” was created in 1999 and is restricted to purposes that are outside the normal operating needs of the Church such as deferred maintenance, special projects and support of specific missions at the discretion of the Vestry. This fund has historically been referred to as the Endowment Fund. In order to avoid confusion with the broader use of the term ‘endowment’, we now refer to this fund as the 1999 Endowment Fund.

## Quasi-Endowment Funds

Gifts to the following existing funds will be managed as if they were permanent endowment funds. However, the Vestry may vote to draw down from the corpus to use the money in a manner consistent with the terms of the specific funds.

### *Juliana Blunt Fund*

The “Blunt Fund” was established in 1838 by Juliana Blunt and is restricted to support of clergy. It originally was land that served as a “glebe” for the parish plus several parcels of farmland and woodlands in Queen Anne’s County that provided income to support the rector, and later the clergy of the parish. After the property was sold in the late 20th century, the proceeds were invested as part of a managed fund (except for a portion that was used to purchase the current rectory).

### *Broad Creek Cemetery Perpetual Care Fund*

The “Perpetual Care Fund” was established in 2001 as set out in a Perpetual Care Trust Agreement. The Broad Creek Cemetery Committee has established policies for the management of the Perpetual Care Fund, last revised July 20, 2015, including providing for accumulation of interest through 2025 with authorization to use interest for maintenance or improvements beginning in 2026.

## Investment Funds

### *The Investment Fund*

The Investment Fund was created in 2019 by the Vestry to hold money that is not designated or restricted for a specific purpose. The Investment Fund was originally funded with money that was not designated or restricted for a purpose and was placed in the Paca Fund for joint management between early 2014 and early 2019. The money that was placed in the Paca Fund during this time was unexpended cash that the Finance Committee recommended to be held in the Paca Fund to meet the future needs of Christ Church. The funds held in the Investment Fund may be expended as the Vestry determines, with the recommendation of the Finance Committee.

### Broad Creek Cemetery Columbarium Fund

The “Columbarium Fund” is an investment fund holdings funds restricted to the development of a columbarium at the Broad Creek Cemetery. The Broad Creek Cemetery Committee has established policies for the management of the Columbarium Fund.

BE IT FURTHER RESOLVED that the purpose of the FUNDS is to enable the Parish to fulfill its mission more completely by developing its ministries beyond what is possible through its annual operating funds. Distributions from the FUNDS therefore shall be limited to the purposes described above for the specific funds and otherwise within Endowment and Investment Policies of CCPKI.

## Resolution Adoption

The foregoing resolution is hereby adopted by the Vestry this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Christ Church Parish Kent Island  
Stevensville, Maryland

Attest:

\_\_\_\_\_ (print name)

\_\_\_\_\_

\_\_\_\_\_ (signature)

Senior Warden

\_\_\_\_\_ Registrar



# ENDOWMENT & INVESTMENT FUND POLICIES AND GUIDELINES

## For Christ Church Parish Kent Island

### SECTION A: Plan of Operation

#### Roles of the Finance Committee

The Finance Committee will monitor the outside advisor of the FUNDS and monitor the distributions from the FUNDS in compliance with the approved Spending Rule ([Section C](#)) and in accordance with the purposes and distribution policies defined in this resolution.

The Finance Committee will assist the Stewardship Committee (or other appropriate committees of the Parish) in developing a comprehensive planned giving program to encourage persons, trusts, and estates to consider making gifts, grants, bequests, or other legacy gifts to CCPKI.

#### Reports

The Finance Committee will review the report of the Treasurer to be made on a quarterly basis to the Vestry and to each annual meeting of the congregation. The reports to the annual meeting shall provide a full and complete account of the administration of the FUNDS during the preceding year.

#### Investments

All FUNDS are invested with the Easton Episcopal Funds, or its successor, in accordance with the investment policy statement established by the Easton Episcopal Funds Board of Managers, or its successor.

#### Funds for Specific Purposes

The Finance Committee may recommend to the Vestry additional sub-funds within the FUNDS for specific purposes.

Donors may designate their gifts for a specific purpose. Donor-restricted designated gifts may be accepted only if they meet the requirements of the Donor-Restricted Designated Fund Policy (Section E). The Finance Committee will review such gifts and make recommendations to the Vestry.

## Holding of Assets, Action to Sell

All assets are to be held in the name of the Vestry of Christ Church Parish Kent Island. Actions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects, to manage and control the assets of the FUNDS, including stocks, bonds, mortgages, notes, and warrants of other securities, are to be made by the Treasurer of CCKPI at the direction of the Vestry, with the recommendation of the Finance Committee as requested by the Vestry. Additional details of disposition policies are included in Section F.

## Acceptance of Gifts to the Endowment Funds

The Gift Acceptance Policy of the Parish (Section F) will govern whether a gift to the FUNDS or to the Parish shall be accepted.

## Distributions from the FUNDS

Distributions from the FUNDS shall be made as set forth with the donor's intent set out in the gift instrument, state law, and ancillary policies set out in the Endowment and Investment Fund Policies and Guidelines for Christ Church Parish Kent Island (See [Section C](#)). If the Parish is in dire circumstances, meaning its viability as a continuing church is in jeopardy, the Vestry may use both income and principal of the quasi endowments that are the property of the Parish for the operating needs of the Parish, following a recommendation of the Finance Committee and a vote of the Vestry. No portion of the Endowment Funds shall be "borrowed" including any "temporary usage" for other needs of the Parish.

## Amendment of this Resolution

Any amendment to this Resolution shall be adopted by a vote of the Vestry after a recommendation from the Finance Committee.

## Disposition or transfer of the FUNDS

In the event the Parish ceases to exist, whether through merger, dissolution, or some other event, disposition or transfer of the FUNDS shall be at the discretion of the Vestry in conformity with the approved congregational constitution and in accord with diocesan canons and the Bishop of the Diocese of Easton.

## SECTION B: Investment Policy Statement

The FUNDS, as described in Enabling Resolution, shall be invested with the objective of maintaining the value of the principal of the FUNDS over time, while supporting the needs of the Parish. All endowment funds will conform to the prudence standards of Maryland law.

## SECTION C: Spending Rule Policy

Money will be distributed from an Endowment Fund upon recommendation of the Finance Committee and approval of the Vestry for those uses which conform to the purposes and restrictions established by donors.

Funds available for distribution during any one year will be determined by using a total return principle, i.e., return derived from dividends and interest as well as realized and unrealized capital gains. The funds available for distribution during any one year will be limited to a percentage of the market value of the FUNDS that is based on a three-year rolling average, calculated at the end of each of the preceding twelve (12) quarters. The market value for distribution purposes will be calculated net of the fees for investment management.

The Finance Committee shall determine the percentage of the Endowment Funds that are available for distribution each year and shall provide that information to the Vestry. Normally, the percentage will fall in the range of 5% to 7%. In so doing, important considerations shall include needs of the parish and the market performance of the portfolio as well as a goal to grow, or at least maintain, the purchasing power of the FUNDS, considering the impact of inflation and fees.

Any unexpended funds from those available for distribution in a given year will be accrued and will continue to be considered available for distribution in subsequent years, subject to donor restrictions and the PMIFA, unless otherwise designated by action of the Finance Committee with the approval of the Vestry.

Decision on expenditures from Investment Funds shall be made on the recommendation of the Finance Committee and the approval by the Vestry, reflecting the needs of the Parish and other funds that might be available.

## SECTION D: Disposition of Bequests Policy

This policy governs the disposition of bequests which, for purposes of this statement, will mean any type of gift in which the assets are transferred upon the death of the donor. The assets may be in any form, such as cash, securities, personal property, real property, etc.

Bequests with Christ Church Parish Kent Island as beneficiary can be spent in the current year or placed in one of the Funds. The default position of the church will be that all such bequests go into the Operating Fund or an Investment Fund unless otherwise requested by the donor. If an exception is desirable, the Rector and Senior Warden shall request an exception to the policy. Final authority for granting such an exception will rest with the Vestry after a recommendation by the Finance Committee.

If the donor has identified a specific purpose for the gift, the Vestry will provide that the funds will be used according to the donor's wishes. The funds may be directed to their designated purpose either as an endowment, in which case they normally would become a designated fund within the FUNDS, or by direct expenditure of the funds.

## SECTION E: Donor-Restricted Designated Fund Policy

A separate and designated fund within the FUNDS may be established for gifts in the amount of \$50,000 or more with the consent of the Vestry after a recommendation of the [Gift Review Committee](#).

If accepted, the assets are merged with other assets of the FUNDS for investment purposes, but the identity and designated purpose of each fund is preserved individually.

The fund is established effective the last day of the quarter in which the gift is received. The value is determined either by the actual value, if received by the FUNDS in cash, or the market value of the other assets determined on the date the fund is established.

## SECTION F: Gift Acceptance Policy

### Purpose

This gift acceptance policy will provide guidelines to representatives of the Parish who may be involved in the acceptance of gifts, to outside advisors who may assist in the gift planning process, and to prospective donors who may wish to make gifts to the Parish. However, individual donors are encouraged to seek their own legal, tax and financial advice before completing a gift. This Gift Acceptance Policy is not meant to be relied on as professional advice to an individual. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis. The gift review process outlined here, however, is intended to be followed closely.

### Gift Review Committee

Any questions which may arise in the review and acceptance of gifts to the Parish will be referred to the Gift Review Committee. Unless otherwise designated by the Vestry, the Gift Review Committee will be comprised of the Finance Committee.

### Types of Gifts

#### Cash

1. All gifts by check shall be accepted by the Vestry on behalf of the Parish regardless of amount.
2. All gifts by check are to be made payable to the Parish and not to an individual who represents the Parish in any capacity.

#### Publicly Traded Securities

1. Readily marketable securities, such as those traded on a stock exchange, can be accepted by the Vestry on behalf of the Parish. This usually occurs via the Easton Episcopal Funds, or its successor.
2. For purposes of gift crediting and accounting, the value of the gift of securities is the average of the high and low prices on the date of the gift.

3. A gift of securities to the Parish is liquidated promptly.

### *Closely Held Securities*

1. Non-publicly traded securities may be accepted, if approved by the [Gift Review Committee](#).
2. For purposes of gift crediting and accounting, the fair market value will be the value used by the donor in the preparation of the donor's tax return.
3. Prior to acceptance, the [Gift Review Committee](#) will explore methods for liquidation of the securities through redemption or sale. The [Gift Review Committee](#) will try to determine:
  - a. If there are any restrictions on transfers, and
  - b. Whether and when an initial public offering might be anticipated.

### *Real Estate*

1. Any gift of real estate must be reviewed and approved by the [Gift Review Committee](#).
2. Normally, the donor will be responsible for obtaining and paying for an appraisal of the property. The appraisal will be performed by an independent and professional agent.
3. The appraisal must be based upon a personal visitation and internal inspection of the property by the appraiser and, whenever possible, must include documented valuation of comparable properties located in the same area.
4. The formal appraisal should contain photographs of the property, the tax map number, the assessed value, the current asking price, a legal description of the property, the zoning status, and complete information regarding all mortgages, liens, litigation, or title disputes.
5. The Parish reserves the right to require an environmental assessment of any potential real estate gift.
6. The property must be transferred to the Parish prior to any formal or informal offer or contract for purchase being made.
7. The donor may be asked to pay for all or a portion of the following:
  - a. Maintenance costs
  - b. Real estate taxes
  - c. Insurance
  - d. Real estate broker's commission and other costs of sale
  - e. Appraisal costs
  - f. Environmental assessment, if any.
8. For gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate. This value may be reduced, however, by the costs of maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.

### *Life Insurance*

1. A gift of a life insurance policy must be referred to the [Gift Review Committee](#).
2. The Parish can be named a contingent beneficiary or the beneficiary of a percentage of a life insurance policy.
3. The Vestry will accept ownership of a life insurance policy as a gift only if the Parish is named as the owner and beneficiary of 100% of the policy.

### *Tangible Personal Property*

1. A gift of tangible personal property with a probable value over \$10,000 shall be referred to the [Gift Review Committee](#) for its approval prior to acceptance.
2. Gifts of jewelry, artwork, collections, equipment, and software shall be assessed for their value to the Parish. Their value may be realized either by being sold or used in connection with the Parish's exempt purpose.
3. Depending upon the anticipated value of the gift, a qualified outside appraiser may be asked to determine its value.
4. The Parish shall adhere to all IRS requirements relating to valuation and disposition of gifts of tangible personal property and will provide appropriate forms to the donor and IRS.

### *Deferred Gifts*

1. The Parish encourages deferred gifts in its favor through any of a variety of vehicles:
  - a. Charitable gift annuity (or deferred gift annuity)
  - b. Pooled income fund
  - c. Charitable remainder trust
  - d. Charitable lead trust
  - e. Bequest
  - f. Retained life estate
  - g. Donor advised fund
2. The Parish (or its agent) shall not act as an executor (personal representative) for a donor's estate. A member of the Parish staff serving as personal representative for a member of the Parish does so in a personal capacity and not as an agent of the Parish.
3. The Parish (or its agent) shall not act as trustee of any charitable remainder trust.
4. The Parish may invite prospective donors to consider gift vehicles offered by The Episcopal Church Foundation (ECF). These vehicles include Donor Advised Funds, Charitable Remainder Trusts, Charitable Gift Annuities, and the Pooled Income Fund. Donors can be provided planned gift illustrations or form documents by the Episcopal Church Foundation (ECF) free of charge. Planned gift related documents, materials, illustrations, letters, or other correspondence should include the following disclaimer: ***Christ Church is providing this information to you without charge or obligation and strongly urges you to consult with an attorney, financial and/or tax advisor to review this information. Neither this document nor this statement should be considered legal or financial advice.***
5. All information obtained from or about donors/prospects shall be held in the strictest confidence by Parish staff and volunteers. Neither the name, the amount, nor the conditions of any gift shall be published without the express written approval of the donor and/or beneficiary.
6. The Vestry, upon the advice of the [Gift Review Committee](#), reserves the right to decline any gift that does not further the mission of the Parish. Also, any gift that would create an administrative burden or cause the Parish to incur excessive expenses may be declined.

**CECDS 2025-26**
**REVENUE**
*Tuition (less app fee and deposits)*

	Class	Tuition	Line Total
12	3 day Nursery Tuition	\$3,270.00	\$39,240.00
12	3-day Nursery	\$3,270.00	\$39,240.00
4	3 day morning Pre-K	\$3,270.00	\$13,080.00
25	3 day ALL day PreK	\$5,110.00	<u>\$127,750.00</u>
53	late enrollment		

**\$219,310.00**
*Total Tuition Revenue*  
*Non-refundable revenue*

54	Application fees	\$150.00	\$8,100.00
54	Down payments	\$400.00	\$21,600.00

**\$29,700.00**

*Additional revenue* Super Wednesday \$300.00 \$12,000.00  
*5 six week sessions @\$300* Summer Camp \$0.00  
Scholarships \$5,000.00  
Reserves \$0.00  
Soup Donation for Play Ground \$0.00

**\$17,000.00**
*Total Additional Revenue*
**\$266,010.00**
**Total Revenue**
**EXPENSES**
*Office Expense*

Advertising	\$0.00
Laminating Supplies	\$500.00
Copier Usage	\$2,300.00
Office Supplies	\$300.00
Postage	\$225.00
Telephone	\$600.00
Internet	\$0.00
Dues and Subscriptions	\$375.00
Square Expense	\$7,000.00
Bank Service Charges	\$0.00
First Aid/Nursing Supplies	\$200.00
CPR/Fingerprinting	\$460.00
Payroll Service	\$2,600.00
Technology	\$0.00
Technology reserves	\$1,000.00

*Total Office expense*
**\$15,560.00**

*Classroom Support Expenses* Learning Materials \$1,000.00  
Field Trips \$300.00  
Snacks \$3,000.00  
Super Wednesday Supplies \$500.00  
Summer Camp Expenses \$0.00  
Supplies - Expendable (Classroom) \$1,500.00  
Supplies - Paper Products \$1,000.00

*Total Classroom Support Expense*
**\$7,300.00**
**Scholarships Dispersed to date**
**\$5,000.00**

*Repairs and Maintenance* Janitorial/Carpet Cleaning \$3,150.00  
Walkway \$0.00  
Furniture \$0.00  
Playground \$600.00  
Rent \$15,840.00  
Repairs \$200.00  
Security Measures \$0.00

*Total Repair and Maintenance*
**\$19,790.00**

*Insurance*  
*Workers Comp*  
*Liability*  
*Total Insurance*

\$650.00

**\$0.00**
**\$650.00**
*Total Non-Personnel Expense*
**\$48,300.00**
**Personnel**

continuing education	\$800.00
Teacher Startup	\$0.00
Tolls, Parking, Gas	\$200.00
Teacher Appreciation & Incentives	\$2,600.00

**\$3,600.00**
**Salaries**

Director	\$41,800.00
Health Insurance	\$12,582.00
Employee Pensions -(3)	\$6,000.00
Admin Assistant	\$19,800.00
Teachers	\$56,521.50
Assistants	\$45,217.50
Music Specialist	\$3,000.00
Substitute Fees	\$2,000.00
Payroll Tax Expense	\$10,727.00
Super Wednesday	\$3,000.00
Camp Salaries	\$0.00

**\$200,648.00** *Note 1*
*Total Salaries*

Total Personnel Expenses	<b>\$204,248.00</b> <i>Note 2</i>
Total Expenses	<b>\$252,548.00</b> <i>Note 3</i>

**NET INCOME**
**\$13,462.00**

*Note 1 This includes salaries, health insurance, pensions substitute fees, payroll tax expense*

*Note 2 this number includes the \$800 for continuing education and incentives*

*Note 3 this number is personnel expense plus non-personnel expense*