

February 19th, 2018

Saint James the Less Vestry Meeting

Rev. Rock Higgins called the meeting to order with prayer at 6:33 PM

Members attended: Rev. Rock Higgins, John Hoar, Rebecca Cline, Alex Meade, Mary Ann Kinser, Dawn Stockbridge, Janet Taylor, George Spagna, Randy Marshall

Absent: Richard Grosse and Yancey Jones

Others in attendance: Cami Stiles, treasurer

Opening prayer was given by John Hoar

Bible Study: Mark 8: 31-38

Minutes: John moved to accept the January's minutes, and Rebecca seconded the motion.

Motion carried.

Treasurer's Report: was given by Cami Stiles
See attached report.

Rebecca made the motion to accept the financials as presented and Alex seconded the motion.

Motion carried.

Finance Report:

George Spagna mentioned that the Finance Committee met last week and accepted Cami's report

Executive Session:

Moved into Executive Discussion to discuss Yancey Jones' recommendations for the Senior Warden, Junior Warden and Registrar for 2018 at 7:21pm.

Moved out of Executive Session.

Janet moved that the preposed slate of John Hoar as Senior Warden, Yancey Jones as Junior Warden and Rebecca Cline as Registrar be approved. Alex Seconded.

Motion Carried

Other New Vestry business:

- Vestry of the Day schedule passed around
- Vestry of the Day Duties discussed
- Getting New Vestry Members keys discussed
- The Codes to the Church and Rectory will be changed as soon as Dale Hill returns from vacation

The need for another First Aid Kit and Defibrillator was discussed as the need have one closer to the Narthex has been expressed. These would be kept in the Library.

George moved that the money be approved and the Parish Nurse be consulted as to contents to include in the First Aid kit. Alex seconded.

Motion Carried

Old Business

Janet reminded the Vestry that Chenery Committee awarded Hanover Mental Health Committee \$500.00 for a Mental Health Training Program to be offered at Saint James the Less. Janet feels that we should offer the program soon as it has been some time since the money was awarded. Karen Rice is the contact and it Janey suggested it would be a good program for Youth Group Leaders and new Staff to attend as well as any of those who may be interested. Janet will give the Vestry the contact number.

New Business

Randy Marshall suggested the Saint James the Less look into a program offered by Richmond Police titled "Places of Worship Safety and Awareness Forum". Rock informed the Vestry that 911 can be texted in case of Emergency or suspicious activity which has a 90 second response time which is quicker than calling 911 and more discrete.

The Diocesan Sexual Abuse Training "Safeguarding God's People" is being offered throughout parishes in the Diocese" or online. All new Vestry, Staff and Youth Leaders must take this course and submit their certificate of completion to be held in the Saint James the Less office. This course should be taken ASAP. Rock will send the link to all.

Priest in Charge Report:

see attached report.

Committee reports

Fundraising Committee/Stewardship-George Spagna

The Stewardship committee core members met last week and hope to have leadership determined within the next week or so

Outreach-Janet Taylor

The second Sunday of every month is an Outreach Program is scheduled to present at the Coffee Hour. The most recent presentation was the Community Dinner. The website is still in the process of being updated.

Chenery-Janet

Chenery is in the process of deciding when they regularly meet and Leadership for the coming year should be decided in the coming week.

Parish Life: (Dawn)

The next upcoming event for the Parish Life Committee is the Funeral reception on February 24th. The family has asked for cookies, finger sandwiches and coffee.

New Comers/Welcoming: Richard

no report

Property and Jr warden: Rebecca

Updated the work on the steps is still be considered.

George raised the concern over the failed thermal window panes in the doors leading to the Church and the Library. He feels that they should be repaired immediately as they make a bad first impression to visitors.

Communications: John

no report

Christian Formation:

no report

Pastoral Care: Rock

Rock has been very busy recently as there have been four deaths this week affecting the parish or its members.

Senior Warden: Given by Rock

Vestry retreat will be March 2nd and 3rd (Friday and Saturday) at Rosyln.

March 19th meeting - We will be joined by Pat Wingo as he conducts the mutual ministry review as it is Rock's six month anniversary of joining Saint James the Less.

The Meeting adjourned with the Lord's Prayer at 8:31 PM

Respectively submitted,

Rebecca Cline, Register

MEMORANDUM

TO: SJTL Vestry
FR: Cameron Stiles, Treasurer
DT: February 18, 2018
RE: January `18 Budget Report

Please find attached the January `18 unreconciled Budget Report. Of note in this report is:

INCOME

1. We have started 2018 with a very good month. Please note that the Income showing as non Pledge Income is mostly Pledge Income. We are reviewing why this is reporting this way.
2. We had several stock gifts that came in in time for the giver to receive credit in `17 but they were not sold and money received until 2018. This explains the high amount in the Prior Year Pledge line.

EXPENSES

1. All expenses were normal for the month.
2. The Property Insurance is due January 1st of each year. This is a big hit at the beginning of our year.

Other Funds

1. All funds are in good order.

Finance Committee

1. The next Finance Committee meeting will be Monday, March 12, 2018 at 6:30.

Accounts

Assets

| | | |
|--|---------------------|----------------------------|
| Current Assets | | |
| Checking Accounts | | |
| BB&T Operating Checking | | |
| 1-100100 - Operating Checking- BB&T | (\$75,347.22) | |
| 1-100110 - Restricted Checking- BB&T | \$75,347.22 | |
| Total BB&T Operating Checking | <u>\$0.00</u> | |
| EVB Operating Checking | | |
| 1-100200 - Operating Checking- EVB | (\$1,152.89) | |
| 1-100210 - Restricted Checking- EVB | \$125,688.59 | |
| Total EVB Operating Checking | <u>\$124,535.70</u> | |
| Total Checking Accounts | <u>\$124,535.70</u> | |
| Total Current Assets | | \$124,535.70 |
| Investments | | |
| General - Church | | |
| 1-102100 - EVB Restricted Account | \$166,025.47 | |
| Total General - Church | <u>\$166,025.47</u> | |
| Endowments - Perm. Restricted | | |
| 2-101120 - Diocesan Investment Trust | \$462,706.52 | |
| Total Endowments - Perm. Restricted | <u>\$462,706.52</u> | |
| Total Investments | | \$628,731.99 |
| Accounts Receivable | | |
| 2-104100 - DMS Loan (Chenery Investment) | \$101,000.00 | |
| 2-104200 - SJTL Building Loan | \$100,130.51 | |
| Total Accounts Receivable | | <u>\$201,130.51</u> |
| Total Assets | | <u><u>\$954,398.20</u></u> |

Liabilities, Fund Principal, & Restricted Funds

| | | |
|--|--------------------|----------------------------|
| Liabilities | | |
| Current Liabilities | | |
| Payroll Liabilities | | |
| 1-200100 - Payroll Clearing | \$14,104.80 | |
| Total Payroll Liabilities | <u>\$14,104.80</u> | |
| Total Current Liabilities | | <u>\$14,104.80</u> |
| Total Liabilities | | <u>\$14,104.80</u> |
| Excess Cash Received | \$12,562.08 | |
| Total Fund Principal and Excess Cash Received | | <u>\$12,562.08</u> |
| Restricted Funds | | |
| Total Temporary Restricted | \$255,791.85 | |
| Total Permanent Restricted | \$663,837.03 | |
| Total Restricted Funds | | <u>\$919,628.88</u> |
| Total Liabilities, Fund Principal, & Restricted Funds | | <u><u>\$946,295.76</u></u> |
| ***** Out of Balance ***** | | \$8,102.44 |

St. James the Less Episcopal Church
Analysis of Revenues & Expenses - Detail
 January 2018

Note: The Report Option to include Open Transactions is selected.

| Accounts | MTD Actual (This Year) | YTD Actual (This Year) | Annual Budget (This Year) | Annual Budget Remaining (This Year) | % of Annual Budget Used (This Year) |
|---|---------------------------|---------------------------|------------------------------|---|---|
| Revenues | | | | | |
| Donor Tithes and Offerings | | | | | |
| Pledged Income | | | | | |
| 1-400100 - Current Year Pledges | \$0.00 | \$0.00 | \$325,000.00 | \$325,000.00 | 0.00 % |
| 1-400105 - Pledge Correction | \$0.00 | \$0.00 | (\$15,000.00) | (\$15,000.00) | 0.00 % |
| 1-400110 - Non-Pledge Offerings | \$25,417.00 | \$25,417.00 | \$15,000.00 | (\$10,417.00) | 169.45 % |
| 1-400120 - Prior Year (Paid this Ye | \$15,025.72 | \$15,025.72 | \$4,000.00 | (\$11,025.72) | 375.64 % |
| 1-400130 - Pre-paid Pledges | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-400140 - Plate | \$250.50 | \$250.50 | \$4,000.00 | \$3,749.50 | 6.26 % |
| Total Pledged Income | \$40,693.22 | \$40,693.22 | \$333,000.00 | \$292,306.78 | 12.22 % |
| Special Offerings | | | | | |
| 1-401100 - Initial- Operating | \$113.00 | \$113.00 | \$200.00 | \$87.00 | 56.50 % |
| 1-401110 - Birthday- EP Relief & D. | \$0.00 | \$0.00 | \$125.00 | \$125.00 | 0.00 % |
| 1-401120 - Epiphany- VTS | \$175.00 | \$175.00 | \$50.00 | (\$125.00) | 350.00 % |
| 1-401130 - Ash Wednesday Offerin | \$0.00 | \$0.00 | \$150.00 | \$150.00 | 0.00 % |
| 1-401140 - Good Friday Offering | \$0.00 | \$0.00 | \$150.00 | \$150.00 | 0.00 % |
| 1-401150 - Easter Offering | \$0.00 | \$0.00 | \$380.00 | \$380.00 | 0.00 % |
| 1-401160 - All Saints Offering | \$0.00 | \$0.00 | \$140.00 | \$140.00 | 0.00 % |
| 1-401170 - Thanksgiving Offering | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00 % |
| 1-401180 - Christmas Offering | \$75.00 | \$75.00 | \$1,000.00 | \$925.00 | 7.50 % |
| Total Special Offerings | \$363.00 | \$363.00 | \$2,295.00 | \$1,932.00 | 15.82 % |
| Total Donor Tithes and Offerings | \$41,056.22 | \$41,056.22 | \$335,295.00 | \$294,238.78 | 12.24 % |
| Other Income | | | | | |
| 1-402100 - Checking & Savings Int | \$0.00 | \$0.00 | \$800.00 | \$800.00 | 0.00 % |
| 1-402110 - Building Maintenance F | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-402120 - Proceeds-Fund Raiser | \$0.00 | \$0.00 | \$1,750.00 | \$1,750.00 | 0.00 % |
| 1-402130 - Tithe-Chenery | \$0.00 | \$0.00 | \$2,500.00 | \$2,500.00 | 0.00 % |
| 1-402140 - Shrine Mount Parish Re | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-402200 - Facilities Rental Income | \$100.00 | \$100.00 | \$500.00 | \$400.00 | 20.00 % |
| 1-402205 - Rectory Rental | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| Total Other Income | \$100.00 | \$100.00 | \$5,550.00 | \$5,450.00 | 1.80 % |
| Earnings on Investments | | | | | |
| Church Investment Income | | | | | |
| 1-403100 - Permanent Endowment | \$0.00 | \$0.00 | \$600.00 | \$600.00 | 0.00 % |
| 1-403110 - Music Fund | \$0.00 | \$0.00 | \$385.00 | \$385.00 | 0.00 % |
| 1-403120 - Carlton Fox Fund | \$0.00 | \$0.00 | \$180.00 | \$180.00 | 0.00 % |
| 1-403130 - Barbara O'Reilly Endow | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00 % |
| Total Church Investment Income | \$0.00 | \$0.00 | \$2,665.00 | \$2,665.00 | 0.00 % |
| Total Earnings on Investments | \$0.00 | \$0.00 | \$2,665.00 | \$2,665.00 | 0.00 % |
| Total Revenues | \$41,156.22 | \$41,156.22 | \$343,510.00 | \$302,353.78 | 11.98 % |
| Expenses | | | | | |
| FINANCE COMMISSION | | | | | |
| Rector Compensation | | | | | |
| 1-500100 - Rector - Salary | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500110 - Rector - Housing | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500120 - Rector - Pension | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500130 - Rector - Medical & Life | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500140 - Rector - Business & Tra | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500150 - Rector - SECA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500160 - Rector - Continuing Edt | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| Total Rector Compensation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| Priest Compensation | | | | | |
| 1-500200 - Priest - Salary | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500240 - Priest - Business & Tra | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| Total Priest Compensation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |

St. James the Less Episcopal Church
Analysis of Revenues & Expenses - Detail
January 2018

Note: The Report Option to include Open Transactions is selected.

| Accounts | MTD Actual (This Year) | YTD Actual (This Year) | Annual Budget (This Year) | Annual Budget Remaining (This Year) | % of Annual Budget Used (This Year) |
|--|---------------------------|---------------------------|------------------------------|---|---|
| Baseline | | | | | |
| 1-500600 - Special Envelope Payor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500610 - Property, WC, Vehicle I | \$9,617.00 | \$9,617.00 | \$13,200.00 | \$3,583.00 | 72.86 % |
| 1-500640 - Loan-Chenery-Interest I | \$0.00 | \$0.00 | \$5,000.00 | \$5,000.00 | 0.00 % |
| 1-500650 - ADP/Paychex Processi | \$34.85 | \$34.85 | \$675.00 | \$640.15 | 5.16 % |
| 1-500660 - Treasurer Supplies | \$0.00 | \$0.00 | \$200.00 | \$200.00 | 0.00 % |
| 1-500665 - Bank Charges | \$41.79 | \$41.79 | \$50.00 | \$8.21 | 83.58 % |
| 1-500670 - Lay Staff FICA Expense | \$285.60 | \$285.60 | \$5,219.00 | \$4,933.40 | 5.47 % |
| 1-500675 - Lay Staff Medicare Exp | \$66.81 | \$66.81 | \$0.00 | (\$66.81) | 0.00 % |
| 1-500695 - Clergy Relocation/Sear | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-500700 - Stewardship | \$0.00 | \$0.00 | \$2,200.00 | \$2,200.00 | 0.00 % |
| Total Baseline | \$10,046.05 | \$10,046.05 | \$26,544.00 | \$16,497.95 | 37.85 % |
| Administrative | | | | | |
| 1-500505 - Parish Administrator | \$2,750.00 | \$2,750.00 | \$33,000.00 | \$30,250.00 | 8.33 % |
| 1-500510 - Parish Administrator-Pe | \$0.00 | \$0.00 | \$2,970.00 | \$2,970.00 | 0.00 % |
| 1-500515 - Parish Administrator - Ir | \$151.35 | \$151.35 | \$1,812.00 | \$1,660.65 | 8.35 % |
| 1-500518 - Deacon Business & Tra | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 | 0.00 % |
| Total Administrative | \$2,901.35 | \$2,901.35 | \$38,782.00 | \$35,880.65 | 7.48 % |
| Office Expenses | | | | | |
| 1-500800 - Telephone & Communic | \$202.50 | \$202.50 | \$2,750.00 | \$2,547.50 | 7.36 % |
| 1-500810 - Postage | \$98.00 | \$98.00 | \$750.00 | \$652.00 | 13.07 % |
| 1-500820 - Office Supplies & Paper | \$13.99 | \$13.99 | \$3,000.00 | \$2,986.01 | 0.47 % |
| 1-500830 - Background Screening | \$0.00 | \$0.00 | \$50.00 | \$50.00 | 0.00 % |
| 1-500840 - Equipment Lease & Ma | \$617.86 | \$617.86 | \$8,600.00 | \$7,982.14 | 7.18 % |
| 1-500845 - Staff/Lay CEU | \$0.00 | \$0.00 | \$750.00 | \$750.00 | 0.00 % |
| Total Office Expenses | \$932.35 | \$932.35 | \$15,900.00 | \$14,967.65 | 5.86 % |
| Priest in Charge Compensation | | | | | |
| 1-500300 - PiC Salary | \$4,166.67 | \$4,166.67 | \$50,000.00 | \$45,833.33 | 8.33 % |
| 1-500310 - PiC-Housing | \$2,500.00 | \$2,500.00 | \$30,000.00 | \$27,500.00 | 8.33 % |
| 1-500320 - PiC-Pension | \$0.00 | \$0.00 | \$15,502.00 | \$15,502.00 | 0.00 % |
| 1-500330 - PiC-Health insurance | \$0.00 | \$0.00 | \$2,400.00 | \$2,400.00 | 0.00 % |
| 1-500340 - Pic-Business & Travel | \$0.00 | \$0.00 | \$3,000.00 | \$3,000.00 | 0.00 % |
| 1-500350 - PiC-SECA | \$510.00 | \$510.00 | \$6,120.00 | \$5,610.00 | 8.33 % |
| 1-500360 - PiC-Continuing Educati | \$326.83 | \$326.83 | \$800.00 | \$473.17 | 40.85 % |
| Total Priest in Charge Compensation | \$7,503.50 | \$7,503.50 | \$107,822.00 | \$100,318.50 | 6.96 % |
| Total FINANCE COMMISSION | \$21,383.25 | \$21,383.25 | \$189,048.00 | \$167,664.75 | 11.31 % |
| PROPERTY COMMISSION | | | | | |
| 1-510100 - Electricity | \$1,098.35 | \$1,098.35 | \$10,000.00 | \$8,901.65 | 10.98 % |
| 1-510110 - Fuel Oil | \$720.75 | \$720.75 | \$1,500.00 | \$779.25 | 48.05 % |
| 1-510120 - Water & Sewer | \$274.81 | \$274.81 | \$1,800.00 | \$1,525.19 | 15.27 % |
| 1-510130 - Church Maintenance & | \$0.00 | \$0.00 | \$20,000.00 | \$20,000.00 | 0.00 % |
| 1-510135 - Rectory Maintenance & | \$295.92 | \$295.92 | \$7,000.00 | \$6,704.08 | 4.23 % |
| 1-510140 - Grounds Maintenance | \$0.00 | \$0.00 | \$4,000.00 | \$4,000.00 | 0.00 % |
| 1-510150 - Church Cleaning Servic | \$834.40 | \$834.40 | \$12,000.00 | \$11,165.60 | 6.95 % |
| 1-510155 - Church Cleaning Suppli | \$0.00 | \$0.00 | \$700.00 | \$700.00 | 0.00 % |
| 1-510160 - Van- Operating Expens | \$257.78 | \$257.78 | \$2,000.00 | \$1,742.22 | 12.89 % |
| Total PROPERTY COMMISSION | \$3,482.01 | \$3,482.01 | \$59,000.00 | \$55,517.99 | 5.90 % |
| MINISTRY COMMISSION | | | | | |
| Worship | | | | | |
| 1-520100 - Supply Clergy | \$0.00 | \$0.00 | \$1,500.00 | \$1,500.00 | 0.00 % |
| 1-520105 - Organist | \$1,310.00 | \$1,310.00 | \$15,720.00 | \$14,410.00 | 8.33 % |
| 1-520116 - Youth Choir Director | \$346.67 | \$346.67 | \$5,000.00 | \$4,653.33 | 6.93 % |
| 1-520120 - Instrumentalists | \$0.00 | \$0.00 | \$3,600.00 | \$3,600.00 | 0.00 % |
| 1-520125 - Music Maintenance Fur | \$180.00 | \$180.00 | \$3,000.00 | \$2,820.00 | 6.00 % |
| 1-520130 - Adult Choir | \$0.00 | \$0.00 | \$1,800.00 | \$1,800.00 | 0.00 % |
| 1-520140 - St. Cecilia Choir | \$0.00 | \$0.00 | \$300.00 | \$300.00 | 0.00 % |

St. James the Less Episcopal Church
 Analysis of Revenues & Expenses - Detail
 January 2018

Note: The Report Option to include Open Transactions is selected.

| Accounts | MTD Actual (This Year) | YTD Actual (This Year) | Annual Budget (This Year) | Annual Budget Remaining (This Year) | % of Annual Budget Used (This Year) |
|---|---------------------------|---------------------------|------------------------------|---|---|
| 1-520145 - Hand Bell Choir | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00 % |
| 1-520150 - Altar Supplies | \$101.30 | \$101.30 | \$500.00 | \$398.70 | 20.26 % |
| 1-520155 - Acolytes | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00 % |
| Total Worship | \$1,937.97 | \$1,937.97 | \$32,020.00 | \$30,082.03 | 6.05 % |
| Education | | | | | |
| 1-530100 - Christian Formation Dir | \$0.00 | \$0.00 | \$10,000.00 | \$10,000.00 | 0.00 % |
| 1-530103 - CFD Business & Travel | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00 % |
| 1-530105 - Nursery Attendant | \$312.38 | \$312.38 | \$4,500.00 | \$4,187.62 | 6.94 % |
| 1-530110 - Children's Education | \$501.10 | \$501.10 | \$1,500.00 | \$998.90 | 33.41 % |
| 1-530115 - Adult Ed. | \$0.00 | \$0.00 | \$400.00 | \$400.00 | 0.00 % |
| 1-530120 - HS Youth Group | \$0.00 | \$0.00 | \$2,025.00 | \$2,025.00 | 0.00 % |
| 1-530125 - MS Youth Group | \$0.00 | \$0.00 | \$2,025.00 | \$2,025.00 | 0.00 % |
| 1-530135 - Books & Publications | \$0.00 | \$0.00 | \$500.00 | \$500.00 | 0.00 % |
| 1-530140 - Vestry Retreat | \$0.00 | \$0.00 | \$1,300.00 | \$1,300.00 | 0.00 % |
| Total Education | \$813.48 | \$813.48 | \$22,750.00 | \$21,936.52 | 3.58 % |
| Total MINISTRY COMMISSION | \$2,751.45 | \$2,751.45 | \$54,770.00 | \$52,018.55 | 5.02 % |
| OUTREACH & PASTORAL CARE | | | | | |
| Evangelism | | | | | |
| 1-540100 - Newcomers & Evangeliz | \$0.00 | \$0.00 | \$200.00 | \$200.00 | 0.00 % |
| 1-540105 - Advertisements | \$165.45 | \$165.45 | \$500.00 | \$334.55 | 33.09 % |
| 1-540110 - Parish Shrine Mont Ret | \$800.00 | \$800.00 | \$2,000.00 | \$1,200.00 | 40.00 % |
| 1-540115 - Outreach Dinners | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| 1-540125 - CARITAS | \$0.00 | \$0.00 | \$600.00 | \$600.00 | 0.00 % |
| 1-540130 - Web Site Renovation | \$0.00 | \$0.00 | \$600.00 | \$600.00 | 0.00 % |
| 1-540135 - Parish Lunches | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % |
| Total Evangelism | \$965.45 | \$965.45 | \$3,900.00 | \$2,934.55 | 24.76 % |
| Service | | | | | |
| 1-540200 - Diocesan Pledge | \$0.00 | \$0.00 | \$31,000.00 | \$31,000.00 | 0.00 % |
| 1-540205 - North Richmond Regior | \$0.00 | \$0.00 | \$450.00 | \$450.00 | 0.00 % |
| 1-540210 - Diocesan Convention E | \$0.00 | \$0.00 | \$1,400.00 | \$1,400.00 | 0.00 % |
| 1-540215 - Theological Education | \$0.00 | \$0.00 | \$250.00 | \$250.00 | 0.00 % |
| Total Service | \$0.00 | \$0.00 | \$33,100.00 | \$33,100.00 | 0.00 % |
| Pastoral Care | | | | | |
| 1-540300 - Parish Hospitality & Kitc | \$11.98 | \$11.98 | \$3,000.00 | \$2,988.02 | 0.40 % |
| 1-540305 - Parish Nurse | \$0.00 | \$0.00 | \$100.00 | \$100.00 | 0.00 % |
| Total Pastoral Care | \$11.98 | \$11.98 | \$3,100.00 | \$3,088.02 | 0.39 % |
| Total OUTREACH & PASTORAL CARE | \$977.43 | \$977.43 | \$40,100.00 | \$39,122.57 | 2.44 % |
| Total Expenses | \$28,594.14 | \$28,594.14 | \$342,918.00 | \$314,323.86 | 8.34 % |
| Net Total | \$12,562.08 | \$12,562.08 | \$592.00 | (\$11,970.08) | 2121.97 % |

St. James the Less Episcopal Church
 Summary of Restricted Accounts
 January 2018

Note: The Report Option to include Open Transactions is selected.

| Accounts | Beginning Balance | Restricted Revenue | Restricted Expenses | Credit Adjustments | Debit Adjustments | Ending Balance |
|--|---------------------|--------------------|---------------------|--------------------|-------------------|---------------------|
| Temporary Restricted Special Funds | | | | | | |
| 1-800100 - Altar Guild Fund | \$14,181.64 | \$0.00 | \$0.00 | \$340.00 | \$371.65 | \$14,149.99 |
| 1-800105 - Chenery Grant Fund | \$35,500.87 | \$0.00 | \$0.00 | \$2,777.50 | \$0.00 | \$38,278.37 |
| 1-800110 - Building Fund | \$1,676.46 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,676.46 |
| 1-800115 - Building Maintenance Fund | \$24,203.73 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$24,203.73 |
| 1-800120 - Memorial Gifts Fund | \$15,665.32 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$16,165.32 |
| 1-800125 - MS Youth Group Fund | \$729.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$729.50 |
| 1-800130 - HS Youth Group Fund | \$374.95 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$374.95 |
| 1-800132 - Young Adult Group | \$2,103.95 | \$0.00 | \$0.00 | \$660.00 | \$1,371.73 | \$1,392.22 |
| 1-800135 - Heavenly Creations Fund | \$270.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$270.00 |
| 1-800140 - Van Replacement Fund | \$140.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$140.48 |
| 1-800145 - DeLamette Garden Fund | \$2,119.87 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,119.87 |
| 1-800148 - Cutting Garden Fund | \$9,319.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$9,319.39 |
| 1-800150 - College Ministry Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 1-800155 - Music/Instrument Fund | \$1,483.68 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,483.68 |
| 1-800158 - Conde Hopkins Organ Fund | \$18,525.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$18,525.00 |
| 1-800160 - HC Chenery Grant Fund | (\$2,500.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | (\$2,500.00) |
| 1-800165 - Parrish Life Special Fund | \$1,275.55 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,275.55 |
| 1-800170 - SJTL Free Clinic Fund | \$210.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$210.00 |
| 1-800175 - Chenery Principal Reinvestment Fund | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 |
| 1-800180 - Rector Sabbatical Fund | \$1,984.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,984.50 |
| 1-800185 - Central Hanover ECW | \$118.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$118.07 |
| 1-800187 - United Thank Offering | \$425.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$425.00 |
| 1-800190 - Transition Ministry Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,400.00 | (\$1,400.00) |
| 1-800195 - Misc Special Offering | \$13,961.87 | \$0.00 | \$0.00 | \$58.50 | \$0.00 | \$14,020.37 |
| 1-800200 - Budget Reserve | \$89,676.76 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$89,676.76 |
| 1-800205 - Diocesan Mustard Seed | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 1-800210 - Wellness Education Fund | \$2,238.70 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,238.70 |
| 1-800215 - SJTL Food Outreach Ministry | \$9,130.49 | \$0.00 | \$0.00 | \$7,425.48 | \$642.03 | \$15,913.94 |
| 1-800220 - Rectory Security Deposit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Special Funds | \$247,815.78 | \$0.00 | \$0.00 | \$11,761.48 | \$3,785.41 | \$255,791.85 |
| Total Temporary Restricted | \$247,815.78 | \$0.00 | \$0.00 | \$11,761.48 | \$3,785.41 | \$255,791.85 |

Priest in Charge Report February 2018

As we have just held our Annual Meeting I will briefly focus on the events of the month.

Things continue to go well, and we had a baptism, and have had a few more transfer their memberships to our parish.

I was able to attend the Forma National (Christian Formation) Conference in Charleston, SC. I had been invited to attend by the Executive Director who comped my attendance. It was a powerful and productive week, and I learned a lot. Most particularly, I was inspired by the closing Eucharist with the presiding bishop.

Our annual meeting was good, and positive. The budget, with its growth areas, was passed without issue. The slate of Vestry members were adopted without issue. Yancey, our Senior Warden, spoke on the last year and thanked all the committees and groups that make St. James the Less the special place that it is. I spoke pastorally about how things have gone, encouraged us to avoid gossip as rule, and announced big piece of news. The Bishop is sending us the Reverend Deacon Harrison Higgins to serve the parish, starting in the early days of March. I could not be more excited.

We have brought on Celal Kamran as our Christian Formation Intern, to serve through the end of the school year. He and his wife Erin have been attending. He will hopefully be a student at Virginia Seminary in the fall.

I had a chance encounter with the Bishop, and he shared how he could not be more pleased with all the things happening in the parish. I could not agree more.

I am so pleased to welcome our four new Vestry members, and am blessed to be working with all of you.

Respectfully submitted,
The Rev. Rock Higgins, Priest-in-Charge to St. James the Less