

Session Meeting Agenda, February 18, 2018

Excused:

1. Opening prayer – Jim Dickson
2. Approval of Agenda
3. Approval of minutes from February 28 meeting
4. Moderator's Report – *see accompanying report*
5. Treasurer's Report
6. Clerk's Report
7. Baptism request – Eliza Bell baptism is now being scheduled for April
8. Committee Reports -- *Oral reports should be limited to items for action only.*

Building & History – *submitted my email and with tongue in cheek*

Finance, Administration & Personnel – *no March meeting*

Hospitality – *see accompanying report*

Worship & Art – *see accompanying report*

Outreach –

Christian Education –

9. Conversation around Mike's 2018 Goals – *see accompanying document*
10. Other necessary conversations
11. Next Meetings
 - Session: April 15 18, 2018 (need opening prayer volunteer)
 - Presbytery: Thursday, May 3 @ First PC Tullahoma
12. Closing Prayer

Downtown Presbyterian Church Regular Session Meeting

February 18th, 2018

Present: Elders Vickie Coffin, Debra Gentry, Dave Coleman, Michael Korak, Jack Henderson, Cary Gibson, Justin Near, Jim Dickson, Chuck Cardona, Rev. Mike Wilson - Moderator, Treasurer Jeff Koontz

Also Present: Dena Swoner

Excused: None

Clerk: Jack Henderson

- 1) **Opening prayer** – Dave Coleman at 12:49pm
- 2) **Approval of Agenda** - Approved with voice vote unanimously
- 3) **Approval of minutes from January 21st, 2018 meeting** - Approved previously but amendments added with name corrections “Virginia Craig Tipton” and “Matthew Abfalter”.
- 4) **Moderators report:** See accompanying report. Report on community assistance fund discussed. Rev. Wilson recommends discontinuation of DPC’s Community Assistance Fund (CAF) as a direct on-site effort and pool effort with other social service providers. Massive increase in demand with the limitation of our resources (financial, personnel, time) discussed. Concerns aired with regards to loss of our direct involvement in community outreach and expectations of people who have donated to CAF. Rerouting CAF to in-house services such as clothes closet or other Saturday efforts discussed. Conversation led us to determine that re-direction of CAF from pastor’s office to other onsite efforts (e.g. clothes closet, Saturday breakfast) was best route forward.
- 5) **Treasurer’s Report** – Budget proceedings concluded well and budget will be discussed later in meeting.
- 6) **Clerk’s Report** – Posting of session minutes online with online review and approval prior to next session meeting was successful. Future minutes and session packets will be posted with printed off minutes posted in narthex.
- 7) **Baptism request** – Eliza Bell’s baptism reauthorized for March with unanimous voice vote.

8) **Special Session Resolution** – Recognizing Ridley Wills for his decades of faithful service to DPC. Passed with unanimous voice vote.

9) **Committee Reports** -- Oral reports should be limited to items for action only.

Building & History – See accompanying report

Finance, Administration & Personnel – See accompanying report

Hospitality – No report

Worship & Art – See accompanying report

Outreach – No report

Christian Education – No report

10) **2018 budget** – Recommendation out of FAP committee is to carry \$31,370 budget deficit with a 6% draw from the endowment in 2018. Salaries and benefits reviewed with 2% salary increases for office and property manager and 3% salary increase for pastor. Increase in pay for director of music will translate into an added 2.5 hours of work. Motion to approve 2018 DPC budget passed with unanimous voice vote.

11) **Conversation around committee structure, assignments & leadership for 2018 -**

Discussion on the focus of committees and the overall goal of membership growth and growth of people continuing to affiliate and participate in the life of the church. Questions posed: What can we do more of to move more people from visitor to participant? Which committee does this fall? Role of Hospitality Committee in this discussed. Items in budget for working on increased external communication and messaging discussed. Discussion consisted of both drawing new people by broadcasting our identity and continuing to create a community once they get here.

12) **Conversation around Mike's 2018 Goals** – see accompanying document. Discussion will continue next session meeting.

13) **Next Meetings**

Session: March 18, 2018 – Jim Dickson will lead prayer

Presbytery: Thursday, May 3 @ Frist PC Tullahoma – Commissioners TBD

14) Closing Prayer and adjournment at 3:39pm

Moderator

Clerk of Session

Pastor's Report (Mike Wilson)
February 19, 2018 – March 18, 2018

Sermons: 4

Visits, including hospital, coffee, breakfasts and lunches: 6

Tuesday Bible Study: 3

Saturday breakfast: 3

Congregational meeting: 1

Meetings/Events:

- Worship & Arts meeting
- Day 7 event
- CPM meeting
- Moms Demand Action
- Personnel reviews – Mike, Dena, William, Suzie, Paulino
- Nashville Homelessness Commission/MDHA public input session

Pastoral expenses – approx. < \$200

Vacation & Study Leave:

Vacation after Easter: April 2 – 8 – Guest preacher Stacy Rector

Study Leave: General Assembly in St. Louis, June 16 – 23. I'll be attending as an official assembly aid.

Downtown Presbyterian Church Treasurers Report

Date: March 13, 2018
 To: Downtown Presbyterian Church Session
 From: Jeff Koontz, DPC Treasurer
 RE: Financial Report for February 2018



Financial Summary:

Bank Balance on	February 1, 2018	\$	42,230.59
Bank Balance ending	February 28, 2018	\$	23,456.20
	February	Deposit Totals: \$	24,597.38
	February	Expense Totals: \$	43,371.77
Corporate Draw Recommended next month? See note below			

February saw a drop of
 \$(18,774.39) from the bank account

Monthly Summary:

February continued as a positive month financially with pledge giving slowing some but other items ahead of budget. Revenue for the month came from a number of items in the budget.

Account balance remains good through the month and no draw is expected for at least another month, however large expenses will hit in March, including \$9,336 Building Insurance, \$6,808 Board of Pensions and \$8000 in payroll. Recommend the Session request \$25,000 Corp draw at March meeting in order to have it available to transfer.

Weekly deposits ranged from \$3,055-\$6,247.

Statistics for the month:

- > Revenue for the month was below budgeted by \$21,344 due to no Corp draw.
- > Expenses for the month were below budgeted by \$5,465.
- > The follow committees had expenses this month:

>

Building	x
Education	x
Hospitality	
Outreach	x
Worship & Arts	x

- > Utility expenses for the month totaled \$3,596
- > Item 5.200.300 Kitchen Food/Supplies will be adjusted to the new budget item next month
- > I will coordinate with Dena to adjust when select items are budgeted to better reflect spending.

ACS Report Attachments:

- > February 2018 Budget Analysis Report
- > February 2018 Reconciliation Report

**Downtown Presbyterian Church
 Bank Account Reconciliation Report
 General Checking**

Reconcile From 02/01/2018 To 02/28/2018

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

<u>Date</u>	<u>Payee / Memo</u>	<u>Src</u>	<u>Account Code</u>	<u>Withdrawal</u>	<u>Deposit</u>	<u>Ref No.</u>	<u>Clrd</u>
02/13/2018	SunTrust Bank / Account Analysis Fee Refund	DPY	1.000.100	(\$50.79)		39	Y
02/15/2018	DPC ER/EE Payroll Taxes Payment	JRE	1.000.100	\$1,007.02		39	Y
02/28/2018	DPC ER/EE Payroll Taxes Payment	JRE	1.000.100	\$1,007.05		40	Y
02/08/2018	Vanco / Text Giving Fee	DPY	1.000.100	\$57.63		40	Y
02/14/2018	DPC EE Direct Deposit Payroll Payment	JRE	1.000.100	\$7,249.42		41	Y
02/15/2018	PayChex / Payroll Service January 2018	DPY	1.000.100	\$95.51		41	Y
02/28/2018	DPC EE Direct Deposit Payroll Payment	JRE	1.000.100	\$7,275.39		42	Y
02/21/2018	SunTrust Bank / Account Analysis Fee Direct Paymer	DPY	1.000.100	\$64.83		42	Y
02/22/2018	SunTrust Bank / Account Correction Fee	DPY	1.000.100	\$6.00		43	Y
02/28/2018	PayChex / Payroll Service Invoice No.	DPY	1.000.100	\$93.13		44	Y
02/06/2018	Sunday Giving	DEP	1.000.100		\$3,055.00	67	Y
02/06/2018	Sunday Giving	DEP	1.000.100		\$4,911.00	68	Y
02/15/2018	Sunday Giving	DEP	1.000.100		\$4,556.33	69	Y
02/22/2018	Sunday Giving	DEP	1.000.100		\$6,722.00	70	Y
02/27/2018	Sunday Giving	DEP	1.000.100		\$4,801.94	71	Y
02/06/2018	Text Giving	DEP	1.000.100		\$100.00	73	Y
02/07/2018	Text Giving	DEP	1.000.100		\$160.00	74	Y
02/21/2018	Text Giving	DEP	1.000.100		\$200.00	75	Y
02/27/2018	Text Giving	DEP	1.000.100		\$40.00	76	Y
02/28/2018	Vanco Interest Payment	DEP	1.000.100		\$0.32	78	Y
01/23/2018	Monroe Harding / Benevolence 2017	CHK	1.000.100	\$1,750.00		41553	* Y
01/23/2018	Nations Ministry / Benevolence 2017	CHK	1.000.100	\$1,000.00		41554	* Y
01/23/2018	Safe Haven / Benevolence 2017	CHK	1.000.100	\$500.00		41556	* Y
01/23/2018	Grainger / Invoice# 9667209739	CHK	1.000.100	\$661.00		41558	* Y
01/23/2018	Grainger / Invoice#9672589786	CHK	1.000.100	\$91.23		41559	* Y
01/23/2018	Wehnby Plumbing Company / Invoice#1394-783669	CHK	1.000.100	\$554.80		41561	* Y
02/06/2018	Grainger	CHK	1.000.100	\$54.83		41568	Y
01/30/2018	Jeffers Handbell Supply Inc.	CHK	1.000.100	\$91.05		41569	* Y
01/30/2018	William Taylor / Membership	CHK	1.000.100	\$100.00		41570	* Y
01/30/2018	T-Mobile / Account No. 947655377	CHK	1.000.100	\$55.00		41571	* Y
01/30/2018	Janarus - The Good Janitors / Customer No. 00-03261	CHK	1.000.100	\$933.00		41572	* Y
01/30/2018	Wells Fargo Vendor Financial Services, LLC / Accoun	CHK	1.000.100	\$314.08		41573	* Y
01/30/2018	Nashville Electric Service / Account No. 0169561-016	CHK	1.000.100	\$2,191.25		41574	* Y
01/30/2018	SunTrust Bank / Account No. 0187	CHK	1.000.100	\$668.93		41575	* Y
02/07/2018	Presbytery of Middle Tennessee / Contribution Pledge	CHK	1.000.100	\$4,950.00		41576	Y
02/07/2018	Metro Water Services / Account No. 0011388300 Me	CHK	1.000.100	\$361.86		41577	Y
02/07/2018	Board of Pensions / PIN 20559 Statement	CHK	1.000.100	\$6,534.39		41578	Y
02/07/2018	Lee Company / Customer No. DOWN5000 Contract	CHK	1.000.100	\$310.50		41579	Y
02/07/2018	Justin Near / 2018 NaCoMe Summer Camp	CHK	1.000.100	\$389.00		41580	Y
02/13/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	1.000.100	\$46.00		41581	Y
02/13/2018	Piedmont Natural Gas / Account No. 7000155139001	CHK	1.000.100	\$692.73		41582	Y
02/13/2018	Lambcroft The Cookery / Saturday Breakfast Exper	CHK	1.000.100	\$67.93		41583	Y
02/13/2018	Lois Fyfe Music / Music Purchase	CHK	1.000.100	\$35.10		41584	Y
02/13/2018	Modern Iron Concepts / Gate and Fence Repair	CHK	1.000.100	\$1,475.00		41585	Y
02/22/2018	Wells Fargo Vendor Financial Services, LLC / Accoun	CHK	1.000.100	\$244.19		41586	Y
02/22/2018	Lee Company / Customer No. DOWN5000 Contract	CHK	1.000.100	\$1,597.17		41587	Y
02/22/2018	Action Security Systems / Invoice# 3826719	CHK	1.000.100	\$85.00		41588	Y
02/22/2018	Kemp Communication, Inc / Invoice# 17735	CHK	1.000.100	\$107.50		41590	Y
02/22/2018	Michael Korak / Andrew Bird Custodial Work (27 HRS	CHK	1.000.100	\$405.00		41591	Y
02/22/2018	AT&T U-Verse / Account 142889501 Mthly Charges	CHK	1.000.100	\$249.25		41593	Y

Total Cleared : \$43,320.98 \$24,546.59

**Downtown Presbyterian Church
 Bank Account Reconciliation Report
 General Checking**

Reconcile From 02/01/2018 To 02/28/2018

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

<u>Date</u>	<u>Payee / Memo</u>	<u>Src</u>	<u>Account Code</u>	<u>Withdrawal</u>	<u>Deposit</u>	<u>Ref No.</u>	<u>CIRD</u>
03/19/2015	Adjustments for Bank and ACS Acct Bal.	ADJ	1.000.100		\$2,618.80	42	*
01/29/2016	Void - Amount already Adjusted.	ADJ	1.000.100		(\$2,618.80)	42	*
12/03/2015	Deposit for Waffle Shop Door Ticket Sales	DEP	1.000.100		\$3,820.00	801	*
12/03/2015	Deposit for Waffle Shop Pre-Sale Tickets	DEP	1.000.100		\$1,500.00	802	*
12/03/2015	Deposit for Waffle Shop Tip Jar (PDF)	DEP	1.000.100		\$1,152.80	803	*
12/03/2015	Deposit for Waffle Shop Gift Shop	DEP	1.000.100		\$2,554.00	804	*
12/03/2015	Deposit for Waffle Shop Silent Auction	DEP	1.000.100		\$2,317.05	805	*
12/15/2015	Deposit for Tuba Christmas (PDF)	DEP	1.000.100		\$8,405.65	806	*
11/24/2016	Deposits for Waffle Shop Pre-Ticket Sales	DEP	1.000.100		\$520.00	862	*
08/15/2016	Presbytery of Middle Tennessee / Presbytery of the Q	CHK	1.000.100	\$2,887.00		41069	*
05/22/2017	Joy's Flowers / Invoice No. 03543146	CHK	1.000.100	\$170.00		41331	*
08/10/2017	Joy's Flowers / Void Check Lost In Mail	CHK	1.000.100	(\$170.00)		41331	*
06/19/2017	Accident Fund / Policy#wcv 61251170101	CHK	1.000.100	\$493.75		41361	*
06/19/2017	Accident Fund / Audit Premium 07/01/2017	CHK	1.000.100	\$477.00		41362	*
12/07/2017	Gabrielle Lewis / December 10, 2017 - Piano	CHK	1.000.100	\$150.00		41503	*
12/21/2017	Cary Gibson / Art for Reggie Hughes & Sarah Jordan	CHK	1.000.100	\$300.00		41529	*
01/08/2018	Sysco / Customer No. 278504	CHK	1.000.100	\$758.61		41543	*
02/22/2018	The Royal Music Guild / January 2018	CHK	1.000.100	\$360.00		41589	
02/22/2018	Dena Swoner / Andrew Bird Custodial Work (23 HRS)	CHK	1.000.100	\$345.00		41592	
12/31/2015	Direct Deposit for Payroll	JRE	1.000.100	\$21,840.55		123115	*
12/31/2015	Journal Entry for FY15 FIT	JRE	1.000.100		\$5,733.79	123120151	*
12/31/2015	Journal Entry for FY15 Office Mgr Salary	JRE	1.000.100	\$1,063.21		123120152	*
12/31/2015	Journal Entry for FY15 W.S. Transfer	JRE	1.000.100	\$6,788.00		123120153	*
12/31/2015	Journal Entry for FY15 PDF Revenue Removal	JRE	1.000.100		\$9,372.80	123120154	*
12/31/2015	Journal Entry for FY15 W.S. Revenue Removal	JRE	1.000.100		\$15,901.11	123120155	*
12/31/2015	Journal Entry for FY15 Mike Wilson Salary Adj	JRE	1.000.100		\$10,316.60	123120156	*
12/31/2015	Journal Entry for FY15 Mike Wilson Housing Adj	JRE	1.000.100	\$7,933.00		123120157	*
12/31/2015	Journal Entry for FY15 Mike Wilson SS Adj	JRE	1.000.100	\$1,256.00		123120158	*
12/31/2015	Journal Entry for FY15 Mike Wilson Medicare Adj	JRE	1.000.100		\$1,256.00	123120159	*
12/31/2015	Journal Entry - Reverse 2x WS Transfer	JRE	1.000.100		\$13,576.00	1231201510	*
12/31/2015	Journal Entry - Reverse 2x PDF Revenue Removal	JRE	1.000.100	\$18,745.60		1231201511	*
12/31/2015	Journal Entry - Reverse 2x WS Revenue Removal	JRE	1.000.100	\$31,802.22		1231201512	*
05/18/2017	SunTrust Bank / Account Analysis Fee Direct Paymer	DPY	1.000.100	\$55.76		5152017005	*
Total Uncleared :				<u>\$95,255.70</u>	<u>\$76,425.80</u>		
Total :				<u>\$138,576.68</u>	<u>\$100,972.39</u>		

*** Indicates In Transit transactions from a previous month.

Downtown Presbyterian Church
Bank Account Reconciliation Report
General Checking
Reconcile From 02/01/2018 To 02/28/2018

1. Enter Adjustments

Service Charges :	0.00
Interest :	0.00

2. Calculate Cleared Balance

Previous Statement Balance :	42,230.59
Service Charges :	0.00
Interest :	0.00
Cleared Deposits :	24,546.59
Cleared Withdrawals :	(43,320.98)
	<u>23,456.20</u>

3. Difference

Statement Balance :	23,456.20
Cleared Balance :	23,456.20
	<u>0.00</u>

Uncleared Deposits :	80,745.80
Uncleared Withdrawals :	(100,467.17)

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
February 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Revenues						
Contributions						
4.100.100 - Pledged Offering	\$15,815.00	\$19,234.17	\$3,419.17	\$45,132.00	\$38,468.34	(\$6,663.66)
4.100.200 - Non-Pledged Offering	\$3,515.32	\$3,333.33	(\$181.99)	\$5,482.32	\$6,666.66	\$1,184.34
4.100.300 - Plate Offering (Cash & Coin)	\$827.05	\$833.33	\$6.28	\$1,925.05	\$1,666.66	(\$258.39)
4.100.400 - Memorials	\$95.00	\$8.33	(\$86.67)	\$195.00	\$16.66	(\$178.34)
Total Contributions	\$20,252.37	\$23,409.16	\$3,156.79	\$52,734.37	\$46,818.32	(\$5,916.05)
Other Revenue						
4.200.100 - Artist Utility	\$275.00	\$175.00	(\$100.00)	\$475.00	\$350.00	(\$125.00)
4.200.150 - Homeless Food Ministry	\$1,000.00	\$833.33	(\$166.67)	\$1,000.00	\$1,666.66	\$666.66
4.200.200 - Use of Building	\$873.28	\$1,000.00	\$126.72	\$4,093.28	\$2,000.00	(\$2,093.28)
4.200.250 - Weddings	\$0.00	\$333.33	\$333.33	\$0.00	\$666.66	\$666.66
4.200.350 - Outreach Revenue	\$110.00	\$0.00	(\$110.00)	\$110.00	\$0.00	(\$110.00)
4.200.400 - Worship & Arts Revenue	\$500.00	\$16.67	(\$483.33)	\$500.00	\$33.34	(\$466.66)
4.200.550 - Waffle Shop	\$0.00	\$666.67	\$666.67	\$146.00	\$1,333.34	\$1,187.34
4.200.750 - Community Discretionary Fund	\$1,535.94	\$416.67	(\$1,119.27)	\$2,035.94	\$833.34	(\$1,202.60)
4.200.990 - Miscellaneous Grants/Income	\$0.00	\$1,666.67	\$1,666.67	\$2,000.00	\$3,333.34	\$1,333.34
Total Other Revenue	\$4,294.22	\$5,108.34	\$814.12	\$10,360.22	\$10,216.68	(\$143.54)
Endowment						
4.300.100 - Endowment Draw - Operating/Gen Fund	\$0.00	\$11,794.67	\$11,794.67	\$0.00	\$23,589.34	\$23,589.34
4.300.200 - Endowment Draw - Bldg/Capitol Fund	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$3,333.34	\$3,333.34
4.300.300 - Marguarette Thomas Trust	\$0.00	\$240.58	\$240.58	\$0.00	\$481.16	\$481.16
Total Endowment	\$0.00	\$13,701.92	\$13,701.92	\$0.00	\$27,403.84	\$27,403.84
Total Revenues	\$24,546.59	\$42,219.42	\$17,672.83	\$63,094.59	\$84,438.84	\$21,344.25

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
February 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Expenses						
Personnel						
Pastor						
5.100.100 - Pastor Salary	\$3,821.26	\$3,935.92	\$114.66	\$7,642.52	\$7,871.84	\$229.32
5.100.105 - Pastor Housing	\$674.32	\$694.58	\$20.26	\$1,348.64	\$1,389.16	\$40.52
5.100.110 - Pastor Social Security/Medicare	\$343.90	\$354.25	\$10.35	\$687.80	\$708.50	\$20.70
5.100.120 - Pastor Pension/Medical Insurance	\$1,646.90	\$1,668.42	\$21.52	\$3,293.80	\$3,336.84	\$43.04
5.100.135 - Pastor Auto Allowance	\$0.00	\$50.00	\$50.00	\$366.15	\$100.00	(\$266.15)
5.100.140 - Pastor Professional Expenses	\$22.51	\$83.33	\$60.82	\$77.18	\$166.66	\$89.48
5.100.170 - Pastor Continuing Education	\$0.00	\$87.50	\$87.50	\$670.00	\$175.00	(\$495.00)
5.100.180 - Pastor Book Allowance	\$0.00	\$26.25	\$26.25	\$69.76	\$52.50	(\$17.26)
Total Pastor	\$6,508.89	\$6,900.25	\$391.36	\$14,155.85	\$13,800.50	(\$355.35)
Office Manager						
5.100.300 - Office Manager Salary	\$3,083.34	\$3,145.00	\$61.66	\$6,166.68	\$6,290.00	\$123.32
5.100.310 - Office Mgr Social Security/Medicare	\$244.25	\$240.58	(\$3.67)	\$480.11	\$481.16	\$1.05
5.100.320 - Office Manager Pension/Medical Ins.	\$1,128.24	\$732.50	(\$395.74)	\$2,256.48	\$1,465.00	(\$791.48)
Total Office Manager	\$4,455.83	\$4,118.08	(\$337.75)	\$8,903.27	\$8,236.16	(\$667.11)
Property Manager						
5.100.400 - Property Manager Salary	\$3,514.16	\$3,584.42	\$70.26	\$7,028.32	\$7,168.84	\$140.52
5.100.410 - Property Mgr Soc. Sec./Medicare	\$260.45	\$274.25	\$13.80	\$529.29	\$548.50	\$19.21
5.100.420 - Property Manager Pension/Med. Ins.	\$2,170.49	\$2,183.08	\$12.59	\$4,340.98	\$4,366.16	\$25.18
Total Property Manager	\$5,945.10	\$6,041.75	\$96.65	\$11,898.59	\$12,083.50	\$184.91
Education Director						
5.100.500 - Education Director Wages	\$1,337.08	\$1,363.83	\$26.75	\$2,674.16	\$2,727.66	\$53.50
5.100.510 - Education Dir. Soc. Sec./Medicare	\$102.28	\$104.33	\$2.05	\$204.56	\$208.66	\$4.10
5.100.520 - Education Director Pension/Med. Ins.	\$1,588.76	\$1,593.58	\$4.82	\$3,177.52	\$3,187.16	\$9.64
Total Education Director	\$3,028.12	\$3,061.74	\$33.62	\$6,056.24	\$6,123.48	\$67.24
Music Director						
5.100.600 - Music Director Wages	\$1,980.34	\$2,020.00	\$39.66	\$3,960.68	\$4,040.00	\$79.32
5.100.610 - Music Dir. Social Security/Medicare	\$151.50	\$154.50	\$3.00	\$303.00	\$309.00	\$6.00
Total Music Director	\$2,131.84	\$2,174.50	\$42.66	\$4,263.68	\$4,349.00	\$85.32
Musicians						
5.100.800 - Musicians	\$1,120.00	\$1,386.67	\$266.67	\$3,350.00	\$2,773.34	(\$576.66)
Total Musicians	\$1,120.00	\$1,386.67	\$266.67	\$3,350.00	\$2,773.34	(\$576.66)
Nursery Workers						
5.100.900 - Nursery Workers' Wages	\$266.00	\$377.17	\$111.17	\$616.00	\$754.34	\$138.34
Total Nursery Workers	\$266.00	\$377.17	\$111.17	\$616.00	\$754.34	\$138.34
Other Personnel Expense						
5.100.950 - Payroll Accounting Expenses	\$188.64	\$250.00	\$61.36	\$743.03	\$500.00	(\$243.03)
5.100.960 - Workers Comp Insurance	\$0.00	\$183.33	\$183.33	\$0.00	\$366.66	\$366.66
5.100.970 - Field Education Student	\$0.00	\$83.33	\$83.33	\$0.00	\$166.66	\$166.66

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
February 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
5.100.980 - Temporary Help/Event Services	\$750.00	\$0.00	(\$750.00)	\$750.00	\$0.00	(\$750.00)
5.100.985 - Training	\$0.00	\$41.67	\$41.67	\$0.00	\$83.34	\$83.34
Total Other Personnel Expense	\$938.64	\$558.33	(\$380.31)	\$1,493.03	\$1,116.66	(\$376.37)
Total Personnel	\$24,394.42	\$24,618.49	\$224.07	\$50,736.66	\$49,236.98	(\$1,499.68)
Building & Maintenance						
Utilities & Insurance						
5.200.100 - Natural Gas	\$692.73	\$1,083.33	\$390.60	\$3,695.94	\$2,166.66	(\$1,529.28)
5.200.110 - Electricity	\$2,191.25	\$3,250.00	\$1,058.75	\$4,577.83	\$6,500.00	\$1,922.17
5.200.120 - Water	\$361.86	\$300.00	(\$61.86)	\$777.19	\$600.00	(\$177.19)
5.200.130 - Waste Disposal	\$0.00	\$83.33	\$83.33	\$149.96	\$166.66	\$16.70
5.200.140 - Telephone Service	\$145.12	\$166.67	\$21.55	\$290.16	\$333.34	\$43.18
5.200.150 - Internet	\$74.05	\$66.67	(\$7.38)	\$129.75	\$133.34	\$3.59
5.200.160 - Alarm	\$85.00	\$166.67	\$81.67	\$170.00	\$333.34	\$163.34
5.200.170 - Pest Control Service	\$46.00	\$50.00	\$4.00	\$92.00	\$100.00	\$8.00
5.200.180 - Parking	\$0.00	\$0.00	\$0.00	\$1,700.00	\$0.00	(\$1,700.00)
5.200.185 - Building Insurance	\$0.00	\$3,112.00	\$3,112.00	\$0.00	\$6,224.00	\$6,224.00
Total Utilities & Insurance	\$3,596.01	\$8,278.67	\$4,682.66	\$11,582.83	\$16,557.34	\$4,974.51
Maintenance & Grounds						
5.200.200 - Building Maintenance & Repairs	\$3,914.62	\$2,933.33	(\$981.29)	\$5,815.69	\$5,866.66	\$50.97
5.200.210 - Cleaning Service	\$933.00	\$1,000.00	\$67.00	\$933.00	\$2,000.00	\$1,067.00
5.200.220 - Capital Projects	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$3,333.34	\$3,333.34
Total Maintenance & Grounds	\$4,847.62	\$5,600.00	\$752.38	\$6,748.69	\$11,200.00	\$4,451.31
Kitchen						
5.200.300 - Food/Supplies	\$67.93	\$0.00	(\$67.93)	\$888.30	\$0.00	(\$888.30)
Total Kitchen	\$67.93	\$0.00	(\$67.93)	\$888.30	\$0.00	(\$888.30)
Total Building & Maintenance	\$8,511.56	\$13,878.67	\$5,367.11	\$19,219.82	\$27,757.34	\$8,537.52
Other Expenses						
Outreach						
5.300.105 - Foreign Missions	\$0.00	\$240.58	\$240.58	\$0.00	\$481.16	\$481.16
5.300.120 - Local Benevolences	\$0.00	\$1,166.67	\$1,166.67	\$0.00	\$2,333.34	\$2,333.34
5.300.130 - Community Assistant Fund	\$0.00	\$416.67	\$416.67	\$0.00	\$833.34	\$833.34
5.300.140 - Waffle Shop	\$0.00	\$208.33	\$208.33	\$408.67	\$416.66	\$7.99
5.300.150 - Homeless Ministry - Food	\$104.44	\$833.33	\$728.89	\$104.44	\$1,666.66	\$1,562.22
5.300.160 - Parking - Breakfast Volunteers	\$0.00	\$158.33	\$158.33	\$0.00	\$316.66	\$316.66
5.300.200 - Fundraising	\$57.63	\$0.00	(\$57.63)	\$196.76	\$0.00	(\$196.76)
Total Outreach	\$162.07	\$3,023.91	\$2,861.84	\$709.87	\$6,047.82	\$5,337.95
Administration						
5.400.100 - Office Equipment	\$558.27	\$300.00	(\$258.27)	\$800.90	\$600.00	(\$200.90)
5.400.110 - Office Equipment Maintenance	\$0.00	\$20.83	\$20.83	\$0.00	\$41.66	\$41.66
5.400.120 - Software/Programs	\$111.00	\$100.00	(\$11.00)	\$349.00	\$200.00	(\$149.00)
5.400.140 - Office Supplies	\$21.47	\$50.00	\$28.53	\$71.31	\$100.00	\$28.69

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
February 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
5.400.150 - Postage	\$4.90	\$29.17	\$24.27	\$4.90	\$58.34	\$53.44
5.400.160 - Cell Phone	\$55.00	\$58.33	\$3.33	\$110.00	\$116.66	\$6.66
5.400.180 - Fees	\$50.12	\$166.67	\$116.55	\$167.87	\$333.34	\$165.47
5.400.185 - Central Treasurer-PCUSA	\$4,950.00	\$825.00	(\$4,125.00)	\$9,900.00	\$1,650.00	(\$8,250.00)
5.400.190 - Miscellaneous Administration	\$0.00	\$41.67	\$41.67	\$92.75	\$83.34	(\$9.41)
Total Administration	\$5,750.76	\$1,591.67	(\$4,159.09)	\$11,496.73	\$3,183.34	(\$8,313.39)
Worship & Arts						
5.500.100 - Pulpit Supply	\$0.00	\$75.00	\$75.00	\$0.00	\$150.00	\$150.00
5.500.110 - Worship Aids	\$0.00	\$29.17	\$29.17	\$0.00	\$58.34	\$58.34
5.500.115 - Worship Arts Supplies	\$0.00	\$20.83	\$20.83	\$0.00	\$41.66	\$41.66
5.500.120 - Music Supplies	\$261.14	\$41.67	(\$219.47)	\$261.14	\$83.34	(\$177.80)
5.500.130 - Organ & Piano Maintenance	\$0.00	\$208.33	\$208.33	\$818.00	\$416.66	(\$401.34)
5.500.140 - Organ Supply	\$0.00	\$83.33	\$83.33	\$0.00	\$166.66	\$166.66
5.500.150 - Youth Choir	\$0.00	\$62.50	\$62.50	\$0.00	\$125.00	\$125.00
5.500.170 - Parking - Musicians	\$0.00	\$150.00	\$150.00	\$0.00	\$300.00	\$300.00
5.500.190 - Miscellaneous Worship & Arts	\$0.00	\$16.67	\$16.67	\$0.00	\$33.34	\$33.34
Total Worship & Arts	\$261.14	\$687.50	\$426.36	\$1,079.14	\$1,375.00	\$295.86
Education						
5.600.100 - Youth Ministries	\$0.00	\$16.67	\$16.67	\$0.00	\$33.34	\$33.34
5.600.110 - Jean Prueher Fund	\$389.00	\$62.50	(\$326.50)	\$389.00	\$125.00	(\$264.00)
5.600.120 - Children's Art Supplies	\$0.00	\$100.00	\$100.00	\$0.00	\$200.00	\$200.00
5.600.130 - Guest Speakers	\$0.00	\$8.33	\$8.33	\$0.00	\$16.66	\$16.66
5.600.140 - Educational Materials	\$0.00	\$100.00	\$100.00	\$0.00	\$200.00	\$200.00
5.600.190 - Miscellaneous Education	\$0.00	\$58.33	\$58.33	\$100.00	\$116.66	\$16.66
Total Education	\$389.00	\$345.83	(\$43.17)	\$489.00	\$691.66	\$202.66
Hospitality (CL/W&MD)						
5.700.110 - Receptions	\$0.00	\$25.00	\$25.00	\$0.00	\$50.00	\$50.00
5.700.120 - Congregational Meals	\$0.00	\$41.67	\$41.67	\$0.00	\$83.34	\$83.34
5.700.130 - Bereavement/Funerals	\$0.00	\$41.67	\$41.67	\$0.00	\$83.34	\$83.34
5.700.150 - Advertising/Brochures/Public Rel.	\$0.00	\$83.33	\$83.33	\$0.00	\$166.66	\$166.66
5.700.160 - New Member Assimilation	\$0.00	\$20.83	\$20.83	\$0.00	\$41.66	\$41.66
5.700.170 - Parking - Worship	\$0.00	\$541.67	\$541.67	\$0.00	\$1,083.34	\$1,083.34
Total Hospitality (CL/W&MD)	\$0.00	\$754.17	\$754.17	\$0.00	\$1,508.34	\$1,508.34
Session Expenses						
5.900.100 - Session Development/Retreat	\$0.00	\$20.83	\$20.83	\$0.00	\$41.66	\$41.66
5.900.190 - Miscellaneous Session	\$0.00	\$12.50	\$12.50	\$0.00	\$25.00	\$25.00
Total Session Expenses	\$0.00	\$33.33	\$33.33	\$0.00	\$66.66	\$66.66
Total Other Expenses	\$6,562.97	\$6,436.41	(\$126.56)	\$13,774.74	\$12,872.82	(\$901.92)
Total Expenses	\$39,468.95	\$44,933.57	\$5,464.62	\$83,731.22	\$89,867.14	\$6,135.92

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
February 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Net Total	(\$14,922.36)	(\$2,714.15)	\$12,208.21	(\$20,636.63)	(\$5,428.30)	\$15,208.33

Downtown Presbyterian Church Treasurers Report

Date: March 13, 2018
 To: Downtown Presbyterian Church Session
 From: Jeff Koontz, DPC Treasurer
 RE: Financial Report for January 2018



Financial Summary:

Bank Balance on	January 1, 2018	\$	40,887.97
Bank Balance ending	January 31, 2018	\$	42,230.59
	January Deposit Totals:	\$	50,595.00
	January Expense Totals:	\$	49,252.38
Corporate Draw Recommended next month?			No

January saw an increase of
 \$ 1,342.62 in the bank account

Monthly Summary:

In typical fashion, pledge giving was strong at the beginning of the year. The Session approved the budget at the February meeting (hence the delay in issuing the January report). A number of budget items were added and removed to reflect current church operations.

Weekly deposits for the month ranged from \$5,460 to \$13,260.

Statistics for the month:

- > Revenue for the month was below budgeted by \$3,671 primarily because Corporation draw is budgeted by the month.
- > Expenses for the month were below budgeted by \$671.
- > The follow committees had expenses this month:
- > Parking expenses included:

Building	x
Education	x
Hospitality	
Outreach	
Worship & Arts	x

- > Utility expenses for the month totaled \$ 7,986.82
- > David Maddox helped secure a \$2,000 Grant home our homeless ministries from the Emergency Food and Shelter Program
- > Organ & Piano maintenance was paid this month (\$818)
- > The 2017 Middle TN Presbytery Annual Mission Pledge was paid in January (\$4950). The 2018 payment is also budgeted to be paid in 2018
- > Final payment for Waffle Shop expenses was paid (\$408.67)

ACS Report Attachments:

- > January 2018 Budget Analysis Report
- > January 2018 Reconciliation Report

General Checking
 Reconcile From 01/01/2018 To 01/31/2018

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

Date	Payee / Memo	Src	Account Code	Withdrawal	Deposit	Ref No.	CIRD
01/08/2018	Vanco / Direct Payment	DPY	1.000.100	\$139.13		34	Y
01/30/2018	DPC EE Direct Deposit Payroll Payment	JRE	1.000.100	\$7,695.39		35	Y
01/16/2018	PayChex / Paychex Invoice	DPY	1.000.100	\$396.51		35	Y
01/12/2018	DPC EE Direct Deposit Payroll Payment	JRE	1.000.100	\$7,119.62		36	Y
01/16/2018	Deluxe / Suntrust Check Order	DPY	1.000.100	\$49.84		36	Y
01/30/2018	DPC ER/EE Payroll Taxes Payment	JRE	1.000.100	\$1,007.05		37	Y
01/22/2018	SunTrust Bank / Account Analysis Fee Direct Paymer	DPY	1.000.100	\$87.69		37	Y
01/12/2018	DPC ER/EE Payroll Taxes Payment	JRE	1.000.100	\$1,080.82		38	Y
01/31/2018	PayChex / Paychex Invoice	DPY	1.000.100	\$157.88		38	Y
12/31/2017	Sunday Morning Giving	DEP	1.000.100		\$6,587.00	49	* Y
12/25/2017	Sunday Morning Giving	DEP	1.000.100		\$5,460.00	50	* Y
01/09/2018	Waffle Shop	DEP	1.000.100		\$146.00	53	Y
01/09/2018	Sunday Morning Giving	DEP	1.000.100		\$6,105.00	54	Y
01/09/2018	Sunday Morning Giving	DEP	1.000.100		\$13,260.00	55	Y
01/23/2018	Sunday Morning Giving	DEP	1.000.100		\$8,205.00	56	Y
01/03/2018	Text Giving	DEP	1.000.100		\$4,000.00	57	Y
01/04/2018	Text Giving	DEP	1.000.100		\$800.00	58	Y
01/17/2018	Text Giving	DEP	1.000.100		\$600.00	59	Y
01/17/2018	Text Giving	DEP	1.000.100		\$100.00	60	Y
01/18/2018	Text Giving	DEP	1.000.100		\$110.00	61	Y
01/22/2018	Text Giving	DEP	1.000.100		\$192.00	62	Y
01/23/2018	Text Giving	DEP	1.000.100		\$80.00	63	Y
01/23/2018	Text Giving	DEP	1.000.100		\$200.00	64	Y
01/16/2018	Andrew Bird Concert	DEP	1.000.100		\$2,750.00	65	Y
01/18/2018	EFS NATL BRD PGM AWRD	DEP	1.000.100		\$2,000.00	66	Y
12/08/2017	Sysco / Customer No. 278504	CHK	1.000.100	\$1,774.12		41511	* Y
12/08/2017	Sysco / Customer No. 278504	CHK	1.000.100	\$229.40		41512	* Y
12/08/2017	SONUS / Sunday 11/12/2017 Performance	CHK	1.000.100	\$300.00		41518	* Y
12/21/2017	William Taylor / Youth Holiday Party - Pizza	CHK	1.000.100	\$61.15		41530	* Y
12/21/2017	AT&T U-Verse / Account 142889501 Mthly Charges	CHK	1.000.100	\$249.23		41532	* Y
12/26/2017	Waste Management / Customer ID: 13-22339-83002	CHK	1.000.100	\$148.85		41533	* Y
12/26/2017	Janarus - The Good Janitors / Customer No. 00-03261	CHK	1.000.100	\$933.00		41534	* Y
01/03/2018	T-Mobile / Account No. 947655377	CHK	1.000.100	\$55.00		41535	Y
01/03/2018	Nashville Electric Service / Account No. 0169561-016	CHK	1.000.100	\$2,386.58		41536	Y
01/03/2018	Wells Fargo Vendor Financial Services, LLC / Accoun	CHK	1.000.100	\$242.63		41537	Y
01/08/2018	Mike Wilson / Pastoral Retreat / 2017 Mileage	CHK	1.000.100	\$976.15		41538	Y
01/08/2018	Lee Company / Customer No. DOWN5000 Contract	CHK	1.000.100	\$310.50		41539	Y
01/08/2018	Lambcroft The Cookery / Saturday Breakfast Exper	CHK	1.000.100	\$40.36		41540	Y
01/08/2018	The Royal Music Guild / September1 - December 31,	CHK	1.000.100	\$1,190.00		41541	Y
01/08/2018	Milnar Organ Company LLC / Fall Tuning 12/04/2017	CHK	1.000.100	\$818.00		41542	Y
01/08/2018	Metro Water Services / Account No. 0011388300 Me	CHK	1.000.100	\$210.00		41544	Y
01/08/2018	Metro Water Services / Account No. 0011388300 Me	CHK	1.000.100	\$205.33		41545	Y
01/08/2018	Piedmont Natural Gas / Account No. 7000155139001	CHK	1.000.100	\$3,003.21		41546	Y
01/08/2018	SunTrust Bank / Account No. 0187	CHK	1.000.100	\$1,118.79		41547	Y
01/10/2018	Premier Parking of TN / Account No. 13707	CHK	1.000.100	\$340.00		41549	Y
01/10/2018	Premier Parking of TN / Account No. 13707	CHK	1.000.100	\$1,360.00		41550	Y
01/10/2018	APCE / Suzie Lane Membership Renewal	CHK	1.000.100	\$100.00		41551	Y
01/23/2018	Martha O'Bryan / Benevolence 2017	CHK	1.000.100	\$2,000.00		41552	Y
01/23/2018	The Next Door / Benevolence 2017	CHK	1.000.100	\$1,000.00		41555	Y
01/23/2018	Drain Doctor / Invoice #113661 & #113670	CHK	1.000.100	\$360.00		41557	Y
01/23/2018	TN Dept of Labor & Workforce / Invoice# 648108	CHK	1.000.100	\$110.00		41560	Y
01/23/2018	AT&T U-Verse / Account 142889501 Mthly Charges	CHK	1.000.100	\$230.80		41562	Y
01/23/2018	Action Security Systems / Customer No. 1109-305	CHK	1.000.100	\$85.00		41563	Y
01/23/2018	Waste Management / Customer ID: 13-22339-83002	CHK	1.000.100	\$149.96		41564	Y
01/23/2018	Board of Pensions / PIN 20559 Statement 98083871	CHK	1.000.100	\$6,534.39		41565	Y
01/23/2018	Ortex System, Inc. / Account No. 01-0004904	CHK	1.000.100	\$46.00		41566	Y
01/23/2018	Presbytery of Middle Tennessee / 2018 Church Donat	CHK	1.000.100	\$4,950.00		41567	Y
Total Cleared :				\$49,252.38	\$50,595.00		

**Downtown Presbyterian Church
 Bank Account Reconciliation Report
 General Checking**

Reconcile From 01/01/2018 To 01/31/2018

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

<u>Date</u>	<u>Payee / Memo</u>	<u>Src</u>	<u>Account Code</u>	<u>Withdrawal</u>	<u>Deposit</u>	<u>Ref No.</u>	<u>Clrd</u>
03/19/2015	Adjustments for Bank and ACS Acct Bal.	ADJ	1.000.100		\$2,618.80	42	*
01/29/2016	Void - Amount already Adjusted.	ADJ	1.000.100		(\$2,618.80)	42	*
12/03/2015	Deposit for Waffle Shop Door Ticket Sales	DEP	1.000.100		\$3,820.00	801	*
12/03/2015	Deposit for Waffle Shop Pre-Sale Tickets	DEP	1.000.100		\$1,500.00	802	*
12/03/2015	Deposit for Waffle Shop Tip Jar (PDF)	DEP	1.000.100		\$1,152.80	803	*
12/03/2015	Deposit for Waffle Shop Gift Shop	DEP	1.000.100		\$2,554.00	804	*
12/03/2015	Deposit for Waffle Shop Silent Auction	DEP	1.000.100		\$2,317.05	805	*
12/15/2015	Deposit for Tuba Christmas (PDF)	DEP	1.000.100		\$8,405.65	806	*
11/24/2016	Deposits for Waffle Shop Pre-Ticket Sales	DEP	1.000.100		\$520.00	862	*
08/15/2016	Presbytery of Middle Tennessee / Presbytery of the Q	CHK	1.000.100	\$2,887.00		41069	*
05/22/2017	Joy's Flowers / Invoice No. 03543146	CHK	1.000.100	\$170.00		41331	*
08/10/2017	Joy's Flowers / Void Check Lost In Mail	CHK	1.000.100	(\$170.00)		41331	*
06/19/2017	Accident Fund / Policy#wcv 61251170101	CHK	1.000.100	\$493.75		41361	*
06/19/2017	Accident Fund / Audit Premium 07/01/2017	CHK	1.000.100	\$477.00		41362	*
12/07/2017	Gabrielle Lewis / December 10, 2017 - Piano	CHK	1.000.100	\$150.00		41503	*
12/21/2017	Cary Gibson / Art for Reggie Hughes & Sarah Jordan	CHK	1.000.100	\$300.00		41529	*
01/08/2018	Sysco / Customer No. 278504	CHK	1.000.100	\$758.61		41543	*
01/23/2018	Monroe Harding / Benevolence 2017	CHK	1.000.100	\$1,750.00		41553	*
01/23/2018	Nations Ministry / Benevolence 2017	CHK	1.000.100	\$1,000.00		41554	*
01/23/2018	Safe Haven / Benevolence 2017	CHK	1.000.100	\$500.00		41556	*
01/23/2018	Grainger / Invoice# 9667209739	CHK	1.000.100	\$661.00		41558	*
01/23/2018	Grainger / Invoice#9672589786	CHK	1.000.100	\$91.23		41559	*
01/23/2018	Wehnby Plumbing Company / Invoice#1394-783669	CHK	1.000.100	\$554.80		41561	*
12/31/2015	Direct Deposit for Payroll	JRE	1.000.100	\$21,840.55		123115	*
12/31/2015	Journal Entry for FY15 FIT	JRE	1.000.100		\$5,733.79	123120151	*
12/31/2015	Journal Entry for FY15 Office Mgr Salary	JRE	1.000.100	\$1,063.21		123120152	*
12/31/2015	Journal Entry for FY15 W.S. Transfer	JRE	1.000.100	\$6,788.00		123120153	*
12/31/2015	Journal Entry for FY15 PDF Revenue Removal	JRE	1.000.100		\$9,372.80	123120154	*
12/31/2015	Journal Entry for FY15 W.S. Revenue Removal	JRE	1.000.100		\$15,901.11	123120155	*
12/31/2015	Journal Entry for FY15 Mike Wilson Salary Adj	JRE	1.000.100		\$10,316.60	123120156	*
12/31/2015	Journal Entry for FY15 Mike Wilson Housing Adj	JRE	1.000.100	\$7,933.00		123120157	*
12/31/2015	Journal Entry for FY15 Mike Wilson SS Adj	JRE	1.000.100	\$1,256.00		123120158	*
12/31/2015	Journal Entry for FY15 Mike Wilson Medicare Adj	JRE	1.000.100		\$1,256.00	123120159	*
12/31/2015	Journal Entry - Reverse 2x WS Transfer	JRE	1.000.100		\$13,576.00	1231201510	*
12/31/2015	Journal Entry - Reverse 2x PDF Revenue Removal	JRE	1.000.100	\$18,745.60		1231201511	*
12/31/2015	Journal Entry - Reverse 2x WS Revenue Removal	JRE	1.000.100	\$31,802.22		1231201512	*
05/18/2017	SunTrust Bank / Account Analysis Fee Direct Paymer	DPY	1.000.100	\$55.76		5152017005	*
Total Uncleared :				<u>\$99,107.73</u>	<u>\$76,425.80</u>		
Total :				<u>\$148,360.11</u>	<u>\$127,020.80</u>		

*** Indicates In Transit transactions from a previous month.

Downtown Presbyterian Church
Bank Account Reconciliation Report
General Checking
Reconcile From 01/01/2018 To 01/31/2018

1. Enter Adjustments

Service Charges :	0.00
Interest :	0.00

2. Calculate Cleared Balance

Previous Statement Balance :	40,887.97
Service Charges :	0.00
Interest :	0.00
Cleared Deposits :	50,595.00
Cleared Withdrawals :	(49,252.38)
	<u>42,230.59</u>

3. Difference

Statement Balance :	42,230.59
Cleared Balance :	<u>42,230.59</u>
	0.00

Uncleared Deposits :	76,425.80
Uncleared Withdrawals :	(99,107.73)

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
January 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Revenues						
Contributions						
4.100.100 - Pledged Offering	\$29,317.00	\$19,234.17	(\$10,082.83)	\$29,317.00	\$19,234.17	(\$10,082.83)
4.100.200 - Non-Pledged Offering	\$1,967.00	\$3,333.33	\$1,366.33	\$1,967.00	\$3,333.33	\$1,366.33
4.100.300 - Plate Offering (Cash & Coin)	\$1,098.00	\$833.33	(\$264.67)	\$1,098.00	\$833.33	(\$264.67)
4.100.400 - Memorials	\$100.00	\$8.33	(\$91.67)	\$100.00	\$8.33	(\$91.67)
Total Contributions	\$32,482.00	\$23,409.16	(\$9,072.84)	\$32,482.00	\$23,409.16	(\$9,072.84)
Other Revenue						
4.200.100 - Artist Utility	\$200.00	\$175.00	(\$25.00)	\$200.00	\$175.00	(\$25.00)
4.200.150 - Homeless Food Ministry	\$0.00	\$833.33	\$833.33	\$0.00	\$833.33	\$833.33
4.200.200 - Use of Building	\$3,220.00	\$1,000.00	(\$2,220.00)	\$3,220.00	\$1,000.00	(\$2,220.00)
4.200.250 - Weddings	\$0.00	\$333.33	\$333.33	\$0.00	\$333.33	\$333.33
4.200.400 - Worship & Arts Revenue	\$0.00	\$16.67	\$16.67	\$0.00	\$16.67	\$16.67
4.200.550 - Waffle Shop	\$146.00	\$666.67	\$520.67	\$146.00	\$666.67	\$520.67
4.200.750 - Community Discretionary Fund	\$500.00	\$416.67	(\$83.33)	\$500.00	\$416.67	(\$83.33)
4.200.990 - Miscellaneous Grants/Income	\$2,000.00	\$1,666.67	(\$333.33)	\$2,000.00	\$1,666.67	(\$333.33)
Total Other Revenue	\$6,066.00	\$5,108.34	(\$957.66)	\$6,066.00	\$5,108.34	(\$957.66)
Endowment						
4.300.100 - Endowment Draw - Operating/Gen Fund	\$0.00	\$11,794.67	\$11,794.67	\$0.00	\$11,794.67	\$11,794.67
4.300.200 - Endowment Draw - Bldg/Capitol Fund	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$1,666.67	\$1,666.67
4.300.300 - Marguarette Thomas Trust	\$0.00	\$240.58	\$240.58	\$0.00	\$240.58	\$240.58
Total Endowment	\$0.00	\$13,701.92	\$13,701.92	\$0.00	\$13,701.92	\$13,701.92
Total Revenues	\$38,548.00	\$42,219.42	\$3,671.42	\$38,548.00	\$42,219.42	\$3,671.42

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
January 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
Expenses						
Personnel						
Pastor						
5.100.100 - Pastor Salary	\$3,821.26	\$3,935.92	\$114.66	\$3,821.26	\$3,935.92	\$114.66
5.100.105 - Pastor Housing	\$674.32	\$694.58	\$20.26	\$674.32	\$694.58	\$20.26
5.100.110 - Pastor Social Security/Medicare	\$343.90	\$354.25	\$10.35	\$343.90	\$354.25	\$10.35
5.100.120 - Pastor Pension/Medical Insurance	\$1,646.90	\$1,668.42	\$21.52	\$1,646.90	\$1,668.42	\$21.52
5.100.135 - Pastor Auto Allowance	\$366.15	\$50.00	(\$316.15)	\$366.15	\$50.00	(\$316.15)
5.100.140 - Pastor Professional Expenses	\$54.67	\$83.33	\$28.66	\$54.67	\$83.33	\$28.66
5.100.170 - Pastor Continuing Education	\$670.00	\$87.50	(\$582.50)	\$670.00	\$87.50	(\$582.50)
5.100.180 - Pastor Book Allowance	\$69.76	\$26.25	(\$43.51)	\$69.76	\$26.25	(\$43.51)
Total Pastor	\$7,646.96	\$6,900.25	(\$746.71)	\$7,646.96	\$6,900.25	(\$746.71)
Office Manager						
5.100.300 - Office Manager Salary	\$3,083.34	\$3,145.00	\$61.66	\$3,083.34	\$3,145.00	\$61.66
5.100.310 - Office Mgr Social Security/Medicare	\$235.86	\$240.58	\$4.72	\$235.86	\$240.58	\$4.72
5.100.320 - Office Manager Pension/Medical Ins.	\$1,128.24	\$732.50	(\$395.74)	\$1,128.24	\$732.50	(\$395.74)
Total Office Manager	\$4,447.44	\$4,118.08	(\$329.36)	\$4,447.44	\$4,118.08	(\$329.36)
Property Manager						
5.100.400 - Property Manager Salary	\$3,514.16	\$3,584.42	\$70.26	\$3,514.16	\$3,584.42	\$70.26
5.100.410 - Property Mgr Soc. Sec./Medicare	\$268.84	\$274.25	\$5.41	\$268.84	\$274.25	\$5.41
5.100.420 - Property Manager Pension/Med. Ins.	\$2,170.49	\$2,183.08	\$12.59	\$2,170.49	\$2,183.08	\$12.59
Total Property Manager	\$5,953.49	\$6,041.75	\$88.26	\$5,953.49	\$6,041.75	\$88.26
Education Director						
5.100.500 - Education Director Wages	\$1,337.08	\$1,363.83	\$26.75	\$1,337.08	\$1,363.83	\$26.75
5.100.510 - Education Dir. Soc. Sec./Medicare	\$102.28	\$104.33	\$2.05	\$102.28	\$104.33	\$2.05
5.100.520 - Education Director Pension/Med. Ins	\$1,588.76	\$1,593.58	\$4.82	\$1,588.76	\$1,593.58	\$4.82
Total Education Director	\$3,028.12	\$3,061.74	\$33.62	\$3,028.12	\$3,061.74	\$33.62
Music Director						
5.100.600 - Music Director Wages	\$1,980.34	\$2,020.00	\$39.66	\$1,980.34	\$2,020.00	\$39.66
5.100.610 - Music Dir. Social Security/Medicare	\$151.50	\$154.50	\$3.00	\$151.50	\$154.50	\$3.00
Total Music Director	\$2,131.84	\$2,174.50	\$42.66	\$2,131.84	\$2,174.50	\$42.66
Musicians						
5.100.800 - Musicians	\$2,230.00	\$1,386.67	(\$843.33)	\$2,230.00	\$1,386.67	(\$843.33)
Total Musicians	\$2,230.00	\$1,386.67	(\$843.33)	\$2,230.00	\$1,386.67	(\$843.33)
Nursery Workers						
5.100.900 - Nursery Workers' Wages	\$350.00	\$377.17	\$27.17	\$350.00	\$377.17	\$27.17
Total Nursery Workers	\$350.00	\$377.17	\$27.17	\$350.00	\$377.17	\$27.17
Other Personnel Expense						
5.100.950 - Payroll Accounting Expenses	\$554.39	\$250.00	(\$304.39)	\$554.39	\$250.00	(\$304.39)
5.100.960 - Workers Comp Insurance	\$0.00	\$183.33	\$183.33	\$0.00	\$183.33	\$183.33
5.100.970 - Field Education Student	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33

Downtown Presbyterian Church
Analysis of Revenues & Expenses - Detail
January 2018

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
5.100.985 - Training	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67
Total Other Personnel Expense	<u>\$554.39</u>	<u>\$558.33</u>	<u>\$3.94</u>	<u>\$554.39</u>	<u>\$558.33</u>	<u>\$3.94</u>
Total Personnel	\$26,342.24	\$24,618.49	(\$1,723.75)	\$26,342.24	\$24,618.49	(\$1,723.75)
Building & Maintenance						
Utilities & Insurance						
5.200.100 - Natural Gas	\$3,003.21	\$1,083.33	(\$1,919.88)	\$3,003.21	\$1,083.33	(\$1,919.88)
5.200.110 - Electricity	\$2,386.58	\$3,250.00	\$863.42	\$2,386.58	\$3,250.00	\$863.42
5.200.120 - Water	\$415.33	\$300.00	(\$115.33)	\$415.33	\$300.00	(\$115.33)
5.200.130 - Waste Disposal	\$149.96	\$83.33	(\$66.63)	\$149.96	\$83.33	(\$66.63)
5.200.140 - Telephone Service	\$145.04	\$166.67	\$21.63	\$145.04	\$166.67	\$21.63
5.200.150 - Internet	\$55.70	\$66.67	\$10.97	\$55.70	\$66.67	\$10.97
5.200.160 - Alarm	\$85.00	\$166.67	\$81.67	\$85.00	\$166.67	\$81.67
5.200.170 - Pest Control Service	\$46.00	\$50.00	\$4.00	\$46.00	\$50.00	\$4.00
5.200.180 - Parking	\$1,700.00	\$0.00	(\$1,700.00)	\$1,700.00	\$0.00	(\$1,700.00)
5.200.185 - Building Insurance	\$0.00	\$3,112.00	\$3,112.00	\$0.00	\$3,112.00	\$3,112.00
Total Utilities & Insurance	<u>\$7,986.82</u>	<u>\$8,278.67</u>	<u>\$291.85</u>	<u>\$7,986.82</u>	<u>\$8,278.67</u>	<u>\$291.85</u>
Maintenance & Grounds						
5.200.200 - Building Maintenance & Repairs	\$1,901.07	\$2,933.33	\$1,032.26	\$1,901.07	\$2,933.33	\$1,032.26
5.200.210 - Cleaning Service	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00
5.200.220 - Capital Projects	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$1,666.67	\$1,666.67
Total Maintenance & Grounds	<u>\$1,901.07</u>	<u>\$5,600.00</u>	<u>\$3,698.93</u>	<u>\$1,901.07</u>	<u>\$5,600.00</u>	<u>\$3,698.93</u>
Kitchen						
5.200.300 - Food/Supplies	\$820.37	\$0.00	(\$820.37)	\$820.37	\$0.00	(\$820.37)
Total Kitchen	<u>\$820.37</u>	<u>\$0.00</u>	<u>(\$820.37)</u>	<u>\$820.37</u>	<u>\$0.00</u>	<u>(\$820.37)</u>
Total Building & Maintenance	<u>\$10,708.26</u>	<u>\$13,878.67</u>	<u>\$3,170.41</u>	<u>\$10,708.26</u>	<u>\$13,878.67</u>	<u>\$3,170.41</u>
Other Expenses						
Outreach						
5.300.105 - Foreign Missions	\$0.00	\$240.58	\$240.58	\$0.00	\$240.58	\$240.58
5.300.120 - Local Benevolences	\$0.00	\$1,166.67	\$1,166.67	\$0.00	\$1,166.67	\$1,166.67
5.300.130 - Community Assistant Fund	\$0.00	\$416.67	\$416.67	\$0.00	\$416.67	\$416.67
5.300.140 - Waffle Shop	\$408.67	\$208.33	(\$200.34)	\$408.67	\$208.33	(\$200.34)
5.300.150 - Homeless Ministry - Food	\$0.00	\$833.33	\$833.33	\$0.00	\$833.33	\$833.33
5.300.160 - Parking - Breakfast Volunteers	\$0.00	\$158.33	\$158.33	\$0.00	\$158.33	\$158.33
5.300.200 - Fundraising	\$139.13	\$0.00	(\$139.13)	\$139.13	\$0.00	(\$139.13)
Total Outreach	<u>\$547.80</u>	<u>\$3,023.91</u>	<u>\$2,476.11</u>	<u>\$547.80</u>	<u>\$3,023.91</u>	<u>\$2,476.11</u>
Administration						
5.400.100 - Office Equipment	\$242.63	\$300.00	\$57.37	\$242.63	\$300.00	\$57.37
5.400.110 - Office Equipment Maintenance	\$0.00	\$20.83	\$20.83	\$0.00	\$20.83	\$20.83
5.400.120 - Software/Programs	\$238.00	\$100.00	(\$138.00)	\$238.00	\$100.00	(\$138.00)
5.400.140 - Office Supplies	\$49.84	\$50.00	\$0.16	\$49.84	\$50.00	\$0.16
5.400.150 - Postage	\$0.00	\$29.17	\$29.17	\$0.00	\$29.17	\$29.17

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Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)
5.400.160 - Cell Phone	\$55.00	\$58.33	\$3.33	\$55.00	\$58.33	\$3.33
5.400.180 - Fees	\$117.75	\$166.67	\$48.92	\$117.75	\$166.67	\$48.92
5.400.185 - Central Treasurer-PCUSA	\$4,950.00	\$825.00	(\$4,125.00)	\$4,950.00	\$825.00	(\$4,125.00)
5.400.190 - Miscellaneous Administration	\$92.75	\$41.67	(\$51.08)	\$92.75	\$41.67	(\$51.08)
Total Administration	\$5,745.97	\$1,591.67	(\$4,154.30)	\$5,745.97	\$1,591.67	(\$4,154.30)
Worship & Arts						
5.500.100 - Pulpit Supply	\$0.00	\$75.00	\$75.00	\$0.00	\$75.00	\$75.00
5.500.110 - Worship Aids	\$0.00	\$29.17	\$29.17	\$0.00	\$29.17	\$29.17
5.500.115 - Worship Arts Supplies	\$0.00	\$20.83	\$20.83	\$0.00	\$20.83	\$20.83
5.500.120 - Music Supplies	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67
5.500.130 - Organ & Piano Maintenance	\$818.00	\$208.33	(\$609.67)	\$818.00	\$208.33	(\$609.67)
5.500.140 - Organ Supply	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33
5.500.150 - Youth Choir	\$0.00	\$62.50	\$62.50	\$0.00	\$62.50	\$62.50
5.500.170 - Parking - Musicians	\$0.00	\$150.00	\$150.00	\$0.00	\$150.00	\$150.00
5.500.190 - Miscellaneous Worship & Arts	\$0.00	\$16.67	\$16.67	\$0.00	\$16.67	\$16.67
Total Worship & Arts	\$818.00	\$687.50	(\$130.50)	\$818.00	\$687.50	(\$130.50)
Education						
5.600.100 - Youth Ministries	\$0.00	\$16.67	\$16.67	\$0.00	\$16.67	\$16.67
5.600.110 - Jean Prueher Fund	\$0.00	\$62.50	\$62.50	\$0.00	\$62.50	\$62.50
5.600.120 - Children's Art Supplies	\$0.00	\$100.00	\$100.00	\$0.00	\$100.00	\$100.00
5.600.130 - Guest Speakers	\$0.00	\$8.33	\$8.33	\$0.00	\$8.33	\$8.33
5.600.140 - Educational Materials	\$0.00	\$100.00	\$100.00	\$0.00	\$100.00	\$100.00
5.600.190 - Miscellaneous Education	\$100.00	\$58.33	(\$41.67)	\$100.00	\$58.33	(\$41.67)
Total Education	\$100.00	\$345.83	\$245.83	\$100.00	\$345.83	\$245.83
Hospitality (CL/W&MD)						
5.700.110 - Receptions	\$0.00	\$25.00	\$25.00	\$0.00	\$25.00	\$25.00
5.700.120 - Congregational Meals	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67
5.700.130 - Bereavement/Funerals	\$0.00	\$41.67	\$41.67	\$0.00	\$41.67	\$41.67
5.700.150 - Advertising/Brochures/Public Rel.	\$0.00	\$83.33	\$83.33	\$0.00	\$83.33	\$83.33
5.700.160 - New Member Assimilation	\$0.00	\$20.83	\$20.83	\$0.00	\$20.83	\$20.83
5.700.170 - Parking - Worship	\$0.00	\$541.67	\$541.67	\$0.00	\$541.67	\$541.67
Total Hospitality (CL/W&MD)	\$0.00	\$754.17	\$754.17	\$0.00	\$754.17	\$754.17
Session Expenses						
5.900.100 - Session Development/Retreat	\$0.00	\$20.83	\$20.83	\$0.00	\$20.83	\$20.83
5.900.190 - Miscellaneous Session	\$0.00	\$12.50	\$12.50	\$0.00	\$12.50	\$12.50
Total Session Expenses	\$0.00	\$33.33	\$33.33	\$0.00	\$33.33	\$33.33
Total Other Expenses	\$7,211.77	\$6,436.41	(\$775.36)	\$7,211.77	\$6,436.41	(\$775.36)
Total Expenses	\$44,262.27	\$44,933.57	\$671.30	\$44,262.27	\$44,933.57	\$671.30
Net Total	(\$5,714.27)	(\$2,714.15)	\$3,000.12	(\$5,714.27)	(\$2,714.15)	\$3,000.12

Suggested Budgeting Schedule Revisions

Adjustments to how the budget total is distributed across the year (monthly, quarterly, specific month)

Budget Item No.	Recommended Adjustment	Comment
REVENUE		
4.300.100 Endowment / Op	Quarterly rather than monthly	
4.300.200 Endowment / Bldg	Split in Half - April and September	
EXPENSES		
5.100.960 Workers Comp	Is this a one-time payment? Put in month it typically hits.	
5.100.980 Temp Help	Quarterly	
5.200.180 Parking	Set to inactive – covered under other three Parking items. Will need to move the \$1,700 January expense to other code.	
5.200.185 Bldg Insurance	Quarterly since we're making quarterly payments	
5.200.300 Food/Supplies	Move this to an inactive account – covered elsewhere. Will need to move the Feb \$67.93 to proper code.	
5.300.105 Foreign Missions	Set to Oct and make a calendar reminder to request the draw and make that \$2887 payment then.	
5.300.120 Local Benevolences	Set \$14,000 to September	
5.300.140 Waffle Shop	Put it all in December	
5.300.160 Parking – Saturday	Quarterly, bi-monthly or however frequent you've been going to get more tix.	
5.400.185 Central Treas PCUSA	Semi-Annual Jan & July. Let's plan to pay 2018 in July.	
5.500.130 Piano Maint	Quarterly	
5.50.170 Parking – musicians	Quarterly, bi-monthly or however frequent you've been going to get more tix.	
5.700.170 Parking – Worship	Quarterly, bi-monthly or however frequent you've been going to get more tix.	

Additional Notes:

1. Salaries – the back payment to catch up previous months to January 2018 should eventually hit where staff salary should balance out to be within a few cents of YTD and MTD values.
2. Do we know when we have our first FY18 insurance quarterly payment? We need to make sure we have funds to cover – may need a Corp draw specifically for that.
3. 5.300.200 Fundraising – what was this Feb \$57.63 expense?
4. 5.600.100 – Jean Prueher Fund – typically a summer camp expense. What was \$389 in Feb?

No session action items. Next meeting Monday, March 19, 6pm at DPC.

- Developing ways of making more visible our Values & Ethos
- Began work on Taize service, Palm/Passion Sunday, and Easter services
- Began review of CiR program
- Discussed some Sunday morning logistics - will be adding mic setup to liturgist signup; W&A and some of the DPC kids will work on cleaning up the prayer candles
- Walked Stations of the Cross and received ideas for online discussion - began Stations of the Cross blog posts on website with social media follow-up on Instagram, Twitter, and Facebook

(Corrections are welcome, apologies if I've made a few)

HOSPITALITY

MEETING MINUTES: Feb, 19 2018

Location: Calypso (east)

Time: 6:30 p.m.

In Attendance: Dave Coleman (committee chair), Stephanie Coleman, Claire Armbruster, Joel Dark, Mary Turner

Event Planning:

*** Congregational Meeting, Feb. 25th, 2018**

D.C. will request from Paulino tea and lemonade to be prepared in advance

D.C. will check w/ the Cookery about possibility of ordering a meat/protein (main course) for the event

A budget of \$150 or less is possible, beyond that D.C. will contact Paulino to order from Sysco

Volunteers for Feb. 25th are welcome to help set up tables & buffet area beginning at 10:30 before service

*** Good Friday Cottage Dinners, March 30th, 2018**

Notice prepared for E-votion and Bulletin announcing event and requesting hosts and attendees to check out

sign-up sheets that will be posted in the narthex. Notice type copy sent to Dena (DPC office manager):

Downtown Presbyterian Church

Good Friday Cottage Dinners | Everyone Welcome!

We will gather in church members' homes (or at DPC) for a meal and devotion after dinner.

Hosts will provide the main course, guests bring sides and desserts!

This is an annual tradition at DPC for sharing good food, connection to community and spiritual growth.

Where: DPC Members' homes

When: Friday, March 30th

How & Time: See sign up sheets in DPC Narthex

Three hosts have already volunteered:

1. Rev. Mike Wilson (at DPC)
2. Claire Armbruster and Jeff Koontz (home)
3. Dave and Stephanie Coleman (home)

Three to Four additional hosts are needed

* **Easter Breakfast** Plans will be discussed at the next Hospitality meeting.

* **Downtown Home Tour**, April 15th, 2018 - opening DPC up as part of the event

Snacks and Refreshments will be provided

Michael Arwood will be asked to be part of the hosting (he has done an incredible job in the past)

Music will be explored as a possibility (in the past George and Emily have performed, Eric Near will be contacted as well)

Discussion:

Book Group: Hosted by Joel Dark, BG has been a successful way to bring folks together in spiritual expression

Next up, a Wendell Barry book, date TBD

Future possibilities to enhance membership growth

Enhanced, further organized, and promoted musical events on Art Crawl nights

Rev. Mike Wilson has proposed in session meeting the idea to rearrange Hospitality back into two divisions:

More discussion w/ Rev. Mike and session, but roughly outlined as:

Congregational Life (in house events i.e. potlucks, snacks and drinks)
& New Membership Development (fostering new members and connecting with the community via advertising, social media, etc.)

Explore alternative location within walking distance (further utilize DPC parking) for the First Sunday lunch meet up (after church)
Mary Turner lives downtown and suggested the idea of checking into the new Woolworth on 5th, and other spots

Greeters wanna Greet? There's a sign up sheet for greeting, please get your name on it

Next Meeting:

Wednesday, March 21st, 6:30 p.m. at the Cookery (hopefully this will work w/ Hospitality volunteer schedules)