

Session Meeting Agenda – February 16, 2020

Excused: Holly Kellar

1. Opening prayer – Debra Gentry
2. Approval of Agenda
3. Attestation of approval of January 26 meeting minutes
4. Moderator’s Report – *see accompanying report*
5. Treasurer’s Report –
6. Clerk’s Report
7. Committee Reports – *Oral reports should be limited to items for action only.*
 - Personnel – *Lane, Jarquin and Swoner reviews completed Feb.13*
 - Building & History –
Education & Evangelism –
 - Finance –
 - Hospitality – *met January 30, see accompanying report*
 - Outreach –
 - Saturday Breakfast Coordinators –
 - Worship & Art – *met February 2*
 - Communications Committee – *see accompanying report*
 - Congregational Care Committee –
 - Nominating Committee – *at-large nominees secured. We’ll elect at annual meeting in Feb.*
8. Facility Manager’s report –
9. Baptism request from Jen Morely
10. Conversation on responsibility, reporting and communications for session, pastor and staff
11. Project Thrive conversation
12. Congregational Care and Life issues
13. Tabled, postponed or moribund issues
14. Further discussion of Capital Infrastructure Investment plan (if not covered in B&H)
15. Continued Conversation around identity, mission and long-term goals,
including New Beginnings material, Mike’s musings, October 2018 visioning session, etc.
16. Next Meetings
 - Session March 15
 - Presbytery: Thursday, May 21 – Blue Spring Church, Sparta
17. Closing Prayer

Session Meeting Agenda – January 26, 2020

In Attendance: Debra Gentry, Holly Keller, Jim Hoobler, Dave Coleman, Erin Bell, Mary Turner, Vickie Coffin, Jake Byl, and Rev. Mike Wilson, and David Maddox by teleconference

The meeting was opened by the Moderator, and Dave Coleman offered words of prayer at 12:50.

Approval of Agenda

Motion Vickie, approved with minor adjustment

Approval or attestation of approval of December 15 meeting minutes

Motion Jim, second Dave C., approved

Moderator's Report – see accompanying report

Election of Treasurer and Clerk of Session

Rachel Hayes and Vickie Coffin nominated and elected

Treasurer's Report

Approval of 2020 budget; there were no questions

Jake motion, Debra second, approved

Clerk's Report

The Clerk presented Erin Bell, Jake Byl, and Holly Keller for ordination as Ruling Elders on Sunday, January 19.

Committee Reports

Committee organization - Jake on board for F&A; Erin is hesitant to take on Congregational Care, she will talk around to gauge interest; Holly to take up Communications,

Personnel –

Building & History – met January 15, see accompanying report

Request to use the chapel and parlor 2 for census takers on 6 occasions in April and May but no additional revenue for DPC; Denny must make sure people are helping with security

Motion Holly, second Jim, approved

Education & Evangelism –

Finance–met January 15, see accompanying report

Request for draw from endowment of \$30,00 for ops

Motion from Jake, second from Dave C., approved

Hospitality–next meeting January 30

Wedding coordinator conversation; artist in residence, Ava, has experience with a wedding chapel, may be willing to become the church wedding coordinator; session gives approval to go down this path;

Outreach –

Saturday Breakfast Coordinators –

April 26 training from Open Table

More volunteer coordinators are needed;

Look into signup changes

Worship & Art – next meeting February 2

possible Lent and Holy Week services; 2 services on

Ash Wednesday; communion and disposition of ashes;

Four new artist residents;

Communications task force – To become a committee

Nominating Committee –

at-large nominees secured. We'll elect at annual meeting in Feb.

Conversation around formalizing committee membership

Discussion of pros and cons of formally naming members who have decision-making roles;

Facility Manager's report

Request for approval of costs associated with the flooring and window coverings for the

Motion from the B&H Committee to spend up to \$7k; approved

Congregational Care and Life issues

Michael Korak,

Project Thrive report

Mary and Erin are going with Mike to the dinner at Belmont;

Tabled, postponed or moribund issues

Further discussion of Capital Infrastructure Investment plan (if not covered in B&H)

Continued Conversation around identity, mission and long-term goals,

including New Beginnings material, Mike's musings, October 2018 visioning session, etc.

Offering Counters

Mike to send out new schedule on Monday

Next Meetings

Session February 16

Presbytery: Saturday, February 1 at First PC Tullahoma

Holly to act as elder commissioner

Congregational Meeting: February 26

Opening prayer at next meeting

Debra volunteered

Closing Prayer

Motion to close the meeting by Debra followed by a closing prayer at 3:13.

Pastor's Report (Mike Wilson)
January 27, 2020 – February 16 (3 weeks)

Worship services: 3

Sermons: 3

Visits, including hospital, coffee, breakfasts and lunches: 5

Tuesday Bible Study: 3 (we took a late-year break and there were a couple Tuesdays with not attendees)

Saturday breakfast: 2

Meetings/Events:

- DPC Corporation Meeting
- Project Thrive kickoff dinner @ Belmont
- Committee on Preparation for Ministry meeting
- Hospitality Committee meeting
- Presbytery of Middle Tennessee meeting
- Communications Committee planning meeting
- UKIRK event at The Cookery
- New PMT pastor welcome gathering
- Personnel review with Suzie, Dena and Paulino

Pastoral expenses – approx. <\$100

Study Leave & Vacation:

- June 20 – 27, 2020 – PCUSA General Assembly. I'll be a teaching elder commissioner from Middle TN Presbytery. One Sunday out, June 21 but also scheduling a guest preacher for June 28.
- I'll be taking a vacation week after Easter – April 13 – 19 (out on April 19, guest preacher TBA)

MINUTES: HOSPITALITY MEETING 30 JANUARY 2020

- Attendees: Dave Coleman; Rev. Mike; Leslee Hughes; Jim & Faye Dickson; Michael Arwood; Brenda & Jonathan Hutchins; Erin Bell; Mary Turner (Chair)
- Location: Fellowship Hall)
- Absent: Claire A sick; Mary Skinner unable to attend

NEXT MEETING: QUARTERLY! May or may not combine with another bingo night at Smokin' Thighs!

Art Crawl: First Saturday of every month: FYI FOR FOLKS. THINK ABOUT VOLUNTEERING!

- Very low on 'regular' guides. Generally, just 3 members: Michael Arwood, Denny Harris, Mary Turner. Occasional others. **Mary Skinner has signed up for 3 months!**
- Visitors 100-200 depending upon weather.
- Artists in 2019: **Dave will secure musicians.** Need information about 10 days before for posting in DT Partnership, etc.
 1. Jan: No guides available; musicians not sought.
 2. Feb: George & Emily Williamson (Michael Arwood; Mary Skinner; Mary Turner)
 3. Mar: TBD
 4. Apr: Eric Near (confirmed 1/27)
 5. May- December To be filled

Sunday Greeters

NEED TO UPDATE GREETER DIRECTIONS: Mary T will do

Dena will incorporate current greeters and next week's greeters into the bulletin! Mary T sent email to Dena.

Sign up tonight. Can always switch. Encourage others! Try to do it 3X in 2020!

- Coordinate signing up Sunday greeters.
- Simplified greeter responsibilities; requested Paulino Jarquin to do Sunday coffee setup; open and close church. Began in late 2019.

Congregational Events/Activities

- First Sunday Lunches: Good weather ones continue at Farmer's Market; some first Sundays used for congregational activities; some dates The Corner Pub.
 - **Let's not combine 'insular' congregational activities such as baby showers with First Sunday lunch as this does not encourage visitors/new attendees from joining in. Abfalter shower still a go, but refrain in future. This does NOT include combining First Lunch with Cauldron Cookoff, etc. as those events are more inclusive.**
- Book Club: Meets several times a year: Think about checking books to make sure enough available at the library. Coordinated by Joel Dark.
 - Feb 6: No Stopping Us Now: Lydia Grubb (Viridian resident hosting)
 - Apr: Have to rethink this date because Easter April 12
 -

Special Events: Sign up for 1 or 2 of these!

- Jan 2020: First Sunday Lunch in Fellowship Hall will be for de-decorating
- Feb 23: Congregation Meeting Potluck
 - Set up: Jim/Faye
 - Clean up: Dave/Erin
 - Paulino can make ice tea; set up H2O: **Mary will remind Paulino**
- Feb 26: Noon/evening Ash Wednesday Service:
 - Noon: 12-12:30. **Mary T will publicize; Mary/Erin/Eliza will be greeters.**

MINUTES: HOSPITALITY MEETING 30 JANUARY 2020

- Eve: Paulino will make rice/beans for dinner (Rev. Mike will remind); Jim & Faye will be greeters.
- March 1: Matthew & Amanda Baby Shower – potluck; Hospitality does cake. Claire/Jeff doing cake.
 - Claire/Jeff cake
 - Set up: Mary T
 - Clean up: Dave/Erin
- Apr 10: Good Friday Cottage Dinners: Need to publicize – Can Claire do a write-up & coordinate?
 - Many folks out of town including Dicksons, Mary T., possible Colemans
 - Mike will host evening dinner at church
- Apr 12: Easter Sunday breakfast : Decided NOT TO DO
- April 25: (Saturday) Salvation Army noon-5pm. Music. Good opportunity to meet folks.
 - Mary T will get more information: Mike Arwood; Hutchins; and Dicksons all expressed availability to help.
- May: Bike ride: Discuss in the future
- McConnell Lake Gathering: will do in 200: Date TBD
- Ice Cream Crank – may not be repeated. TBD
- Summer Cottage Dinners: TBD
 - These two events scheduled AFTER Titans schedule posted (April).
 - Fall Picnic @ Shelby Bottoms
 - Chili Cookoff
- Nov 29: Fellowship Hall Decorating
- Dec 3: Waffle Shop

Other Hospitality Areas

- Replenishment of mints (Mary at Gordon Food Service)
- Bulletin Boards (get pics and post of other committees/Saturday breakfast/clothing closet/Mary T).
- Update material in pews: Brenda Hutchinson will follow-up.
- Update material in Narthex (Mary T.)
- Christmas cards: Erin will start this MUCH sooner than last year and contact Cassie Patterson, graphic artist who helped draft 2019 postcard.
- Marquis updates

Caring Activities

- Coordinated food delivery/support to: Scott McGinnis
 - Dave Coleman/Claire Armbruster have stepped up big time for Scott; Mary T took a baby step!
- Care cards coordinated throughout the year spearheaded by Betty McConnell. Dena is getting bids on reprinting the DPC traditional card.

Communications Committee (CommComm) Report

DPC Session Meeting – February 16, 2020

Submitted by Holly J. Kellar

- Met with Mike on Feb 3 to discuss DPC communications/marketing, including:
 - Current state
 - Goals for internal vs external communications
 - Expectations of committee
 - Staff and committee responsibilities
 - Budget
 - Process and authority for decision making
 - Next steps going forward
- Provided list of desired skills for CommComm to Erin for “20 Hours in 2020” volunteer sign-up
- Reviewing New Beginnings Assessment from 2015
- Next: meeting with Justin for “hand-off” and to discuss her desired role going forward

Resolution
In Recognition and Appreciation of Distinguished Service
by
HEIDI HALL

WHEREAS The Downtown Presbyterian Church congregation of the Presbyterian Church (USA) was established on the corner of Fifth Avenue and Church Street in Nashville, Tennessee;

WHEREAS Heidi Hall became a member of The Downtown Presbyterian Church on November 19, 2007;

WHEREAS Heidi Hall, in her own words, "... found so much to love, especially the focus on social justice and improving today's world..." and her love and affection were extended to "atheists, Muslims, Jews, gay people both church and not, and traditional church folks" like her;

WHEREAS Heidi Hall was ordained as a ruling elder of The Downtown Presbyterian Church in January of 2012, supporting the Worship and Arts committee for the first year and assuming leadership of the Outreach Committee in 2013 and 2014;

WHEREAS Heidi Hall gave her skills in organization and leadership when The Downtown Presbyterian Church purchased and adopted the red hymnal, *Glory to God*, when an Outreach Benevolence Bazaar was coordinated, and when the pastorate was in flux;

WHEREAS Heidi Hall was elected to the Board of Directors of The Downtown Presbyterian Church Corporation in 2015 and assumed the position of Secretary of the Board of Directors in 2016 and served with brilliant focus and discernment;

AND WHEREAS Heidi Hall was a servant of God and, as a journalist, a member of The Church, and a spokesperson for colorectal cancer patients, cast a very wide net in fishing for people;

THEREFORE , BE IT RESOLVED that the Session of The Downtown Presbyterian Church and the Board of Directors of The Downtown Presbyterian Church Corporation in the year Two Thousand Twenty acknowledge a debt of gratitude for the gifts that were freely given by Heidi Hall.

Downtown Presbyterian Church Treasurers Report



Date: February 12, 2020
 To: Downtown Presbyterian Church Session
 From: Rachel Hayes, DPC treasurer
 RE: **Financial Report for January 2020**

Financial Summary:

Bank Balance on	January 1, 2020	\$	24,220.57
Bank Balance ending	January 31, 2020	\$	64,428.09
January	Deposit Totals:	\$	75,707.33
January	Expense Totals:	\$	35,499.81
Corporate Draw Recommended next month?			No

January saw an increase of
 \$ 40,207.52 in the bank account

Monthly Summary:

The 2020 budget has not yet loaded into realm. Therefore, the statement of activities is based on the 2019 budget and does not reflect the new 2020 budget. The new treasurer

There was a \$30,000 draw from the corporation.

Two NES bills were paid during the month of January. The \$2,159.64 was paid on 1/23/2020 and \$1,770.32 was paid on 1/28/2020.

Statistics for the month:

> Weekly revenue for the month

>

> The following committees had expenses this month:

> Parking expenses for the month: \$ -

Building	x
Education	
Hospitality	x
Outreach	x
Worship & Arts	

> Utility expenses for the month totaled \$8,528

> Revenue Note: The Corporation draws are budgeted for 1/12 of the total each month, so the "bottom line" summary in the monthly Budget Analysis Report is not as accurate as looking at monthly budgeted revenue from the 4.100 and 4.200 accounts

	Budgeted	YTD Draw	Draw this month?	Remaining
Endowment	pending	\$ 30,000.00	yes	pending
Building/Capital Draw	pending	\$ -		
Margarette Thomas	pending	\$ -		

ACS Report Attachments:

- > January 2020 Budget Analysis Report
- > January 2020 Reconciliation Report

Downtown Presbyterian Church
std. Statement of Activities

Date Range: Jan 1st 2020 - Jan 31st 2020 | Filtered by: Core Account

Fund: General Fund

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)	Budget % Used (This Year to Date)
Revenues							
Contributions							
001-410100 Pledged Offering	16,413.00	17,916.67	1,503.67	16,413.00	17,916.67	1,503.67	91.61 %
001-410200 Non-Pledged Offering	890.00	2,916.67	2,026.67	890.00	2,916.67	2,026.67	30.51 %
001-410300 Plate Offering (Cash & Coin)	504.73	833.33	328.60	504.73	833.33	328.60	60.57 %
001-410400 Memorials	0.00	58.33	58.33	0.00	58.33	58.33	0.00 %
Total Contributions	17,807.73	21,725.00	3,917.27	17,807.73	21,725.00	3,917.27	81.97 %
Other Revenue							
001-420100 Artist Utility	0.00	175.00	175.00	0.00	175.00	175.00	0.00 %
001-420150 Homeless Food Ministry	5,413.42	625.00	(4,788.42)	5,413.42	625.00	(4,788.42)	866.15 %
001-420200 Use of Building	400.00	1,250.00	850.00	400.00	1,250.00	850.00	32.00 %
001-420250 Weddings	0.00	166.67	166.67	0.00	166.67	166.67	0.00 %
001-420300 Capital Projects	300.00	0.00	(300.00)	300.00	0.00	(300.00)	0.00 %
001-420400 Worship & Arts Revenue	60.00	16.67	(43.33)	60.00	16.67	(43.33)	359.93 %
001-420450 Education Revenue	0.00	4.17	4.17	0.00	4.17	4.17	0.00 %
001-420550 Waffle Shop	194.70	666.67	471.97	194.70	666.67	471.97	29.20 %
001-420600 Flowers	0.00	20.83	20.83	0.00	20.83	20.83	0.00 %
001-420750 Clothes Closet	0.00	208.33	208.33	0.00	208.33	208.33	0.00 %
001-420990 Miscellaneous Grants/Income	0.31	416.67	416.36	0.31	416.67	416.36	0.07 %
Total Other Revenue	6,368.43	3,550.01	(2,818.42)	6,368.43	3,550.01	(2,818.42)	179.39 %
Endowment							
001-430100 Endowment Draw - Operating/ Gen Fund	30,000.00	16,950.00	(13,050.00)	30,000.00	16,950.00	(13,050.00)	176.99 %
001-430200 Endowment Draw - Bldg/Capitol Fund	0.00	7,458.33	7,458.33	0.00	7,458.33	7,458.33	0.00 %
001-430300 Marguarette Thomas Trust	0.00	240.58	240.58	0.00	240.58	240.58	0.00 %
Total Endowment	30,000.00	24,648.91	(5,351.09)	30,000.00	24,648.91	(5,351.09)	121.71 %
Total Revenues	\$ 54,176.16	\$ 49,923.92	(\$ 4,252.24)	\$ 54,176.16	\$ 49,923.92	(\$ 4,252.24)	108.52 %
Expenses							
Personnel							

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)	Budget % Used (This Year to Date)
Pastor							
001-510100 Pastor Salary	2,245.84	2,102.75	(143.09)	2,245.84	2,102.75	(143.09)	106.80 %
001-510105 Pastor Housing	2,666.66	2,666.67	0.01	2,666.66	2,666.67	0.01	100.00 %
001-510110 Pastor Social Security/ Medicare	375.84	364.83	(11.01)	375.84	364.83	(11.01)	103.02 %
001-510120 Pastor Pension/Medical Insurance	1,713.30	1,730.00	16.70	1,713.30	1,730.00	16.70	99.03 %
001-510135 Pastor Auto Allowance	248.24	50.00	(198.24)	248.24	50.00	(198.24)	496.48 %
001-510140 Pastor Professional Expenses	150.01	83.33	(66.68)	150.01	83.33	(66.68)	180.02 %
001-510170 Pastor Continuing Education	0.00	87.50	87.50	0.00	87.50	87.50	0.00 %
001-510180 Pastor Book Allowance	40.00	26.25	(13.75)	40.00	26.25	(13.75)	152.38 %
Total Pastor	7,439.89	7,111.33	(328.56)	7,439.89	7,111.33	(328.56)	104.62 %
Office Manager							
001-510300 Office Manager Salary	3,304.16	3,207.92	(96.24)	3,304.16	3,207.92	(96.24)	103.00 %
001-510310 Office Mgr Social Security/ Medicare	261.20	245.42	(15.78)	261.20	245.42	(15.78)	106.43 %
001-510320 Office Manager Pension/ Medical Ins.	739.94	773.67	33.73	739.94	773.67	33.73	95.64 %
001-510325 Office Manager Retirement Contrib.	166.40	161.67	(4.73)	166.40	161.67	(4.73)	102.93 %
Total Office Manager	4,471.70	4,388.68	(83.02)	4,471.70	4,388.68	(83.02)	101.89 %
Property Manager							
001-510400 Property Manager Salary	3,765.84	3,656.17	(109.67)	3,765.84	3,656.17	(109.67)	103.00 %
001-510410 Property Mgr Soc. Sec./Medicare	279.66	279.67	0.01	279.66	279.67	0.01	100.00 %
001-510420 Property Manager Pension/ Med. Ins.	2,330.54	2,386.92	56.38	2,330.54	2,386.92	56.38	97.64 %
Total Property Manager	6,376.04	6,322.76	(53.28)	6,376.04	6,322.76	(53.28)	100.84 %
Education Director							
001-510500 Education Director Wages	1,446.92	1,404.75	(42.17)	1,446.92	1,404.75	(42.17)	103.00 %
001-510510 Education Dir. Soc. Sec./Medicare	110.68	107.50	(3.18)	110.68	107.50	(3.18)	102.96 %
001-510520 Education Director Pension/ Med. Ins	863.16	1,641.17	778.01	863.16	1,641.17	778.01	52.59 %
Total Education Director	2,420.76	3,153.42	732.66	2,420.76	3,153.42	732.66	76.77 %
Music Director							
001-510600 Music Director Wages	2,122.26	2,060.42	(61.84)	2,122.26	2,060.42	(61.84)	103.00 %
001-510610 Music Dir. Social Security/ Medicare	162.36	157.58	(4.78)	162.36	157.58	(4.78)	103.03 %

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)	Budget % Used (This Year to Date)
Medicare							
001-510630 Music Director Continuing Education	0.00	50.00	50.00	0.00	50.00	50.00	0.00 %
Total Music Director	2,284.62	2,268.00	(16.62)	2,284.62	2,268.00	(16.62)	100.73 %
Facilities Manager							
001-510700 Facilities Manager Wages	600.00	1,610.00	1,010.00	600.00	1,610.00	1,010.00	37.27 %
Total Facilities Manager	600.00	1,610.00	1,010.00	600.00	1,610.00	1,010.00	37.27 %
Musicians							
001-510800 Musicians	2,203.00	1,386.67	(816.33)	2,203.00	1,386.67	(816.33)	158.87 %
Total Musicians	2,203.00	1,386.67	(816.33)	2,203.00	1,386.67	(816.33)	158.87 %
Nursery Workers							
001-510900 Nursery Workers' Wages	207.00	333.33	126.33	207.00	333.33	126.33	62.10 %
Total Nursery Workers	207.00	333.33	126.33	207.00	333.33	126.33	62.10 %
Other Personnel Expense							
001-510950 Payroll Accounting Expenses	455.45	316.67	(138.78)	455.45	316.67	(138.78)	143.82 %
001-510960 Workers Comp Insurance	0.00	183.33	183.33	0.00	183.33	183.33	0.00 %
001-510970 Field Education Student	0.00	166.67	166.67	0.00	166.67	166.67	0.00 %
001-510980 Temporary Help/Event Services	0.00	125.00	125.00	0.00	125.00	125.00	0.00 %
001-510985 Training	0.00	41.67	41.67	0.00	41.67	41.67	0.00 %
Total Other Personnel Expense	455.45	833.34	377.89	455.45	833.34	377.89	54.65 %
Total Personnel	26,458.46	27,407.53	949.07	26,458.46	27,407.53	949.07	96.54 %
Building & Maintenance							
Utilities & Insurance							
001-520100 Natural Gas	2,882.55	1,000.00	(1,882.55)	2,882.55	1,000.00	(1,882.55)	288.26 %
001-520110 Electricity	3,929.96	2,666.67	(1,263.29)	3,929.96	2,666.67	(1,263.29)	147.37 %
001-520120 Water	609.35	266.67	(342.68)	609.35	266.67	(342.68)	228.50 %
001-520130 Waste Disposal	338.41	100.00	(238.41)	338.41	100.00	(238.41)	338.41 %
001-520140 Telephone Service	171.97	125.00	(46.97)	171.97	125.00	(46.97)	137.58 %
001-520150 Internet	0.00	50.00	50.00	0.00	50.00	50.00	0.00 %
001-520160 Alarm	85.00	141.67	56.67	85.00	141.67	56.67	60.00 %
001-520170 Pest Control Service	0.00	58.33	58.33	0.00	58.33	58.33	0.00 %
001-520185 Building Insurance	0.00	2,541.67	2,541.67	0.00	2,541.67	2,541.67	0.00 %
Total Utilities & Insurance	8,017.24	6,950.01	(1,067.23)	8,017.24	6,950.01	(1,067.23)	115.36 %
Maintenance & Grounds							
001-520200 Building Maintenance & Repairs	1,104.00	2,500.00	1,396.00	1,104.00	2,500.00	1,396.00	44.16 %

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)	Budget % Used (This Year to Date)
001-520210 Cleaning Service	1,866.00	1,000.00	(866.00)	1,866.00	1,000.00	(866.00)	186.60 %
001-520220 Capital Projects	3,233.31	6,666.67	3,433.36	3,233.31	6,666.67	3,433.36	48.50 %
Total Maintenance & Grounds	6,203.31	10,166.67	3,963.36	6,203.31	10,166.67	3,963.36	61.02 %
Total Building & Maintenance	14,220.55	17,116.68	2,896.13	14,220.55	17,116.68	2,896.13	83.08 %
Other Expenses							
Outreach							
001-530105 Foreign Missions	0.00	240.58	240.58	0.00	240.58	240.58	0.00 %
001-530120 Local Benevolences	1,674.71	1,166.67	(508.04)	1,674.71	1,166.67	(508.04)	143.55 %
001-530130 Community Assistant Fund	0.00	208.33	208.33	0.00	208.33	208.33	0.00 %
001-530140 Waffle Shop	58.22	208.33	150.11	58.22	208.33	150.11	27.95 %
001-530150 Homeless Ministry - Food	183.83	625.00	441.17	183.83	625.00	441.17	29.41 %
Total Outreach	1,916.76	2,448.91	532.15	1,916.76	2,448.91	532.15	78.27 %
Administration							
001-540100 Office Equipment	623.79	291.67	(332.12)	623.79	291.67	(332.12)	213.87 %
001-540110 Office Equipment Maintenance	0.00	20.83	20.83	0.00	20.83	20.83	0.00 %
001-540120 Software/Programs	131.00	166.67	35.67	131.00	166.67	35.67	78.60 %
001-540140 Office Supplies	0.00	41.67	41.67	0.00	41.67	41.67	0.00 %
001-540150 Postage	0.00	20.83	20.83	0.00	20.83	20.83	0.00 %
001-540160 Cell Phone	110.00	58.33	(51.67)	110.00	58.33	(51.67)	188.58 %
001-540175 Parking	1,132.00	833.33	(298.67)	1,132.00	833.33	(298.67)	135.84 %
001-540180 Fees	59.41	41.67	(17.74)	59.41	41.67	(17.74)	142.57 %
001-540185 Central Treasurer-PCUSA	0.00	412.50	412.50	0.00	412.50	412.50	0.00 %
001-540190 Miscellaneous Administration	0.00	16.67	16.67	0.00	16.67	16.67	0.00 %
Total Administration	2,056.20	1,904.17	(152.03)	2,056.20	1,904.17	(152.03)	107.98 %
Worship & Arts							
001-550100 Pulpit Supply	0.00	75.00	75.00	0.00	75.00	75.00	0.00 %
001-550110 Worship Aids	0.00	29.17	29.17	0.00	29.17	29.17	0.00 %
001-550115 Worship Arts Supplies	0.00	83.33	83.33	0.00	83.33	83.33	0.00 %
001-550120 Music Supplies	0.00	41.67	41.67	0.00	41.67	41.67	0.00 %
001-550130 Organ & Piano Maintenance	0.00	208.33	208.33	0.00	208.33	208.33	0.00 %
001-550140 Organ Supply	0.00	83.33	83.33	0.00	83.33	83.33	0.00 %
001-550150 Youth Choir	0.00	62.50	62.50	0.00	62.50	62.50	0.00 %
001-550190 Miscellaneous Worship & Arts	0.00	37.50	37.50	0.00	37.50	37.50	0.00 %
001-550200 Flowers	0.00	20.83	20.83	0.00	20.83	20.83	0.00 %
Total Worship & Arts	0.00	641.66	641.66	0.00	641.66	641.66	0.00 %
Education							
001-560100 Youth Ministries	0.00	16.67	16.67	0.00	16.67	16.67	0.00 %

Accounts	Actual (This Period)	Budget (This Period)	Budget Remaining (This Period)	Actual (This Year to Date)	Budget (This Year to Date)	Budget Remaining (This Year to Date)	Budget % Used (This Year to Date)
001-560110 Jean Prueher Fund	0.00	83.33	83.33	0.00	83.33	83.33	0.00 %
001-560120 Children's Art Supplies	0.00	83.33	83.33	0.00	83.33	83.33	0.00 %
001-560130 Guest Speakers	0.00	8.33	8.33	0.00	8.33	8.33	0.00 %
001-560140 Educational Materials	0.00	83.33	83.33	0.00	83.33	83.33	0.00 %
001-560190 Miscellaneous Education	0.00	16.67	16.67	0.00	16.67	16.67	0.00 %
Total Education	0.00	291.66	291.66	0.00	291.66	291.66	0.00 %
Hospitality (CL/W&MD)							
001-570110 Receptions	112.30	25.00	(87.30)	112.30	25.00	(87.30)	449.20 %
001-570120 Congregational Meals	0.00	41.67	41.67	0.00	41.67	41.67	0.00 %
001-570130 Bereavement/Funerals	65.22	41.67	(23.55)	65.22	41.67	(23.55)	156.52 %
001-570150 Advertising/Brochures/Public Rel.	0.00	83.33	83.33	0.00	83.33	83.33	0.00 %
001-570160 New Member Assimilation	0.00	20.83	20.83	0.00	20.83	20.83	0.00 %
001-570190 Miscellaneous Hospitality (CL/ W&MD)	193.26	8.33	(184.93)	193.26	8.33	(184.93)	2,320.05 %
Total Hospitality (CL/W&MD)	370.78	220.83	(149.95)	370.78	220.83	(149.95)	167.90 %
Session Expenses							
001-590100 Session Development/Retreat	0.00	41.67	41.67	0.00	41.67	41.67	0.00 %
001-590190 Miscellaneous Session	0.00	12.50	12.50	0.00	12.50	12.50	0.00 %
Total Session Expenses	0.00	54.17	54.17	0.00	54.17	54.17	0.00 %
Total Other Expenses	4,343.74	5,561.40	1,217.66	4,343.74	5,561.40	1,217.66	78.11 %
Total Expenses	\$ 45,022.75	\$ 50,085.61	\$ 5,062.86	\$ 45,022.75	\$ 50,085.61	\$ 5,062.86	89.89 %
Net Total	\$ 9,153.41	(\$ 161.69)	(\$ 9,315.10)	\$ 9,153.41	(\$ 161.69)	(\$ 9,315.10)	(5,661.09) %

Downtown Presbyterian Church
Bank Reconciliation Report

Date Range: Jan 1st 2020 - Jan 31st 2020 | General Checking - General Checking

Bank Balance

Beginning Balance	24,220.57
Cleared Transactions	40,207.52
Ending Balance	\$ 64,428.09

General Ledger Balance

Bank Ending Balance	64,428.09
Uncleared Transactions	(24,812.18)
Calculated Balance	\$ 39,615.91

Cleared Transactions

\$ 40,207.52

Deposits

75,707.33

Date	Ref	Description	Type	Amount
12/25/2019	332	Contribution Batch 1056	DEP	3,488.00
12/29/2019	331	Contribution Batch 1057	DEP	7,314.00
12/31/2019	334	Contribution Batch 1060	DEP	10,729.17
01/06/2020	337	Contribution Batch 1058	DEP	9,891.00
01/06/2020	341		DEP	194.70
01/14/2020	330	Online Batch 249135328	DEP	160.00
01/15/2020	338	Contribution Batch 1061	DEP	5,220.00
01/22/2020	333	Online Batch 250154452	DEP	800.00
01/23/2020	339	Contribution Batch 1062	DEP	5,252.73
01/28/2020	342		DEP	30,000.00
01/31/2020	340	Contribution Batch 1063	DEP	2,657.42
01/31/2020	13		BKI	0.31

Withdrawals

35,499.81

Date	Ref	Payee	Description	Type	Amount
12/17/2019	40704	Nations Ministry Center	2019 Benevolence	CHK	1,500.00
12/23/2019	40712	Waste Management	January Invoice	CHK	150.04
12/23/2019	40709	AT&T U-Verse		CHK	174.64
12/23/2019	40710	Milnar Organ Company LLC	Fall Tuning 2019	CHK	850.00
01/02/2020	40721	SunTrust Bank	Suntrust CC	CHK	806.56
01/02/2020	40715	Erin Bell	Local Benevolence 2019	CHK	1,674.71
01/02/2020	40716	Mary Turner	Reimbursement	CHK	305.56
01/02/2020	40718	T-Mobile		CHK	55.00
01/02/2020	40719	Wells Fargo Vendor Financial Services, LLC		CHK	297.90
01/02/2020	40717	The Royal Music Guild		CHK	1,213.00
01/03/2020	40722	Nashville Electric Service		CHK	2,159.64
01/03/2020	40723	SP+ Parking	Christmas Eve & Day Services	CHK	132.00
01/08/2020	154	Vanco	Text Giving Fees	DPY	59.41
01/09/2020	40724	Janarus - The Good Janitors	January	CHK	933.00
01/09/2020	40725	Kimbros Designs Inc	Fellowship Hall base boards	CHK	994.00
01/09/2020	40726	Metro Water Services		CHK	399.35
01/09/2020	40727	Piedmont Natural Gas		CHK	2,882.55
01/09/2020	40728	TN Dept of Labor & Workforce	Permit Fee	CHK	110.00
01/13/2020	155	Fidelity Investment		DPY	166.40
01/14/2020	160	PayChex	Paychex Salary	DPY	7,938.47
01/15/2020	157	PayChex	Paychex Fee	DPY	340.10
01/15/2020	159	PayChex	Paychex Payroll Tax	DPY	1,196.04
01/22/2020	40729	Action Security Systems		CHK	85.00
01/22/2020	40730	AT&T U-Verse		CHK	171.97
01/22/2020	40731	James R. Cheshire	Reimbursement	CHK	290.06
01/22/2020	40732	Metro Water Services		CHK	210.00
01/22/2020	40734	Waste Management	January + Overage	CHK	338.41
01/28/2020	40736	Acadia Shutters		CHK	936.74
01/29/2020	156	Fidelity Investment		DPY	166.40

Date	Ref	Payee	Description	Type	Amount
01/29/2020	161	PayChex	Paychex Salary	DPY	7,651.48
01/30/2020	158	PayChex	Paychex Fee	DPY	115.35
01/30/2020	162	PayChex	Paychex Payroll Tax	DPY	1,196.03

Uncleared Transactions

(\$ 24,812.18)

Deposits

0.35

Date	Ref	Description	Type	Amount
11/12/2019	9	Suntrust Bank Interest	BKI	0.35

Withdrawals

24,812.53

Date	Ref	Payee	Description	Type	Amount
07/14/2017	5152017015		DPC ER/EE Payroll Taxes Payment	JRE	262.59
07/14/2017	5152017016		DPC EE Direct Deposit Payroll Payment	JRE	6,038.34
07/17/2017	5152017017	PayChex	Payroll Service Invoice No.2017071301	DPY	750.00
07/21/2017	5152017018	SunTrust Bank	Account Analysis Fee Direct Payment	DPY	145.90
07/31/2017	5152017019		DPC EE Direct Deposit Payroll Payment	JRE	247.84
07/31/2017	5152017018		DPC ER/EE Payroll Taxes Payment	JRE	83.00
01/08/2018	41547	SunTrust Bank	Account No. 0187 Correction	CHK	1,118.79
01/08/2018	41540	Lambscroft The Cookery	Saturday BF Expenses December 2017 Correction	CHK	40.36
01/08/2018	41543	Sysco	Invoice#160535096 Correction	CHK	758.61
01/10/2018	41550	Premier Parking of TN	Account#13707/Invoice#580348 Correction	CHK	1,360.00
01/10/2018	41549	Premier Parking of TN	Account#13707/Invoice#590463 Correction	CHK	340.00
02/13/2018	41583	Lambscroft The Cookery	Saturday BF Expenses January 18 Correction	CHK	67.93
04/24/2018	41644	Lambscroft The Cookery	Saturday BF Expenses April 18 Correction	CHK	102.54
06/27/2018	41702	Lambscroft The Cookery	Saturday BF Expenses June 18 Correction	CHK	35.92
09/21/2018	41773	Sysco	Invoice#160872097	CHK	1,113.09
11/19/2019	40679	Sarah Jordan		CHK	150.00
01/02/2020	40720	Mike Wilson		CHK	248.24
01/22/2020	40733	SP+ Parking	250 Parking Stickers	CHK	1,000.00
01/22/2020	40735	Board of Pensions	PIN#20559 / Statement#9808538915	CHK	5,646.94
01/28/2020	40737	Janarus - The Good Janitors		CHK	933.00
01/28/2020	40738	Myers Flooring		CHK	1,828.23
01/28/2020	40739	Nashville Electric Service		CHK	1,770.32
01/28/2020	40740	The Royal Music Guild		CHK	390.00
01/28/2020	40741	T-Mobile		CHK	55.00
01/28/2020	40742	Wells Fargo Vendor Financial Services, LLC		CHK	325.89