

Grace Episcopal Church  
2021 Working Budget/ Draft

| CW acct #                |         | 2019                 |                      | 2020                 |                      | 2021                 |                           |
|--------------------------|---------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------|
|                          |         | Budget               | Actual<br>11/20/2019 | Budget               | Actual<br>12/31/2020 | Proposed<br>Budget   |                           |
| 1                        | 4.1.100 | \$ 115,000.00        | \$ 92,219.96         | \$ 95,000.00         | \$ 104,031.00        | \$ 92,590.00         |                           |
| 2                        | 4.1.110 | \$ 200.00            | \$ 300.00            |                      | \$ -                 |                      |                           |
| 3                        |         |                      |                      |                      | \$ -                 |                      |                           |
| 4                        | 4.1.112 | \$ 10,000.00         | \$ 10,450.00         | \$ 10,000.00         | \$ 11,000.00         | \$ 10,000.00         | from acct # 3.2.810       |
| 5                        | 4.1.115 | \$ 4,000.00          | \$ 3,224.28          | \$ 4,000.00          | \$ 3,591.89          | \$ 3,000.00          |                           |
| 6                        |         |                      |                      |                      | \$ 10,000.00         |                      |                           |
| 7                        |         | \$ 15,000.00         | \$ 15,000.00         |                      | \$ -                 | \$ 9,693.01          | Balance of acct # 3.2.715 |
| 8                        |         |                      |                      |                      | \$ -                 |                      |                           |
| 9                        | 4.1.150 | \$ 25.00             | \$ -                 | \$ 25.00             | \$ -                 |                      |                           |
| 10                       | 4.1.160 | \$ 300.00            | \$ 95.50             | \$ 500.00            | \$ (344.00)          |                      |                           |
| 11                       | 4.1.125 | \$ 30.00             | \$ -                 | \$ 30.00             | \$ -                 |                      |                           |
| 12                       | 4.1.190 | \$ 1,200.00          | \$ 1,200.00          | \$ 1,200.00          | \$ 1,200.00          | \$ 600.00            |                           |
| 15                       | 4.1.196 | \$ 1,300.00          | \$ 1,300.00          | \$ 1,200.00          | \$ 1,200.00          | \$ 382.95            | Balance of acct # 3.2.830 |
| 16                       | 4.1.170 | \$ -                 | \$ 2,782.46          | \$ -                 | \$ 48.63             | \$ -                 |                           |
| 17                       | 4.1.130 | \$ 250.00            | \$ 423.00            | \$ 250.00            | \$ 95.00             | \$ 100.00            |                           |
| 18                       | 4.1.120 | \$ 30,000.00         | \$ 30,000.00         | \$ 30,000.00         | \$ 30,000.00         | \$ 30,000.00         |                           |
| 19                       | 4.1.185 | \$ 2,000.00          | \$ 1,045.00          | \$ 1,500.00          | \$ 370.00            | \$ 500.00            |                           |
| 20                       | 4.1.140 | \$ 100.00            | \$ -                 | \$ 100.00            | \$ 100.00            | \$ 100.00            |                           |
| 21                       | 4.1.171 | \$ 1,500.00          | \$ 656.00            |                      | \$ 1,366.00          | \$ 700.00            |                           |
| <b>TOTAL INCOME</b>      |         | <b>\$ 180,905.00</b> | <b>\$ 158,696.20</b> | <b>\$ 143,805.00</b> | <b>\$ 162,658.52</b> | <b>\$ 147,665.96</b> | <b>\$ -</b>               |
| <b>Outreach</b>          |         |                      |                      |                      |                      |                      |                           |
| 22                       | 5.1.700 | \$ 27,557.00         | \$ 22,960.00         | \$ 30,265.00         | \$ 30,264.00         | \$ 28,862.00         |                           |
| 23                       | 5.1.705 | \$ 100.00            | \$ -                 | \$ 100.00            | \$ 100.00            | \$ 100.00            |                           |
| 24                       |         |                      |                      |                      |                      |                      |                           |
| 26                       |         |                      |                      |                      |                      |                      |                           |
| 27                       |         |                      |                      |                      |                      |                      |                           |
| <b>Personnel/Payroll</b> |         |                      |                      |                      |                      |                      |                           |
| <b>Clergy</b>            |         |                      |                      |                      |                      |                      |                           |
| 28                       | 5.1.100 | \$ 46,856.00         | \$ 33,151.20         | \$ 38,449.00         | \$ 38,250.00         | \$ 41,137.50         | 3 mos interim, 9 mos new  |
| 29                       | 5.1.130 | \$ 33,202.00         | \$ 12,311.00         | \$ 9,128.00          | \$ -                 | \$ 16,694.00         | 9 mos                     |
| 30                       | 5.1.150 | \$ 12,341.00         | \$ 5,142.07          | \$ 3,887.82          | \$ -                 | \$ 9,855.00          | 9 mos                     |
| 31                       |         | \$ 200.00            |                      | \$ 200.00            |                      | \$ 100.00            |                           |
| 32                       | 5.1.120 | \$ 3,800.00          | \$ 78.90             | \$ 2,500.00          | \$ 110.79            | \$ 1,125.00          | 9 mos                     |
| 33                       | 5.1.140 | \$ 550.00            | \$ (123.33)          | \$ 550.00            | \$ -                 | \$ 500.00            |                           |
| 34                       | 5.1.170 | \$ 500.00            | \$ -                 | \$ 500.00            | \$ 500.00            | \$ 500.00            |                           |
| 35                       | 5.1.145 | \$ -                 |                      | \$ -                 |                      | \$ 1,000.00          |                           |
| 36                       | 5.1.706 | \$ 500.00            |                      | \$ 500.00            | \$ -                 | \$ 300.00            |                           |
| 37                       | 5.1.180 | \$ 1,500.00          | \$ 4,749.01          | \$ 800.00            | \$ 322.96            | \$ 1,600.00          |                           |
| 38                       | 5.1.220 | \$ 9,000.00          | \$ 6,920.00          | \$ 9,000.00          | \$ 8,712.91          | \$ 9,000.00          |                           |
| 39                       |         | \$ 688.35            |                      | \$ 688.35            |                      | \$ 688.50            |                           |

|    |         | 2019                             |                      | 2020                |                     | 2021                |                                     |
|----|---------|----------------------------------|----------------------|---------------------|---------------------|---------------------|-------------------------------------|
|    |         | Budget                           | Actual               | Budget              | Actual              | Proposed            |                                     |
| 40 |         | Workers' Comp                    |                      | \$ 35.00            | \$ -                | \$ 35.00            |                                     |
| 41 | 5.1.255 | Office Secretary                 | \$ 12,750.00         | \$ 12,172.00        | \$ 12,750.00        | \$ 10,707.00        | \$ 11,700.00                        |
| 42 |         | Payroll Taxes (7.65%)            | \$ 975.38            |                     | \$ 975.38           |                     | \$ 895.05                           |
| 43 |         | Workers' Comp                    |                      | \$ 40.00            | \$ -                | \$ 40.00            |                                     |
| 44 | 5.1.240 | Sexton                           | \$ 765.00            | \$ 2,790.00         | \$ 2,500.00         | \$ 3,363.50         | \$ 3,000.00                         |
| 45 |         | Payroll Taxes (7.65%)            | \$ 60.00             |                     | \$ 191.25           |                     | \$ 229.50                           |
| 46 |         | Workers' Comp                    |                      | \$ 50.00            | \$ -                | \$ 50.00            |                                     |
| 47 | 5.1.250 | Nursery Attendants/child care    | \$ 2,250.00          | \$ 1,160.50         | \$ 3,240.00         | \$ 1,061.06         | \$ 1,700.00 abt 1/2 2020 budget amt |
| 48 |         | Payroll Taxes (7.65%)            | \$ 172.00            |                     | \$ 247.86           |                     | \$ 130.05                           |
| 49 |         | Workers' Comp                    |                      | \$ 50.00            | \$ -                | \$ 50.00            |                                     |
| 50 | 5.1.230 | Contract Musicians               |                      |                     |                     |                     |                                     |
| 51 |         | Taize Services                   | \$ 1,700.00          | \$ 1,335.00         | \$ 2,500.00         | \$ 1,355.00         | \$ 1,200.00 1/2 2020 budgeted amt.  |
| 53 |         | Children's Christian Ed Director | \$ -                 |                     |                     |                     |                                     |
| 54 |         | Payroll Taxes                    | \$ -                 |                     |                     | \$ -                |                                     |
| 55 |         | Worker's Comp                    |                      |                     |                     |                     |                                     |
| 59 | 5.1.260 | Payroll Taxes                    |                      | \$ 1,807.97         |                     | \$ 1,841.05         | \$2198.43 total payroll tx          |
| 60 |         | Workers' Comp                    | \$ 350.00            |                     |                     |                     |                                     |
| 61 |         | <b>Total Payroll:</b>            | <b>\$ 128,159.73</b> | <b>\$ 81,494.32</b> | <b>\$ 88,782.66</b> | <b>\$ 66,224.27</b> | <b>\$ 101,529.60</b>                |
|    |         | <b>Facility</b>                  |                      |                     |                     |                     |                                     |
| 62 | 5.1.310 | Insurance                        | \$ 4,000.00          | \$ 3,484.50         | \$ 3,600.00         | \$ 5,257.00         | \$ 5,257.00 same as 2020 actual     |
| 63 |         | Utilities - Church               |                      |                     |                     |                     |                                     |
| 64 | 5.1.320 | Water & Sewer                    | \$ 1,200.00          | \$ 788.68           | \$ 1,000.00         | \$ 786.54           | \$ 1,000.00                         |
| 65 | 5.1.322 | Gas - Heat                       | \$ 2,500.00          | \$ 1,926.23         | \$ 2,200.00         | \$ 1,658.24         | \$ 1,500.00                         |
| 66 | 5.1.324 | Electric                         | \$ 3,000.00          | \$ 2,585.31         | \$ 2,800.00         | \$ 2,222.71         | \$ 2,000.00                         |
| 67 | 5.1.326 | Trash                            | \$ 800.00            | \$ 775.98           | \$ 900.00           | \$ 850.80           | \$ 900.00                           |
| 68 | 5.1.328 | Telephone & Internet - Church    | \$ 2,800.00          | \$ 3,979.94         | \$ 4,000.00         | \$ 4,430.94         | \$ 2,800.00                         |
| 69 |         | Utilities - Rectory              |                      |                     |                     |                     |                                     |
| 70 | 5.1.330 | Water & Sewer                    | \$ 1,500.00          | \$ 958.52           | \$ 800.00           | \$ 767.21           | \$ 1,500.00                         |
| 71 | 5.1.332 | Gas - Heat                       | \$ 1,500.00          | \$ 1,023.23         | \$ 1,000.00         | \$ 879.96           | \$ 1,500.00                         |
| 72 | 5.1.334 | Electric                         | \$ 1,500.00          | \$ 1,467.60         | \$ 1,000.00         | \$ 332.40           | \$ 1,500.00                         |
| 73 | 5.1.336 | Garbage                          | \$ 805.00            | \$ 775.98           | \$ 900.00           | \$ 896.88           | \$ 900.00                           |
| 74 | 5.1.338 | Telephone & Internet - rectory   | \$ 1,400.00          | \$ 1,048.99         | \$ 1,400.00         | \$ 1,358.39         | \$ 1,500.00                         |
| 75 |         | Repair/Maint. Church             |                      |                     |                     |                     |                                     |
| 78 | 5.1.350 | Routine church maint/repairs     | \$ 2,000.00          | \$ 553.22           | \$ 800.00           | \$ 2,558.09         | \$ 2,000.00                         |
| 79 | 5.1.360 | Elevator License Fee - annual    |                      |                     | \$ 200.00           |                     | \$ 200.00                           |
| 80 | 5.1.360 | Elevator Maintenance Contract    | \$ 3,800.00          | \$ 3,755.18         | \$ 3,800.00         | \$ 3,878.35         | \$ 3,900.00                         |
| 81 | 5.1.355 | Landscape Care/Maintenance       | \$ 700.00            | \$ 1,210.00         | \$ 1,250.00         | \$ 2,330.00         | \$ 2,000.00                         |
| 82 | 5.1.380 | Custodial Supplies               | \$ 800.00            | \$ 457.22           | \$ 600.00           | \$ 372.55           | \$ 400.00                           |
| 83 | 5.1.350 | Repaint Parish Hall walls        | \$ -                 | \$ 66.66            | \$ 100.00           | \$ -                | \$ 100.00                           |
| 84 | 5.1.340 | Repair/Maint. Rectory            | \$ 500.00            | \$ 269.70           | \$ 500.00           | \$ 618.65           | \$ 500.00                           |
| 85 | 5.1.370 | Security & Alarm Service         | \$ 650.00            | \$ -                | \$ 650.00           | \$ 1,516.80         | \$ 1,000.00                         |
|    |         | <b>General</b>                   |                      |                     |                     |                     |                                     |
| 86 | 5.1.410 | Office Expense                   | \$ 3,700.00          | \$ 3,442.54         | \$ 4,000.00         | \$ 2,703.46         | \$ 3,500.00                         |
| 87 | 5.1.420 | Corporate Filing Fee             | \$ 100.00            | \$ -                | \$ 100.00           | \$ 100.00           | \$ 100.00                           |

|            |         |  | 2019                  |                      | 2020                  |                      | 2021                  |                         |
|------------|---------|--|-----------------------|----------------------|-----------------------|----------------------|-----------------------|-------------------------|
|            |         |  | Budget                | Actual               | Budget                | Actual               | Proposed              |                         |
| 88         | 5.1.430 | Church & Worship Supplies                  | \$ 1,000.00           | \$ 474.21            | \$ 750.00             | \$ 822.48            | \$ 750.00             |                         |
| 89         | 5.1.440 | Publicity/Advertising                      | \$ 1,000.00           | \$ 198.00            | \$ 500.00             | \$ 1,376.99          | \$ 1,000.00           |                         |
| 90         | 5.1.450 | Pre-printed Materials                      | \$ 1,000.00           | \$ 59.40             | \$ 100.00             | \$ 780.35            | \$ 500.00             |                         |
| 91         | 5.1.460 | Postage                                    | \$ 450.00             | \$ 350.00            | \$ 200.00             | \$ 724.00            | \$ 500.00             |                         |
| 92         | 5.1.480 | Technology Upgrades/Maint/Back-ups         | \$ 800.00             | \$ 683.98            | \$ 800.00             | \$ 994.40            | \$ 800.00             |                         |
|            |         | Zoom Fees                                  |                       |                      |                       |                      | \$ 150.00             | annual fee              |
|            |         | YouTube                                    |                       |                      |                       |                      | \$ 192.00             | \$15.99/mo.             |
|            |         | <b>Program</b>                             |                       |                      |                       |                      |                       |                         |
| 93         |         | Music/Choir                                |                       |                      |                       |                      |                       |                         |
| 94         | 5.1.520 | Organ & Piano Maintenance                  | \$ 800.00             | \$ 780.00            | \$ 800.00             | \$ 780.00            | \$ 800.00             |                         |
| 95         | 5.1.525 | Music License                              | \$ 200.00             | \$ 195.00            | \$ 200.00             | \$ 200.00            | \$ 300.00             |                         |
| 96         | 5.1.530 | Children's Christian Education             | \$ -                  | \$ -                 | \$ 250.00             |                      | \$ 250.00             |                         |
| 97         | 5.1.540 | Youth Group Ministry                       | \$ -                  |                      |                       |                      |                       |                         |
| 98         | 5.1.535 | Fellowship                                 | \$ 200.00             | \$ 75.00             | \$ 200.00             |                      | \$ 200.00             |                         |
| 100        | 5.1.560 | Lay Ministry & Convention Delegate Expense | \$ -                  |                      | \$ 200.00             |                      | \$ 200.00             |                         |
| 101        | 5.1.645 | Stewardship (TENS fee, mailings, etc.)     | \$ 500.00             | \$ -                 | \$ 500.00             |                      | \$ 300.00             |                         |
| 102        |         | <b>Other</b>                               |                       |                      |                       |                      |                       |                         |
| 103        | 5.1.610 | Audit Expenses                             | \$ 100.00             | \$ -                 | \$ 75.00              | \$ 55.99             | \$ 75.00              |                         |
| 104        | 5.1.620 | Vestry Retreat                             | \$ -                  | \$ -                 | \$ -                  |                      | \$ -                  |                         |
| 105        | 5.1.630 | Bank Charges/ PayPal fees                  | \$ 50.00              | \$ -                 | \$ 50.00              |                      | \$ 50.00              |                         |
| 106        | 5.1.640 | Other/Miscellaneous Expenses               | \$ 100.00             | \$ 2,248.52          | \$ 100.00             | \$ 479.00            | \$ 100.00             |                         |
| 107        |         | Transition Expenses                        |                       |                      | \$ 6,500.00           | \$ 688.11            | \$ 5,000.00           |                         |
| <b>108</b> |         | <b>TOTAL EXPENSES</b>                      | <b>\$ 195,271.73</b>  | <b>\$ 138,087.91</b> | <b>\$ 161,972.66</b>  | <b>\$ 136,908.56</b> | <b>\$ 175,715.60</b>  |                         |
| 109        |         |  |                       |                      |                       |                      |                       |                         |
| 110        |         | <b>NET INCOME/(LOSS)</b>                   | <b>\$ (14,366.73)</b> | <b>\$ 20,608.29</b>  | <b>\$ (18,167.66)</b> | <b>\$ 25,749.96</b>  | <b>\$ (28,049.64)</b> |                         |
|            |         | Equity use:                                | \$ 14,366.73          | \$ -                 | \$ 18,167.66          | \$ -                 | \$ 28,049.64          |                         |
|            |         | <b>NET AFTER EQUITY USE</b>                | <b>\$ -</b>           | <b>\$ 20,608.29</b>  | <b>\$ -</b>           | <b>\$ 25,749.96</b>  | <b>\$ -</b>           |                         |
|            |         |  |                       |                      |                       |                      |                       |                         |
|            |         | <b>Beginning Equity</b>                    | \$ 16,201.33          |                      |                       |                      | \$ 58,129.49          | Year End 12-31-2020     |
|            |         | <b>Ending Equity</b>                       | \$ 1,834.60           | \$ -                 |                       | \$ 58,129.49         | \$ 30,079.85          | ESTIMATE FOR 12-31-2021 |

**Notes on 2020 Budgeting:**

Interim Priest @ \$3,187.50/mo or \$38,250/yr  
 4 mos in 2019 = \$12,750  
 8 mos in 2020 = \$25,500.00  
 10 mos in 2020 = \$31,875.00

**New Rector**

SHU chart = \$64,797/yr = \$5,399.75/mo  
 \$5,399.75 - \$1,800 housing = \$3,599.75  
 \$3,599.75 - \$562.50 utilities = \$3,037.25

**Notes on 2021 Budgeting:**

**New Rector**

SHU chart @ \$73,000/yr (yr 5, range D = \$73,186)  
 Housing in rectory @ \$2,000/mo X 12 mos = \$24,000/yr  
 Rectory Utilities = \$6,900/yr  
 Stipend calculation: \$73,000 - \$24,000 - \$6,900 = \$42,100/yr, \$3,508.33/mo  
 9 mos New Rector = \$3,508.33 X 9 mos = \$31,575  
 3 mos interim = \$3,187.50 X 3 = \$9,562.50  
 Pension = 18% TCP (SHU)  
 \$73,000 (TCP) x 0.18 = \$13,140.00  
 Health Insurance for Anthem BCBS CDHP-40/H S A for clergy + child  
 Dental Plan is Basic Dental 50/150 (DD50) for clergy + child

|                                  | 2019   |        | 2020   |        | 2021     |
|----------------------------------|--------|--------|--------|--------|----------|
|                                  | Budget | Actual | Budget | Actual | Proposed |
| \$3,037.25 x 4 mos = \$12,149.00 |        |        |        |        |          |
| 8 mos interim @ \$25,500.00      |        |        |        |        |          |
| 4 mos new rector @ \$12,149.00   |        |        |        |        |          |
| total rector salaries = \$38,449 |        |        |        |        |          |

Sexton hourly rate increase 2%  
Nursery/Child Care budgeted @ 6 mos  
Choir Director increase 2% : Current @ \$150/Sunday x 0.02 = \$3 increase/Sunday  
= \$153/Sunday x 52 Sundays

Pension = 18% TCP (SHU)  
4 mos salary = \$5,399.75/mo X 4 = \$21,599  
\$21,599 X 0.18 = \$3,887.82

Transition Expenses - line 107 except for supply clergy  
Supply Clergy (line 37) - min. 4 wks before new rector comes @ \$200/wk?  
Travel for interviewing (airfare, car rental, parking, meals while traveling @ \$750/candidate)  
Interviewing - meals & lodging in Astoria @ \$250/candidate  
Background Checks @ \$165 each X 3 = \$495  
Moving Expenses \$3,000

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