



**The Diocese of the West, The Orthodox Church in America
Office of the Treasurer**

22 Dunraven Pl

Port Townsend, WA 98368-9500

Web Site for links to prior month Monthly Reports:

http://dowoca.org/reports_financial.html

(360) 774-2778 Cell

treasurer@dowoca.org

May 2011 Financial Report Summary

**Prepared by
Mary L. Caetta
Diocesan Treasurer
10 June 2011**

I. Executive Summary

As of the end of May, diocesan parishes contributed \$31,781.92 to the relief efforts of the Orthodox Church in Japan. That amount has been wired to the Church in Japan. Late donations of \$ 2989.95 were received and wired on June 6.

I have not yet received parish financial report from the parish in Redding.

The external review of 2010 financial records will begin on June 17.

The Finance Committee should note the 2011 budget status to date, (See Section IV) and decide what additional action, if any, needs to be taken at the June 2011 council meeting.

II. Statement of Financial Position (Consolidated Balance Sheet)

This balance sheet reflects both unrestricted and restricted fund accounts. Savings and investment account names indicate the current interest rate on funds in those accounts.

As of the end of May, checking and savings accounts total \$ 491,838. Accounts Receivable total \$ 504,311. See Sections III for a detailed status of the receivables. Investments and other current assets total \$ 491,622. Liabilities through the end of May are \$ 3,192. The latter consist of payroll withholding which will be paid in June.

See Section V for a detailed review of the restricted Point Reyes Fund assets.

See Section VI for a detailed review of the restricted Mission Funds assets.

III. Receivables and Loans Status

Parish assessment receivables as of the end of May total \$ 13,898. The total amount of receivables on the balance sheet for Fair Share and DPA is more than that reflected in the table in Section VIII, since May invoices cannot yet be 30 days past due. That table shows parishes having open invoices more than 30 days past due.

- The Life Giving Spring Retreat Center now has outstanding debts to the Diocese of \$13,360 from an old debt and \$117,571 for operating expenses since March 2009.
- The Monastery of St. John of Shanghai was given a 3-year no interest loan of \$20,000 in March 2009 which is due by 2012. The monastery pays faithfully each month. The current balance on the loan is \$ 4,444.60.
- Joy of All Who Sorrow Mission in Culver City received a \$17,000 loan from Pt Reyes Fund money in February 2010. The current balance is \$15,580.

- The parish of St Mary Magdalene in Merced was given a loan of \$287,258 in August 2009. The loan is due when the parish property is sold. The loan has been accruing interest and now has a balance of \$336,061.

Saint John the Evangelist Mission in Tempe received a loan in April 2009 from restricted mission funds in the amount of \$10,380. That loan was paid off in full in February, 2011.

IV. Unrestricted Funds P&L Year-to-Date, Actual versus Budget

Net unrestricted income through the end of May was \$24,980. Income and expenses shown on the attached unrestricted P&L report include those through June 10. Thus the percent of budget for each category should be between 42% and 50%. Unrestricted income year-to-date is 51% of budget and expenses are 42%. The income from appeals is 37% of the 2011 budget.

Individual major expense categories that are running 10% over the 2011 budget at this time are:

- Payroll taxes are running at 68% of budget. The budget was created without adjusting for the increase in salary for the administrative assistant.
- Travel overall is running at 40% of budget, however
 - Seminary Visit travel is at 99%.
 - Chancellor's Travel is 71% of budget.
 - **Travel for the Chancellor's Advisory Committee is 139% of budget.** I have been careful to split charges for individuals attending both the Chancellor's Advisory Committee and Diocesan Council meetings. **The Finance Committee may want to move some funds from the Council Meeting budget to the Advisory Committee travel budget.**
 - **Travel for Diocesan Business is 69% of budget.** Travel for the internal audit is 94% of budget after transferring some of the cost to Diocesan Business as directed by the Diocesan Council. There should be no additional charges against travel for the auditing function.
- Property & Liability Insurance is at 94% of budget, but there will be no additional expenses for this category this year.
- **Liturgical Supplies, i.e. bishop's candles, are at 276% of budget. Parishes needing to have bishop's candles on hand have been authorized, on a case by case basis, to be reimbursed for their cost. The budget should be adjusted accordingly at the June Diocesan Council meeting.**
- Seminarian Financial Aid is at 80% of budget.

V. Point Reyes Funds Balance Sheet & P&L

Assets from the sale of the Point Reyes property now total \$1,194,931. Point Reyes sale funds are invested with Mesirow Financial and invested in short term bond funds and a government cash trust. The balance of the restricted cash is in a Wells Fargo savings account, Chase Bank savings account, and in loans receivable. Approximately \$200,000 is still available for building expenses for the chapel at St Barbara Monastery.

In July, 2008, the Diocese received \$1,270,000 from the sale of the property. The following is the status of those funds as of the end of May 2011:

The balance sheet for funds:

Checking/Savings	\$ 36,551.55
Investments	\$ 423,515.86
Loans Outstanding	\$ 473,656.87
<u>Equity in Duboce & LGS Property</u>	<u>\$ 261,206.92</u>
Total Remaining Sale Assets	\$1,194,931.20

Unrealized investment gains total \$3,126.89.

Current year-to-date Income/Expenses:

Investment/Savings Income	\$ 2,811.83
Expenses (St Barbara Chapel)	<u>\$ 18,284.40</u>
Net Fund Income	(\$ 15,472.57)

VI. Mission Restricted Funds Balance Sheet and P&L

Restricted Mission Funds currently total \$146,793. Mission Savings in the LCBA Annuity account is currently \$ 67,147.85 and is earning 4.5% interest. Deposits can no longer be made to this account. Mission Department restricted funds are also invested in an ING 1-year CD earning 1.00% interest (\$13,033), and in two Wells Fargo CDs, purchased in March with \$50,000 of the \$55,311 bequest of from the William H. Searles Fund.

As of the end of May 2011, the Mission Restricted Funds show a net income of \$ 58,271. The LCBA Annuity account has generated \$ 1,211 in interest and the ING CD, \$180.

A down payment of \$3,075 has been paid on the iconostasis for the AAC which will eventually remain with the mission in Poulsbo.

VII. Intern Stipend Fund

As of May 2, 2011 all donated funds have been expended to support Priest Andrew Cuneo.

VIII. Parish Assessment Receivables

The following parishes had open invoices that were **30 days or more** past due as of May 31, 2011. All assessments are due on the 15th of each month.

	> 90		DPA		Fair Share		Assembly		Total
Las Vegas, NV		▲	\$1,003.90		\$1,618.75				\$2,622.65
West Sacramento, CA			\$1,231.10						\$1,231.10
Bend, OR	*	▲			\$1,137.50				\$1,137.50
Santa Barbara, CA		▼			546.5				\$546.50
Tarzana, CA		▶	\$382.80						\$382.80
Redding, CA					\$78.75				78.75
San Diego, CA		▶	\$0.35						\$0.35
			\$2,618.15		\$3,381.50				\$5,999.65

▲ indicates an increase over previous month

▼ indicates a decrease over previous month

▶ indicates same as previous month

* Parishes which have outstanding invoices more than 90 days past due

Consolidated Balance Sheet - Restricted and Unrestri

06/10/2011

As of May 31, 2011

Accrual Basis

	<u>May 31, 11</u>	<u>Dec 31, 10</u>
ASSETS		
Current Assets		
Total Checking/Savings	491,837.63	428,032.41
Total Accounts Receivable	504,310.74	475,050.97
Total Other Current Assets	491,621.55	507,372.96
Total Current Assets	1,487,769.92	1,410,456.34
Total Fixed Assets	271,251.10	271,251.10
TOTAL ASSETS	<u>1,759,021.02</u>	<u>1,681,707.44</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	5,199.25	311.28
Total Credit Cards	4,244.07	2,128.01
Total Other Current Liabilities	-6,251.20	-5,033.15
Total Current Liabilities	3,192.12	-2,593.86
Total Liabilities	3,192.12	-2,593.86
Equity		
Unrealized Merced Loan Interest	48,803.14	36,479.51
Unreal. Investment Gains/Losses	3,126.89	877.84
Opening Bal Equity	313,536.26	313,536.26
Retained Operating Earnings	1,333,407.69	1,295,530.31
Net Income	56,954.92	37,877.38
Total Equity	1,755,828.90	1,684,301.30
TOTAL LIABILITIES & EQUITY	<u>1,759,021.02</u>	<u>1,681,707.44</u>
	<u>May 31, 2011</u>	<u>May 31, 2010</u>
Contributions to Net Income Through May 31	56,954.92	15,469.88
Unrestricted Funds	24,979.59	20,653.87
Point Reyes Fund	-15,472.57	-4,006.24
Missions Restricted Funds	58,270.90	-1,177.75
Intern Stipend Fund	-12,083.00	0.00
Japan Earthquake Relief	1,260.00	0.00

Unrestricted Funds Profit & Loss Budget vs. Actual
January through December 2011

06/10/2011

Accrual Basis

	Jan - Dec 11	Budget	% of Budget
Ordinary Income/Expense			
Income			
Total Lights-on Income	176,291.67	331,000.00	53.26%
Total Pass Through Income	129,649.80	258,615.00	50.13%
Total Outreach (Stewards of the West)	14,772.67	40,000.00	36.93%
Total Income	320,714.14	629,615.00	50.94%
Total Cost of Portrait of American Saints	19.17		
Gross Profit	320,694.97	629,615.00	50.94%
Expense			
Total Pass Through Expenses	111,784.05	258,615.00	43.22%
Lights-on Expenses			
01_Payroll Expenses			
Total Gross Wages	39,700.02	80,000.00	49.63%
Total Stipends	16,925.00	35,000.00	48.36%
Total Employee Benefits	5,779.25	13,237.00	43.66%
Workmans Comp	662.82	1,357.00	48.85%
Total Payroll Taxes	436.05	643.00	67.82%
Direct Deposit Fees	54.00	72.00	75.0%
Total 01_Payroll Expenses	63,557.14	130,309.00	48.77%
Total 04_Travel	24,579.93	62,500.00	39.33%
Total 02_Professional Fees	10,501.00	28,640.00	36.67%
Total 03_Office Expenses	3,993.48	10,235.00	39.02%
Total 05_Facilities and Equipment	3,093.00	4,800.00	64.44%
Total 09_OCA Expenses	1,000.00		
Total 07_Department of Communications	497.20	2,925.00	17.0%
Total 06_Clergy and Parish Resources	414.03	3,650.00	11.34%
Pan Orthodox Activities	0.00	1,000.00	0.0%
Total Lights-on Expenses	107,635.78	244,059.00	44.1%
Outreach Expenses			
Total Department of Missions	35,295.76	88,434.00	39.91%
Seminarian Financial Aid	8,000.00	10,000.00	80.0%
Total Department of Charities	1,121.72	5,200.00	21.57%
Total Department of Stewardship	11.90	5,200.00	0.23%
Music Dept	0.00	500.00	0.0%
Total Youth Department	0.00	5,100.00	0.0%
Intern Program	0.00	10,000.00	0.0%
Total Outreach Expenses	44,429.38	124,434.00	35.71%
Total Expense	263,849.21	627,108.00	42.07%
Net Ordinary Income	56,845.76	2,507.00	2,267.48%
Net Income	56,845.76	2,507.00	2,267.48%