



**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

June 2011 Financial Report Summary

**Prepared by
Mary L. Caetta
Diocesan Treasurer
07 July 2011**

I. Executive Summary

Additional funds for relief efforts in Japan were received in June. Contributions now total \$36,723.87. All funds have been wired to Japan with the exception of the \$ 1,952 received in June. Those funds will be wired in late July.

The external review of 2010 financial records has begun. I will be on vacation from July 8th through July 22nd. The review should be completed in August.

The Finance Committee should note that I have made the budget changes authorized at the June Diocesan Council Meeting. They should also review the 2011 budget status to date, (See Section IV) and decide what additional action, if any, needs to be taken.

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 June, checking and savings accounts total \$ 493,239. Accounts Receivable total \$ 499,586. See Section III for a detailed status of the receivables. Investments and other current assets total \$ 490,513. The credit card liability is \$6,910. Other Current Liabilities are the direct deposit salary and stipend amounts payable in July.

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 June total \$ 10,062. 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 June 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 \$ 3,889.
- 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 \$15,296.

- 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 as of last month had a balance of \$336,061. I will add the June and July interest in July.

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 June was \$27,637. Income and expenses shown on the attached unrestricted P&L report include those through July 7th. Thus the percent of budget for each category should be between 50% and 58%. Unrestricted income year-to-date is 66% of budget and expenses are 54%. The income from appeals is 52% 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 80% of budget. The budget was created without adjusting for the increase in salary for the administrative assistant.
- Travel overall is running at 45% of budget, however Seminary Visit travel is at 99% and Travel for Auditing Function is at 98%. There should be no additional expenses for these categories this year.
- 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 69% 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.
- 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 \$1,190,596. Point Reyes sale funds are invested with Mesirow Financial and invested in short term bond funds and a government cash trust account. 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 June 2011:

The balance sheet for funds:

Checking/Savings	\$ 34,220.14
Investments	\$ 422,351.78
Loans Outstanding	\$ 472,817.32
<u>Equity in Duboce & LGS Property</u>	<u>\$ 261,206.92</u>
Total Remaining Sale Assets	\$1,190,596.16

Unrealized investment gains total \$1,253.56.

Current year-to-date Income/Expenses:	
Investment/Savings Income	\$ 3,527.87
Expenses (St Barbara Chapel)	<u>\$ 18,918.15</u>
Net Fund Income	(\$ 15,390.28)

VI. Mission Restricted Funds Balance Sheet and P&L

Restricted Mission Funds currently total \$147,123. Mission Savings in the LCBA Annuity account is currently \$ 67,399 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 (\$13,044), and in two Wells Fargo CDs (\$50,191).

As of the end of June 2011, the Mission Restricted Funds show a net income of \$ 55,605. The LCBA Annuity account has generated \$ 1,462 in interest and the ING CD and savings account have generated \$252 in interest.

A down payment of \$6,075 has been paid on the iconostasis for the AAC which will eventually remain with the mission in Poulsbo.

VII. Intern Stipend Fund

This fund is now closed.

VIII. Parish Assessment Receivables

The following parishes had open invoices that were **30 days or more** past due as of June 30, 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
Bend, OR	*	▲			\$1,181.25				\$1,181.25
West Sacramento, CA		▼	\$1,031.10						\$1,031.10
Santa Barbara, CA	*	▲			625.25				\$625.25
Tarzana, CA	*	▼	\$332.50						\$332.50
Poulsbo, WA			\$240.45						\$240.45
Eureka, CA			\$233.80						\$233.80
Port Townsend, WA			\$183.75						\$183.75
Redding, CA		▶			\$78.75				78.75
Calhan, CO			\$3.95						\$3.95
San Diego, CA	*	▲	\$1.10						\$1.10
			\$3,030.55		\$3,504.00				\$6,534.55

▲ 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 Unrestr

07/06/2011

As of June 30, 2011

Accrual Basis

	<u>Jun 30, 11</u>	<u>Dec 31, 10</u>
ASSETS		
Current Assets		
Total Checking/Savings	493,238.81	428,032.41
Total Accounts Receivable	499,585.89	475,050.97
Total Other Current Assets	490,512.98	507,372.96
Total Current Assets	<u>1,483,337.68</u>	<u>1,410,456.34</u>
Total Fixed Assets	<u>271,542.64</u>	<u>271,251.10</u>
TOTAL ASSETS	<u><u>1,754,880.32</u></u>	<u><u>1,681,707.44</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Total Accounts Payable	0.00	311.28
Total Credit Cards	6,909.96	2,128.01
Total Other Current Liabilities	-6,751.20	-5,033.15
Total Current Liabilities	<u>158.76</u>	<u>-2,593.86</u>
Total Liabilities	158.76	-2,593.86
Equity		
Unrealized Merced Loan Interest	48,803.14	36,479.51
Unreal. Investment Gains/Losses	1,253.56	877.84
Opening Bal Equity	313,536.26	313,536.26
Retained Operating Earnings	1,333,407.69	1,295,530.31
Net Income	57,720.91	37,877.38
Total Equity	<u>1,754,721.56</u>	<u>1,684,301.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,754,880.32</u></u>	<u><u>1,681,707.44</u></u>
	<u>June 30, 2011</u>	<u>June 30, 2010</u>
Contributions to Net Income Through June 30	<u>57,720.91</u>	<u>48,629.40</u>
Unrestricted Funds	27,636.89	32,399.36
Point Reyes Fund	-15,390.28	-9,416.88
Missions Restricted Funds	55,605.30	-937.08
Intern Stipend Fund	-12,083.00	26,584.00
Japan Earthquake Relief	1,952.00	0.00

Unrestricted Funds Profit & Loss Budget vs. Actual

07/06/2011

January through December 2011

Accrual Basis

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Total Lights-on Income	235,989.91	352,239.04	67.0%
Total Pass Through Income	172,857.30	258,615.00	66.84%
Total Outreach (Stewards of the West)	20,832.69	40,000.00	52.08%
Total Income	429,679.90	650,854.04	66.02%
Total Cost of Portrait of American Saints	19.17		
Gross Profit	429,660.73	650,854.04	66.02%
Expense			
Total Pass Through Expenses	151,640.30	258,615.00	58.64%
Lights-on Expenses			
01_Payroll Expenses			
Total Gross Wages	46,366.69	80,000.00	57.96%
Total Stipends	22,190.00	35,000.00	63.4%
Total Employee Benefits	7,698.50	13,237.00	58.16%
Workmans Comp	662.82	1,357.00	48.85%
Total Payroll Taxes	512.55	643.00	79.71%
Direct Deposit Fees	70.50	72.00	97.92%
Total 01_Payroll Expenses	77,501.06	130,309.00	59.48%
Total 04_Travel	29,261.36	65,500.00	44.67%
Total 02_Professional Fees	12,300.00	28,640.00	42.95%
Total 03_Office Expenses	5,900.13	10,235.00	57.65%
Total 05_Facilities and Equipment	4,059.51	4,800.00	84.57%
Total 09_OCA Expenses	1,150.00	2,000.00	57.5%
Total 07_Department of Communications	497.20	2,925.00	17.0%
Total 06_Clergy and Parish Resources	414.03	4,100.00	10.1%
Pan Orthodox Activities	0.00	1,000.00	0.0%
Total Lights-on Expenses	131,083.29	249,509.00	52.54%
Outreach Expenses			
Total Department of Missions	43,106.00	88,434.00	48.74%
Seminarian Financial Aid	8,000.00	10,000.00	80.0%
Total Youth Department	3,300.00	5,100.00	64.71%
Total Department of Stewardship	2,758.62	5,200.00	53.05%
Intern Program	2,000.00	10,000.00	20.0%
Total Department of Charities	1,321.72	5,200.00	25.42%
Music Dept	0.00	500.00	0.0%
Total Outreach Expenses	60,486.34	124,434.00	48.61%
Total Expense	343,209.93	632,558.00	54.26%
Net Ordinary Income	86,450.80	18,296.04	472.51%
Net Income	86,450.80	18,296.04	472.51%