



**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

September 2011 Financial Report Summary

**Prepared by
Mary L. Caetta
Diocesan Treasurer
06 October 2011**

I. Executive Summary

The external review of 2010 financial records has been completed and the report submitted to the Chair of the Audit Committee. It has also been posted on the Diocesan Web Site. The only observation on the report indicated a disagreement between the Merced parish treasurer and the diocesan treasurer over the amount of accumulated interest owed as of December 31, 2010. We need to find a good copy of the signed note.

The Finance Committee should 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 September, checking and savings accounts total \$ 507,509. Accounts Receivable total \$ 528,669. See Section III for a detailed status of the receivables. Investments and other current assets total \$ 453,413. The credit card liability is \$4,210. Other Current Liabilities are the direct deposit salary and stipend amounts payable in October.

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 September total \$ 22,702. 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 September 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 \$127,571 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 \$ 2,222.
- Joy of All Who Sorrow Mission in Culver City received a \$17,000 loan from Point Reyes Fund money in February 2010. The current balance is \$14,444.

- The parish of St Mary Magdalene in Merced was given a loan of \$287,258 in August 2009. The loan and accrued interest is due when the parish property is sold. The loan has been accruing interest and, as of last month, principal and interest total \$346,257.

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

Net unrestricted income through the end of September was \$48,272. Income and expenses shown on the attached unrestricted P&L report include those through October 6. Thus the percent of budget for each category should be between 75% and 83%. Unrestricted income year-to-date is 83% of budget and expenses are 71%. The income from appeals is 67% 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 115% of budget. The budget was created without adjusting for the increase in salary for the administrative assistant.
- Direct deposit fees are at 162.5% of budget. There was an increase in fees over last year.
- Travel overall is running at 54% 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.
- All American Council non-travel expenses are at 95% of budget. Most of the expense so far has been for the Diocesan Booth displays.
- 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 \$1,181,289. 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 September 2011:

The balance sheet for funds:

Checking/Savings	\$ 44,316.30
Investments	\$ 385,271.49
Loans Outstanding	\$ 490,494.50
<u>Equity in Duboce & LGS Property</u>	<u>\$ 261,206.92</u>
Total Remaining Sale Assets	\$1,181,289.21

Unrealized investment gains/losses total (\$6,984.52).

Current year-to-date Income/Expenses:	
Investment/Savings Income	\$ 4,704.18
Expenses (St Barbara Chapel)	<u>\$ 31,577.41</u>
Net Fund Income	(\$ 26,873.23)

VI. Mission Restricted Funds Balance Sheet and P&L

Restricted Mission Funds currently total \$160,120.66. Mission Savings in the LCBA Annuity account is currently \$ 68,149 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 (\$16,400), and in two Wells Fargo CDs (\$50,382).

As of the end of September 2011, the Mission Restricted Funds show a net income of \$ 55,665. The LCBA Annuity account has generated \$ 2,212 in interest and the CDs and savings account have generated \$468 in interest.

Payments totaling \$6,274 have been paid on the iconostasis for the AAC which will eventually remain with the mission in Poulsbo.

VII. Parish Assessment Receivables

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

	> 90		DPA		Fair Share		Assembly		Total
Las Vegas, NV	*	▲	\$4,643.35		\$5,471.10				\$10,114.45
Eureka, CA	*	▲	\$2,048.00						\$2,048.00
Livermore, CA		▲	\$1,168.35		\$341.25				\$1,509.60
Menlo Park, CA	*	▲	\$499.80		\$822.50				\$1,322.30
Bend, OR	*	▲			\$1,312.50				\$1,312.50
Santa Barbara, CA	*	▲			\$704.00				\$704.00
Calhan, CA		▲	\$532.90						\$532.90
West Sacramento, CA	*	▼	\$431.10						\$431.10
Tarzana		▼	\$285.35						\$285.35
Poulsbo, WA		▶	\$240.45						\$240.45
Port Townsend, WA		▶	\$163.75						\$163.75
Redding, CA		▶	\$78.75						\$78.75
San Diego, CA		▶	\$1.10						\$1.10
			\$10,092.90		\$8,651.35				\$18,744.25

- ▲ 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 Unrestricted

10/06/2011

As of September 30, 2011

Accrual Basis

	<u>Sep 30, 11</u>	<u>Dec 31, 10</u>
ASSETS		
Current Assets		
Total Checking/Savings	507,508.97	428,032.41
Total Accounts Receivable	528,668.90	475,050.97
Total Other Current Assets	<u>453,412.53</u>	<u>507,372.96</u>
Total Current Assets	<u>1,489,590.40</u>	<u>1,410,456.34</u>
Total Fixed Assets	<u>271,757.31</u>	<u>271,251.10</u>
TOTAL ASSETS	<u><u>1,761,347.71</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	4,210.20	2,128.01
Total Other Current Liabilities	<u>-6,801.20</u>	<u>-5,033.15</u>
Total Current Liabilities	<u>-2,591.00</u>	<u>-2,593.86</u>
Total Liabilities	-2,591.00	-2,593.86
Equity		
Unrealized Merced Loan Interest	58,998.97	36,479.51
Unreal. Investment Gains/Losses	-6,984.52	877.84
Opening Bal Equity	313,536.26	313,536.26
Retained Operating Earnings	1,333,407.69	1,295,530.31
Net Income	<u>64,980.31</u>	<u>37,877.38</u>
Total Equity	<u>1,763,938.71</u>	<u>1,684,301.30</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,761,347.71</u></u>	<u><u>1,681,707.44</u></u>
	<u>Sept 30, 2011</u>	<u>Sept 30, 2010</u>
Contributions to Net Income Through Sept 30	64,980.31	33,187.40
Unrestricted Funds	48,271.68	54,867.31
Point Reyes Fund	-26,873.23	-40,807.32
Missions Restricted Funds	55,664.86	-206.59
Intern Stipend Fund	-12,083.00	19,334.00
Japan Earthquake Relief	0.00	0.00

Unrestricted Funds Profit & Loss Budget vs. Actual

10/06/2011

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	295,069.50	352,239.04	83.77%
Total Pass Through Income	215,959.80	258,615.00	83.51%
Total Outreach (Stewards of the West)	26,863.69	40,000.00	67.16%
Total Income	<u>537,892.99</u>	<u>650,854.04</u>	<u>82.64%</u>
Total Cost of "Saints of America"	19.17		
Gross Profit	<u>537,873.82</u>	<u>650,854.04</u>	<u>82.64%</u>
Expense			
Total Pass Through Expenses	194,690.30	258,615.00	75.28%
Lights-on Expenses			
01_Payroll Expenses			
Total Gross Wages	66,366.70	80,000.00	82.96%
Total Stipends	28,705.00	35,000.00	82.01%
Total Employee Benefits	10,297.75	13,237.00	77.8%
Workmans Comp	1,312.89	1,357.00	96.75%
Total Payroll Taxes	742.05	643.00	115.4%
Direct Deposit Fees	117.00	72.00	162.5%
Total 01_Payroll Expenses	<u>107,541.39</u>	<u>130,309.00</u>	<u>82.53%</u>
Total 04_Travel	35,646.06	65,500.00	54.42%
Total 02_Professional Fees	17,900.00	28,640.00	62.5%
Total 03_Office Expenses	8,063.73	10,235.00	78.79%
Total 05_Facilities and Equipment	4,059.51	4,800.00	84.57%
Total 09_OCA Expenses	3,391.74	4,000.00	84.79%
Total 07_Department of Communications	697.20	2,925.00	23.84%
Total 06_Clergy and Parish Resources	470.72	4,100.00	11.48%
Total 08_Diocesan Assembly	34.32		
Pan Orthodox Activities	0.00	1,000.00	0.0%
Total Lights-on Expenses	<u>177,804.67</u>	<u>251,509.00</u>	<u>70.7%</u>
Outreach Expenses			
Total Department of Missions	61,929.47	88,434.00	70.03%
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 Charities	3,021.72	5,200.00	58.11%
Total Department of Stewardship	2,656.71	5,200.00	51.09%
Intern Program	2,000.00	10,000.00	20.0%
Music Dept	0.00	500.00	0.0%
Total Outreach Expenses	<u>80,907.90</u>	<u>124,434.00</u>	<u>65.02%</u>
Total Expense	<u>453,402.87</u>	<u>634,558.00</u>	<u>71.45%</u>
Net Ordinary Income	<u>84,470.95</u>	<u>16,296.04</u>	<u>518.35%</u>
Net Income	<u>84,470.95</u>	<u>16,296.04</u>	<u>518.35%</u>