

**Church of the Incarnation  
Financial Statement Comments  
November 2008**

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**Balance Sheet:**

- Available Cash (Cash less payables & prepaid pledges): (\$89,735).

**Monthly Operating Statement:**

**NET SURPLUS (DEFICIT): Month: (\$4,557) / Year: (\$85,695)**

**Income**

- Plate Offerings: \$9,806, YTD over budget by \$10,418.
  - Includes a \$4,000 anonymous gift.
- Pledge Offerings: \$34,531, over budget by 1,196 (+4%).
  - Pledges – Year-to-date: Under budget by \$20,373 (-5.5%)
    - Based on actual pledges – under budget by \$2,050 (-0.5%).
    - A total of 60 pledging units currently behind on pledge.
  - Prepaid Pledge balance: \$18,036. Includes \$3,625 in 2009 prepaid pledges.
- **TOTAL INCOME – Year-to-date: Under budget by \$6,438 (-1.5%).**

**Commission Expenses**

- Worship – Nothing to report.
- Music –
  - Music scores for both St. Cecilia and Alleluia Choir.
- Evangelism & Renewal
  - Welcome Committee - \$787 – Election day event.
- Outreach (*Funded by Outreach Fund.*)
  - Local Charities:
    - \$1,000 – ECS – 3<sup>rd</sup> year of three year pledge.
    - \$227 – TLR Giving Tree
    - \$152 – St. Andrews Childrens's Stockings
    - \$278 – Underwear for TLR Clients (available @ Heavenly Treasures)
  - National/Global Appeals – Nothing to report.
- Christian Formation
  - Youth Ministries – Includes costs associated with confirmation classes.
- Parish Life:
  - Stewardship Program – Supplies and postage for stewardship mailings.
  - Parish Events: St. Nicholas Party - \$
- **TOTAL COMMISSION EXPENSES – Year – Over budget by \$6,093 (+12%).**

**Clergy Salaries & Benefits**

- New Associate position not filled.
- Assisting Clergy – Supply clergy for on-call purposes so Fr. Matt can have some time off.
- **TOTAL CLERGY SALARIES & BENEFITS – Year – Under budget by \$28,731 (-16%).**

**Lay Salaries & Benefits**

- Lay Ministry Coordinator Salary – Mitch Garcia – Lay Ministry Coordinator.
- Office Assistant: Converted to Full-time including bookkeeping activities.
- Music Staff: Budgeted hiring of Sat Eve. Music staff did not occur
- **TOTAL LAY SALARIES & BENEFITS – Year – Under budget by \$46,413 (-11%).**

**Administrative Expenses**

- Postage: Higher than projected due to stewardship and Christmas mailings.
- **TOTAL ADMINISTRATIVE EXPENSES – Year – Over budget by \$2,305 (+10%).**

**Buildings & Grounds Expenses**

- Nothing to report.
- **TOTAL BUILDINGS & GROUNDS – Year – Over budget by \$5,682 (+9%).**

**Diocesan Apportionment**

- Nothing to report
- **TOTAL DIOCESAN APPORTIONMENT – Year – Under budget by \$2,110 (-2%).**

**Other Expenses**

- \$428 for diocesan convention costs.
- (\$1,156) – Refund of over paid clergy pension for Linda Campbell.

**TOTAL EXPENSES – Year – Under budget by \$33,609 (-5%).**

**Other Revenues**

- Endowment Income – Budgeted 4th quarter transfer has not yet been made.
- Outreach Fund – Transfer to cover outreach cash expenditures.
- Other Subsidiary Transfers – Transfer from Diocesan Church Growth Fund to support Small Group Ministries program.

**Monthly Restricted Fund Report:**

**Custodial Funds**

- Church Growth Grant -
  - \$960 transfer to operating budget to cover Small Groups Consultant.
- Columbarium Fund – \$2,000 - \$400 deposits on 5 niches.
- EFM Fund: This account is negative but should eventually return to a positive balance as participants pay for their tuition.
- Heavenly Treasures:
  - Sales: \$1,770.
  - Expenses: \$1,516 (Includes property taxes
  - Purchases of Inventory: \$112
  - Transfer to Outreach - \$142.
- Miscellaneous Memorials Fund
  - Donations in memory of Don McIntyre & Greg Pollard - \$6,661.
  - Balance of payment for purchase of new advent chausable - \$1,741.
  - Refurbishment of Icons - \$526.
- Numina
  - Advent Quiet Day - \$360 donations / \$178 expenses
- Numina Music Fund
  - St. Francis Concerts:
    - Balance of ticket sales - \$2,115.
    - Balance of costs for St. Francis weekend events - \$3,081.
    - Net deficit for event: \$271.
  - St. Cecilia Choir Cabaret (Proceeds used to fund 2009 Good Friday concert)
    - Ticket Sales - \$1,636.
    - Costs - \$30.
  - Cantiamo Evensong:
    - Ticket Sales through church - \$200 – paid to Cantiamo.
  - Other ticket sales for upcoming events

- Outreach Fund:
  - Donations (including transfers from Heavenly Treasures) - \$187.
  - Transfer to Operating Fund - \$1,807.
  - **Net Balance in fund - \$4,755 (\$1,600 should be used for Jubilee Ministries).**
- Parish Nursing Fund
  - No transfer – No parish nurse currently employed.
- Bookstore:
  - Sales: \$1,557
  - Purchases of Inventory: \$1,485 (Christmas inventory).
  - Expenses: \$73.

**Endowment & Investment Funds**

- Significant paper losses due to stock market downturn.

**St. Andrews Mission in the Redwoods:**

- Net Surplus (Deficit): Month: \$1,458 / YTD: \$5,124.
  - Includes \$2,500 donation towards supply clergy.
- Available Cash (Cash less payables and restricted funds): \$5,625 (2 months of operating expenses).
- Food Program:
  - Current balance - \$15,744. (\$4,252 unrestricted).
  - Includes \$17,000 in grants to support hiring of food program coordinator and kitchen remodeling, of which, \$5,508 has been spent to date. This leaves \$11,492 in restricted funds.

Church of the Incarnation  
 Monthly Balance Sheet  
 Church of the Incarnation - Oper  
 November 2008

Accounts

Assets		
<b>Current Assets</b>		
Cash	(\$59,380.39)	
Designated/Restricted Funds	\$111,356.81	
<b>Investment Accounts</b>		
Brokerage Account	\$5,583.74	
Building Endowment Fund	\$129,958.79	
Green Endowment Fund	\$1,748,357.04	
Estate Funds	\$187,135.10	
Mission Purchase Fund	\$45,811.82	
<b>Total Investment Accounts</b>	<u>\$2,116,846.49</u>	
Petty Cash	\$1,100.00	
<b>Total Current Assets</b>		\$2,169,922.91
<b>Subsidiary Funds</b>		
St. Andrews Mission	\$23,021.54	
ECW	\$8,100.33	
Discretionary Funds	\$1,110.15	
<b>Total Subsidiary Funds</b>		<u>\$32,232.02</u>
<b>Other Assets</b>		
Accounts Receivable	\$3,222.77	
Prepaid Expenses	\$5,822.95	
Bookstore Inventory	\$11,026.56	
<b>Total Other Assets</b>		<u>\$20,072.28</u>
<b>Fixed Assets</b>		
Land & Buildings	\$2,259,727.63	
Estate Funds - Real Estate	\$200,000.00	
Green Endowment - Real Estate	\$5,000.00	
<b>Total Fixed Assets</b>		<u>\$2,464,727.63</u>
<b>Total Assets</b>		<u><u>\$4,686,954.84</u></u>
<b>Liabilities, Fund Principal, &amp; Restricted Funds</b>		
<b>Liabilities</b>		
Accounts Payable		\$25,077.08
Prepaid Pledges		\$18,035.59
Due to Other Funds		(\$3,712.61)
Key Deposits		\$760.00
<b>Total Liabilities</b>		<u>\$40,160.06</u>
<b>Fund Principal</b>		
1-31000 - COFI - Operating Account	\$4,297.04	
Current Year Surplus (Deficit)	(\$85,695.03)	
<b>Total Fund Principal and Current Year Surplus (Deficit)</b>		<u>(\$81,397.99)</u>
<b>Restricted Funds</b>		
<b>Restricted Funds</b>		
Total Temporarily Restricted	\$534,986.49	
Total Permanently Restricted	\$4,193,206.28	
<b>Total Restricted Funds</b>		<u>\$4,728,192.77</u>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<u><u>\$4,686,954.84</u></u>

Church of the Incarnation  
 Monthly Operating Statement  
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 November 2008

Note: The Report Option to include Open Transactions is selected.

Accounts	Month Actual	Month Budget	Variance	YTD Actual	YTD Budget	Variance
<b>Income</b>						
Offerings						
Plate Offerings	\$9,968.38	\$2,920.00	\$7,048.38	\$47,287.85	\$38,620.00	\$8,667.85
Pledge Offerings	\$34,531.47	\$33,335.00	\$1,196.47	\$346,312.32	\$366,685.00	(\$20,372.68)
Total Offerings	\$44,499.85	\$36,255.00	\$8,244.85	\$393,600.17	\$405,305.00	(\$11,704.83)
Other Income	\$3,698.47	\$2,975.00	\$723.47	\$37,991.38	\$32,725.00	\$5,266.38
<b>Total Income</b>	<b>\$48,198.32</b>	<b>\$39,230.00</b>	<b>\$8,968.32</b>	<b>\$431,591.55</b>	<b>\$438,030.00</b>	<b>(\$6,438.45)</b>
<b>Expenses</b>						
<b>Commission Expenses</b>						
<b>Worship</b>						
Bulletins	\$483.96	\$650.00	(\$166.04)	\$4,360.85	\$5,800.00	(\$1,439.15)
Lay Training & Vestments	\$0.00	\$30.00	(\$30.00)	\$156.62	\$330.00	(\$173.38)
Worship Supplies	\$45.85	\$370.00	(\$324.15)	\$2,722.50	\$2,070.00	\$652.50
Total Worship	\$529.81	\$1,050.00	(\$520.19)	\$7,239.97	\$8,200.00	(\$960.03)
<b>Music</b>						
Choir Supplies	\$276.15	\$90.00	\$186.15	\$1,653.00	\$1,170.00	\$483.00
Guest Artists	\$0.00	\$175.00	(\$175.00)	\$855.00	\$1,725.00	(\$870.00)
Equipment & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	(\$200.00)
Total Music	\$276.15	\$265.00	\$11.15	\$2,508.00	\$3,095.00	(\$587.00)
<b>Evangelism &amp; Renewal</b>						
Newcomers	\$786.73	\$25.00	\$761.73	\$1,047.72	\$475.00	\$572.72
Publicity	\$394.00	\$385.00	\$9.00	\$4,673.92	\$4,235.00	\$438.92
Total Evangelism & Renewal	\$1,180.73	\$410.00	\$770.73	\$5,721.64	\$4,710.00	\$1,011.64
<b>Service &amp; Outreach</b>						
The Living Room	\$1,110.00	\$1,210.00	(\$100.00)	\$12,210.00	\$13,310.00	(\$1,100.00)
Scholarships	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
Mission Outreach	\$150.00	\$150.00	\$0.00	\$1,650.00	\$1,650.00	\$0.00
Local Charities	\$1,656.98	\$500.00	\$1,156.98	\$5,295.79	\$5,500.00	(\$204.21)
National / Global Appeals	\$0.00	\$165.00	(\$165.00)	\$0.00	\$1,815.00	(\$1,815.00)
Jubilee Outreach	\$0.00	\$50.00	(\$50.00)	\$200.00	\$550.00	(\$350.00)
Discretionary Fund Allowances	\$100.00	\$200.00	(\$100.00)	\$1,700.00	\$2,200.00	(\$500.00)
Total Service & Outreach	\$3,016.98	\$2,275.00	\$741.98	\$21,205.79	\$25,025.00	(\$3,819.21)
<b>Christian Formation</b>						
Childrens Ministry (K-6)	\$51.05	\$145.00	(\$93.95)	\$2,780.39	\$2,095.00	\$685.39
Youth Ministries (7-12)	\$129.72	\$75.00	\$54.72	\$2,095.01	\$825.00	\$1,270.01
Childcare Ministries	\$76.56	\$25.00	\$51.56	\$406.21	\$275.00	\$131.21
Adult Education	\$0.00	\$22.50	(\$22.50)	\$919.46	\$247.50	\$671.96
Total Christian Formation	\$257.33	\$267.50	(\$10.17)	\$6,201.07	\$3,442.50	\$2,758.57
<b>Parish Life</b>						
Pastoral Care Ministries	\$57.96	\$20.00	\$37.96	\$544.54	\$220.00	\$324.54
Small Group Ministries	\$0.00	\$0.00	\$0.00	\$1,508.18	\$0.00	\$1,508.18
<b>Stewardship</b>						
Pledge Campaign & Offerings	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	(\$700.00)
Stewardship Expenses	\$199.28	\$0.00	\$199.28	\$3,195.77	\$0.00	\$3,195.77
Total Stewardship	\$199.28	\$0.00	\$199.28	\$3,195.77	\$700.00	\$2,495.77
Parish Events	\$224.95	\$0.00	\$224.95	\$3,701.82	\$2,200.00	\$1,501.82
Hospitality	\$225.84	\$300.00	(\$74.16)	\$4,124.43	\$3,300.00	\$824.43
Lay Ministry Recognition	\$0.00	\$50.00	(\$50.00)	\$1,674.67	\$550.00	\$1,124.67
<b>Communications</b>						
Ecumenical Activities	\$0.00	\$0.00	\$0.00	\$284.87	\$0.00	\$284.87
Parish Communications	\$0.00	\$70.00	(\$70.00)	\$395.10	\$770.00	(\$374.90)
Total Communications	\$0.00	\$70.00	(\$70.00)	\$679.97	\$770.00	(\$90.03)
Total Parish Life	\$708.03	\$440.00	\$268.03	\$15,429.38	\$7,740.00	\$7,689.38
<b>Total Commission Expenses</b>	<b>\$5,969.03</b>	<b>\$4,707.50</b>	<b>\$1,261.53</b>	<b>\$58,305.85</b>	<b>\$52,212.50</b>	<b>\$6,093.35</b>
<b>Salaries &amp; Benefits</b>						
<b>Clergy Salaries &amp; Benefits</b>						
Rector	\$9,517.99	\$9,520.00	(\$2.01)	\$104,697.89	\$104,720.00	(\$22.11)
Associate Rector	\$0.00	\$0.00	\$0.00	\$39,554.89	\$38,640.00	\$914.89
Associate for New Ministries	\$0.00	\$6,440.00	(\$6,440.00)	\$0.00	\$32,200.00	(\$32,200.00)
Deacon	\$25.00	\$25.00	\$0.00	\$275.00	\$275.00	\$0.00

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Accounts	Month Actual	Month Budget	Variance	YTD Actual	YTD Budget	Variance
Assisting/Guest Clergy	\$669.93	\$50.00	\$619.93	\$3,126.33	\$550.00	\$2,576.33
<b>Total Clergy Salaries &amp; Benefits</b>	<b>\$10,212.92</b>	<b>\$16,035.00</b>	<b>(\$5,822.08)</b>	<b>\$147,654.11</b>	<b>\$176,385.00</b>	<b>(\$28,730.89)</b>
<b>Lay Salaries &amp; Benefits</b>						
Parish Administrator	\$4,534.48	\$4,570.00	(\$35.52)	\$49,856.94	\$50,270.00	(\$413.06)
Lay Ministries Coordinator	\$960.00	\$2,470.00	(\$1,510.00)	\$10,784.00	\$12,350.00	(\$1,566.00)
Assoc for Children & Youth Min	\$2,568.69	\$2,625.00	(\$56.31)	\$28,410.01	\$28,875.00	(\$464.99)
Office Assistant	\$3,033.78	\$2,330.00	\$703.78	\$31,332.48	\$25,630.00	\$5,702.48
New Ministries Admin. Support	\$0.00	\$975.00	(\$975.00)	\$0.00	\$4,875.00	(\$4,875.00)
Parish Nurse	\$0.00	\$970.00	(\$970.00)	\$3,035.76	\$10,670.00	(\$7,634.24)
Sextons	\$2,507.54	\$2,595.00	(\$87.46)	\$28,327.33	\$28,545.00	(\$217.67)
Music Staff	\$4,710.00	\$7,330.00	(\$2,620.00)	\$51,955.00	\$65,480.00	(\$13,525.00)
Childcare	\$1,372.38	\$865.00	\$507.38	\$12,296.33	\$9,515.00	\$2,781.33
Payroll Taxes	\$1,233.34	\$995.00	\$238.34	\$13,474.93	\$10,945.00	\$2,529.93
<b>Total Lay Salaries &amp; Benefits</b>	<b>\$20,920.21</b>	<b>\$25,725.00</b>	<b>(\$4,804.79)</b>	<b>\$229,472.78</b>	<b>\$247,155.00</b>	<b>(\$17,682.22)</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$31,133.13</b>	<b>\$41,760.00</b>	<b>(\$10,626.87)</b>	<b>\$377,126.89</b>	<b>\$423,540.00</b>	<b>(\$46,413.11)</b>
<b>Administrative Expenses</b>						
Office Supplies & Equipment	\$780.55	\$555.00	\$225.55	\$8,898.92	\$6,105.00	\$2,793.92
Copier Expenses	\$352.71	\$320.00	\$32.71	\$4,337.50	\$3,520.00	\$817.50
Postage	\$404.42	\$235.00	\$169.42	\$2,719.52	\$2,585.00	\$134.52
Rector's Business Expenses	\$50.00	\$50.00	\$0.00	\$550.00	\$550.00	\$0.00
Telephone & Internet	\$591.84	\$650.00	(\$58.16)	\$6,433.56	\$7,150.00	(\$716.44)
Accounting Fees	\$224.02	\$250.00	(\$25.98)	\$2,025.03	\$2,750.00	(\$724.97)
<b>Total Administrative Expenses</b>	<b>\$2,403.54</b>	<b>\$2,060.00</b>	<b>\$343.54</b>	<b>\$24,964.53</b>	<b>\$22,660.00</b>	<b>\$2,304.53</b>
<b>Buildings &amp; Grounds Expenses</b>						
Property Taxes	\$20.24	\$50.00	(\$29.76)	\$20.24	\$50.00	(\$29.76)
Church Insurance	\$2,020.00	\$2,010.00	\$10.00	\$23,292.50	\$23,860.00	(\$567.50)
Utilities	\$2,593.06	\$2,615.00	(\$21.94)	\$31,857.74	\$28,765.00	\$3,092.74
Alarm System	\$0.00	\$30.00	(\$30.00)	\$656.42	\$330.00	\$326.42
Repairs & Maintenance	\$176.40	\$400.00	(\$223.60)	\$3,664.56	\$4,400.00	(\$735.44)
Supplies	\$512.76	\$425.00	\$87.76	\$5,495.46	\$4,675.00	\$820.46
Grounds & Landscaping	\$19.42	\$200.00	(\$180.58)	\$4,975.08	\$2,200.00	\$2,775.08
<b>Total Buildings &amp; Grounds Expenses</b>	<b>\$5,341.88</b>	<b>\$5,730.00</b>	<b>(\$388.12)</b>	<b>\$69,962.00</b>	<b>\$64,280.00</b>	<b>\$5,682.00</b>
Diocesan Apportionment	\$11,402.39	\$9,175.00	\$2,227.39	\$98,814.88	\$100,925.00	(\$2,110.12)
Other Expenses	(\$727.45)	\$1,425.00	(\$2,152.45)	\$4,508.96	\$3,675.00	\$833.96
<b>Total Expenses</b>	<b>\$55,522.52</b>	<b>\$64,857.50</b>	<b>(\$9,334.98)</b>	<b>\$633,683.11</b>	<b>\$667,292.50</b>	<b>(\$33,609.39)</b>
<b>Surplus (Deficit) before Transfers</b>	<b>(\$7,324.20)</b>	<b>(\$25,627.50)</b>	<b>\$18,303.30</b>	<b>(\$202,091.56)</b>	<b>(\$229,262.50)</b>	<b>\$27,170.94</b>
<b>Other Revenues</b>						
Endowment Income	\$0.00	\$0.00	\$0.00	\$96,000.00	\$127,940.00	(\$31,940.00)
Outreach Fund	\$1,806.98	\$1,050.00	\$756.98	\$7,295.79	\$11,550.00	(\$4,254.21)
Sanctuary Project	\$0.00	\$9,975.00	(\$9,975.00)	\$1,156.43	\$49,875.00	(\$48,718.57)
Other Subsidiary Transfers	\$960.00	\$970.00	(\$10.00)	\$11,944.31	\$10,670.00	\$1,274.31
<b>Total Other Revenues</b>	<b>\$2,766.98</b>	<b>\$11,995.00</b>	<b>(\$9,228.02)</b>	<b>\$116,396.53</b>	<b>\$200,035.00</b>	<b>(\$83,638.47)</b>
<b>Net Surplus (Deficit)</b>	<b>(\$4,557.22)</b>	<b>(\$13,632.50)</b>	<b>\$9,075.28</b>	<b>(\$85,695.03)</b>	<b>(\$29,227.50)</b>	<b>(\$56,467.53)</b>

**TREASURER'S MONTHLY REPORT for the Month of:**

November

MISSION APPORTIONMENT DUE:

12/10/08

**Church of the Incarnation  
Santa Rosa  
DIOCESE OF NORTHERN CALIFORNIA**

	(A) Previous Report	(B) Preceeding Month	(C) Total for Base Period	(D) Basis for Apportionment
<b>Receipts</b>				
a. (PR #3 - partial) Plate Offerings	37,319.47	9,968.38	47,287.85	
b. (PR #3 - partial) Pledge Payments	311,780.85	34,531.47	346,312.32	
c. (PR #5 - partial) From Congregational Organizations	0.00	0.00	0.00	
d. (PR #7) Diocesan Assistance	7,948.55	960.00	8,908.55	
e. (PR #4 - partial) Net Investment & Endowment Income	136,826.81	791.12	137,617.93	
f. (PR #5 - partial) Net Rental & Fundraising Income	25,466.10	2,907.35	28,373.45	
g. (PR #5 - partial) All Other Gen'l (incl. gen'l exp. pd by others)	0.00	0.00	0.00	
h. (PR #8&9) Monies for Capital/Future Purposes/Subsidiaries	0.00	0.00	0.00	
i. (PR #10&11) Restricted Offerings/Designated Funds	0.00	0.00	0.00	
j. (PR #4 - partial) Transfers/Withdrawals from Subsidiary/Other Accounts	5,488.81	1,806.98	7,295.79	
<b>01 TOTAL RECEIPTS</b>	<b>524,830.59</b>	<b>50,965.30</b>		<b>01 575,795.89</b>
<b>02 ALL ACTUAL OUTREACH EXPENDITURES</b>	<b>36,276.79</b>	<b>4,586.87</b>		<b>02 ( 40,863.66 )</b>
<b>Capital Expenditures &amp; Future Projects *</b>				
k. (PR #15 - partial) Equipment/Furniture/Capital Improvements	10,903.85	768.85	11,672.70	
l. (PR #15 - partial) Purchase of Land/Buildings & Construction	0.00	0.00	0.00	
m. (PR - N/A) Principal Payments	0.00	0.00	0.00	
n. (PR #14 - partial) Interest Payments (exp. part of Loan Payment)	0.00	0.00	0.00	
o. (PR #14 - partial) Rental Payments for Facilities	0.00	0.00	0.00	
p. (PR - N/A) Transfers to Subsidiary/Other Accounts for Future Projects	0.00	0.00	0.00	
<b>03 CAPITAL &amp; FUNDS FOR FUTURE USE</b>	<b>10,903.85</b>	<b>768.85</b>		<b>03 ( 11,672.70 )</b>
<b>04 NDI (Line 01, less Line 02, less Line 03)</b>	<b>477,649.95</b>	<b>45,609.58</b>		<b>04 523,259.53</b>
<b>05 Congregational Range Apportionment Factor</b> (A-1=10-12%, A-2=15%, B=17%, C=20%, D=22%, E=23%, F & Above=25%)				<b>05 25%</b>
<b>06 Current Apportionment Due (NDI [Line 04] times % per Congregational Range [Line 05])</b>				<b>06 130,814.88</b>
<b>07 Past Year Amounts Due in Current Year (Line 09 on TMR of Dec info due Jan 10th)</b>				<b>07 32,615.43</b>
<b>08a Payments Made During this Calendar Year (Jan - Dec)</b>				<b>08a ( 132,027.92 )</b>
<b>08b YTD Apportionment Credits per Congregation Development Agreement (maximum of line 06)</b>				<b>08b ( 20,000.00 )</b>
<b>09 MISSION APPORTIONMENT BALANCE DUE (Includes current and past-due amounts):</b>				<b>09 11,402.39</b>
<b>10 Freewill Offering - Additional Payment or Gift for use in the Diocese</b>				<b>10</b>

\* List Capital Expenditures

Copier Lease	768.85

Date Prepared: 12/18/07

Prepared By: John Nykamp

Daytime Phone #: 707-579-2604

Church of the Incarnation  
 Monthly Restricted Fund Report  
 Church of the Incarnation - Oper  
 November 2008

Note: The Report Option to include Open Transactions is selected.

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b>Restricted Funds</b>				
<b>Custodial Funds</b>				
Alleluia Choir Fund				
Alleluia Choir Fund	\$5,331.22	\$120.00	\$0.00	\$5,451.22
Music Fund	\$1,210.61	\$0.00	\$0.00	\$1,210.61
<b>Total Alleluia Choir Fund</b>	<b>\$6,541.83</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$6,661.83</b>
Altar Guild Fund	\$2,361.11	\$150.00	\$514.01	\$1,997.10
Building Repair Fund	\$3,268.19	\$0.00	\$0.00	\$3,268.19
Campus Ministry Fund	\$1,572.24	\$0.00	\$0.00	\$1,572.24
Children's Art Program Fund	(\$17.04)	\$0.00	\$0.00	(\$17.04)
Children's Library Fund	\$306.03	\$0.00	\$0.00	\$306.03
Children's Ministry Fund	\$740.39	\$0.00	\$0.00	\$740.39
Church Growth Grant (Diocese)	\$8,357.45	\$0.00	\$960.00	\$7,397.45
Columbarium Fund	\$2,325.46	\$2,000.00	\$0.00	\$4,325.46
Continuing Education Funds	\$791.97	\$125.00	\$0.00	\$916.97
EFM Fund	(\$233.00)	\$50.00	\$0.00	(\$183.00)
<b>Youth Group Funds</b>				
Youth Group Fund	\$1,804.95	\$533.86	\$157.77	\$2,181.04
Mexico Mission Fund	\$11,367.21	\$200.00	\$0.00	\$11,567.21
Training & Library Fund	\$203.45	\$0.00	\$0.00	\$203.45
<b>Total Youth Group Funds</b>	<b>\$13,375.61</b>	<b>\$733.86</b>	<b>\$157.77</b>	<b>\$13,951.70</b>
Heavenly Treasures Fund	\$2,000.00	\$1,769.80	\$1,769.80	\$2,000.00
Library Fund	\$52.81	\$0.00	\$0.00	\$52.81
Memorial Garden Fund	\$3,547.38	\$0.00	\$0.00	\$3,547.38
Miscellaneous Memorials	\$3,771.54	\$6,661.00	\$2,267.00	\$8,165.54
<b>Numina</b>				
Numina Fund	\$2,959.33	\$368.75	\$662.36	\$2,665.72
Numina Music Fund	\$15,714.23	\$4,113.00	\$3,550.96	\$16,276.27
<b>Total Numina</b>	<b>\$18,673.56</b>	<b>\$4,481.75</b>	<b>\$4,213.32</b>	<b>\$18,941.99</b>
Organ Fund	\$3,575.57	\$0.00	\$0.00	\$3,575.57
Outreach Fund	\$6,375.49	\$186.93	\$1,806.98	\$4,755.44
Parish Nursing(Mortimore) Fund	\$17,484.38	\$0.00	\$0.00	\$17,484.38
Rector's Business Expense Fund	\$25.29	\$50.00	\$0.00	\$75.29
Sabbatical Fund	\$6,704.41	\$0.00	\$0.00	\$6,704.41
St. Cecilia Choir Fund	\$650.00	\$442.00	\$0.00	\$1,092.00
Sanctuary Project Fund	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Custodial Funds</b>	<b>\$102,250.67</b>	<b>\$16,770.34</b>	<b>\$11,688.88</b>	<b>\$107,332.13</b>
<b>Incarnation Bookstore</b>				
Bookstore - Cash	\$1,612.27	\$1,557.05	\$1,557.64	\$1,611.68
Bookstore - Inventory	\$9,230.18	\$1,796.38	\$0.00	\$11,026.56
<b>Total Incarnation Bookstore</b>	<b>\$10,842.45</b>	<b>\$3,353.43</b>	<b>\$1,557.64</b>	<b>\$12,638.24</b>
<b>Estate Funds</b>				
Estates Funds - Cash	\$188,463.06	\$0.27	\$1,328.23	\$187,135.10
Estates Funds - Real Estate	\$200,000.00	\$0.00	\$0.00	\$200,000.00
<b>Total Estate Funds</b>	<b>\$388,463.06</b>	<b>\$0.27</b>	<b>\$1,328.23</b>	<b>\$387,135.10</b>
<b>Subsidiary Funds</b>				
St. Andrew's Mission	\$19,923.77	\$3,097.77	\$0.00	\$23,021.54
ECW	\$5,810.26	\$2,505.07	\$215.00	\$8,100.33
Discretionary Funds	\$629.15	\$705.00	\$224.00	\$1,110.15
<b>Total Subsidiary Funds</b>	<b>\$26,363.18</b>	<b>\$6,307.84</b>	<b>\$439.00</b>	<b>\$32,232.02</b>
<b>Total Restricted Funds</b>	<b>\$527,919.36</b>	<b>\$26,431.88</b>	<b>\$15,013.75</b>	<b>\$539,337.49</b>

Church of the Incarnation  
 Monthly Restricted Fund Report  
 Church of the Incarnation - Oper  
 November 2008

Note: The Report Option to include Open Transactions is selected.

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b><u>Endowment Funds &amp; Fixed Assets</u></b>				
<b>Building Endowment Fund</b>				
Building Endow. - Principal	\$135,091.09	\$4,895.00	\$10,027.30	\$129,958.79
Building Endow. - Available	\$4,816.00	\$0.00	\$4,816.00	\$0.00
<b>Total Building Endowment Fund</b>	<b>\$139,907.09</b>	<b>\$4,895.00</b>	<b>\$14,843.30</b>	<b>\$129,958.79</b>
<b>Green Endowment Fund</b>				
Green Endow. - Principal	\$1,755,677.08	\$0.00	\$39,325.78	\$1,716,351.30
Green Endow. - Available	\$37,853.63	\$0.00	\$847.89	\$37,005.74
<b>Total Green Endowment Fund</b>	<b>\$1,793,530.71</b>	<b>\$0.00</b>	<b>\$40,173.67</b>	<b>\$1,753,357.04</b>
Mission Building Acquis. Fund	\$54,724.85	\$0.00	\$8,913.03	\$45,811.82
Fixed Assets	\$2,259,727.63	\$0.00	\$0.00	\$2,259,727.63
<b>Total Endowment Funds &amp; Fixed Assets</b>	<b>\$4,247,890.28</b>	<b>\$4,895.00</b>	<b>\$63,930.00</b>	<b>\$4,188,855.28</b>

Church of the Incarnation  
STA - Monthly Balance Sheet  
Saint Andrews Mission  
November 2008

Accounts

<hr/> <b>Assets</b> <hr/>		
<b>Current Assets</b>		
Cash	\$23,812.31	
Petty Cash	\$50.00	
<b>Total Current Assets</b>		<b>\$23,862.31</b>
<b>Other Assets</b>		
Accounts Receivable	\$86.93	
<b>Total Other Assets</b>		<b>\$86.93</b>
<b>Total Assets</b>		<b>\$23,949.24</b>
<hr/> <b>Liabilities, Fund Principal, &amp; Restricted Funds</b> <hr/>		
<b>Liabilities</b>		
Accounts Payable		\$2,579.88
<b>Total Liabilities</b>		<b>\$2,579.88</b>
<b>Fund Principal</b>		
2-31000 - Saint Andrews Mission - Oper. Acct.	\$501.19	
Current Year Surplus (Deficit)	\$5,123.72	
<b>Total Fund Principal and Current Year Surplus (Deficit)</b>		<b>\$5,624.91</b>
<b>Restricted Funds</b>		
Total Temporarily Restricted	\$15,744.45	
Total Permanently Restricted	\$0.00	
<b>Total Restricted Funds</b>		<b>\$15,744.45</b>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<b>\$23,949.24</b>

**Church of the Incarnation**  
**STA - Monthly Operating Statement (No Budget)**  
**Saint Andrews Mission**  
**November 2008**

Accounts	Month Actual	YTD Actual
<b>Income</b>		
Offerings		
Plate Offerings	\$3,254.38	\$14,083.63
Pledge Offerings	\$460.00	\$4,155.00
Total Offerings	\$3,714.38	\$18,238.63
Other Income	\$420.00	\$3,606.60
<b>Total Income</b>	\$4,134.38	\$21,845.23
<b>Expenses</b>		
Commission Expenses		
Worship		
Worship Supplies	\$83.67	\$328.77
Total Worship	\$83.67	\$328.77
Evangelism & Renewal		
Publicity	\$54.00	\$546.00
Total Evangelism & Renewal	\$54.00	\$546.00
Total Commission Expenses	\$137.67	\$874.77
Salaries & Benefits		
Clergy Salaries & Benefits		
Assisting/Guest Clergy	\$1,048.42	\$5,773.58
Total Clergy Salaries & Benefits	\$1,048.42	\$5,773.58
Lay Salaries & Benefits		
Sextons	\$0.00	\$100.00
Music Staff	\$172.24	\$2,288.30
Total Lay Salaries & Benefits	\$172.24	\$2,388.30
Total Salaries & Benefits	\$1,220.66	\$8,161.88
Administrative Expenses		
Telephone & Internet	\$36.52	\$372.51
Total Administrative Expenses	\$36.52	\$372.51
Buildings & Grounds Expenses		
Rent	\$728.00	\$8,008.00
Church Insurance	\$0.00	\$1,410.00
Utilities	\$516.92	\$2,560.30
Repairs & Maintenance	\$0.00	\$9.29
Supplies	\$37.00	\$125.35
Total Buildings & Grounds Expenses	\$1,281.92	\$12,112.94
Other Expenses	\$0.00	\$199.41
<b>Total Expenses</b>	\$2,676.77	\$21,721.51
<b>Surplus (Deficit) before Transfers</b>	\$1,457.61	\$123.72
<b>Other Revenues</b>		
Other Subsidiary Transfers	\$0.00	\$5,000.00
Total Other Revenues	\$0.00	\$5,000.00
<b>Net Surplus (Deficit)</b>	\$1,457.61	\$5,123.72

Church of the Incarnation  
STA - Monthly Restricted Fund Report  
Saint Andrews Mission  
November 2008

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Restricted Funds</u>				
Custodial Funds				
Mission Food Program	\$15,756.47	\$2,045.00	\$2,057.02	\$15,744.45
Total Custodial Funds	\$15,756.47	\$2,045.00	\$2,057.02	\$15,744.45
Total Restricted Funds	\$15,756.47	\$2,045.00	\$2,057.02	\$15,744.45