

Agenda for the Stated Session Meeting

Bayside Presbyterian Church
17 March 2020 7:00 PM Via Conference Call

Mission: Bayside is a covenant community of Christ's people seeking to know and do the will of God.

Vision: Changing lives by growing Christian disciples and living God's Word.

SHARING OF JOYS AND CONCERNS – OPENING PRAYER

DEVOTION

Elder Chris Pascuzzi

REQUESTS FOR SESSION APPROVAL / Motions and Votes Required

1. New Member Requests: None
2. Baptism Requests: None
3. Church Wedding Requests: None

SACRAMENT OF COMMUNION

All invited!

SESSIONAL RECORDS

Clerk of Session

1. Minutes from the last Stated Session Meeting
2. Congregational Meeting
3. Tonight's Agenda

Motion: It is moved by the Clerk that the Session approve the minutes from last month's Session meeting, the Called Session Meeting on March 8, 2020 and the agenda for today's Stated Meeting.

STATISTICS

Attendance: Current Plus Previous Three – February

| Year | 8:00 Total/Avg | 9:00 Total/Avg | 11:00 Total/Avg | Combined Services | Special Services | Total All Sundays | Weekly Average |
|-------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------------|-------------------|
| 2017^ | 75/25 | 209/70 | 346/115 | 192 | NA | 882 | 206 |
| 2018 | 80/27 | 194/65 | 283/94 | 172 | 65* | 729 | 182 |
| 2019 | 51/17 | 199/66 | 393/131 | 191 | NA | 834 | 209 |
| 2020 | 51/17 | 212/71 | 403/134 | 176 | 70* | 842 | 211 |

*Ash Wednesday

1. Reception of New Members: None
2. Baptisms: None
3. Church Weddings: None
4. Member Transfers: None
5. Member Deaths: None

INVITATION CELEBRATION:

Sharing of invitations to Bayside services, events and programs.
Upcoming opportunities?

FINANCIAL REPORT AND ISSUES:

Balance Sheet (enclosed) & Treasurer's Report (enclosed)

Motion needed.

2019 Year End Reports (enclosed)

COMMUNICATIONS: (Members, PCUSA, PEVA, Other):

None

PEVA / CHURCH INFORMATION

None

CONTINUING ISSUES

1. Church policy and procedures review updates – (enclosed)
No updates received
2. 2020 Vision Update – Recent 2020 Vision Meeting Minutes posted on the website for your review.

NEW BUSINESS

COVID-19 Updates

Building Closure

There was an email motion sent to all elders on 3/14/2020.

Motion: Admin support moves that Bayside Presbyterian Church close the building to all community groups and organizations until such time as it is safe for groups to return.

The Motion Passed (14 elders responded)

PEVA Stated Meeting Commissioners

Commissioners are needed for the next meeting on Tuesday April 21, 2020 Grace Covenant Presbyterian Church

STAFF REPORTS

Director of Music Ministries

Chi-Yi Chen Wolbrink

Director of Youth and Family Outreach

Ms. Lacy Schimmel

- 30-hour famine, we had 6 youth and 2 adults participate at church Friday into Saturday and 3 kids did the famine from home. The ones at church had a good time learning about a boy from the Congo, and playing game that help to tie in the curriculum.

- The Sub fundraiser will be postponed until a later date, if anyone ordered a sub and would like more details have them contact me. I also sent a whole church email about it.
- During this time of not meeting in person, I will be working getting stuff to for the youth and children to help them stay connected to the church and each other during this time.
- Will decide on the Easter egg hunt once more is known about is we are meeting or not.

Associate Pastor

Rev. Emma Ouellette

Pastor / Head of Staff

Rev. Dr. David Rollins

SUPPLEMENTAL MINISTRY REPORTS

(Items/issues not included in Ministry Minutes)

CLOSING WITH PRAYER

Next Meeting – Tuesday, April 21, 2020 7pm Place TBD Elder Michele Parker – Devotion

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of February 29, 2020

Sunday, March 15, 2020

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| Account # | Account Name | YTD Balance |
|---------------------|--|-----------------------|
| 1100.1000.0000 | General Fund - Petty Cash | 100.09 |
| 1100.1500.0000 | Preschool Petty Cash | 200.00 |
| 1100.2000.0000 | Towne Bank Checking | 58,636.94 |
| 1100.2100.0000 | Towne Bank Money Market | 263,668.17 |
| 1100.2300.0000 | Langley Federal Credit Union Savings | 25.00 |
| 1100.2400.0000 | Langley Federal Credit Union Money Market | 256,811.80 |
| | Cash Assets | \$579,442.00 |
| 1100.2525.0000 | Union Bank 5110762150(6/21/2020)2.4% | 55,197.27 |
| 1100.2527.0000 | Union Bank 5110681024 (11/12/2020) 2.5% | 61,925.53 |
| 1100.2528.0000 | Union Bank 5110754383 (12/15/2020)2.5% | 31,872.99 |
| 1100.2529.0000 | Union Bank 5110771861 11/30/2020)2.5% | 50,783.39 |
| 1100.2622.0000 | Union Bank 118320425(06/07/2020)2.20% | 31,100.56 |
| 1100.2766.0000 | Towne632084227(08/15/2021)1.34% | 65,339.00 |
| 1100.2767.0000 | Towne632077972(08/20/2021)1.34% | 57,832.45 |
| | Investment Assets | \$354,051.19 |
| 1100.4100.0000 | Endowment MM TowneBank | 14,551.33 |
| 1100.4500.0000 | TD Ameritrade | 6,049.21 |
| 1100.4600.0000 | Charles Schwab | 591,582.67 |
| | Endowment Assets | \$612,183.21 |
| | | \$1,545,676.40 |
| Fund Balance | | |
| 3100.0000.0000 | General Fund | 286,291.01 |
| 3100.5000.0000 | Pastor's Cont Educ Fund | 976.58 |
| 3100.7000.0000 | Assoc Pastor Cont Educ Fund | 1,582.23 |
| 3200.0000.0000 | Non-Budget Fund | 1,400.21 |
| 3200.0200.0000 | Minister's Special Benevolence | 1,619.72 |
| 3200.0400.0000 | Louise Robinson Benevolence Fund Balance | 5,000.00 |
| 3200.4430.0000 | Wedding Fund | 85.65 |
| 3200.5000.0000 | Food Pantry Fund | 12,598.58 |
| 3300.0000.0000 | Preschool Fund | 119,601.82 |
| 3400.0000.0000 | Educational Fund | 5,920.77 |
| 3400.1000.1000 | Library Fund | 657.15 |
| 3400.1100.0000 | Youth Ministries Fund | 3,202.04 |
| 3400.1110.0000 | Youth Mission Trips | 22,168.09 |
| 3400.1120.0000 | Adult Mission Trip Fund | 2,639.00 |
| 3500.0000.0000 | Property Fund | 73,862.06 |
| 3500.0210.0000 | Transportation Fund Balance | 24,447.50 |
| 3500.0300.0000 | Operations Reserve Fund Balance | 38,262.55 |
| 3500.0700.0000 | Columbarium Fund | 45,371.69 |
| 3600.0000.0000 | Music Fund | 66,710.21 |
| 3600.0100.0000 | Organ Fund | 64,235.62 |
| 3600.1000.1000 | Handbell | 1,686.87 |
| 3700.0500.0000 | Session Operating Fund | (956.70) |
| 3700.1000.0000 | Sanctuary Renovation Fund 2020 Balance | 90,700.00 |
| 3800.0000.0000 | Scholarship Fund | 8,744.70 |
| 3800.1005.0000 | William & Rhonda Bertholf Education Fund Balance | 9,906.17 |
| 3800.2000.0000 | Minister Loan Fund | 30,027.39 |
| 3800.4000.0000 | Missions Fund | 13,365.62 |
| 3800.5000.0000 | Earnings Fund | 9,406.91 |

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of February 29, 2020

Sunday, March 15, 2020

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| Account # | Account Name | YTD Balance |
|---|----------------------------|------------------------------|
| General & Special Funds | | \$939,513.44 |
| 3900.0000.0000 | Endowment Fund | 463,046.43 |
| 3900.3100.0000 | Edna E Etheridge Fund Fund | 133,801.12 |
| 3900.9000.0000 | Qtrly Endow Earnings Fund | 9,315.41 |
| Endowment Funds | | \$606,162.96 |
| Total Fund Balance | | \$1,545,676.40 |
| Total Liabilities and Fund Balance | | <u>\$1,545,676.40</u> |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of February 2020 for General Fund

Sunday, March 15, 2020 3:58 PM

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|-----------------------------------|--------------------|---------------------|-----------------|---------------------|
| Income | | | | | |
| 4100.0000.0000 | Pledge Offering | 41,437.00 | 76,381.00 | 81 | 564,822.00 |
| 4100.0100.0000 | Non-pledged Offering | 9,586.00 | 15,458.00* | 116 | 80,000.00 |
| 4100.0200.0000 | Visitor Offering | 470.00 | 656.00* | 196 | 2,000.00 |
| 4100.0300.0000 | Loose Cash Offering | 727.59 | 1,350.84 | 95 | 8,500.00 |
| 4100.0400.0000 | Church School Offering | 0.00 | 0.00 | | |
| 4100.0500.0000 | Envelope Offering | 20.00 | 295.00* | 590 | 300.00 |
| | Regular Offerings | \$52,240.59 | \$94,140.84 | 86 | \$655,622.00 |
| 4100.1000.0000 | Interest/Investment Inc. | 0.00 | 0.00 | 0 | 10,000.00 |
| | Net Investment Income | \$0.00 | \$0.00 | 0 | \$10,000.00 |
| 4100.1100.0000 | Overhead Donation | 1,120.00 | 2,240.00 | 97 | 13,800.00 |
| 4100.2100.0000 | Soft Drinks/Coffee Inc. | 64.75 | 64.75* | 130 | 300.00 |
| 4100.2200.0000 | Tenant Donations | 780.00 | 1,445.00 | 96 | 9,000.00 |
| | Other Income | \$1,964.75 | \$3,749.75 | 97 | \$23,100.00 |
| 4100.1101.0000 | Preschool DoMM Donation | 432.90 | 582.75 | 97 | 3,596.00 |
| 4100.8888.8888 | Restricted Fund Budget Supplement | 0.00 | 0.00 | | |
| 4100.9999.9999 | G/F ROLLOVER | 0.00 | 0.00 | 0 | 47,652.00 |
| | Total Income | \$54,638.24 | \$98,473.34 | 80 | \$739,970.00 |
| Expense | | | | | |
| 5100.1000.0000 | Salary - Minister | 9,024.81 | 17,546.68* | 100 | 105,280.00 |
| 5100.1005.0000 | Salary - Associate Pastor | 5,136.73 | 9,948.84* | 100 | 59,693.00 |
| 5100.1010.0000 | Salary - Director of Music | 4,431.75 | 8,880.17 | 100 | 53,381.00 |
| 5100.1011.0000 | Salary - Praise Team Music | 938.25 | 1,849.17 | 99 | 11,259.00 |
| 5100.1015.0000 | Salary - Dir Educ Min | 3,433.34 | 6,866.68* | 100 | 41,200.00 |
| 5100.1020.0000 | Salary - Church Secretary | 2,744.42 | 6,752.00* | 118 | 34,445.00 |
| 5100.1022.0000 | Salary - PT Bookkeeper | 100.00 | 200.00* | 104 | 1,150.00 |
| 5100.1023.0000 | Salary -Part Time Receptionist | 0.00 | 0.00 | | |
| 5100.1030.0000 | Salary - Nursery | 641.50 | 1,394.50 | 88 | 9,500.00 |
| 5100.1031.0000 | Salary - Bldg/Grnds Super | 3,140.62 | 6,281.23 | 100 | 37,687.00 |
| 5100.1032.0000 | Custodian A | 995.39 | 2,006.81 | 90 | 13,436.00 |
| 5100.1035.0000 | Employer Social Security | 1,109.52 | 2,327.17 | 98 | 14,227.00 |
| | Salary Expense | \$31,696.33 | \$64,053.25* | 101 | \$381,258.00 |
| 5100.0100.0000 | Office Supplies | 160.05 | 884.39* | 171 | 3,100.00 |
| 5100.0105.0000 | Postage Exp. 2 | 0.00 | 200.00 | 60 | 2,000.00 |
| 5100.0110.0000 | Postage Meter Lease | 0.00 | 108.00* | 129 | 500.00 |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of February 2020 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|-------------------------------------|--------------------|--------------------|-----------------|---------------------|
| 5100.0115.0000 | Copier Lease/Maintenance | 819.20 | 911.74 | 57 | 9,600.00 |
| 5100.0120.0000 | Internet Expense | 565.00 | 969.54* | 194 | 3,000.00 |
| 5100.0125.0000 | Other Office Equipment | 0.00 | 0.00 | | |
| 5100.0126.0000 | Office Equipment Repair | 0.00 | 0.00 | 0 | 1,000.00 |
| 5100.0130.0000 | Telephone Service | 239.99 | 389.99 | 81 | 2,900.00 |
| 5100.0155.0000 | Phone Message System | 90.00 | 180.00 | 100 | 1,080.00 |
| 5100.0157.0000 | Staff Appreciation | 0.00 | 0.00 | 0 | 500.00 |
| 5100.0158.0000 | Staff Travel | 0.00 | 0.00 | | |
| 5100.0160.0000 | Worker's Comp Insurance | 0.00 | 3,033.00* | 607 | 3,000.00 |
| 5100.0165.0000 | Property & Liability Ins | 0.00 | 0.00 | 0 | 9,750.00 |
| 5100.0175.0000 | Computer Equip/Software | 996.79 | 1,056.75* | 159 | 4,000.00 |
| 5100.0180.0000 | Beneflex | 0.00 | 0.00 | | |
| | Office Administration | \$2,871.03 | \$7,733.41* | 115 | \$40,430.00 |
| 5100.1040.0000 | Benefits - Minister | 2,943.92 | 5,887.84 | 97 | 36,387.00 |
| 5100.1041.0000 | Benefits - Minister's Supplemental | 0.00 | 0.00 | | |
| 5100.1045.0000 | Benefits - Assoc Pastor | 1,659.94 | 3,319.88 | 97 | 20,517.00 |
| 5100.1050.0000 | Benefits - Director of Music | 393.45 | 784.58* | 100 | 4,707.00 |
| 5100.1051.0000 | Director of MM Insurance Opt Out | 183.33 | 349.99* | 105 | 2,000.00 |
| 5100.1055.0000 | Benefits - Dir of Educ Min | 914.80 | 1,824.60* | 100 | 10,948.00 |
| 5100.1061.1000 | Benefits - Church Secretary | 867.92 | 1,728.92 | 100 | 10,374.00 |
| 5100.1064.0000 | Benefits - Bldg/Grnds Supe | 889.72 | 1,774.86* | 100 | 10,649.00 |
| | Benefits Expense | \$7,853.08 | \$15,670.67 | 98 | \$95,582.00 |
| 5100.1065.0000 | Prof. Exp. - Minister | 351.68 | 639.96 | 96 | 4,000.00 |
| 5100.1066.0000 | Cont Ed - Minister | 1,304.37 | 1,304.37* | 314 | 2,500.00 |
| 5100.1070.0000 | Prof. Exp. -Assoc Pastor | 52.99 | 361.20 | 72 | 3,000.00 |
| 5100.1071.0000 | Cont Ed - Assoc Pastor | 64.82 | 64.82 | 26 | 1,500.00 |
| 5100.1075.0000 | Prof. Exp. - Dir. Music | 45.60 | 312.04 | 80 | 2,350.00 |
| 5100.1080.0000 | Prof Exp - Dir of Educ Min | 0.00 | 0.00 | 0 | 2,350.00 |
| 5100.1085.0000 | Prof.Exp - Administrator | 73.03 | 73.03 | 96 | 450.00 |
| | Professional Expense | \$1,892.49 | \$2,755.42* | 102 | \$16,150.00 |
| | Total Administrative Expense | \$44,312.93 | \$90,212.75 | 101 | \$533,420.00 |
| 5100.2001.0000 | Beach Health Clinic | 0.00 | 0.00 | 0 | 400.00 |
| 5100.2005.0000 | Dwelling Place | 0.00 | 0.00 | | |
| 5100.2009.0000 | Samaritan House | 0.00 | 0.00 | 0 | 2,400.00 |
| 5100.2010.0000 | Good News Jail & Prison Minist | 0.00 | 0.00 | 0 | 500.00 |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of February 2020 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|---|-------------------|--------------------|-----------------|--------------------|
| 5100.2013.0000 | St. Columba Ministries | 0.00 | 0.00 | 0 | 10,400.00 |
| 5100.2021.0000 | Judeo-Christian Outreach Cente | 0.00 | 0.00 | 0 | 2,800.00 |
| 5100.2027.0000 | Seton Youth Shelter | 0.00 | 0.00 | 0 | 500.00 |
| 5100.2029.0000 | Volunters of America | 0.00 | 0.00 | | |
| 5100.2030.0000 | Human Kind | 0.00 | 0.00 | | |
| 5100.2033.0000 | Winter Shelter Program | 0.00 | 0.00 | 0 | 400.00 |
| 5100.2038.0000 | Faith Works Coalition | 0.00 | 0.00 | 0 | 2,400.00 |
| 5100.2039.0000 | Virginia Supportive Housing-Crescent Square | 0.00 | 0.00 | 0 | 2,800.00 |
| 5100.2041.0000 | Project Activity | 0.00 | 0.00 | 0 | 400.00 |
| | Community Service Expense | \$0.00 | \$0.00 | 0 | \$23,000.00 |
| 5100.2055.0000 | Fellowship | 0.00 | 0.00 | 0 | 1,900.00 |
| 5100.2060.0000 | Card Ministry | 0.00 | 0.00 | 0 | 100.00 |
| 5100.2063.0000 | Bereavement Team | 0.00 | 0.00 | 0 | 500.00 |
| 5100.2070.0000 | Stephen Ministry | 0.00 | 244.75* | 322 | 450.00 |
| 5100.2072.0000 | Directory | 0.00 | 0.00 | 0 | 300.00 |
| | Congregational Care Expense | \$0.00 | \$244.75 | 45 | \$3,250.00 |
| 5100.3000.0000 | Equipment/ | 0.00 | 0.00 | | |
| 5100.3001.0000 | Supplies | 0.00 | 0.00 | | |
| 5100.3003.0000 | DCE Conferences | 575.00 | 591.05* | 284 | 1,250.00 |
| 5100.3005.0000 | Curriculum | 1,388.44 | 1,492.56* | 280 | 3,200.00 |
| 5100.3006.0000 | Background_ Checks | 0.00 | 20.00* | 125 | 100.00 |
| 5100.3010.0000 | Library | 0.00 | 0.00 | 0 | 200.00 |
| 5100.3013.0000 | First Fridays | 266.00 | 492.00* | 197 | 1,500.00 |
| 5100.3014.0000 | MOPS | 528.14 | 782.36* | 261 | 1,800.00 |
| 5100.3015.0000 | Vacation Bible School Exp. | 0.00 | 0.00 | 0 | 3,800.00 |
| 5100.3022.0000 | Nursery | 0.00 | 0.00 | 0 | 300.00 |
| 5100.3040.0000 | MS Ministry | 0.00 | 20.24 | 17 | 700.00 |
| 5100.3041.0000 | HS Ministry | 117.20 | 264.81* | 315 | 500.00 |
| 5100.3042.0000 | Confirmation | 21.87 | 83.94* | 168 | 300.00 |
| 5100.3043.0000 | Children's Ministry | 19.99 | 143.21 | 72 | 1,200.00 |
| 5100.3045.0000 | Publicity/Promotion | 0.00 | 180.00 | | |
| | Education Expense | \$2,916.64 | \$4,070.17* | 157 | \$14,850.00 |
| 5100.3505.0000 | New Visitor Materials | 0.00 | 0.00 | 0 | 500.00 |
| 5100.3525.0000 | Evangelism Materials | 0.00 | 0.00 | 0 | 500.00 |
| 5100.3531.0000 | Evangelistic Events | 0.00 | 0.00 | 0 | 500.00 |
| 5100.3540.0000 | Living Nativity | 0.00 | 0.00 | 0 | 3,000.00 |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of February 2020 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|---|-------------------|--------------------|-----------------|--------------------|
| 5100.3542.0000 | Visitor Center Improvements | 0.00 | 0.00 | 0 | 1,000.00 |
| 5100.3545.0000 | Marketing/Community Outreach | 178.56 | 178.56* | 133 | 800.00 |
| | Evangelism Expense | \$178.56 | \$178.56 | 17 | \$6,300.00 |
| 5100.4000.0000 | Building Maintenance | 706.29 | 1,386.71 | 83 | 10,000.00 |
| 5100.4001.0000 | HVAC Maintenance | 833.35 | 833.35* | 125 | 4,000.00 |
| 5100.4005.0000 | Van Ops/Maint | 0.00 | 0.00 | | |
| 5100.4010.0000 | Exterminating Service | 0.00 | 0.00 | 0 | 2,200.00 |
| 5100.4015.0000 | Fire & Safety System Maint. | 577.30 | 577.30* | 192 | 1,800.00 |
| 5100.4020.0000 | Grounds Maintenance | 0.00 | 70.00 | 4 | 11,000.00 |
| 5100.4025.0000 | Supplies & Cleaning Materials | 355.12 | 355.12 | 67 | 3,200.00 |
| 5100.4030.0000 | Kitchen Maintenance | (18.90) | 333.44 | 100 | 2,000.00 |
| 5100.4035.0000 | Vending Machines | 0.00 | 0.00 | | |
| 5100.4050.0000 | Electricity | 1,668.94 | 1,668.94 | 44 | 23,000.00 |
| 5100.4055.0000 | Gas | 1,418.37 | 2,723.37* | 163 | 10,000.00 |
| 5100.4060.0000 | Water & Sewer | 798.28 | 1,698.96* | 107 | 9,500.00 |
| 5100.4065.0000 | Refuse Collection | 282.04 | 564.08* | 103 | 3,300.00 |
| | Property Expense | \$6,620.79 | \$10,211.27 | 77 | \$80,000.00 |
| 5100.4080.0000 | Payroll Preparation | 73.19 | 255.78* | 128 | 1,200.00 |
| 5100.4082.0000 | Bank Fees | 61.04 | 306.62* | 167 | 1,100.00 |
| 5100.4086.0000 | Audit Fees | 0.00 | 0.00 | 0 | 1,200.00 |
| | Stewardship Expense | \$134.23 | \$562.40 | 96 | \$3,500.00 |
| 5100.4101.0000 | Church Develop - Limete | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4110.0000 | Mission Giving | 0.00 | 0.00 | 0 | 32,000.00 |
| 5100.4120.0000 | Theological Education Fund | 0.00 | 0.00 | | |
| 5100.4121.0000 | Field Missionary Support | 0.00 | 0.00 | | |
| 5100.4122.0000 | Congo Maternity Hospital | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4123.0000 | Congo-Mark Shreiber School | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4125.1000 | Ticul Scholarship & Staff | 0.00 | 0.00 | | |
| 5100.4125.2000 | Ticul - Material | 0.00 | 0.00 | | |
| 5100.4125.5000 | Youth - Mission Trips- 1/3 | 0.00 | 0.00 | | |
| 5100.4128.0000 | Disaster Response | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4130.0000 | Massanetta support | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4132.0000 | Miscellaneous expenses | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4134.0000 | Clean Water Project | 0.00 | 400.00 | 28 | 8,500.00 |
| 5100.4135.0000 | Mogodeshu Hospital Project | 0.00 | 0.00 | 0 | 500.00 |
| 5100.4136.0000 | American Indian Children School Support | 0.00 | 0.00 | | |

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of February 2020 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|-------------------------------|---------------------------------|----------------------------|-----------------------------|-----------------|----------------------|
| Witness/Global Mission | | \$0.00 | \$400.00 | 5 | \$44,000.00 |
| 5100.4200.0000 | Special Music Programs | 20.00 | 375.59 | 64 | 3,500.00 |
| 5100.4205.0000 | Music Literature(all sevice | 37.24 | 219.74 | 73 | 1,800.00 |
| 5100.4215.0000 | Robe Maintenance/Cleaning | 0.00 | 0.00 | | |
| 5100.4220.0000 | Workshops/Memberships/licensing | 0.00 | 0.00 | 0 | 1,600.00 |
| 5100.4225.0000 | Substitute Organist | 0.00 | 0.00 | 0 | 1,200.00 |
| 5100.4230.0000 | Music/Pulpit Honoraria | 0.00 | 0.00 | 0 | 1,000.00 |
| 5100.4232.0000 | Section Leaders | 1,382.00 | 2,538.00* | 109 | 14,000.00 |
| 5100.4236.0000 | Seasonal Decor | 0.00 | 0.00 | 0 | 400.00 |
| 5100.4240.0000 | Usher Supplies/Cleaning | 0.00 | 0.00 | 0 | 400.00 |
| 5100.4245.0000 | Communion Supplies | 0.00 | 0.00 | 0 | 300.00 |
| 5100.4250.0000 | Supplies/Equipment | 19.99 | 133.29* | 133 | 600.00 |
| 5100.4251.0000 | Children's Choir Supplies | 5.55 | 30.89 | 19 | 1,000.00 |
| 5100.4255.0000 | Keyboard Instr. Maintenance | 0.00 | 0.00 | 0 | 900.00 |
| 5100.4260.0000 | Audio/Visual | 0.00 | 0.00 | 0 | 250.00 |
| 5100.4265.0000 | Handbell Maintenance | 0.00 | 0.00 | | |
| 5100.4270.0000 | Praise Team Drummer | 160.00 | 286.00 | 54 | 3,200.00 |
| 5100.4275.0000 | DoMM Continuing Education | 0.00 | 0.00 | 0 | 1,500.00 |
| Worship Expense | | \$1,624.78 | \$3,583.51 | 68 | \$31,650.00 |
| Total Expenses | | \$55,787.93 | \$109,463.41 | 89 | \$739,970.00 |
| Difference | | <u>(\$1,149.69)</u> | <u>(\$10,990.07)</u> | | <u>\$0.00</u> |

* = Income/Expense exceeds amount budgeted to date

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of December 31, 2019

Sunday, March 15, 2020

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| Account # | Account Name | YTD Balance |
|---------------------|---|-----------------------|
| 1100.1000.0000 | General Fund - Petty Cash | 100.09 |
| 1100.1500.0000 | Preschool Petty Cash | 200.00 |
| 1100.2000.0000 | Towne Bank Checking | 232,034.94 |
| 1100.2100.0000 | Towne Bank Money Market | 93,250.41 |
| 1100.2300.0000 | Langley Federal Credit Union Savings | 25.00 |
| 1100.2400.0000 | Langley Federal Credit Union Money Market | 256,811.80 |
| | Cash Assets | \$582,422.24 |
| 1100.2525.0000 | Union Bank 5110762150(6/21/2020)2.4% | 55,197.27 |
| 1100.2527.0000 | Union Bank 5110681024 (11/12/2020) 2.5% | 61,925.53 |
| 1100.2528.0000 | Union Bank 5110754383 (12/15/2020)2.5% | 31,872.99 |
| 1100.2529.0000 | Union Bank 5110771861 11/30/2020)2.5% | 50,783.39 |
| 1100.2622.0000 | Union Bank 118320425(06/07/2020)2.20% | 31,100.56 |
| 1100.2766.0000 | Towne632084227(01/15/2020)1.49% | 65,256.52 |
| 1100.2767.0000 | Towne632077972(1/20/2020)1.49% | 57,759.48 |
| | Investment Assets | \$353,895.74 |
| 1100.4100.0000 | Endowment MM TowneBank | 21,028.71 |
| 1100.4500.0000 | TD Ameritrade | 6,049.21 |
| 1100.4600.0000 | Charles Schwab | 590,256.34 |
| | Endowment Assets | \$617,334.26 |
| | | \$1,553,652.24 |
| Fund Balance | | |
| 3100.0000.0000 | General Fund | 297,281.08 |
| 3100.5000.0000 | Pastor's Cont Educ Fund | 976.58 |
| 3100.7000.0000 | Assoc Pastor Cont Educ Fund | 2,480.69 |
| 3200.0000.0000 | Non-Budget Fund | 3,314.35 |
| 3200.0200.0000 | Minister's Special Benevolence | 2,325.77 |
| 3200.4430.0000 | Wedding Fund | 85.65 |
| 3200.5000.0000 | Food Pantry Fund | 12,298.26 |
| 3300.0000.0000 | Preschool Fund | 116,774.15 |
| 3400.0000.0000 | Educational Fund | 4,289.77 |
| 3400.1000.1000 | Library Fund | 657.15 |
| 3400.1100.0000 | Youth Ministries Fund | 3,202.04 |
| 3400.1110.0000 | Youth Mission Trips | 23,218.09 |
| 3400.1120.0000 | Adult Mission Trip Fund | 2,939.00 |
| 3500.0000.0000 | Property Fund | 95,519.61 |
| 3500.0210.0000 | Transportation Fund Balance | 24,447.50 |
| 3500.0300.0000 | Operations Reserve Fund Balance | 38,262.55 |
| 3500.0700.0000 | Columbarium Fund | 45,403.14 |
| 3600.0000.0000 | Music Fund | 66,710.21 |
| 3600.0100.0000 | Organ Fund | 64,235.62 |
| 3600.1000.1000 | Handbell | 1,686.87 |
| 3700.0500.0000 | Session Operating Fund | (456.70) |
| 3700.1000.0000 | Sanctuary Renovation Fund 2020 Balance | 67,680.00 |
| 3800.0000.0000 | Scholarship Fund | 2,244.70 |
| 3800.2000.0000 | Minister Loan Fund | 30,027.39 |
| 3800.4000.0000 | Missions Fund | 13,025.62 |
| 3800.5000.0000 | Earnings Fund | 8,831.93 |
| | General & Special Funds | \$927,461.02 |
| 3900.0000.0000 | Endowment Fund | 469,494.85 |
| 3900.3100.0000 | Edna E Etheridge Fund Fund | 133,801.12 |

Bayside Presbyterian Church - Virginia Beach VA
Balance Sheet as of December 31, 2019

Sunday, March 15, 2020

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| Account # | Account Name | YTD Balance |
|----------------|---|------------------------------|
| 3900.9000.0000 | Qtrly Endow Earnings Fund | 7,989.08 |
| | Endowment Funds | \$611,285.05 |
| 3200.0400.0000 | Louise Robinson Benevolence Fund Balance | 5,000.00 |
| 3800.1005.0000 | William & Rhonda Bertholf Education Fund Balance | 9,906.17 |
| | Total Fund Balance | \$1,553,652.24 |
| | Total Liabilities and Fund Balance | <u>\$1,553,652.24</u> |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2019 for General Fund

Sunday, March 15, 2020 3:59 PM

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|-----------------------------------|---------------------|----------------------|-----------------|---------------------|
| Income | | | | | |
| 4100.0000.0000 | Pledge Offering | 116,882.21 | 582,843.87 | 100 | 584,748.00 |
| 4100.0100.0000 | Non-pledged Offering | 16,024.00 | 104,743.76* | 105 | 100,000.00 |
| 4100.0200.0000 | Visitor Offering | 654.55 | 1,971.84 | 79 | 2,500.00 |
| 4100.0300.0000 | Loose Cash Offering | 2,307.90 | 11,071.50* | 138 | 8,000.00 |
| 4100.0400.0000 | Church School Offering | 0.00 | 28.00* | 0 | 0.00 |
| 4100.0500.0000 | Envelope Offering | 0.00 | 296.00 | 99 | 300.00 |
| | Regular Offerings | \$135,868.66 | \$700,954.97* | 101 | \$695,548.00 |
| 4100.1000.0000 | Interest/Investment Inc. | 14,849.08 | 14,849.08* | 191 | 7,760.00 |
| | Net Investment Income | \$14,849.08 | \$14,849.08* | 191 | \$7,760.00 |
| 4100.1100.0000 | Overhead Donation | 1,070.00 | 12,840.00 | 97 | 13,200.00 |
| 4100.2100.0000 | Soft Drinks/Coffee Inc. | 0.00 | 123.87 | 41 | 300.00 |
| 4100.2200.0000 | Tenant Donations | 1,445.00 | 10,155.00* | 113 | 9,000.00 |
| | Other Income | \$2,515.00 | \$23,118.87* | 103 | \$22,500.00 |
| 4100.1101.0000 | Preschool DoMM Donation | 276.25 | 2,535.00* | 163 | 1,560.00 |
| 4100.8888.8888 | Restricted Fund Budget Supplement | 0.00 | 0.00 | | |
| 4100.9999.9999 | G/F ROLLOVER | 0.00 | 0.00 | 0 | 17,066.00 |
| | Total Income | \$153,508.99 | \$741,457.92 | 100 | \$744,434.00 |
| Expense | | | | | |
| 5100.1000.0000 | Salary - Minister | 8,516.54 | 102,198.37 | 100 | 102,346.00 |
| 5100.1005.0000 | Salary - Associate Pastor | 4,810.17 | 57,954.46* | 100 | 57,954.00 |
| 5100.1010.0000 | Salary - Director of Music | 4,318.86 | 51,826.32* | 100 | 51,826.00 |
| 5100.1011.0000 | Salary - Praise Team Music | 910.92 | 11,164.20* | 102 | 10,931.00 |
| 5100.1015.0000 | Salary - Dir Educ Min | 3,333.35 | 40,000.20* | 100 | 40,000.00 |
| 5100.1020.0000 | Salary - Church Secretary | 2,523.40 | 32,173.10 | 98 | 32,786.00 |
| 5100.1022.0000 | Salary - PT Bookkeeper | 275.00 | 1,575.00* | 137 | 1,150.00 |
| 5100.1023.0000 | Salary -Part Time Receptionist | 0.00 | 0.00 | | |
| 5100.1030.0000 | Salary - Nursery | 1,053.50 | 8,990.00 | 95 | 9,500.00 |
| 5100.1031.0000 | Salary - Bldg/Grnds Super | 3,049.11 | 36,589.32* | 100 | 36,589.00 |
| 5100.1032.0000 | Custodian A | 839.04 | 12,014.28 | 92 | 13,045.00 |
| 5100.1035.0000 | Employer Social Security | 1,073.11 | 13,186.25 | 98 | 13,398.00 |
| | Salary Expense | \$30,703.00 | \$367,671.50 | 99 | \$369,525.00 |
| 5100.0100.0000 | Office Supplies | 129.87 | 4,253.53* | 137 | 3,100.00 |
| 5100.0105.0000 | Postage Exp. 2 | 259.70 | 1,667.93 | 83 | 2,000.00 |
| 5100.0110.0000 | Postage Meter Lease | 0.00 | 432.00 | 86 | 500.00 |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2019 for General Fund

Sunday, March 15, 2020 3:59 PM

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|-------------------------------------|--------------------|---------------------|-----------------|---------------------|
| 5100.0115.0000 | Copier Lease/Maintenance | 1,538.40 | 10,345.73* | 108 | 9,600.00 |
| 5100.0120.0000 | Internet Expense | 315.00 | 3,768.15* | 126 | 3,000.00 |
| 5100.0125.0000 | Other Office Equipment | 0.00 | 0.00 | | |
| 5100.0126.0000 | Office Equipment Repair | 0.00 | 250.00 | 25 | 1,000.00 |
| 5100.0130.0000 | Telephone Service | 242.49 | 2,660.66 | 92 | 2,900.00 |
| 5100.0155.0000 | Phone Message System | 90.00 | 1,115.00* | 109 | 1,020.00 |
| 5100.0157.0000 | Staff Appreciation | 0.00 | 0.00 | 0 | 500.00 |
| 5100.0158.0000 | Staff Travel | 0.00 | 0.00 | | |
| 5100.0160.0000 | Worker's Comp Insurance | 0.00 | 2,367.11 | 79 | 3,000.00 |
| 5100.0165.0000 | Property & Liability Ins | 9,945.00 | 10,445.00* | 107 | 9,750.00 |
| 5100.0175.0000 | Computer Equip/Software | 0.00 | 5,809.89 | 89 | 6,500.00 |
| 5100.0180.0000 | Beneflex | 0.00 | 0.00 | | |
| | Office Administration | \$12,520.46 | \$43,115.00* | 101 | \$42,870.00 |
| 5100.1040.0000 | Benefits - Minister | 2,943.92 | 35,697.04* | 100 | 35,697.00 |
| 5100.1041.0000 | Benefits - Minister's Supplemental | 0.00 | 0.00 | | |
| 5100.1045.0000 | Benefits - Assoc Pastor | 1,659.94 | 19,919.28 | 98 | 20,289.00 |
| 5100.1050.0000 | Benefits - Director of Music | 388.39 | 4,411.51 | 94 | 4,686.00 |
| 5100.1051.0000 | Director of MM Insurance Opt Out | 250.00 | 3,000.00 | 100 | 3,000.00 |
| 5100.1055.0000 | Benefits - Dir of Educ Min | 882.79 | 10,880.14* | 103 | 10,607.00 |
| 5100.1061.1000 | Benefits - Church Secretary | 831.73 | 10,005.76 | 100 | 10,006.00 |
| 5100.1064.0000 | Benefits - Bldg/Grnds Supe | 889.17 | 10,695.04* | 100 | 10,695.00 |
| | Benefits Expense | \$7,845.94 | \$94,608.77 | 100 | \$94,980.00 |
| 5100.1065.0000 | Prof. Exp. - Minister | 1,053.82 | 3,735.90 | 93 | 4,000.00 |
| 5100.1066.0000 | Cont Ed - Minister | 976.58 | 2,500.00 | 100 | 2,500.00 |
| 5100.1070.0000 | Prof. Exp. -Assoc Pastor | 182.17 | 1,994.83 | 66 | 3,000.00 |
| 5100.1071.0000 | Cont Ed - Assoc Pastor | 1,311.14 | 1,500.00 | 100 | 1,500.00 |
| 5100.1075.0000 | Prof. Exp. - Dir. Music | 245.33 | 1,736.16 | 74 | 2,350.00 |
| 5100.1080.0000 | Prof Exp - Dir of Educ Min | 0.00 | 65.51 | 3 | 2,350.00 |
| 5100.1085.0000 | Prof.Exp - Administrator | 0.00 | 233.11 | 52 | 450.00 |
| | Professional Expense | \$3,769.04 | \$11,765.51 | 73 | \$16,150.00 |
| | Total Administrative Expense | \$54,838.44 | \$517,160.78 | 99 | \$523,525.00 |
| 5100.2001.0000 | Beach Health Clinic | 0.00 | 400.00 | 100 | 400.00 |
| 5100.2005.0000 | Dwelling Place | 0.00 | 0.00 | | |
| 5100.2009.0000 | Samaritan House | 0.00 | 2,400.00 | 100 | 2,400.00 |
| 5100.2010.0000 | Good News Jail & Prison Minist | 0.00 | 500.00 | 100 | 500.00 |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2019 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|---|-------------------|--------------------|-----------------|--------------------|
| 5100.2013.0000 | St. Columba Ministries | 0.00 | 10,400.00 | 100 | 10,400.00 |
| 5100.2021.0000 | Judeo-Christian Outreach Cente | 0.00 | 2,800.00 | 100 | 2,800.00 |
| 5100.2027.0000 | Seton Youth Shelter | 0.00 | 500.00 | 100 | 500.00 |
| 5100.2029.0000 | Volunters of America | 0.00 | 0.00 | | |
| 5100.2030.0000 | Human Kind | 0.00 | 1,600.00 | 100 | 1,600.00 |
| 5100.2033.0000 | Winter Shelter Program | 166.24 | 166.24 | 42 | 400.00 |
| 5100.2038.0000 | Faith Works Coalition | 0.00 | 2,400.00 | 100 | 2,400.00 |
| 5100.2039.0000 | Virginia Supportive Housing-Crescent Square | 0.00 | 2,800.00 | 100 | 2,800.00 |
| 5100.2041.0000 | Project Activity | 66.33 | 284.75 | 36 | 800.00 |
| | Community Service Expense | \$232.57 | \$24,250.99 | 97 | \$25,000.00 |
| 5100.2055.0000 | Fellowship | 0.00 | 1,570.38 | 92 | 1,700.00 |
| 5100.2060.0000 | Card Ministry | 0.00 | 0.00 | 0 | 100.00 |
| 5100.2063.0000 | Bereavement Team | 0.00 | 196.57 | 26 | 750.00 |
| 5100.2070.0000 | Stephen Ministry | 23.80 | 231.90 | 52 | 450.00 |
| | Congregational Care Expense | \$23.80 | \$1,998.85 | 67 | \$3,000.00 |
| 5100.3000.0000 | Equipment/ | 0.00 | 0.00 | 0 | 750.00 |
| 5100.3001.0000 | Supplies | 84.33 | 201.79 | 10 | 2,000.00 |
| 5100.3003.0000 | DCE Conferences | 0.00 | 588.20 | 47 | 1,250.00 |
| 5100.3005.0000 | Curriculum | 929.93 | 3,516.72* | 110 | 3,200.00 |
| 5100.3006.0000 | Background_ Checks | 0.00 | 70.00 | 70 | 100.00 |
| 5100.3010.0000 | Library | 0.00 | 0.00 | 0 | 200.00 |
| 5100.3013.0000 | First Fridays | (288.85) | 973.65 | 65 | 1,500.00 |
| 5100.3014.0000 | MOPS | (352.50) | 2,284.56* | 127 | 1,800.00 |
| 5100.3015.0000 | Vacation Bible School Exp. | 162.91 | 3,358.49 | 88 | 3,800.00 |
| 5100.3022.0000 | Nursery | 0.00 | 23.92 | 8 | 300.00 |
| 5100.3040.0000 | MS Ministry | 6.35 | 187.67 | 27 | 700.00 |
| 5100.3041.0000 | HS Ministry | 13.86 | 164.05 | 33 | 500.00 |
| 5100.3042.0000 | Confirmation | 0.00 | 480.62* | 160 | 300.00 |
| 5100.3043.0000 | Children's Ministry | 119.46 | 1,004.33 | 84 | 1,200.00 |
| 5100.3045.0000 | Publicity/Promotion | 180.00 | 1,038.67 | 58 | 1,800.00 |
| | Education Expense | \$855.49 | \$13,892.67 | 72 | \$19,400.00 |
| 5100.3505.0000 | New Visitor Materials | 0.00 | 140.24 | 28 | 500.00 |
| 5100.3525.0000 | Evangelism Materials | 0.00 | 1,447.56* | 290 | 500.00 |
| 5100.3531.0000 | Evangelistic Events | 0.00 | 0.00 | 0 | 500.00 |
| 5100.3540.0000 | Living Nativity | 2,009.60 | 2,009.60 | 67 | 3,000.00 |
| | Evangelism Expense | \$2,009.60 | \$3,597.40 | 80 | \$4,500.00 |

Bayside Presbyterian Church - Virginia Beach VA
Treasurer's Report as of December 2019 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|---|--------------------|--------------------|-----------------|--------------------|
| 5100.4000.0000 | Building Maintenance | 3,076.33 | 13,887.86* | 132 | 10,500.00 |
| 5100.4001.0000 | HVAC Maintenance | 619.68 | 8,166.27* | 130 | 6,300.00 |
| 5100.4005.0000 | Van Ops/Maint | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4010.0000 | Exterminating Service | 0.00 | 1,368.00 | 55 | 2,500.00 |
| 5100.4015.0000 | Fire & Safety System Maint. | 100.00 | 4,991.65* | 250 | 2,000.00 |
| 5100.4020.0000 | Grounds Maintenance | 65.00 | 8,969.58 | 64 | 13,959.00 |
| 5100.4025.0000 | Supplies & Cleaning Materials | 587.99 | 3,422.75 | 86 | 4,000.00 |
| 5100.4030.0000 | Kitchen Maintenance | 0.00 | 1,318.03 | 66 | 2,000.00 |
| 5100.4035.0000 | Vending Machines | 0.00 | 0.00 | | |
| 5100.4050.0000 | Electricity | 3,396.82 | 24,415.89 | 96 | 25,500.00 |
| 5100.4055.0000 | Gas | 1,032.96 | 7,982.98 | 73 | 11,000.00 |
| 5100.4060.0000 | Water & Sewer | 721.46 | 9,145.11 | 91 | 10,000.00 |
| 5100.4065.0000 | Refuse Collection | 542.04 | 3,636.62* | 121 | 3,000.00 |
| | Property Expense | \$10,142.28 | \$87,304.74 | 96 | \$90,759.00 |
| 5100.4080.0000 | Payroll Preparation | 70.74 | 1,011.53 | 96 | 1,050.00 |
| 5100.4082.0000 | Bank Fees | 85.95 | 952.09* | 173 | 550.00 |
| 5100.4086.0000 | Audit Fees | 0.00 | 1,200.00 | 86 | 1,400.00 |
| | Stewardship Expense | \$156.69 | \$3,163.62* | 105 | \$3,000.00 |
| 5100.4101.0000 | Church Develop - Limete | 165.00 | 540.00* | 108 | 500.00 |
| 5100.4110.0000 | Mission Giving | 8,000.00 | 32,000.00 | 100 | 32,000.00 |
| 5100.4120.0000 | Theological Education Fund | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4121.0000 | Field Missionary Support | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4122.0000 | Congo Maternity Hospital | 145.00 | 520.00* | 104 | 500.00 |
| 5100.4123.0000 | Congo-Mark Shreiber School | 145.00 | 520.00* | 104 | 500.00 |
| 5100.4125.1000 | Ticul Scholarship & Staff | 3,000.00 | 3,000.00* | 0 | 0.00 |
| 5100.4125.2000 | Ticul - Material | 0.00 | 0.00 | 0 | 2,000.00 |
| 5100.4125.5000 | Youth - Mission Trips- 1/3 | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4128.0000 | Disaster Response | 0.00 | 0.00 | 0 | 0.00 |
| 5100.4130.0000 | Massanetta support | 0.00 | 500.00 | 100 | 500.00 |
| 5100.4132.0000 | Miscellaneous expenses | 0.00 | 155.29 | 31 | 500.00 |
| 5100.4134.0000 | Clean Water Project | (2,901.86) | 9,380.26* | 134 | 7,000.00 |
| 5100.4135.0000 | Mogodeshu Hospital Project | 145.00 | 520.00* | 104 | 500.00 |
| 5100.4136.0000 | American Indian Children School Support | 0.00 | 0.00 | 0 | 4,000.00 |
| | Witness/Global Mission | \$8,698.14 | \$47,135.55 | 98 | \$48,000.00 |
| 5100.4200.0000 | Special Music Programs | 2,272.63 | 4,943.42* | 141 | 3,500.00 |
| 5100.4205.0000 | Music Literature(all sevices) | 52.62 | 1,583.06* | 106 | 1,500.00 |

Bayside Presbyterian Church - Virginia Beach VA
 Treasurer's Report as of December 2019 for General Fund

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| Account # | Account Name | Period Activity | YTD Balance | % of Budget YTD | Annual Budget |
|----------------|---------------------------------|--------------------|---------------------|-----------------|---------------------|
| 5100.4215.0000 | Robe Maintenance/Cleaning | (1,246.65) | 500.00 | 100 | 500.00 |
| 5100.4220.0000 | Workshops/Memberships/licensing | 110.00 | 1,493.25* | 107 | 1,400.00 |
| 5100.4225.0000 | Substitute Organist | 0.00 | 900.00 | 75 | 1,200.00 |
| 5100.4230.0000 | Music/Pulpit Honoraria | 1,400.00 | 1,400.00* | 140 | 1,000.00 |
| 5100.4232.0000 | Section Leaders | 1,890.00 | 14,020.00* | 140 | 10,000.00 |
| 5100.4236.0000 | Seasonal Decor | 0.00 | 54.44 | 14 | 400.00 |
| 5100.4240.0000 | Usher Supplies/Cleaning | 153.20 | 153.20 | 38 | 400.00 |
| 5100.4245.0000 | Communion Supplies | 0.00 | 169.29 | 56 | 300.00 |
| 5100.4250.0000 | Supplies/Equipment | 97.34 | 930.47* | 155 | 600.00 |
| 5100.4251.0000 | Children's Choir Supplies | 0.00 | 599.19 | 100 | 600.00 |
| 5100.4255.0000 | Keyboard Instr. Maintenance | 0.00 | 450.60 | 50 | 900.00 |
| 5100.4260.0000 | Audio/Visual | 0.00 | 89.21 | 36 | 250.00 |
| 5100.4265.0000 | Handbell Maintenance | 66.36 | 301.47* | 0 | 0.00 |
| 5100.4270.0000 | Praise Team Drummer | 320.00 | 2,570.00 | 80 | 3,200.00 |
| 5100.4275.0000 | DoMM Continuing Education | 0.00 | 621.70 | 41 | 1,500.00 |
| | Worship Expense | \$5,115.50 | \$30,779.30* | 113 | \$27,250.00 |
| | Total Expenses | \$82,072.51 | \$729,283.90 | 98 | \$744,434.00 |
| | Difference | \$71,436.48 | \$12,174.02 | | \$0.00 |

* = Income/Expense exceeds amount budgeted to date

Church Policy and Procedure Reviews

The below table contains the policies and procedures currently in effect in Bayside Presbyterian Church. Note that there is a distinct difference between a policy and a set of procedures. Policies reflect Session or Corporation directed processes. Procedures are written where guidelines only are required to maintain awareness of a routine process that may from time to time be changed, for example Food Pantry or Lay Reader Procedures. Policies and procedures both serve as the approved processes for conduct events within the church and provide guidance for the church officers, Ministries, congregation members as well as non-members in the conduct of routine business or events in our church. These documents are currently available on the church website or in hard copy in the office for reference.

All policies and procedures are approved by the Session. Regardless of the current content, the existing policies are the approved versions and must be kept current if they are to be of value. If they are thought to be out of date, the policy and any decision recommended that is not in accordance with the policy must be approved by the Session as “an exception to policy”. When updating a policy, the final draft should be reviewed by the Ministry and other involved congregation members by way of email correspondence or at a Ministry meeting. The final policy will be presented to the Session for approval.

While a policy may not be able to address every possible situation, it should be encompassing for normal operations in the church. Exceptions to policy, anticipated that they will be kept to a minimum, must be addressed and approved by the Session. A statement regarding the process for requesting an exception to policy should be included at the end of every policy document.

Each of the below policy or procedure reviews should be included as a standing agenda item for each Ministry meeting until they are current. The status of the reviews should be included in the monthly Ministry minutes.

| Responsible Ministry | Policy or Procedure Name | Current Version | Comments / Updates since last month in Red |
|----------------------|--|-----------------|---|
| Admin Support | Personnel Policies & Procedures | 2017 | |
| Admin Support | Manual of Administrative Operations | 2016 | |
| Admin Support | Sexual Misconduct Policy | 2016 | |
| Admin Support | Child and Youth Protection Policy | 2017 | |
| Christian Education | Library Procedures | 2015 | |
| Christian Education | Transportation Policy | 2015 | |
| Community Service | Food Pantry Procedures | 2015 | |
| Congregational Care | Bereavement Reception Procedures | 2016 | |
| Congregational Care | Visitation/Shepherding Program Procedures | New | |
| Congregational Care | Active Membership Policy | 2016 | |
| Property | Building Use Policy | 2018 | |
| Property | Memorial Garden and Columbarium Rules & Procedures | 2015 | |
| Stewardship | Mission Trip Funding Policy | 2015 | |
| Stewardship | Stewardship and Fundraising Policy | 2016 | |
| Stewardship | Operating Rules and Investment Policy for the Endowment Fund Committee | 2015 | |
| Stewardship | Terms of the Endowment Fund and Endowment Committee | 2015 | |
| Stewardship | Corporate By-Laws | 2013 | |
| Stewardship | Credit Card Points Usage Policy | 2016 | |
| Stewardship | Priorities Plan – 2020 Vision | 2017 | |
| Worship | Funeral Policy | 2016 | |
| Worship | Wedding Policy | 2015 | Update in progress based on August wedding experience |
| Worship | Lay Reader Guidelines | 2015 | |