

The Cathedral Church of St. Luke
Minutes of the Finance Committee Meeting
November 19, 2024

The meeting was held in person, with Connie Bingham and Tim Wilkins on Zoom

Present: Interim Dean George Stevens, Chair John Watson, Senior Warden Sam Allen, Junior Warden Jamie Cough, Treasurer Randi Hogan, Connie Bingham, Jane Briggs, Fred Fowler, Philip Hamilton, Tim Wilkins and Dan McDonald.

Absent: Win Winch

Call to Order, Opening Prayer, Minutes. The meeting was called to order at 4:30 p.m. by the Chair. The Interim Dean offered an opening prayer. The minutes of the October 15, 2024 meeting, as revised, upon motion duly made and seconded, were **approved**.

Building Issues. Junior Warden Jamie Cough reported that he was awaiting a report on the condition of the Tower roof so that maintenance, if any is needed, can be performed before winter. The updated security system is installed and should be operational by Thanksgiving. He discussed a proposed Building budget for 2025 of approximately \$155,000, which includes a contribution to the Building Reserve account of \$20,000. His proposed budget for 2025 is about \$15,000 less than the 2024 Building budget. He will also present a “hopes and dreams” budget, should money become available.

Financials and Treasurer’s Report through October 2024. Randi Hogan reported that through October 2024, revenues were \$575,993.36, expenses were \$691,117.77, and net income (loss) was (\$115,124.41). She called attention to the relatively low cash position of the Cathedral. Discussion. The conclusion was that we should make it through 2024, but cash will become an issue in 2025. This is Nina Anderson’s last week as Financial Administrator. Wendy Kopera has started this week, overlapping with Nina.

Stewardship. Randi reported that the Stewardship Campaign is on track for InGathering Sunday December 1, the first Sunday in Advent. The Interim Dean will have a conversation about money during each of the services before then. So far, 61 households have pledged approximately \$220,000 for 2025.

Budget. Randi announced that leadership has continued to meet to discuss the 2025 budget, and she distributed an updated Overview, attached. The biggest category of expense is personnel; non-personnel expense should be slightly lower in 2025 than was budgeted in 2024. Randi anticipates that the 2025 budget will reflect a deficit of about \$100-150,000. George pointed out that it will probably not be possible to have a full-time assistant clergy person until 2026. The Cathedral’s expenses are largely fixed, it needs to increase its income.

Financial Reviews. John Watson reported that Philip Hamilton and Connie Bingham would perform the internal review for 2023.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,
Dan McDonald

Attachments: Treasurer’s Financial Reports; 2025 Budget Planning Overview.

Cathedral Church of St. Luke
Portland, Maine

Treasurer's Report - November 17, 2024

Randi Hogan, Treasurer

This report covers our financial position as of October 31, 2024.

Overall Financial Position: As of October 31, 2024, the Cathedral's total assets stand at \$4,271,051.82 with \$364,655.96 in cash and \$3,906,395.86 in investments. Our total liabilities are \$4,000 (a pre-paid 2025 pledge), resulting in a net asset position of \$4,267,051.82.

Through October, our revenues were \$575,993.36, expenses were \$691,117.77, and net income (loss) was (\$115,124.41).

Income: In October, we received total income of \$50,136.71. Key income sources were:

- Pledges and contributions: \$32,445.06
- Transfer from endowment: \$13,428.88

As of October 31, we had received \$317,342 of 2024 pledge commitments and \$22,017 of non-pledge contributions. Among the 2024 pledge commitments, \$222,660 is from 67 households who have fulfilled their 2024 pledges. Outstanding pledge commitments total \$67,090. A mailed reminder and request for pledge payments is planned this month.

Expenses: Total expenses for September were \$64,692.14, which included:

- Pastoral leadership: \$20,563.25
- Administration: \$14,497.22
- Facilities and maintenance: \$9,266.03

We had three payroll periods and paid the second half of our property tax in October.

Budget Performance: Year-to-date, our income is 77% of budget, while expenses are just shy of 81%.

Net Assets Breakdown: Our net assets of \$4,267,051.82 are categorized as follows:

1. Unrestricted operating fund: \$86,192.54
2. Endowed funds: \$3,906,395.86
3. Church designated funds: \$190,435.63
4. Donor designated funds: \$84,027.79

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St. Luke's Cathedral
Treasurer's Report

Date Range: Oct 1st 2024 - Oct 31st 2024 | Filtered by: Core Account

Accounts	Actual Oct 01, 2024 - Oct 31, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Revenues					
6002 Transfers from Endowment	13,428.88	134,288.80	161,147.00	26,858.20	124,026.90
Contribution Revenue					
4010 Pledges - current year	29,880.28	317,341.99	425,000.00	107,658.01	347,098.62
4011 Pledges - prior year	300.00	2,946.90	5,000.00	2,053.10	4,811.75
4012 Non Pledge contributions	1,472.71	22,017.10	28,000.00	5,982.90	16,576.57
4020 Plate contributions	792.07	8,033.14	14,000.00	5,966.86	9,398.04
4030 Special Collections	0.00	4,661.00	4,000.00	(661.00)	3,856.00
Total Contribution Revenue	32,445.06	355,000.13	476,000.00	120,999.87	381,740.98
Rental Revenue					
4110 Rent - parking	400.00	12,452.50	10,000.00	(2,452.50)	12,442.50
4115 Rent - Building	420.00	18,552.50	30,000.00	11,447.50	23,477.00
Total Rental Revenue	820.00	31,005.00	40,000.00	8,995.00	35,919.50
Other Operating Revenue					
4210 Codman Trust Revenue	0.00	12,335.78	13,613.00	1,277.22	14,046.07
4215 Hamlin Trust Revenue	0.00	4,823.48	5,448.00	624.52	5,627.18
4220 Music Program Revenue	68.00	521.01	2,000.00	1,478.99	5,753.00
4231 Community Kitchen Rental Fees	0.00	747.50	0.00	(747.50)	7,986.05
4240 Diocesan Use of Church	2,947.59	29,475.90	35,371.00	5,895.10	26,528.31
4245 Grants from Diocese	0.00	0.00	0.00	0.00	4,000.00
4246 Interest Income - Operating	427.18	6,866.70	4,000.00	(2,866.70)	5,852.34
Total Other Operating Revenue	3,442.77	54,770.37	60,432.00	5,661.63	69,792.95
Fundraising Revenue					
4310 Holiday Fair Receipts	0.00	84.06	10,000.00	9,915.94	0.00
4320 Other Fundraising Receipts	0.00	460.00	0.00	(460.00)	248.66
4330 Community Suppers	0.00	385.00	0.00	(385.00)	215.00
Total Fundraising Revenue	0.00	929.06	10,000.00	9,070.94	463.66
Total Revenues	\$ 50,136.71	\$ 575,993.36	\$ 747,579.00	\$ 171,585.64	\$ 611,943.99
Expenses					
Pastoral Leadership					
5001 Dean's Salary	7,730.76	55,403.78	67,000.00	11,596.22	34,652.64
5002 Dean's Housing Allowance	6,115.38	43,826.89	53,000.00	9,173.11	8,307.63
5003 Dean's Pension	1,800.00	18,000.00	21,600.00	3,600.00	8,050.52
5004 Dean's Benefits	3,646.00	36,460.00	44,574.00	8,114.00	3,183.27
5005 Dean's Expenses	0.00	0.00	1,000.00	1,000.00	565.71
5006 Dean's Continuing Education	0.00	640.00	0.00	(640.00)	0.00
5007 Interim Dean's Package	0.00	0.00	0.00	0.00	9,936.88
5008 Dean Search Expenses	0.00	4,000.00	20,000.00	16,000.00	20,000.00
5009 Pastoral Leadership Background Checks	0.00	0.00	500.00	500.00	715.00
5010 Canon Priest Salary	0.00	0.00	0.00	0.00	20,000.00
5020 Deacon's Support	0.00	385.88	750.00	364.12	2,500.00
5025 Staff Clergy	0.00	4,045.98	8,092.00	4,046.02	6,345.36
5026 Staff Clergy Pension	0.00	630.17	1,568.00	937.83	1,478.50
5030 Clergy SE	1,059.21	7,900.53	7,328.00	(572.53)	3,758.73
5031 Supply Clergy	211.90	748.80	0.00	(748.80)	0.00
5032 Supply Clergy Mileage Reimb	0.00	47.88	0.00	(47.88)	0.00
5033 Sabbatical Coverage	0.00	0.00	0.00	0.00	11,025.00
Total Pastoral Leadership	20,563.25	172,089.91	225,412.00	53,322.09	130,519.24

Accounts	Actual Oct 01, 2024 - Oct 31, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Program Expenses					
Music					
5120 Music Director Salary	7,694.01	53,757.04	73,001.00	19,243.96	57,245.37
5121 Music Director Benefits	1,324.49	11,294.07	11,446.00	151.93	10,594.08
5122 Music Director Pension	547.50	5,250.00	6,570.00	1,320.00	5,315.60
5123 Music Director FICA	609.79	4,384.52	5,585.00	1,200.48	4,139.58
5124 Music Director Contractor Subs	0.00	1,889.00	4,000.00	2,111.00	2,976.00
5125 Music & Liturgy	295.94	5,555.72	8,000.00	2,444.28	8,516.99
5126 Organ & Piano Maintenance	0.00	2,100.00	3,000.00	900.00	630.00
Total Music	10,471.73	84,230.35	111,602.00	27,371.65	89,417.62
Altar & Flower Guild					
5130 Altar Supplies	0.00	3,045.77	2,000.00	(1,045.77)	730.79
5131 Flower Fund Support	0.00	1,000.00	1,000.00	0.00	1,000.00
Total Altar & Flower Guild	0.00	4,045.77	3,000.00	(1,045.77)	1,730.79
Worship					
5141 Worship Supplies	35.49	604.27	1,500.00	895.73	428.28
5142 Special Service & Holiday Advertising	0.00	556.00	1,500.00	944.00	556.00
Total Worship	35.49	1,160.27	3,000.00	1,839.73	984.28
Education					
5150 Education Coordinator Salary	0.00	5,340.36	11,108.00	5,767.64	8,710.17
5151 Education Coordinator FICA	0.00	408.57	850.00	441.43	666.30
5152 Adult Education	0.00	0.00	500.00	500.00	0.00
5155 Church School	0.00	200.88	300.00	99.12	0.00
5156 Child Care	0.00	0.00	1,000.00	1,000.00	490.00
Total Education	0.00	5,949.81	13,758.00	7,808.19	9,866.47
Fellowship & Stewardship					
5160 Parish Activities	753.17	2,540.23	5,000.00	2,459.77	11,586.14
5162 Stewardship	0.00	0.00	500.00	500.00	500.00
Total Fellowship & Stewardship	753.17	2,540.23	5,500.00	2,959.77	12,086.14
Community Kitchen					
5170 Community Kitchen Manager Salary	0.00	0.00	0.00	0.00	17,728.20
5171 Community Kitchen Manager FICA	0.00	0.00	0.00	0.00	1,356.24
Total Community Kitchen	0.00	0.00	0.00	0.00	19,084.44
Vestry					
5200 Retreat	0.00	471.79	0.00	(471.79)	0.00
5202 Other Vestry Expense	0.00	0.00	500.00	500.00	1,030.99
Total Vestry	0.00	471.79	500.00	28.21	1,030.99
Total Program Expenses	11,260.39	98,398.22	137,360.00	38,961.78	134,200.73
Outreach					
5300 Community Outreach	0.00	25,700.00	25,700.00	0.00	14,918.73
Total Outreach	0.00	25,700.00	25,700.00	0.00	14,918.73
Administration					
5410 Staff Salaries	7,130.76	51,103.78	61,800.00	10,696.22	46,696.13
5411 Staff Benefits	47.48	474.80	562.00	87.20	458.81
5412 Staff Pension	570.46	3,898.16	4,944.00	1,045.84	2,891.53
5414 Staff FICA	545.51	3,909.42	4,728.00	818.58	3,572.27
5418 Payroll Processing Fees	72.00	680.00	1,200.00	520.00	764.00
5420 Contracted Accounting Services	2,055.00	20,550.00	24,568.00	4,018.00	19,950.00
5425 Insurance - Workers Comp	728.75	2,270.00	4,000.00	1,730.00	3,679.00
5428 Bank Charges	180.22	2,113.94	3,000.00	886.06	1,940.79
5430 Office Supplies	341.00	1,890.19	3,000.00	1,109.81	2,038.48
5431 Postage	400.00	901.23	2,000.00	1,098.77	885.98
5432 IT Expenses	1,516.00	9,054.55	13,000.00	3,945.45	7,433.94
5433 Telephone & Internet	589.87	5,709.20	6,800.00	1,090.80	5,402.85

	Actual Oct 01, 2024 - Oct 31, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Accounts					
5435 Printing & Equipment Lease	319.78	5,416.78	8,500.00	3,083.22	6,529.55
5437 Communications/Marketing	0.00	42.20	4,000.00	3,957.80	191.88
5440 Miscellaneous Expense	0.39	500.39	1,200.00	699.61	0.00
Total Administration	14,497.22	108,514.64	143,302.00	34,787.36	102,435.21
Building					
5501 Sexton Salary	1,530.00	9,006.75	12,000.00	2,993.25	15,652.05
5502 Housekeeper Salary	1,944.00	13,374.00	14,040.00	666.00	11,512.59
5503 Security Salary	0.00	6,922.43	14,270.00	7,347.57	0.00
5504 Housekeeper, Sexton & Security FICA	265.77	2,241.71	3,084.00	842.29	2,071.05
5510 Insurance - Property	0.00	20,086.00	20,200.00	114.00	17,580.00
5520 Property Tax	2,115.66	4,146.75	4,200.00	53.25	3,949.42
5525 Heating Fuel	228.24	18,849.18	26,000.00	7,150.82	23,488.27
5526 Electricity	0.00	13,629.12	22,000.00	8,370.88	17,792.75
5527 Water & Sewer	306.12	3,250.10	5,000.00	1,749.90	3,289.40
5528 Parish Hall Gas	111.03	1,293.02	1,800.00	506.98	1,365.66
5529 Rubbish Removal	435.39	4,328.92	4,000.00	(328.92)	2,821.04
5530 Building Repair & Maintenance	2,329.82	68,519.52	50,000.00	(18,519.52)	23,027.22
5540 Parking Lot Expense	0.00	9,715.00	16,000.00	6,285.00	15,850.00
5542 Building Reserve Contributions	0.00	20,000.00	20,000.00	0.00	20,000.00
Total Building	9,266.03	195,362.50	212,594.00	17,231.50	158,399.45
Diocesan					
5601 Assessment	9,027.50	90,275.00	108,330.00	18,055.00	87,336.70
5603 Episcopate	77.75	777.50	1,200.00	422.50	882.50
5605 Theological Education	0.00	0.00	1,500.00	1,500.00	0.00
Total Diocesan	9,105.25	91,052.50	111,030.00	19,977.50	88,219.20
Total Expenses	\$ 64,692.14	\$ 691,117.77	\$ 855,398.00	\$ 164,280.23	\$ 628,692.56
Net Total	(\$ 14,555.43)	(\$ 115,124.41)	(\$ 107,819.00)	\$ 7,305.41	(\$ 16,748.57)

St. Luke's Cathedral
Statement of Financial Position

As of: Oct 31st 2024

Accounts	Balance Oct 31, 2024	Balance Sep 30, 2024	\$ Change
Assets			
Checking			
1001 Operating Account 1506	90,192.54	100,846.37	(10,653.83)
1002 Restricted Fund Account 3754	271,366.08	284,241.13	(12,875.05)
1003 Dean's Discretionary Account 1549	3,096.34	2,840.06	256.28
1005 Canon Priest Discretionary Account 0410	1.00	1.00	0.00
Total Checking	364,655.96	387,928.56	(23,272.60)
Investments			
1011 Investment Account 91248257	3,906,395.86	3,994,698.64	(88,302.78)
Total Investments	3,906,395.86	3,994,698.64	(88,302.78)
Total Assets	\$ 4,271,051.82	\$ 4,382,627.20	(\$ 111,575.38)
Liabilities & Net Assets			
Liabilities			
2070 Pre Paid Pledges	4,000.00	0.00	4,000.00
Total Liabilities	4,000.00	0.00	4,000.00
Net Assets			
Unrestricted Funds			
3000 Operating Fund	86,192.54	100,846.37	(14,653.83)
Total Unrestricted Funds	86,192.54	100,846.37	(14,653.83)
Restricted Funds			
Church Designated Restricted Funds			
3100 Audit Expense Reserve Fund	7,500.00	7,500.00	0.00
3110 Building Loan & Repairs Fund	23,000.00	23,000.00	0.00
3140 Special Funds Interest	19,975.63	19,011.65	963.98
3160 Vestry Restricted Fund - Pastoral Salaries	126,500.00	126,500.00	0.00
3175 New Dean Search Fund	13,460.00	13,460.00	0.00
Total Church Designated Restricted Funds	190,435.63	189,471.65	963.98
Donor Designated Restricted Funds			
3201 Capital Campaign Fund	37.43	37.43	0.00
3208 Family Promise Fund	14,226.07	14,226.07	0.00
3210 Flowers Fund	4,581.70	4,301.79	279.91
3213 Food Pantry Fund	25,744.52	31,592.96	(5,848.44)
3215 Haiti Outreach Fund	11,340.90	11,179.66	161.24
3218 Luke's Garden Fund	123.70	123.70	0.00
3224 Kneelers Fund	1,279.98	1,279.98	0.00
3233 Ashes to Ashes Fund	2,166.03	2,166.03	0.00
3236 Memorial Gifts Fund	520.00	490.00	30.00
3239 Music Fund	6,972.14	15,247.14	(8,275.00)
3241 Outreach Fund	1,075.86	1,252.00	(176.14)
3244 Prayer Shawls Fund	173.00	173.00	0.00
3253 St Elizabeths Fund	81.47	92.07	(10.60)
3259 Youth and Young Adult Fund	12,607.65	12,607.65	0.00
3260 Dean Discretionary Fund	3,096.34	2,840.06	256.28
3266 Canon Priest Discretionary Fund	1.00	1.00	0.00
Total Donor Designated Restricted Funds	84,027.79	97,610.54	(13,582.75)
Endowment Designated Funds			
3301 Endowment Building Fund	1,712,137.44	1,751,075.12	(38,937.68)

Accounts	Balance	Balance	\$ Change
	Oct 31, 2024	Sep 30, 2024	
3302 Endowment Flowers Fund	25,557.83	26,140.97	(583.14)
3303 Endowment Music Fund	71,845.66	73,568.56	(1,722.90)
3304 Endowment Outreach Fund	203,808.76	208,350.16	(4,541.40)
3305 Endowment Prayer Books Fund	15,993.81	16,356.06	(362.25)
3306 Endowment Unrestricted Fund	1,262,951.51	1,291,138.12	(28,186.61)
3307 Howard/St Theresa Fund	614,100.85	628,069.65	(13,968.80)
Total Endowment Designated Funds	3,906,395.86	3,994,698.64	(88,302.78)
Total Restricted Funds	4,180,859.28	4,281,780.83	(100,921.55)
Total Net Assets	4,267,051.82	4,382,627.20	(115,575.38)
Total Liabilities & Net Assets	\$ 4,271,051.82	\$ 4,382,627.20	(\$ 111,575.38)

Budget Planning Overview

Discussion DRAFT

Expenses

- **Personnel expense – \$478,365**
 - Payroll COLA of 3% for existing clergy and staff (Diocesan approved COLA is 2.5%)
 - Dean's compensation package to remain at 2024 level
 - Program-related personnel costs are accounted for in personnel
 - The education coordinator position *is funded* in this 2025 draft
- **Total proposed non-personnel expense – \$362,143**, which is \$16,687 under the 2024 budget.
 - Outreach total requests of \$23,700 provided by ministry leaders
 - Haiti-\$5,000
 - PPEAT-\$200
 - St. Elizabeth's-\$6,000
 - Food Pantry-\$12,500
 - Buildings and grounds bare-bones expenses total of \$154,513, provided by Junior Warden
 - Expenses to remain at the 2024 budget level include:
 - Program - worship, music, education, and hospitality
 - Administration - IT, communications, office expenses
 - Diocesan support - assessment, Episcopate, education
- **TOTAL: \$840,508**

Requests for consideration in 2025 budget:

- Search expenses
- Full-time assistant clergy
- Christian formation program
- Building upgrades/wish list
- Hospitality
- 5:15 worship service

Revenue

Known

- Estimates that income from endowment at 4% draw is \$169,284
- Diocesan use of Church remains at 2024 level

Unknown

- Income from Codman and Hamlin trusts
- Pledge commitments (currently at \$220K with 40% of 2024 commitments in)
- Fundraising

2024 to 2025 Budget

(dollars in thousands, totals do not add due to rounding)

Income

Budget Year	2024	2025 A	2025 B	Notes
Total budgeted	748			
Pledges	430			Current and prior year payments
Endowment draw	161	169	180	A= 4% draw / B = 4.25%
Contributions	46			Plate, gifts
Space rentals	75			Parking, building use
Fundraising	12			Grants, music, special events
Trusts + interest	23			Codman, Hamlin trusts
Change	-			

Expenses

Budget Year	2024	2025 A	2025 B	Notes
Total budgeted	855	840		
Personnel	472	478		COLA 3% Dean, clergy, music, education, admin, building
Programs	34	29		Worship, music, education, hospitality
Outreach	26	24		Food pantry, Haiti, St. Elizabeth's
Administration	43	43		IT, communications, office expenses
Buildings & Grounds	169	155		Utilities, maintenance, repair
Diocesan Support	111	111		Assessment, theological education
Change	-	(15)		

Potential new items in 2025:

- Search expenses
- Full-time assistant clergy
- Christian formation program
- Building upgrades
- Hospitality
- 5:15 worship service