

Cathedral Church of St. Luke

143 State Street

Portland, Maine 04101

Minutes of the Lesser Chapter Meeting

November 20, 2024

The meeting was held in Loring House Conference Room

Attending: Senior Warden Sam Allen, Dan McDonald, Jamie Moore, Eleanor Roberts, Clerk John Bancroft, Interim Dean George Stevens, Nancy Brain, Catherine Hyde, Stan Kuziel, Michael Thorne, Treasurer Randi Hogan, Junior Warden Jamie Cough, Mary Linneman

Guests: Linda Carleton, Peter Carleton, Ruth Roemer, Rev. Pam Mott

Worship

The meeting convened with a quorum at 6:00 PM with the compline "Discernment", Daily Prayer for All Seasons, p.121.

Guest Time

The recently elected President and his incoming administration have expressed the intent to heighten deportation activities directed at all who have unsettled immigration status. This may place parishioners and other members of our local community at risk of detention and deportation. Linda Carleton, Peter Carleton, and Ruth Roemer brought to the Lesser Chapter concern that the cathedral should prepare by gathering information about the efforts of the local community, other churches, the Maine Council of Churches, the Episcopal Diocese and other nonprofits to address the needs of our neighbors at risk. They asked that an ad hoc Preparedness Committee be authorized to gather such information and report back to the Lesser Chapter. They also requested that the addition of a shower stall be considered to improve the ability of the cathedral to provide emergency shelter.

MOTION: The Lesser Chapter authorizes formation of an ad hoc Committee of Preparedness co-chaired by Linda, Peter and Ruth. The committee is to seek the information described above and report back to the Lesser Chapter with findings and recommendations. The motion received a second, discussion ensued, and the motion was unanimously approved.

Approval of Minutes and Consent Agenda

Approval of the revised minutes of 10/16/2024 was moved, seconded and approved. The consent agenda (reports from the Interim Dean, Senior Warden and Junior Warden) was moved, seconded and approved.

Treasurer's Report

Treasurer Randi Hogan reviewed the Treasurer's Narrative Report, Treasurer's Report and Cathedral Financial Statement. Budget preparation for 2025 continues. A Budget Leadership

Team has examined broad budget categories supported by input from cathedral ministry and committee leaders and the wardens. Preparations have not yet been made for an Alternative Giving appeal this year. The Interim Dean will reach out to the chairs of the ministries supported last year to explore alternatives. The stewardship effort continues with ingathering scheduled for December 1. The Interim Dean will host a Dean's Forum after each service this Sunday for discussion of stewardship.

Building

The Junior Warden reported on Building and Grounds issues. The security system was recently upgraded. The dry fire suppression system needs evaluation and repair of a suspected leak. The 2025 draft budget for building and grounds does not include roof or tower repairs.

Opiate use on the property remains a problem. Syringes and needles are found around the campus. Portland Police are patrolling regularly. The Interim Dean and others welcome those seeking shelter in inclement weather but are firmly insisting that drug use is not condoned anywhere on campus. The Interim Dean has a sharps container and nonsterile gloves for disposal, if syringes or needles are found.

Holiday Open House and Bazaar

The Holiday Open House and Bazaar welcomed many neighbors to the cathedral. Fellowship was enjoyed by all. The Lesser Chapter expressed appreciation for the leadership of Catherine Hyde and Dan McDonald and the support of many St. Luke's volunteers. The event raised about \$3400.

The Lesser Chapter went into Executive Session at 6:55 PM in Emmanuel Chapel to form committees to support the search for a new Dean. Rev. Pam Mott facilitated a process to select committee members from the slate of nominees.

The Lesser Chapter reconvened at 8:35 PM. The Lesser Chapter reflected briefly on the committee formation discernment and selection process.

There being no further business, the meeting closed with prayer at 8:50 PM.

Respectfully submitted,

John Bancroft

Clerk

November 15, 2024

The Rev. George Stephens
Sam Allen, Senior Warden
St. Luke's Cathedral

Dear George and Sam,

We'd like to present the following concern and request for action at next week's Vestry meeting during the 10 minutes allotted for visitors to bring issues or concerns.

Along with others in our parish, we are concerned with potential actions that may be facing our community in the coming months. In particular, we are concerned with the president-elect's promise to mobilize local agencies on January 20, 2025 to instigate the largest deportation effort in our nation's history. The city of Portland, and even our congregation, have individuals who are likely to be impacted by this effort. We realize that this possibility comes at a difficult time in the life of St. Luke's but none the less feel compelled to speak now. Therefore, we are asking you and the Vestry to consider two things:

First is that you authorize or approve the formation of an ad hoc Preparedness Committee whose purpose would be threefold:

- 1) Understand and stay attuned to what ideas and actions are being considered and/or proposed and organized by the Diocese, the Maine Council of Churches, the City of Portland, and the State of Maine;
- 2) Share information with the Vestry and the parish overall;
- 3) Offer suggestions to the Vestry as to ways St. Luke's might plug into these efforts.

We would be willing to assume leadership of this committee, although we have no need to should others wish to do so.

Secondly, we are asking that the Vestry approve the work necessary to undertake the installation of a shower stall. It is our belief that having a shower stall increases our flexibility in responding to whatever situation that may present itself.

- The existence of a shower stall would not commit us to consider becoming a significant sanctuary for Portland's immigrants. However, it would offer the possibility should the need arise, to be able to respond to a request from within our own congregation for protection.
- We do understand that there is the possibility of the existing apartment becoming available in January but feel that the installation of a shower stall would offer additional flexibility to respond to potential needs.
- We believe that funding needed for such an installation could be achieved from concerned parishioners, outside the normal budgeting process.

Thank you for your willingness to consider our concerns and suggestions in the midst of our organizing the search for a new Dean; we do feel the timing is crucial. And we hope that, early planning as well as coordinated efforts with the relevant others, St. Luke's will be able to do all that is possible in support of community needs as they emerge.

Linda Carleton
Peter Carleton
Ruth Roemer

Interim Dean's Report

November 2024

It was a busy month at the Cathedral of St. Luke. The last few weeks have demonstrated what it means for us to be the Cathedral for the Diocese of Maine.

On Sunday, November 3, Christian Clough worked with more than 40 singers and musicians to put together a spectacular musical offering of the Faure's requiem for All Saints Day.

On Tuesday, November 6, the Cathedral opened its doors to our community to offer prayer for our Nation and for the Election.

On Saturday, November 9, Catherine Hyde and Dan Macdonald chaired a successful 'Holiday Open house and Bazaar'. We met neighbors, shared our beautiful space and had lots of fellowship.

On Saturday, November 16, the Cathedral hosted the Diocesan Convention Eucharist. Our many volunteer guilds and ministries shined. New kneelers were blessed and the Bishop gave his annual address (I commend it to you).

Through it all, we continued the 'regular' work of being 'church' including two funerals, regular worship and kicking off our search for a new Dean with the Rev. Pam Mott on October 20.

Drug Use Concerns on the Campus

As I mentioned at last month's lesser chapter meeting, we've seen a marked increase in drug use on our campus. In the last few weeks parishioners, staff from Loring House and I have had interactions with folks 'shooting up' in our parking lot/breezeway area. Police have been called three times and last Sunday morning paramedics responded to a man 'nodding out'.

I've contacted the police who have promised increased patrols.

Beginning our search for the next Dean of St. Luke's Cathedral

Much of our work on Wednesday will be spent populating committees for the next chapter of our search for clergy leadership at the Cathedral. The Rev. Pamela Mott will be guiding this process.

Stewardship

The next two Sundays will focus on wrapping up our 2025 Stewardship.

Sunday, November 24 I'll be hosting 'Conversation with the Dean' about stewardship and our 2025 budget following each of the services.

Sunday, December 1 will be our 'ingathering celebration'.

If you haven't had a chance to make your pledge yet, it is important that you do so.

Bookkeeper transition

Wendy Kopera will begin her work as bookkeeper this week, overlapping with our outgoing bookkeeper Nina Anderson for the final weeks of November. Thanking Nina and Welcoming Nina will happen the first week of December.

Ongoing Work

HR Work-The Rev. Rebecca Grant, along with members of an ad hoc committee, are working through the HR Guidelines discussed at last month's vestry meeting and will bring forth a report in coming days.

Respectfully submitted.

The Rev. George Stevens

Senior Warden's Report November 17, 2024

Since our fall “kick-off” on September 8, we’ve had a remarkable series of major events that required a lot of planning and follow-through on the part of clergy, parish leaders and volunteers. Included are the Season of Creation liturgies and events that concluded on St. Francis’ Day, October 6; our World Café conversations on September 28 and collation and communication of comments to the parish; launching our 2025 Stewardship Campaign *Walk in Love* on October 2; welcoming our search consultant the Rev. Pamela Mott to preach and meet with parishioners on October 20 to describe the process we’d use in the search for the next Dean; collection of nominations for the four Dean search committees; the incorporation of the Fauré Requiem, with chorus and orchestra, into two Eucharist celebrations on November 3; opening our doors to the our Portland neighbors for our Holiday Bazaar on November 9 while enjoying the fellowship *and* making it a successful fundraiser; and hosting the Diocesan Convention Eucharist and welcoming approximately 300 guests and parishioners on November 16. I am extremely grateful for everyone who worked with so much energy and commitment to make each of these efforts such a resounding success. We’ve had a truly wonderful fall season so far, and there’s a lot of positive energy to propel us forward.

We’re also at a very significant point of getting organized to conduct the Dean search. A major portion of the Lesser Chapter meeting on November 20 will be devoted to selecting membership on the four committees that will have responsibility to conduct the search, after gathering nominees for the positions over the past month. It’s been approximately *twenty-one months* since Dean Shambaugh announced his departure! This period has been challenging in many ways, and we have moved forward by God’s grace, learning new skills for being together, in a spiritual community. This is an opportunity for reflection on just how far we’ve come together. I hope that we can be inspired by all we’ve accomplished on this journey, and excited by the continuing opportunities for discernment and growth that will naturally arise in the coming months as our search commences. Let’s be ready!

Looking ahead somewhat, we have set February 2, 2025, as the date for the Cathedral’s Annual Meeting. The Finance Committee, Treasurer, Wardens and Dean are already working on the 2025 Annual budget. In December, a request will go out for reports from Parish leaders, committees, and ministry groups. These reports will comprise the bulk of the Cathedral’s Annual Report. In addition, we need to activate our Nominations Committee for Wardens and Vestry members who are completing terms of service. Our

bylaws stipulate that the Nominations Committee shall consist of the Dean, outgoing Warden, and Vestry members whose terms are expiring—George, Sam, Dan, Michael, and Catherine. The committee soon will be soliciting nominations for new leaders who will stand for election at the Annual Meeting, including Delegates to Diocesan Convention in October 2025.

May God bless our work together,

Sam Allen

Junior Warden Report

November 2024

Just a quick update of recent happenings:

1. Safety Issue still ongoing with needles being removed from under the portico entrance from the parking lot. Sadly this is a fairly regular occurrence. Fentanyl contamination should be top of mind for ensuring we are keeping a safe area for parishioners and our neighbors.
2. Two workdays in the past month-Thanks!. Sam returned back from having the storms repaired, so all the storm windows now have been installed. A lot of projects have been completed over the last 2-3 months, both inside and out. Thanks to all. A lot of work done prior to the Convention. Outside thinning, cleaning and pruning,-it looks great.
3. Security System Installed last week and will be going live this week. Robust online option and APP based. All wireless and will be able to add to future. Training will be held soon, but this was the system that was demonstrated for us a few months ago. Fred is also working on a request for relief from the city for the \$1600 invoice for City police responses for false alarms.
4. Snow plow contract awarded to SeaBreeze. They have placed magic salt barrels around. We will spend about \$12k, but that includes Loring House. If we have an inordinate amount of snow events there will be additional charges.
5. Parking lot striping on Friday.
6. Tower evaluation and plan to move forward still waiting on engineer but hope to have the inspection and report soon so we can make plans for future repairs
7. Johnson Controls (fire suppression system). Fred noted that there is a leak in the dry type (air pressure) sprinkler system we have. This is evident in the fact that our air compressor is running a lot. Johnson will need to come back and troubleshoot to find the leak. They will pressurize the system to about
8. Horch Roofing came back to fix the roof drain they repaired last summer. Christian's office lost a couple of ceiling tiles as it was just below the roof drain chase.
9. Fred has replaced the bathroom fans-bearings were shot.
10. Fred repaired the plaster in the hallway ceiling by the sky light.

11. Fred replaced the old range in the upper hall kitchenette with a steel plate-a huge improvement giving the coffee hour folks a lot more room.
12. Fred has replaced the tyco zone valve control head for the Sacristy heater as it had failed.
13. Upper Hall, hallways, and office rug budget pricing-met with Capozza Tile and Carpet, but still waiting on pricing. My guess is it will be 20-30k based on the square footage. May make sense for a capital campaign but at least we will have pricing.
14. Pella Window presentation in and we have pricing options now for Pella and Anderson Windows. May make sense for a capital campaign but at least we will have pricing.
15. Curtis continues to replace the lighting with LED fixtures throughout the Church. There are some lights in the nave that have been out for a while and will require a lift to install them.
16. Tower heaters still need to be replaced as we had it on the list for the workday but never got to it.

The Proposed 2025 Budget is below if you have any questions. Note that I did not include the labor portion (staffing) as this is really out of my purview. This budget reflects a "bare bones" approach to keeping the lights on, heat in service, and systems running. We are looking at insurance costs but for now this is the current pricing with same coverages. We may be able to partner with Loring House as a "campus" but not sure at this time. We are also preparing a "Hopes and Dreams" budget primarily to get items such as Tower repairs and other improvements that are outside of the scope of the day to day operations.

Building	Actual 9/1-9/30	Actual YTD Thru September	Remaining Budget	Annual Budget	Actual last year YTD	2025 Budget	
5510 Insurance - Property	\$5,050	\$20,086	\$114	\$20,200	\$17,580	\$23,013	
5520 Property Tax	\$0	\$2,031	\$2,169	\$4,200	\$1,918	\$4,300	
5525 Heating Fuel	\$228	\$18,621	\$7,379	\$26,000	\$23,229	\$25,000	
5526 Electricity	\$2,445	\$13,629	\$8,371	\$22,000	\$16,299	\$21,000	
5527 Water & Sewer	\$352	\$2,944	\$2,056	\$5,000	\$2,872	\$4,000	
5528 Parish Hall Gas	\$111	\$1,182	\$618	\$1,800	\$1,255	\$1,200	
5529 Rubbish Removal	\$435	\$3,894	\$106	\$4,000	\$2,450	\$6,000	450/month
5530 Building Repair & Maintenance	\$12,864	\$66,190	-\$16,190	\$50,000	\$22,198	\$35,000	note almost \$50k for roof and apt
5540 Parking Lot Expense	\$0	\$9,715	\$6,285	\$16,000	\$15,850	\$15,000	plowing mostly
5542 Building Reserve Contributions	\$0	\$20,000	\$0	\$20,000	\$20,000	\$20,000	is this accurate?
Total Building	\$21,486	\$158,291	\$10,909	\$169,200	\$123,651	\$154,513	

Tower Repairs

Building Upgrades-Rugs/Flooring, Windows, Furniture for UH and LH

Security Upgrades Phase II Brevo Lock System and Cameras

Boilers (at least saving for) and Boiler Controls upgrade

Heat pump(s) for main office area

Fire System repairs (based on forthcoming inspection by Johnson Controls)

Emergency Lighting repairs

Access to outside water and outlets

AV Equipment Upgrades (OWL, AV for UH)

If you have any questions, please let me know.

Warm regards,

Jamie

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	Actual	Annual	Annual	Actual
	Oct 01, 2024 - Oct 31, 2024	This Year Year to Date	Budget This Year Year	Budget Remaining This Year Year	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

Accounts	Actual	Actual	Annual	Annual	Actual
	Oct 01, 2024 - Oct 31, 2024	This Year Year to Date	Budget This Year Year	Budget Remaining This Year Year	Last Year Year to Date
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 Oct 31, 2024	Balance Sep 30, 2024	\$ Change
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)