

**St. Anne's Episcopal Church, Warsaw, IN**  
**Annual Meeting Minutes, January 24, 2021**

**I. Call to Order and Opening Prayer**

Fr. Ryan Fischer called the meeting to order at 10:05 with an opening prayer. There were 23 people in attendance in person and about the same number on Zoom.

**II. Appointment of Clerk**

Fr. Ryan appointed Pam Nichols to take the minutes for the Annual Meeting. The minutes were approved from the Annual Meeting on January 26, 2020.

**Celebration of Ministries**

**III. SAMS Club Sweetheart Award**

Frank Sapper presented the Sweetheart Award to Debbie DeMuth.

**IV. ECW presentation**

Cathy Carter presented the St. Joseph Award to Bob Jarboe and Samuel Schmidt for their creative solutions to facilitate our music ministry, including the "JarBooth" and sound mixing of recorded voices.

**V. Outgoing Vestry presentation**

There were no outgoing Vestry members. A gift was presented to Curt Singrey, outgoing Jr. Warden. Butch Schapson will receive his gift at a later date.

**VI. Rector's Report**

Fr. Fischer submitted his address as printed in the Annual Meeting Report. He remarked about the difficulties we encountered in 2020 with the Covid-19 restrictions. We navigated uncharted waters with virtual worship, weekly updates on Facebook, and Saturday Sermons. We began regathering on August 9 with outdoor worship and then moved indoors with safety protocols in place. We were able to participate in our annual Cheeseball Outreach project, thanks to the creative efforts of Cathy Carter. Thanks were expressed to the parish for keeping our financial commitments, to Carol Bianchini for grant applications for sound equipment, and to Gary Proietti for navigating the Federal PPP loan. We are gradually turning our eyes to the future when we will enter the post-Covid reality.

**VII. Senior Warden**

Greg Ellis submitted his report by title as printed in the Annual Meeting Booklet. He expressed thanks to the parish leaders for keeping our strong base connected.

**VIII. Junior Warden**

Jr. Warden Curt Singrey described operating on an austerity budget due to financial challenges associated with Covid-19. Despite the challenges, we were able to get the new sound system installed since it was already paid for thanks to a generous donation and matching funds from the parish. We added further audio/visual equipment to facilitate virtual worship through a grant. We installed new exterior doors, which were painted by Mark Norris. The next project will be bathroom improvements.

**IX. Treasurer's report**

Gary Proietti presented the annual budget, which was approved by the Vestry in December. The budget report was shared on-line with Zoom attendees. Gary thanked the finance committee: Pam Hester, Bob Hastings, Eric Satterley, Fr. Ryan, and Carol Bianchini. At the end of March,

Gary asked the Vestry to approve an austerity financial protocol and only approve essential spending. Our investments tumbled 14% in March but ended the year up by 8%. We kept the bills paid and the wheels on. Our parish family matched donation funds for our new sound system and were faithful in paying pledges. We supported 15 charities and qualified for the federal PPP loan, which is forgivable. Since our expenses in 2020 did not meet budget projections, the deficit was less than expected. Our pledge drive yielded a 10% reduction in pledges so the 2021 budget is again a deficit budget. We will continue to be conservative in our spending. The Vestry did approve a 3% increase in salaries and an enhancement of our phone system that will enable better connectivity.

At the end of the Treasurer's Report, concerns were raised by Cathy Carter regarding cheeseball income discrepancies. Miechi Petro expressed her desire to see us designate a percentage of pledge income to outreach and also her concern about negative remarks made by parishioners and others on Facebook regarding St. Anne's. Some discussion ensued. The treasurer, financial committee, and Vestry will be considering these matters.

#### **X. Other Ministry Reports**

Ministry Reports are listed in the Annual Report Booklet and were submitted by title.

--Sandra Buchanan reported that ECW was able to continue its monthly outreach programs because of last year's income.

--Frank Sapper reported that SAMS was able to donate to Baker Youth Club, Animal Welfare League (pet food), Habitat for Humanity, Bowen Center, and Thanksgiving Basket Project. They will be discussing the possibility of having a Tent Sale this year.

--Joe Shufelt was presented as the new Jr. Warden. Greg Ellis made a motion to approve, 2<sup>nd</sup> by Olivia Coons, and the motion passed.

#### **XI. Election of Vestry Members**

There were no new Vestry elections this year.

#### **XII. Election of Convention Delegates**

Delegates for Diocesan Convention this year will serve on November 13, 2021. Crystal Morsches, Dan Coons, and Greg Ellis volunteered to be delegates. Bob Jarboe, Pam Hester, and Deb DeMuth will serve as alternates. Curt Singrey moved to accept the delegates and alternates, 2<sup>nd</sup> Joe Shufelt. Approved.

Fr. Ryan offered thanks to his staff: Carol Bianchini and Bob Jarboe and thanked Gary Proietti, for his work as treasurer. He also thanked the Vestry and Wardens.

Motion to adjourn, Joe Shufelt, 2<sup>nd</sup> Cathy Carter. The meeting closed with the Lord's Prayer and was dismissed at 11:40 a.m.

Respectfully submitted,

Pam Nichols, Clerk of the Annual Meeting

ACCOUNT #	ACCOUNT DISCRPTION	2021 BUDGET	2021 ACTUAL	2022 BUDGET
FUND 01	<b>GENERAL FUND INCOME</b>			
	PLEDGE OFFERING INCOME	\$225,885	\$235,888	\$221,078
4040	PLATE OFFERING INCOME	\$3,000	\$13,007	\$6,000
4060	CHEESEBALL INCOME/EXPENSE	\$13,600	\$27,118	\$13,600
4275-129	ENDOWMENT INCOME	\$12,000	\$11,853	\$12,000
	MISC INCOME - <i>Outreach \$12,671 &amp; Hosp. \$295</i>		\$12,966	
	<b>INCOME TOTALS</b>	\$254,485	\$300,832	\$252,678
FUND 01	<b>GENERAL FUND EXPENSE</b>			
5061-001	RECTOR'S SALARY	\$51,984	\$53,983	\$53,544
5062-002	RECTOR'S SECA REIMBURSEMENT	\$5,672	\$5,890	\$5,939
5063-003	RECTOR'S PENSION PAYMENT	\$14,388	\$14,388	\$14,837
5064-004	RECTOR'S HEALTH INSURANCE	\$11,748	\$11,132	\$11,520
5065-005	RECTOR'S EXPENSE ALLOWANCE	\$1,800	\$666	\$1,800
5066-006	RECTOR'S PROFESSIONAL DEVELOPMENT	\$900	\$0	\$900
5067-007	RECTOR'S HOUSING	\$22,279	\$23,136	\$22,947
5068-008	SABBATICAL RESERVE			
5069-009	RECTORS LIFE INSURANCE	\$294	\$294	\$294
5070	CHRISTIAN FORMATION EDUCATION LEADER			
5150	ADMINISTRATIVE EXPENSE - CELL PHONE ALLOW	\$720	\$720	\$720
5152	PARISH ADMINISTRATOR	\$33,623	\$34,916	\$34,632
5157	BACKGROUND CHECKS	\$750	\$164	\$750
5260-003	STAFF RETIREMENT	\$3,026	\$3,026	\$3,117
5305	PAYROLL TAXES	\$3,668	\$3,809	\$3,779
5430	OFFICE SUPPLIES & PRINTING	\$5,100	\$3,384	\$4,600
5440	POSTAGE	\$1,200	\$518	\$1,200
5510	TELEPHONE	\$2,700	\$5,009	\$5,100
5517	COMPUTER EXPENSE	\$3,000	\$4,334	\$3,360
5625	UTILITIES	\$30,000	\$20,635	\$28,000
5650	INSURANCE	\$13,136	\$16,484	\$14,187
5655	MAINTNANCE BUILDING & GROUNDS	\$22,000	\$15,181	\$22,000
5658	CHURCH IMPROVEMENTS			
5660	CLEANING SERVICE	\$8,800	\$8,300	\$8,800
6110	DIOCESAN ASSESSMENT	\$41,538	\$38,076	\$40,246
6115	MISSION, MINISTRY & OUTREACH	\$13,600	\$31,020	\$13,600
6270	DIRECTOR OF MUSIC	\$14,328	\$14,879	\$14,758
6280	MUSIC PROGRAM EXPENSE	\$500	\$361	\$500
6530	CHILDCARE	\$1,300	\$0	\$1,300
6535	CHRISTIAN FORMATION & EDUCATION	\$3,500	\$1,774	\$3,500
6540	ADVERTISING	\$200	\$0	\$200
6575	SUPPLY PRIEST/PREACHER	\$3,000	\$1,213	\$2,700
6580	RECTOR SEARCH EXPENSE			
7205-131	WORSHIP EXPENSE	\$1,100	\$863	\$1,100
7299-126	PARISH LIFE - HOSPITALITY EXPENSE	\$2,000	\$1,891	\$2,000
	<b>TOTAL</b>	\$317,854	\$316,046	\$321,930
		(\$63,369)	(\$15,214)	(\$69,252)



Good afternoon Everyone,

After the initial review of our 2021 Budget Report I determined that I made an incorrect calculation of the number of biweekly payroll days (26 instead of the actual number of 27). Because of this, each of our salaried employees had been overpaid on each payroll throughout the year.

The overpayments are as follows:

Father Ryan- \$1,999.26 Salary + \$856.76 Housing= \$2,856.02

Carol- \$1,293.13 Salary

Bob- \$550.89 Salary

I met with Father Ryan, Carol, Bob and Greg Ellis today to discuss remedying the situation. With advice from our Finance Committee and Sharon Katona, Missioner of Finance with the EDNIN, here is the repayment plan offered by each...

Father Ryan has submitted a check for the above amount which will be deposited into our Pass Through Account and applied to the accounts for Rector's Salary and Rector's Housing in the amounts above and reflected on the January 2022 Budget Report.

Carol has opted to use 8 days of Comp Time that she had built up to equal compensation in the amount above.

Bob has submitted a check for the above amount which will be deposited into our Pass Through Account and applied to the account for Director of Music Salary in the amount above and reflected on the January 2022 Budget Report.

I am very grateful for each one's understanding and help in rectifying the overpayment discrepancy.

In my Treasurer's Annual Report to the Parish this Sunday I will note the discrepancies and briefly discuss the steps taken to remedy them. I wanted to give you a heads up ahead of our gathering.

Should you have any questions, please don't hesitate to email me.

Sincerely,

Gary Proietti  
Treasurer



St. Anne's Episcopal Church  
Balance Sheet  
Consolidated - December 2021

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	Current Year
<b>ASSETS</b>	
<b>BANK ACCOUNTS</b>	
<b>CHECKING ACCOUNTS</b>	
Northwest -GenOp Ckng	\$192,231.79
<b>INVESTMENTS</b>	
State Street 44455	1,339,674.81
<b>FIXED ASSETS</b>	
<b>LAND</b>	
Parking Lot	77,600.00
WCENTER Vacant Land	116,800.00
Subtotal Land	194,400.00
<b>BUILDINGS</b>	
Church & WMarket St Prop	823,500.00
420 WM-Youth House Land	-12,500.00
Bldg Improve& Capital Exp	310,423.34
Accum. Depr. - Buildings	-1,277,509.55
Subtotal Buildings	-156,086.21
<b>EQUIPMENT</b>	
Church & Rose Hall Conten	212,500.00
Furniture & Fixtures	19,231.00
Equipment	43,942.79
Subtotal Equipment	275,673.79
Subtotal Fixed Assets	313,987.58

St. Anne's Episcopal Church

Balance Sheet

Consolidated - December 2021

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	Current Year
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OTHER ASSETS	
KCC BURNER	11,516.77
KCC Foundation Agency Fd	50,653.30
KCC Foundation Designated	<u>24,925.55</u>
Subtotal Other Assets	87,095.62
	<hr/>
TOTAL ASSETS	<u><u>\$1,932,989.80</u></u>
LIABILITIES	
CURRENT LIABILITIES	
PAYROLL DEDUCTIONS	
DENTAL WH	\$150.12
Federal Withholding	879.57
Social Security W/H	234.03
Medicare W/H	54.74
State Taxes W/H	328.01
Kosciusko Co Tax W/H	89.64
Accum SS/MC-Church Share	<u>295.80</u>
Subtotal Dental Wh	2,031.91
OTHER DEDUCTIONS	
Retirement Withheld	<u>20.00</u>
Subtotal Current Liabilities	<u>2,051.91</u>
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TOTAL LIABILITIES	2,051.91

St. Anne's Episcopal Church  
**Balance Sheet**  
Consolidated - December 2021

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	Current Year
NET ASSETS	
UNRESTRICTED	
Unrestricted Net Assets	\$514,264.20
TEMPORARILY RESTRICTED	
Temporarily Restricted	149,953.64
Sabbatical Equity	99.60
FIXED ASSETS EQUITY	1,266,623.12
TEMP RESTRICTED EQUITIES	
TEMP RESTR NET ASSETS	<u>-2.67</u>
Subtotal Temporarily Restricted	<u>1,416,673.69</u>
TOTAL EQUITY	<u>1,930,937.89</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$1,932,989.80</u></u>







St. Anne's Episcopal Church  
Budget Report

Account	December 2021				January 2021 - December 2021				
	Actual	Budget	Difference	%	Actual	Budget	Difference	%	
<b>01 GENERAL FUND</b>									
01-5625	Utilities	3,606.83	2,500.00	-1,106.83	144%	20,635.36	30,000.00	9,364.64	69%
01-5650	Insurance	3,422.75	1,094.63	-2,328.12	313%	16,484.00	13,136.00	-3,348.00	125%
01-5655	Maintenance-Bldg & Ground	1,000.62	1,833.37	832.75	55%	15,181.22	22,000.00	6,818.78	69%
01-5656	Front Facade Repairs	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-5657	Youth House Removal	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-5658	Church Improvements	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-5660	Cleaning Service	900.00	733.37	-166.63	123%	8,300.00	8,800.00	500.00	94%
	Subtotal Facilities	8,930.20	6,161.37	-2,768.83	145%	60,600.58	73,936.00	13,335.42	82%
	Budgeted FACILITIES	8,930.20	6,161.37	-2,768.83	145%	60,600.58	73,936.00	13,335.42	82%
	Non-Budgeted FACILITIES	0.00				0.00			
<b>01-6100</b>	<b>OUTREACH</b>								
01-6110	Diocesan Assessment	3,461.50	3,461.50	0.00	100%	38,076.34	41,538.00	3,461.66	92%
01-6115	Mission-Ministry-Outreach	20,487.25	1,133.37	-19,353.88	1,808%	31,020.10	13,600.00	-17,420.10	228%
	Subtotal Outreach	23,948.75	4,594.87	-19,353.88	521%	69,096.44	55,138.00	-13,958.44	125%
	Budgeted OUTREACH	23,948.75	4,594.87	-19,353.88	521%	69,096.44	55,138.00	-13,958.44	125%
	Non-Budgeted OUTREACH	0.00				0.00			
<b>01-6200</b>	<b>PROGRAM EXPENSE</b>								
	<b>MUSIC</b>								
01-6270	Director of Music	1,653.21	1,194.00	-459.21	138%	14,878.89	14,328.00	-550.89	104%
01-6275	Musician Salary	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-6280	Music Program Expense	0.00	41.63	41.63	0%	361.00	500.00	139.00	72%
	Subtotal Music	1,653.21	1,235.63	-417.58	134%	15,239.89	14,828.00	-411.89	103%
	Budgeted MUSIC	1,653.21	1,235.63	-417.58	134%	15,239.89	14,828.00	-411.89	103%
	Non-Budgeted MUSIC	0.00				0.00			
<b>01-6500</b>	<b>OTHER EXPENSES</b>								
01-6530	Childcare	0.00	108.37	108.37	0%	0.00	1,300.00	1,300.00	0%
01-6535	Christian Education/Form	0.00	291.63	291.63	0%	1,774.42	3,500.00	1,725.58	51%
01-6540	Advertising	0.00	16.63	16.63	0%	0.00	200.00	200.00	0%
	Subtotal Other Expenses	0.00	416.63	416.63	0%	1,774.42	5,000.00	3,225.58	35%
	Budgeted OTHER EXPENSES	0.00	416.63	416.63	0%	1,774.42	5,000.00	3,225.58	35%
	Non-Budgeted OTHER EXPENSES	0.00				0.00			

**St. Anne's Episcopal Church  
Budget Report**

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Account	December 2021				January 2021 - December 2021				
	Actual	Budget	Difference	%	Actual	Budget	Difference	%	
01 GENERAL FUND									
	Subtotal Program Expense	1,653.21	1,652.26	-0.95	100%	17,014.31	19,828.00	2,813.69	86%
	Budgeted PROGRAM EXPENSE	1,653.21	1,652.26	-0.95	100%	17,014.31	19,828.00	2,813.69	86%
	Non-Budgeted PROGRAM EXPENSE	0.00				0.00			
	MISCELLANEOUS								
01-6550	Supply Priest/Preacher	0.00	250.00	250.00	0%	1,212.92	3,000.00	1,787.08	40%
01-6575	Rector Search Expense	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-6580	Worship Expense	14.99	91.63	76.64	16%	862.97	1,100.00	237.03	78%
01-7205-131	Playground Equip Expense	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-7230-107	ROSE HALL - EXPENSE	250.00				250.00			
01-7232-108	YOUTH FUND - EXPENSE	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-7236-109	AMERIPRISE FUND - EXPENSE	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
01-7270-120	PARISH LIFE - EXPENSE	292.97	166.63	-126.34	176%	1,891.13	2,000.00	108.87	95%
01-7299-126									
	Subtotal Miscellaneous	557.96	508.26	-49.70	110%	4,217.02	6,100.00	1,882.98	69%
	Budgeted MISCELLANEOUS	307.96	508.26	200.30	61%	3,967.02	6,100.00	2,132.98	65%
	Non-Budgeted MISCELLANEOUS	250.00				250.00			
	TOTAL EXPENSE	52,110.33	26,487.65	-25,622.68	197%	316,298.38	317,854.00	1,555.62	100%
	Budgeted EXPENSE	51,860.33	26,487.65	-25,372.68	196%	316,048.38	317,854.00	1,805.62	99%
	Non-Budgeted EXPENSE	250.00				250.00			

## ECW Year End Treasurer's Report for 2021

Beginning Balance

\$5,329.54

### EXPENSES

Cathy Carter	St. Joseph award gift cards	\$50.00
Forward Movement	Day by Day booklets	\$194.00
Beaman Home	January Outreach	\$100.00
Fellowship Missions	February Outreach	\$100.00
Northwest Bank Fees	Service Fee	\$10.00
B.A.B.E.	March Outreach	\$100.00
C.A.S.A.	April Outreach	\$100.00
Salvation Army	May Outreach	\$100.00
St. Margaret's House	June Outreach	\$100.00
Kos Soup Kitchen/Paper Pantry	July Outreach	\$100.00
Habitat for Humanity	August Outreach	\$100.00
SAMS	Reimburse start up cash - sale	\$250.00
WCHS Food Pantry	September Outreach	\$100.00
Animal Welfare League	October Outreach	\$100.00
Thanksgiving Basket Outreach	November Outreach	\$100.00
Hats & Mitten Tree	December Outreach	\$100.00
Ellen Wease	Advent Dinner desserts	\$61.75

### INCOME

Northwest Bank	Interest	\$0.05
Northwest Bank	Interest	\$0.04
Northwest Bank	Service Fee reimbursement	\$10.00
SAMS	Annual Sale proceeds	\$3,411.03

Ending Balance

\$6,584.89



SAMS END OF YEAR 2021

Beginning Balance		\$ 9,404.67
Income		\$ 11,474.31
Expenses		
Bank Fees		\$ 60.00
Acey's Trophy		\$ 47.35
Doug Blatz		\$ 20.00
Sherman & Lin's	Our Father's House	\$ 250.00
Barb Martz	prom	\$ 300.00
St. Anne's Church	camp	\$ 500.00
Kosciusko County Fair	tent sale	\$ 2,500.00
Tent start up cash		\$ 500.00
St. Anne's Church	dumpster	\$ 427.45
WIOE Radio	advertising	\$ 200.00
St. Anne's Church	Cheeseball sales	\$ 90.00
Cathy Carter	tent sale food	\$ 163.78
St. Anne's Church	bags	\$ 58.80
Julie Kuhn	tent sales supplies	\$ 56.65
Gray Craft	signs	\$ 300.00
ECW		\$ 3,411.03
Sherman & Lin's	food	\$ 250.00
Habitat For Humanity		\$ 250.00
Colorado Christian University	scholarship	\$ 500.00
Indiana University	scholarship	\$ 500.00
Valpariso University	scholarship	\$ 500.00
St. Anne's Church	WCHS food pantry	\$ 300.00
Baker's Youth Club		\$ 200.00
Animal Welfare		\$ 200.00
St. Anne's Church	Thanksgiving baskets	\$ 300.00
Lawney Francis	Advent Dinner	\$ 235.57
		\$ 12,120.63
Ending Balance		\$ 8,758.35

