...renew our vision of who we are and what you are calling us to do.....

Agenda
Vestry Meeting · November 15, 2016
6:00 pm – 7:30 pm

Gathering, Welcome

Opening

Call to Order

I. **Approval of September and October Vestry Minutes**

II. **Ministry Reports**

Finance Ministry
- Monthly Finance Report
- 2015 Audit for Vestry Approval
- Stewardship Letters Sent – Pledge Card Ingathering December 11th.

Property Ministry –
- Monthly Property Committee Report

Outreach Ministries Reports
- Food Pantry Ministry
- Wednesday Supper Ministry
- The Grace Project

Building Ministry

III. **Other Business**
- Note from the vestry to Willson Cummer expressing the congregation's
- Reminder: Eastern Farm Worker's Sweet Potato Pie Fund Raiser – November 18th and 19th

IV. **Closing Prayer**

WE ARE A TEAM. OUR SUCCESS RELIES ON EVERYONE'S PARTICIPATION.

Are we firmly focused on our mission? Are we moving forward on the goals and expectations we set? Where is there measurable progress? Where are we stuck? Are we honoring our group norms and vestry covenant? Do we deal directly with disagreement? How are we handling conflict? Do we enjoy one another, laugh, and have fun together? Are we too immersed in vestry concerns to draw strength and hope from worship? Are we saying 'thank you?'

Grace Episcopal Church

Vestry Meeting Minutes September 20, 2016

Prepared by Terri Minnifield, Clerk to the Vestry

Present: Rev. Johanna, Judith Brooks, Ernestine Patterson, John Auwaerter, Sabrina Coleman, Paul deLima, Mike Hungerford, Rosa Clark, Sarah Reks,

Excused: Imants Reks, Chuck Vanderpool

The meeting was called to order by Rev. Johanna at 6:06pm. Rev. Johanna opened with prayer.

Approval of June 2016 Vestry Minutes: Minutes were reviewed and there were several corrections. Motion to accept the minutes with corrections made by Mike Hungerford, 2nd by Judith Brooks.

Approval of August 2016 Mini-Retreat Minutes: Minutes were reviewed and there were several corrections made. Motion to accept the minutes with corrections made by Rosa Clark, 2nd by Sarah Reks.

Ministry Reports

Finance Ministry- Paul deLima gave the Statement of Financial Position report for Imants Reks. The budget is on track and projections show there may be a small surplus at the end of the year. There was some discussion about clarifying the restricted and unrestricted accounts; this will be reviewed and a report prepared. Full report is in September 2016 Vestry Package. Motion made by Judith Brooks to accept this report for audit; 2nd by Sabrina Coleman.

Property Ministry-

- State EPF Grant for Exterior Masonry Repairs: John Auwaerter gave this report. The firm of Crawford & Stearns has submitted a Proposal for Services for architect and engineer services under the concept of continuation of services. A motion by the Vestry is required to accept the proposal, which will then be forwarded to our state grants representative to receive approval to proceed. As with the rest of the grant, this phase is eligible for reimbursement of 75% of the cost. John noted that Crawford & Sterns reduced their fee for us. Grace has funds to cover this cost pending reimbursement; a bridge loan will be needed at the time of construction. The Crawford & Stearns Proposal for Services is in the September 2016 Vestry package. A motion was made by Sarah Reks to accept this Proposal for Services, 2nd by Paul deLima. A Resolution reflecting the Vestry's approval will be drafted to send to the state grants representative. John will

be ordering the required sign stating that the church has received a state EPF grant; this will be installed on the lawn in front of the tower or on the tower door.

- Welsh Garden Improvements: The Property Committee discussed possible improvements using the $2500. from the Orange Grove MOU; the committee agreed to postpone this work until a plan for improvements is developed through the capital campaign planning (discernment) process.

- Temple Concord Parking: Sarah will contact Temple Concord to clarify parking availability for temple congregants during the Jewish High Holy Days in an effort to prevent illegal parking in our lot and loss of spaces for our monthly paying parkers. This has been a problem in the past. The full Property Committee Report is in the September 2016 Vestry package.

Food Pantry Ministry- Rosa Clark gave the Food Pantry Report, which reflected numbers served in August 2016. A total of 154 individuals were served a total of 1386 meals. The Food Pantry Report is in the September 2016 Vestry package. Mike Hungerford reported that more volunteers are needed to picking food at Matthew 25 Farm, and for sorting, weighing and separating for various produce. The Food Panty continues to need volunteers on Thursday mornings.

Grace Project Ministry- Sarah Reks gave this report. The Grace Project continues to offer programming at the Justice Center on Wednesday evenings from 7:00pm-8:00pm. As a result of many of the youth being held in solitary confinement, there have been 6 or 7 youth available to meet each week. Full report is in the September Vestry package.

Vision & Strategic Thinking- Reports, Needs and Next Steps

Sustainability- Judith Brooks gave the Sustainability Report, and reviewed building usage in August and September to date; also reviewed upcoming schedule for remainder of September and October schedule. Full report is in September Vestry package.

Stewardship- Committee will be setting date for Stewardship Formation (6 weeks).

Capital Campaign Update-

- Copy of executed Contract with Episcopal Church Foundation (ECF) is in the September Vestry package.

- Next Steps: Discernment and Communication process; engage congregation in the discernment process, small group meetings to offer parishioners an opportunity to express their thoughts and what they would like to see addressed by a Capital Campaign.

- Discernment weekend: Saturday October 22nd and Sunday October 23rd; consultant on-site Saturday afternoon to train facilitators for Cottage Meetings, and Sunday morning to give an overview of the discernment process to the congregation (Homily).

Full report from Capital Campaign Committee is in September Vestry package.

Other Business

Communications Coordinator- Sarah Alamond has resigned as she was offered a full-time administrator position at St. Matthews's, Liverpool. . She has agreed to continue to maintain the Grace Church website and Facebook pagefor an annual fee of $3000. Meaghan Higgins, a student at SU and Grace attendee will be providing 4 hours of office support on Fridays for $10/hr.

Co-Chair of Facility Ministry- Judith Brooks is seeking a co-chair for the Sustainability Committee. The work demand is increasing as Facility Usage is increasing and more help is needed.

Substitute Organist for October 23, 2016- It was agreed that Arthur will be our substitute organist on October 23 as Samuel will be away.

The meeting ended at 7:40pm; Rev. Johanna closed with prayer.

Grace Episcopal Church

Vestry Minutes October 18, 2016

Prepared by Terri Minnifield, Clerk to the Vestry

Present: Rev. Johanna, Rosa Clark, Sarah Reks, Imants Reks, Sabrina Coleman, Ernestine Patterson, John Auwaerter

Excused: Judith Brooks, Paul deLima, Chuck Vanderpool, Mike Hungerford

Guest: Sue Keeter

The meeting was called to order at 6:09pm. Rev. Johanna opened with prayer.

Approval of September 2016 Vestry Minutes: Minutes will be circulated to Vestry, and corrections made in red and sent back to Terri; Terri will forward final version to Rev. Johanna for review/approval at November Vestry meeting.

Guest: Susan Keeter presented a proposal for updating 'Amazing Grace' (a history of Grace Church and St. Phillips Church in Syracuse's historic 15th ward) and asked if the Vestry would be interested in updating the book. After discussion, it was agreed to keep 'Amazing Grace' as the 1st version, and make a 2nd version to include updates. It was agreed to include the upcoming visit of Presiding Bishop Michael Curry to Grace Church in the new version. Susan asked for a group to work with her to gather additional historic information.

Ministry Reports

Finance Committee: Imanks Reks gave this report; the overall budget is in good shape and Grace is over on Income and under on Expenses. There was a request that a 2nd column be added under the Budget category (p. 1 of 5 in Statement of Financial Position) for a comparison to previous year; it was agreed this could be added. It was acknowledged that Buildings and Grounds Use category is doing very well this year with a substantial increase in rentals and usage (including weddings, SU & Events Parking, and ongoing Parking Space Rentals). The cost of church Phone and Internet was discussed (item # 51330 on p.3 of 5), in particular the ramifications of changing the church's main phone number to reduce cost due to the way service are currently contracted. Sara Reks volunteered to gather additional information, and bring to next Vestry meeting for further discussion. Imanks Reks reviewed a breakdown by category of Temporarily Restricted and Unrestricted Accounts; this report is in the October 2016 Vestry Package.

A motion was made by Rosa Clark to accept the Finance Report for audit; 2nd by Ernestine Patterson.

Property Committee: John Auwaerter gave this report. Grace has received a fully executed copy of the Proposal for Services from Crawford & Stern. Grace has received approval from NYS for single-source bid. A copy of the Resolution is in the October 2016 Vestry package.

Food Pantry: Rosa Clark gave this report. In September a total of 2016 meals were served; total individuals was 324. The Food Pantry continues to need volunteers. The report is in the October 2016 Vestry package.

Wednesday Night Suppers: Judy Adams submitted this report. The suppers are attended by an average of 25 people. The team took advantage of a free membership at Sam's Club to serve several dinners based on their roasted chickens. Menus have been simplified as they are short-handed. Donations that are part of Wednesday Night Suppers regular supply coffee for Sunday morning coffee hour. A letter thanking Judy Adams and the Sunday Night Supper team will be sent by the Clerk on behalf of Rev. Joanna and the Vestry.

The Grace Project: Continue to work with the minors at the Justice Center. Depending on availability, the Project is working with 5 to 14 youth each week..

Upcoming: Attendance at the Human Right Commission Meeting scheduled for Wednesday, October 26th at 5:30pm.

Vision & Strategic Thinking-reports, needs, next steps

Sustainability: Discussed possible reorganization of Administrative Office/Business Office for potential lease…perhaps a non-profit that would be a good fit with Grace Church. Looking at this to help sustain our ministries though long-term building usage; discussion to be continued.

Stewardship: Stewardship Formation will be held Sundays after service on October 30th, November 6th, and November 13th. Stewardship Letter to be sent by November 4th regarding: Grace Ministries/Capital Campaign/Presiding Bishop Visit and the Jesus Movement.

Capital Campaign Update:

Discernment Weekend: October 22nd and 23rd, Crystal Plummer presiding

Small Cottage Meetings: Sunday, November 13th after the service

Monday, November 14th, 5:30pm to 7pm (deLima)

Thursday, November 17th, 5:30pm-7pm (Hungerford/Ryniker)

Other Business:

Sunday, November 6th-Celebration of All Saint's Day-Contemplative Service with special music. Thank you to Wilson Cummer for arranging the music; Grace Church to

Have the piano tuned.

Bishop's Visit:

Hospitality- Sabrina to take the lead

Tables for each ministry (manned)

Possible slide show

Meeting ended at 8:15pm; Rev. Johanna closed with prayer

Grace Episcopal Church
Balance Sheet
As of October 31, 2016

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	
10002 · Tower Account	38,649.16
10004 · Rectors Discretionary Account	483.97
10000 · Checking-Operating	37,819.51
10001 · Capital Campaign	2,522.81
10005 · Restricted Savings	104,841.86
Total Checking/Savings	184,317.31
Total Current Assets	184,317.31
Fixed Assets	
15100 · Leasehold Improvements	30,450.00
Total Fixed Assets	30,450.00
TOTAL ASSETS	**214,767.31**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,876.22
Total Accounts Payable	1,876.22
Other Current Liabilities	
23000 · Deferred Priest Equity/Sabbat.	5,600.00
Total Other Current Liabilities	5,600.00
Total Current Liabilities	7,476.22
Total Liabilities	7,476.22
Equity	
32000 · Unrestricted Net Assets	137,623.89
Net Income	69,667.20
Total Equity	207,291.09
TOTAL LIABILITIES & EQUITY	**214,767.31**

Grace Episcopal Church
Statement of Financial Position
October 2016

	Oct 16	
Ordinary Income/Expense		
Income		
41000 · Pledge and Plate Income		
41110 · Pledge Income	6,762.00	
41112 · Plate Offerings	291.00	
41113 · Non-Pledged Contributions	923.00	
41114 · Special Offerings- Heat	55.00	
Total 41000 · Pledge and Plate Income		8,031.00
41200 · Buildings and Grounds Use		
41211 · Church Space Use	1,675.00	
41212 · Parking Lot Use	840.00	
41214 · SU Event Parking	540.00	
Total 41200 · Buildings and Grounds Use		3,055.00
41400 · Other Income		
41450 · Reimbursed Expenses	125.00	
Total 41400 · Other Income		125.00
41600 · Temporarily Restricted Income		
41610 · Food Pantry Donations	645.00	
41611 · Priest Discretionary Fund Incom	300.00	
Total 41600 · Temporarily Restricted Income		945.00
Total Income		12,156.00
Expense		
51670 · Pastoral Ministries		
51675 · Priest Discretionary Fund	7.66	
Total 51670 · Pastoral Ministries		7.66
51635 · Outreach Ministries		
51639 · Grace Prison Ministry Project	14.00	
51637 · Grace Food Pantry	1,030.08	
Total 51635 · Outreach Ministries		1,044.08
51615 · Worship Ministries		
51617 · Music	500.00	
51616 · Musician Stipend	600.00	
Total 51615 · Worship Ministries		1,100.00
51400 · Diocesan Responsibilities		
51430 · Diocesan Conferences, Workshops	75.00	
51410 · Diocesan Assessments	500.00	
Total 51400 · Diocesan Responsibilities		575.00
51300 · Office, Admin & Supplies		
51397 · Professional Fees	225.00	
51310 · Office Supplies	47.00	
51381 · Dues and Subscriptions	35.00	
51350 · Equipment Maint Contract	127.91	
51330 · Church Phone and Internet	245.50	
Total 51300 · Office, Admin & Supplies		680.41
51200 · Buildings and Grounds		
51220 · Rectory		
51221 · Utilities- Gas & Elec	141.94	
Total 51220 · Rectory		141.94
51205 · Church		
51237 · Grounds Mainten-Materials	45.30	
51217 · Repairs & Maintenance	457.50	
51214 · Contracted Services	38.50	
51210 · Utilities-Gas & Electric	340.60	
Total 51205 · Church	881.90	
Total 51200 · Buildings and Grounds		1,023.84
51130 · Priest Expenses		

Grace Episcopal Church
Statement of Financial Position
October 2016

	Oct 16
51138 · Pension Fund	1,284.57
51132 · Priest Health Insurance	914.00
51135 · Priest SECA	172.76
Total 51130 · Priest Expenses	2,371.33
51160 · Payroll Expenses	
51190 · Payroll Service Fees	39.72
51164 · Employer Fica	0.00
Total 51160 · Payroll Expenses	39.72
51100 · Salaries & Benefits	
51180 · Part Time Program Director	250.00
51170 · Secretary Stipend	130.00
51125 · Sexton Stipend	320.00
51110 · Priest Stipend	2,517.42
51100 · Salaries & Benefits - Other	0.00
Total 51100 · Salaries & Benefits	3,217.42
Total Expense	10,059.46
Net Ordinary Income	2,096.54
Other Income/Expense	
Other Income	
42000 · Donations & Other	
42190 · Unrestricted Donations	250.00
Total 42000 · Donations & Other	250.00
Total Other Income	250.00
Other Expense	
52000 · Donations & Other Expenses	
52142 · Capital Campaign Expenses	250.00
Total 52000 · Donations & Other Expenses	250.00
Total Other Expense	250.00
Net Other Income	0.00
Net Income	**2,096.54**

Grace Episcopal Church
Statement of Financial Position
January through October 2016

	Jan - Oct 16	Budget	Jan - Oct 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41000 · Pledge and Plate Income					
41110 · Pledge Income	89,332.41	80,000.00	89,332.41	80,000.00	96,000.00
41112 · Plate Offerings	4,392.42	4,583.34	4,392.42	4,583.34	5,500.00
41112.5 · Unrestricted Gifts	500.00	416.66	500.00	416.66	500.00
41113 · Non-Pledged Contributions	8,352.30	5,000.00	8,352.30	5,000.00	6,000.00
41114 · Special Offerings- Heat	428.00	583.34	428.00	583.34	700.00
41114.1 · Special Offerings	66.00	750.00	66.00	750.00	900.00
41114.3 · Special Offerings-Flowers	165.00	333.34	165.00	333.34	400.00
Total 41000 · Pledge and Plate Income	103,236.13	91,666.68	103,236.13	91,666.68	110,000.00
41200 · Buildings and Grounds Use					
41211 · Church Space Use	7,269.00	4,166.66	7,269.00	4,166.66	5,000.00
41212 · Parking Lot Use	9,026.00	8,400.00	9,026.00	8,400.00	10,080.00
41214 · SU Event Parking	4,568.00	3,416.66	4,568.00	3,416.66	4,100.00
Total 41200 · Buildings and Grounds Use	20,863.00	15,983.32	20,863.00	15,983.32	19,180.00
41300 · Events Fundarising & Outreach					
41365 · MLK Dinner	0.00	0.00	0.00	0.00	0.00
41310 · Wine & Food Event	0.00	0.00	0.00	0.00	0.00
41320 · Chocolate Sale	0.00	0.00	0.00	0.00	0.00
41340 · Wednesday Dinners	0.00	0.00	0.00	0.00	0.00
41350 · Concerts	190.00	0.00	190.00	0.00	0.00
41360 · General Fundraising	0.00	0.00	0.00	0.00	0.00
Total 41300 · Events Fundarising & Outreach	190.00	0.00	190.00	0.00	0.00
41400 · Other Income					
41410 · Interest Income	34.27	20.84	34.27	20.84	25.00
41440 · Grants	0.00	0.00	0.00	0.00	0.00
41450 · Reimbursed Expenses	765.00	0.00	765.00	0.00	0.00
41460 · Miscellaneous Funds	0.00	0.00	0.00	0.00	0.00
Total 41400 · Other Income	799.27	20.84	799.27	20.84	25.00
41600 · Temporarily Restricted Income					
41680 · Grace Prison Ministry Project	1,149.00	208.34	1,149.00	208.34	250.00
41650 · Outreach Collections	235.95	0.00	235.95	0.00	0.00
41670 · Temp Restricted Inc - Memorial	125.00	0.00	125.00	0.00	0.00
41610 · Food Pantry Donations	4,120.99	4,166.66	4,120.99	4,166.66	5,000.00
41611 · Priest Discretionary Fund Incom	655.50	625.00	655.50	625.00	750.00
41660 · Restricted Gifts	1,385.00	0.00	1,385.00	0.00	0.00
Total 41600 · Temporarily Restricted Income	7,671.44	5,000.00	7,671.44	5,000.00	6,000.00
Total Income	132,759.84	112,670.84	132,759.84	112,670.84	135,205.00
Expense					
59100 · Grant Expenses					
59112 · Trinity Wall Street Grant	0.00	0.00	0.00	0.00	0.00
59110 · Atlantic States Environ Grent	0.00	0.00	0.00	0.00	0.00
Total 59100 · Grant Expenses	0.00	0.00	0.00	0.00	0.00

Grace Episcopal Church
Statement of Financial Position
January through October 2016

	Jan - Oct 16	Budget	Jan - Oct 16	YTD Budget	Annual Budget
51680 · Miscellaneous Expenses					
51688 · Gifts & Honorariums	400.00	166.66	400.00	166.66	200.00
51687 · Hospitality Ministry	0.00	0.00	0.00	0.00	0.00
51685 · Fundraising Expense	131.00	0.00	131.00	0.00	0.00
51682 · Grace House Expenses	0.00	0.00	0.00	0.00	0.00
51681 · Parish Entertainment	0.00	0.00	0.00	0.00	0.00
Total 51680 · Miscellaneous Expenses	531.00	166.66	531.00	166.66	200.00
51670 · Pastoral Ministries					
51675 · Priest Discretionary Fund	969.68	625.00	969.68	625.00	750.00
51672 · Travel Expense	0.00	0.00	0.00	0.00	0.00
Total 51670 · Pastoral Ministries	969.68	625.00	969.68	625.00	750.00
51640 · Memberships					
51642 · Other Memberships	35.00	83.34	35.00	83.34	100.00
51641 · ACTS	650.00	416.66	650.00	416.66	500.00
Total 51640 · Memberships	685.00	500.00	685.00	500.00	600.00
51635 · Outreach Ministries					
51639 · Grace Prison Ministry Project	422.37	208.34	422.37	208.34	250.00
51638 · Outreach	1,386.92	833.34	1,386.92	833.34	1,000.00
51637 · Grace Food Pantry	6,620.26	5,833.34	6,620.26	5,833.34	7,000.00
Total 51635 · Outreach Ministries	8,429.55	6,875.02	8,429.55	6,875.02	8,250.00
51615 · Worship Ministries					
51622 · Worship Supplies	58.25	83.34	58.25	83.34	100.00
51621 · Acolyte Supplies	0.00	83.34	0.00	83.34	100.00
51620 · Flowers	147.89	250.00	147.89	250.00	300.00
51619 · Altar Guild Supplies	651.06	583.34	651.06	583.34	700.00
51618 · Instrument Maintenance	0.00	208.34	0.00	208.34	250.00
51617 · Music	539.00	0.00	539.00	0.00	0.00
51616 · Musician Stipend	6,750.00	7,000.00	6,750.00	7,000.00	8,400.00
Total 51615 · Worship Ministries	8,146.20	8,208.36	8,146.20	8,208.36	9,850.00
51400 · Diocesan Responsibilities					
51430 · Diocesan Conferences, Workshops	75.00	416.66	75.00	416.66	500.00
51420 · Diocesan Quota	0.00	0.00	0.00	0.00	0.00
51410 · Diocesan Assessments	5,000.00	5,000.00	5,000.00	5,000.00	6,000.00
Total 51400 · Diocesan Responsibilities	5,075.00	5,416.66	5,075.00	5,416.66	6,500.00
51600 · Communication Ministries					
51611 · Website	0.00	166.66	0.00	166.66	200.00
51610 · Bulletins	0.00	0.00	0.00	0.00	0.00
51612 · Advertising and Promotion	143.50	0.00	143.50	0.00	0.00
Total 51600 · Communication Ministries	143.50	166.66	143.50	166.66	200.00
51300 · Office, Admin & Supplies					
51370 · Copying Costs	0.00	0.00	0.00	0.00	0.00
51397 · Professional Fees	2,550.00	2,700.00	2,550.00	2,700.00	3,240.00
51310 · Office Supplies	541.98	416.66	541.98	416.66	500.00
51396 · Interest Expense	0.00	0.00	0.00	0.00	0.00

Grace Episcopal Church
Statement of Financial Position
January through October 2016

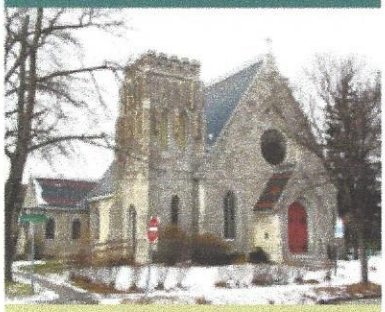
	Jan - Oct 16	Budget	Jan - Oct 16	YTD Budget	Annual Budget
51335 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
51325 · Computer/Office Eq Expenses	157.99	41.66	157.99	41.66	50.00
51313 · Automobile Expense	0.00	0.00	0.00	0.00	0.00
51381 · Dues and Subscriptions	314.76	250.00	314.76	250.00	300.00
51395 · Bank Service Charges	270.00	0.00	270.00	0.00	0.00
51350 · Equipment Maint Contract	1,279.10	1,450.00	1,279.10	1,450.00	1,740.00
51330 · Church Phone and Internet	2,185.16	2,000.00	2,185.16	2,000.00	2,400.00
51320 · Postage and Delivery	96.00	125.00	96.00	125.00	150.00
Total 51300 · Office, Admin & Supplies	7,394.99	6,983.32	7,394.99	6,983.32	8,380.00
51200 · Buildings and Grounds					
51220 · Rectory					
51270 · Rectory Internet and Phone	638.73	0.00	638.73	0.00	0.00
51222 · Water-Sewer- Rectory	718.79	833.34	718.79	833.34	1,000.00
51260 · Property Taxes	35.98	41.66	35.98	41.66	50.00
51255 · Rectory Expenses	0.00	916.66	0.00	916.66	1,100.00
51250 · Insurance-Rectory	0.00	0.00	0.00	0.00	0.00
51230 · Repairs & Maintenance	3,406.73	3,333.34	3,406.73	3,333.34	4,000.00
51221 · Utilities- Gas & Elec	1,729.45	2,000.00	1,729.45	2,000.00	2,400.00
Total 51220 · Rectory	6,529.68	7,125.00	6,529.68	7,125.00	8,550.00
51205 · Church					
51208 · Lula & Lift Maint. Inspection	1,056.00	360.00	1,056.00	360.00	432.00
51209 · Fire Alarm - Church	928.00	916.66	928.00	916.66	1,100.00
51219 · Prop Taxes	169.40	200.00	169.40	200.00	240.00
51263 · Capital Expenses	0.00	0.00	0.00	0.00	0.00
51900 · Miscellaneous	75.00	0.00	75.00	0.00	0.00
51218 · Insurance	3,588.00	3,986.66	3,588.00	3,986.66	4,784.00
51239 · Grounds Mainten-Plowing	979.00	1,833.34	979.00	1,833.34	2,200.00
51238 · Grounds Mainten-Equipment	69.41	208.34	69.41	208.34	250.00
51237 · Grounds Mainten-Materials	258.99	208.34	258.99	208.34	250.00
51217 · Repairs & Maintenance	2,146.68	3,333.34	2,146.68	3,333.34	4,000.00
51216 · Maintenance Supplies	339.07	833.34	339.07	833.34	1,000.00
51215 · Security	0.00	0.00	0.00	0.00	0.00
51214 · Contracted Services	385.00	385.00	385.00	385.00	462.00
51212 · Water & Sewer	770.10	833.34	770.10	833.34	1,000.00
51234 · Waste Removal	360.00	400.00	360.00	400.00	480.00
51210 · Utilities-Gas & Electric	5,435.02	10,000.00	5,435.02	10,000.00	12,000.00
Total 51205 · Church	16,559.67	23,498.36	16,559.67	23,498.36	28,198.00
Total 51200 · Buildings and Grounds	23,089.35	30,623.36	23,089.35	30,623.36	36,748.00
51130 · Priest Expenses					
51143 · Priest Equity Accrual	1,200.00	1,000.00	1,200.00	1,000.00	1,200.00
51142 · Priest Professional Expenses	195.00	250.00	195.00	250.00	300.00
51140 · Priest Sabbatical	600.00	500.00	600.00	500.00	600.00
51151 · Supply Priest Stipend	150.00	208.34	150.00	208.34	250.00
51138 · Pension Fund	5,138.28	7,240.00	5,138.28	7,240.00	8,688.00
51137 · Priest Continuing Education	525.00	416.66	525.00	416.66	500.00
51134 · Priest Health Savings Acct	0.00	4,541.66	0.00	4,541.66	5,450.00
51132 · Priest Health Insurance	9,140.00	8,625.00	9,140.00	8,625.00	10,350.00

Grace Episcopal Church
Statement of Financial Position
January through October 2016

	Jan - Oct 16	Budget	Jan - Oct 16	YTD Budget	Annual Budget
51135 · Priest SECA	1,727.60	2,250.00	1,727.60	2,250.00	2,700.00
Total 51130 · Priest Expenses	18,675.88	25,031.66	18,675.88	25,031.66	30,038.00
51160 · Payroll Expenses					
51162 · Workers Compensation	446.00	833.34	446.00	833.34	1,000.00
51190 · Payroll Service Fees	477.93	416.66	477.93	416.66	500.00
51164 · Employer Fica	371.88	41.66	371.88	41.66	50.00
51163 · Disability Insurance	122.86	100.00	122.86	100.00	120.00
51165 · State Unemployment	0.00	0.00	0.00	0.00	0.00
Total 51160 · Payroll Expenses	1,418.67	1,391.66	1,418.67	1,391.66	1,670.00
51100 · Salaries & Benefits					
51180 · Part Time Program Director	250.00	0.00	250.00	0.00	0.00
51170 · Secretary Stipend	130.00	0.00	130.00	0.00	0.00
51125 · Sexton Stipend	3,680.00	3,466.66	3,680.00	3,466.66	4,160.00
51110 · Priest Stipend	25,174.20	25,174.16	25,174.20	25,174.16	30,209.00
51120 · Office Salaries	4,860.00	5,850.00	4,860.00	5,850.00	7,020.00
51100 · Salaries & Benefits - Other	0.00	0.00	0.00	0.00	0.00
Total 51100 · Salaries & Benefits	34,094.20	34,490.82	34,094.20	34,490.82	41,389.00
51625 · Christian Formation					
51630 · Child Care	50.00	1,166.66	50.00	1,166.66	1,400.00
51629 · Adult Education	0.00	83.34	0.00	83.34	100.00
51628 · Youth Group	0.00	83.34	0.00	83.34	100.00
51626 · Church School Curriculum & Supp	102.07	208.34	102.07	208.34	250.00
Total 51625 · Christian Formation	152.07	1,541.68	152.07	1,541.68	1,850.00
Total Expense	108,805.09	122,020.86	108,805.09	122,020.86	146,425.00
Net Ordinary Income	23,954.75	-9,350.02	23,954.75	-9,350.02	-11,220.00
Other Income/Expense					
Other Income					
42000 · Donations & Other					
42167 · Grace Prison Ministry Prj Grant	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
42166 · Cap Proj Grant - Tower	35,000.00	25,000.00	35,000.00	25,000.00	25,000.00
42165 · Capital Proj Donations - Tower	1,500.00	0.00	1,500.00	0.00	0.00
42170 · Sabbatical Income	0.00	0.00	0.00	0.00	0.00
42190 · Unrestricted Donations	3,919.00	0.00	3,919.00	0.00	0.00
42180 · Restricted Donations	2,600.00	0.00	2,600.00	0.00	0.00
Total 42000 · Donations & Other	46,019.00	28,000.00	46,019.00	28,000.00	28,000.00
49200 · Restoration Income	0.00	0.00	0.00	0.00	0.00
Total Other Income	46,019.00	28,000.00	46,019.00	28,000.00	28,000.00
Other Expense					
52000 · Donations & Other Expenses					
52142 · Capital Campaign Expenses	250.00	0.00	250.00	0.00	0.00
52145 · Grace Prison Ministry Proj Exp	0.00	2,500.00	0.00	2,500.00	3,000.00
52141 · Cap Proj Expenses - Tower Grant	56.55	0.00	56.55	0.00	0.00
52140 · Capital Proj Expenses - Tower	0.00	0.00	0.00	0.00	0.00

Grace Episcopal Church
Statement of Financial Position
January through October 2016

	Jan - Oct 16	Budget	Jan - Oct 16	YTD Budget	Annual Budget
52150 · Accessibility Project Expenses	0.00	0.00	0.00	0.00	0.00
Total 52000 · Donations & Other Expenses	306.55	2,500.00	306.55	2,500.00	3,000.00
59200 · Restoration Expense	0.00	0.00	0.00	0.00	0.00
Total Other Expense	306.55	2,500.00	306.55	2,500.00	3,000.00
Net Other Income	45,712.45	25,500.00	45,712.45	25,500.00	25,000.00
Net Income	**69,667.20**	**16,149.98**	**69,667.20**	**16,149.98**	**13,780.00**



Grace Church
(Episcopal)
819 Madison Street
Syracuse, NY 13210
(University Ave at Madison)
315-478-0901

AUDIT REPORT

DECEMER 31, 2015

GRACE EPISCOPAL CHURCH

SYRACUSE, NY

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Audit Committee Certificate

Date: November 5, 2016

To: Wardens, and Vestry of Grace Episcopal Church, Syracuse, NY
810 Madison Street
Syracuse, NY 13210

From: Audit Committee

Subject: 2015 Audit of Grace Episcopal Church Syracuse, NY

We have inspected the statement on financial position of Grace Episcopal Church, Syracuse, NY (Grace Church) as of December 31, 2015, and the related statement of activities and cash flows for the year then ended. Our inspection was made in accordance with the audit guidelines of the *Manual of Business Methods in Church Affairs*, and the financial statements are prepared on an accrual basis in accordance with principles adopted by the Episcopal Church and approved by its General Convention except as noted. Grace Church does not record fixed assets at cost, or donated assets, at fair market value on the date of receipt, less depreciation, on its financial statements. It was not practical to determine the effects of the unrecorded fixed assets on the financial statements.

We have taken steps to see that the accompanying financial statements present fairly, in all material respects, except as noted above, the financial position of the Congregation at December 31, 2015; and that the changes in its net assets and its cash flows for the year then ended are in accordance with the principles authorized by General Convention of the Episcopal Church on a basis consistent with that of the preceding year.

Our inspection and certificate are not meant to be construed as an audit and opinion rendered by a Certified Public Accountant.

Sincerely,

Members of the Audit Committee

Imants Reks

Paul Delima

Ernestine Patterson

Margaret Ryniker

Audit Committee Findings on Policies and Procedures

Date: November 5, 2016

To: Wardens, and Vestry of Grace Episcopal Church, Syracuse, NY
810 Madison Street
Syracuse, NY 13210

From: Audit Committee

Subject: 2015 Audit of Grace Episcopal Church Syracuse, NY

During the course of the above inspection, the following items pertaining to the internal control and other operation matters were noted. The first group includes areas of management control where prior year auditor recommendations have not yet been implemented; the second group includes comments and recommendations of the current year auditors.

Prior Years Recommendations

- Fixed assets and depreciation – Fixed assets are expensed when purchased. Donated fixed assets are not currently recorded. Accounting principles generally accepted in the Unites States of America require that the fixed assets be recorded at cost, less depreciation. Donated fixed assets should be recorded at fair market value on the date of receipt, less depreciation
- It was recommended that all invoices be paid by check and online payment of invoices be discontinued. The recommendation was adopted and no online payments of invoices were made.

Comments and Recommendations of Current Year Auditors

- Records for the months of January, July and December 2015 for each account were examined for the audit.
- The new check request, approval and payment procedures (TL Wall Accounting) implemented in 2014 appear to be working well, as exemplified by the very minor audit findings. In general, the records were well maintained and the financial files were complete.
- Only minor errors or a few missing invoices were noted in the files examined as summarized below.
    - Check #5256 in amount of $12,139.00 to CNY Builder Services. There was no internal sign-off on the AIA approval
    - Check #15099 in amount of $136.22 to Dan Bilow – The invoice or request for payment was not in the files.

- Check #15118 in amount of $1,284.57 to Church Pension fund – Only one sign-off was present
- Bank statement for Paychex invoice X63558600027846 indicates amount remitted of $29.14. The invoice amount of $29.14 could not be located in the Paychex invoice documents. An invoice amount for $14.57 was located in the Paychex invoice documents, which is two times the $14.57 amount shown on the invoice. Recommended that we check with Paychex for clarification.

Grace Episcopal Church
Balance Sheet
As of December 31, 2015

	Dec 31, 15
ASSETS	
Current Assets	
Checking/Savings	
10002 · Tower Account	2,149.16
10004 · Rectors Discretionary Account	198.15
10000 · Checking-Operating	34,034.89
10001 · Capital Campaign	3,866.45
10005 · Restricted Savings	79,521.57
10006 · Restoration Account (Insurance)	411.36
Total Checking/Savings	120,181.58
Total Current Assets	120,181.58
Fixed Assets	
15100 · Leasehold Improvements	30,450.00
Total Fixed Assets	30,450.00
TOTAL ASSETS	**150,631.58**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	3,291.69
Total Accounts Payable	3,291.69
Other Current Liabilities	
22000 · Defferred Pledge Income	5,916.00
23000 · Deferred Priest Equity/Sabbat.	3,800.00
Total Other Current Liabilities	9,716.00
Total Current Liabilities	13,007.69
Total Liabilities	13,007.69
Equity	
32000 · Unrestricted Net Assets	580,073.24
Net Income	-442,449.35
Total Equity	137,623.89
TOTAL LIABILITIES & EQUITY	**150,631.58**

Grace Episcopal Church
Statement of Financial Position
January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
41000 · Pledge and Plate Income	
41110 · Pledge Income	115,473.00
41112 · Plate Offerings	5,684.04
41112.5 · Unrestricted Gifts	1,029.00
41113 · Non-Pledged Contributions	5,681.00
41114 · Special Offerings- Heat	691.57
41114.1 · Special Offerings	1,551.00
41114.3 · Special Offerings-Flowers	445.00
Total 41000 · Pledge and Plate Income	130,554.61
41200 · Buildings and Grounds Use	
41211 · Church Space Use	2,880.00
41212 · Parking Lot Use	8,385.00
41214 · SU Event Parking	4,298.00
Total 41200 · Buildings and Grounds Use	15,563.00
41400 · Other Income	
41410 · Interest Income	33.55
41450 · Reimbursed Expenses	65.00
41460 · Miscellaneous Funds	406.00
Total 41400 · Other Income	504.55
41600 · Temporarily Restricted Income	
41680 · Grace Prison Ministry Project	282.00
41650 · Outreach Collections	326.54
41610 · Food Pantry Donations	5,199.00
41611 · Priest Discretionary Fund Incom	2,773.00
41660 · Restricted Gifts	1,005.12
Total 41600 · Temporarily Restricted Income	9,585.66
Total Income	156,207.82
Expense	
51680 · Miscellaneous Expenses	
51688 · Gifts & Honorariums	1,204.00
Total 51680 · Miscellaneous Expenses	1,204.00
51670 · Pastoral Ministries	
51675 · Priest Discretionary Fund	3,415.08
Total 51670 · Pastoral Ministries	3,415.08
51640 · Memberships	
51642 · Other Memberships	75.00
51641 · ACTS	500.00
Total 51640 · Memberships	575.00
51635 · Outreach Ministries	
51639 · Grace Prison Ministry Project	166.00
51638 · Outreach	937.43

Grace Episcopal Church
Statement of Financial Position
January through December 2015

	Jan - Dec 15	
51637 · Grace Food Pantry	8,905.50	
Total 51635 · Outreach Ministries		10,008.93
51615 · Worship Ministries		
51622 · Worship Supplies	61.71	
51620 · Flowers	208.88	
51619 · Altar Guild Supplies	782.35	
51618 · Instrument Maintenance	1,170.00	
51616 · Musician Stipend	8,550.00	
Total 51615 · Worship Ministries		10,772.94
51400 · Diocesan Responsibilities		
51430 · Diocesan Conferences, Workshops	195.00	
51410 · Diocesan Assessments	6,000.00	
Total 51400 · Diocesan Responsibilities		6,195.00
51600 · Communication Ministries		
51611 · Website	600.00	
Total 51600 · Communication Ministries		600.00
51300 · Office, Admin & Supplies		
51397 · Professional Fees	3,122.50	
51310 · Office Supplies	632.13	
51325 · Computer/Office Eq Expenses	39.99	
51381 · Dues and Subscriptions	238.95	
51395 · Bank Service Charges	1.83	
51350 · Equipment Maint Contract	1,684.92	
51330 · Church Phone and Internet	2,165.05	
51320 · Postage and Delivery	100.45	
Total 51300 · Office, Admin & Supplies		7,985.82
51200 · Buildings and Grounds		
51220 · Rectory		
51270 · Rectory Internet and Phone	1,134.94	
51222 · Water-Sewer- Rectory	957.47	
51260 · Property Taxes	50.05	
51230 · Repairs & Maintenance	567.93	
51221 · Utilities- Gas & Elec	2,278.32	
Total 51220 · Rectory		4,988.71
51205 · Church		
51208 · Lula & Lift Maint. Inspection	216.00	
51209 · Fire Alarm - Church	993.00	
51219 · Prop Taxes	235.70	
51218 · Insurance	3,982.15	
51239 · Grounds Mainten-Plowing	1,558.00	
51217 · Repairs & Maintenance	4,485.22	
51216 · Maintenance Supplies	1,148.49	
51214 · Contracted Services	-187.00	
51212 · Water & Sewer	1,028.50	
51234 · Waste Removal	480.00	

Grace Episcopal Church
Statement of Financial Position
January through December 2015

	Jan - Dec 15
51210 · Utilities-Gas & Electric	8,202.93
Total 51205 · Church	22,142.99
Total 51200 · Buildings and Grounds	27,131.70
51130 · Priest Expenses	
51143 · Priest Equity Accrual	1,200.00
51142 · Priest Professional Expenses	224.00
51140 · Priest Sabbatical	600.00
51151 · Supply Priest Stipend	150.00
51138 · Pension Fund	5,138.28
51137 · Priest Continuing Education	750.00
51134 · Priest Health Savings Acct	5,025.00
51132 · Priest Health Insurance	9,583.00
51135 · Priest SECA	2,073.12
Total 51130 · Priest Expenses	24,743.40
51160 · Payroll Expenses	
51162 · Workers Compensation	904.00
51190 · Payroll Service Fees	449.39
51164 · Employer Fica	41.31
51163 · Disability Insurance	119.57
Total 51160 · Payroll Expenses	1,514.27
51100 · Salaries & Benefits	
51180 · Part Time Program Director	840.00
51125 · Sexton Stipend	2,970.00
51110 · Priest Stipend	24,658.08
51120 · Office Salaries	3,330.00
51100 · Salaries & Benefits - Other	0.00
Total 51100 · Salaries & Benefits	31,798.08
51625 · Christian Formation	
51630 · Child Care	1,075.00
51629 · Adult Education	23.40
51626 · Church School Curriculum & Supp	22.00
Total 51625 · Christian Formation	1,120.40
Total Expense	127,064.62
Net Ordinary Income	29,143.20
Other Income/Expense	
Other Income	
42000 · Donations & Other	
42165 · Capital Proj Donations - Tower	96,680.55
Total 42000 · Donations & Other	96,680.55
49200 · Restoration Income	152,256.60
Total Other Income	248,937.15

Grace Episcopal Church
Statement of Financial Position
January through December 2015

	Jan - Dec 15
Other Expense	
52000 · Donations & Other Expenses	
52150 · Accessibility Project Expenses	40,769.67
Total 52000 · Donations & Other Expenses	40,769.67
59200 · Restoration Expense	679,760.03
Total Other Expense	720,529.70
Net Other Income	-471,592.55
Net Income	**-442,449.35**

Section A. Audit Program Checklist For Period Ending December 31, 2015

Please copy this section for use of the Audit Committee. Instructions for the Audit Program may be found in Section D.

1. *General Information:*

Congregation	Grace Episcopal Church
Street Address	819 Madison Street
Mailing Address	819 Madison Street
City, State, Zip	Syracuse, NY 13210
Rector/Vicar/ Priest in Charge	Rev. Johanna Marcure
Senior Warden	David Aitken
Junior Warden	Sarah Reks
Treasurer	Margaret Ryniker
Other	Ernestine Patterson - Financial Secretary
Financial Records Maintained by	MaryLou D'Aust (T.Wall Accontants)
Location of Financial Records	819 Madison Street - Finance Office
Location of Audit	819 Madison Street - Finance Office
Commencing	August 26, 2016
Audit Committee	Imants Reks, Paul Delima, Margaret Ryniker, Ernestine Patterson

2. *Pre-Audit Meeting:* Date August 26, 2016

Attended by:

Name	Title
Imants Reks	Finance Committee Chair
Ernestine Patterson	Financial Secretary
Margaret Ryniker	Treasurer
Paul Delima	Finance Committee Member

a. Objectives and scope of audit discussed? Yes ☒ No ☐ N/A ☐
b. Time Schedule arranged? Yes ☒ No ☐ N/A ☐
c. Reimbursement for out of pocket expenses discussed? Yes ☐ No ☐ N/A ☒
d. Availability of workspace established? Yes ☒ No ☐ N/A ☐
e. Availability of required records established? Yes ☒ No ☐ N/A ☐

f.	Availability of *Manual of Business Methods in Church Affairs determined?*	Yes ☒	No ☐	N/A ☐	
g.	Assistance of staff requirements established?	Yes ☒	No ☐	N/A ☐	
h.	Engagement letter setting forth agreements between Vestry and Audit Committee discussed?	Yes ☒	No ☐	N/A ☐	

3. *Pre-Audit Documents Required for Review:*

a.	Original signed Vestry minutes	Yes ☒	No ☐	N/A ☐	
b.	Minutes of any group authorized to disburse monies	Yes ☐	No ☐	N/A ☒	No other group authorized
c.	Annual financial report to parish	Yes ☒	No ☐	N/A ☐	
d.	Treasurer's interim reports	Yes ☒	No ☐	N/A ☐	
e.	Annual Parochial Report	Yes ☒	No ☐	N/A ☐	
f.	Names of those authorized for check signing, fund withdrawal or transfer, and disbursing approval	Yes ☒	No ☐	N/A ☐	
g.	List of securities held	Yes ☐	No ☐	N/A ☒	
h.	Arrangements made for receipt of unopened bank statement(s) or mailing of request for confirmation of bank balance(s), loan balance(s) and investments	Yes ☒	No ☐	N/A ☐	
i.	Copy of previous year's audit and internal control letter	Yes ☒	No ☐	N/A ☐	
j.	Organizational Chart	Yes ☐	No ☐	N/A ☒	
k.	Chart of Accounts	Yes ☒	No ☐	N/A ☐	
l.	Budget	Yes ☒	No ☐	N/A ☐	
m.	General ledger	Yes ☒	No ☐	N/A ☐	
n.	Cash receipts journal	Yes ☐	No ☐	N/A ☒	
o.	Cash disbursements journal	Yes ☐	No ☐	N/A ☒	
p.	Bank statements for audited year, plus last statement for previous year and first for current year	Yes ☒	No ☐	N/A ☐	
q.	Paid checks and deposit slips	Yes ☒	No ☐	N/A ☐	
r.	Payroll records with Forms I-9, W-2, W-3, W-4, and State and Federal withholding records	Yes ☒	No ☐	N/A ☐	Paychex
s.	Savings account passbooks	Yes ☒	No ☐	N/A ☐	Online Statements
t.	Other investment records	Yes ☐	No ☐	N/A ☒	

4. *Cash*

a.	Is the petty cash fund imprest?	Yes ☐	No ☐	N/A ☒	
b.	Is the checking account(s) reconciled to the accounting records and checkbook, using unopened year-end bank statement(s) or an independently received bank confirmation?	Yes ☒	No ☐	N/A ☐	Electronic bank Statements reconciled by T. Wall Accounting

c.	Have paid checks been examined for authorized signatures?	Yes ☒	No ☐	N/A ☐
d.	Have paid checks been examined for endorsements?	Yes ☒	No ☐	N/A ☐
e.	Have the checks been compared to the disbursements journal for payees and amounts?	Yes ☒	No ☐	N/A ☐
f.	Have all voided checks been accounted for?	Yes ☒	No ☐	N/A ☐
g.	Has the subsequent January statement been reviewed?	Yes ☒	No ☐	N/A ☐
h.	Are disbursements supported by vouchers approved by authorized party other than check signer?	Yes ☒	No ☐	N/A ☐
i.	Are two signatures required on checks for $500 or more?	Yes ☒	No ☐	N/A ☐
j.	Is the bank notified immediately of all changes to authorized check signers?	Yes ☒	No ☐	N/A ☐
k.	Are cash journal totals tested for accuracy?	Yes ☐	No ☐	N/A ☒
l.	Are receipt records compared with bank deposits for full year?	Yes ☒	No ☐	N/A ☐
m.	Are all transfers between accounts traced?	Yes ☒	No ☐	N/A ☐
n.	Does an authorized party other than a check-signer approve journal entries, and are they adequately documented?	Yes ☒	No ☐	N/A ☐
o.	Are all checking accounts (including Discretionary funds and Episcopal Church Women) in the name of the congregation using its Federal Employer Identification Number?	Yes ☒	No ☐	N/A ☐

5. *Pledges and Other Gifts:*

a.	Do the records of total receipts per individual pledge agree with the amounts recorded and reported in the cash receipts journal?	Yes ☒	No ☐	N/A ☐
b.	Have the postings and arithmetic on individual pledge records been tested?	Yes ☒	No ☐	N/A ☐
c.	Number of individual pledge records sampled:	6		
d.	Is there budgeting of contributions that can be reasonably estimated?	Yes ☒	No ☐	N/A ☐
e.	Are contribution budgets periodically compared to actual, and are significant differences investigated?	Yes ☒	No ☐	N/A ☐
f.	Are records kept and periodically reviewed of gifts, such as bequests, which are contingent on future events?	Yes ☐	No ☐	N/A ☒
g.	Are future bequest and gift files, such as proceeds from life insurance policies or sale of property willed to a congregation, maintained on a current basis?	Yes ☐	No ☐	N/A ☒

h.	Are files kept on life income, endowment, and annuity gifts, including information on the nature of the principal, investment of the principal, or use of the principal income, as well as correspondence with donors or beneficiaries, and copies of pertinent documents?	Yes ☐	No ☐	N/A ☒
i.	Are individuals designated to be responsible for assuring compliance with the terms and conditions of all grants, restricted contributions, endowments, etc. received?	Yes ☒	No ☐	N/A ☐

6. *Securities:*

a.	Is the securities list verified against subsidiary ledger accounts, validating serial numbers against purchase records of gifts?	Yes ☐	No ☐	N/A ☒
b.	Is the name verified in which securities are registered?	Yes ☐	No ☐	N/A ☒
c.	In the case of coupon bonds, are unmatured coupons intact?	Yes ☐	No ☐	N/A ☒
d.	Is the market value of securities established at the date of the examination?	Yes ☐	No ☐	N/A ☒
e.	Are securities examined or confirmed if held by depository or transfer agent?	Yes ☐	No ☐	N/A ☒
f.	Are brokers reports examined for securities bought or sold through broker?	Yes ☐	No ☐	N/A ☒
g.	Were security purchases or sales authorized by appropriate Vestry action and recorded in the minutes?	Yes ☐	No ☐	N/A ☒
h.	Have cash receipts records of dividends and interest been compared with record of securities held?	Yes ☐	No ☐	N/A ☒

7. *Trust and Endowment funds:*

a.	Has a list of trust and endowment funds been obtained, including their terms and locations of the investments?	Yes ☐	No ☐	N/A ☒
b.	Has there been an examination of the deed of trust or agency agreement for each trust and endowment fund?	Yes ☐	No ☐	N/A ☒
c.	Have the agency accounting records been checked to determine whether or not the terms of the trust or endowment funds are being properly followed?	Yes ☐	No ☐	N/A ☒

8. *Property and Equipment:*

a.	Is there a list of fixed assets, showing date of purchase and cost?	Yes ☐	No ☒	N/A ☐ See note in audit report
b.	Is an inventory identification procedure in effect?	Yes ☐	No ☒	N/A ☐
c.	Using preceding information, has a physical examination of assets been made, to extent possible?	Yes ☐	No ☒	N/A ☐
d.	Have any deeds and titles required been examined as evidence of ownership?	Yes ☒	No ☐	N/A ☐
e.	Are land and buildings carried on financial statements?	Yes ☐	No ☒	N/A ☐
f.	Are any liens outstanding against property and equipment?	Yes ☐	No ☒	N/A ☐

9. *Liabilities: Payroll Taxes*

a.	Have total wages been reconciled with quarterly Federal Form 941, Form W-2, and Form W-3 and other required forms?	Yes ☒	No ☐	N/A ☐ (Paychex)
b.	Have total withholding taxes been reconciled with Form 941 and other required forms?	Yes ☒	No ☐	N/A ☐ (Paychex)
c.	Has it been determined that all Federal, State and local withholding taxes were remitted on a timely basis to avoid hidden penalties?	Yes ☒	No ☐	N/A ☐ (Paychex)
d.	Is a current, signed Form W-4, I-9 or other required forms on hand for each employee?	Yes ☒	No ☐	N/A ☐ (Paychex)
e.	Has a housing resolution been included in the Vestry minutes for each cleric employed by the congregation?	Yes ☐	No ☒	N/A ☐ Rectory provided

10. *Other Indebtedness:*

a.	Have appropriate church officials properly authorized all indebtedness?	Yes ☒	No ☐	N/A ☐
b.	Have unpaid balances per church records been reconciled with balances as reported by creditor?	Yes ☒	No ☐	N/A ☐
c.	Is a detailed schedule of all loans prepared, including name of creditor, date of origin, original amount of debt, interest rate payment schedule, monthly payment, unpaid balance, loan purpose, and authorizing body?	Yes ☐	No ☐	N/A ☒

11. *Payables:*

a.	Have payments made subsequent to the end of the year been investigated for items which should have been included as an expense and account payable in the audit year?	Yes ☒	No ☐	N/A ☐

b.	Have inquiries been made as to any unpaid items from the audit year that should have been included as a payable?	Yes ☒	No ☐	N/A ☐
c.	Have inquiries been made as to any paid items from the audit year that should not have been expensed but recorded as a prepaid item?	Yes ☐	No ☐	N/A ☒

12. *Other:*

a.	Has insurance coverage been reviewed, and has a copy of policies been obtained and a schedule prepared detailing name of carrier, description of coverage, period covered, premium amount, and date of premium payment?	Yes ☒	No ☐	N/A ☐
b.	Has there been inquiry as to whether there are any contingencies or commitments facing the church, e.g., legal action with prospects of potential loss?	Yes ☐	No ☐	N/A ☒
c.	Is there a policy covering the procedure for write-offs or receivables or loans, approval required, provision for reserves?	Yes ☐	No ☒	N/A ☐
d.	Is there a process in place for ongoing review of the budget?	Yes ☒	No ☐	N/A ☐

Grace Episcopal Church
Property Committee Report --- November 2016 Vestry Meeting 11/14/2016

The committee met on November 12, 2016; Chuck Vanderpool, Paul deLima, Kathy Kennedy, and John Auwaerter attending.

Items for Vestry Discussion/Approval:

State EPF Grant for Exterior Masonry Repairs (Tower, Parish House)
Crawford & Stearns prepared three requests for proposals for preliminary investigative work to support project planning, including: hiring a lift; providing an engineer's assessment of the tower; and completing a hazardous materials assessment (proposals will be available for review at the vestry meeting). John Auwaerter sent the three proposals out to firms identified by Crawford & Stearns on 11/11, with a request that proposals be returned by November 23rd. Randy Crawford would like to get the structural assessment done in early December. To do so will require Vestry approval of the three RFPs, preferable ahead of the December vestry meeting. Discussion is needed to determine the best process for approving these RFPs.

In other grant matters, committee members will assist John Auwaerter in reviewing all plans and proposals for the state grant project prior to presentation to the vestry. John Auwaerter installed the required state grant sign at the corner of the tower.

Other Items and Updates

Fire Alarm Malfunction: A false alarm in early November was the result of a faulty pull box by the men's restroom. Chuck worked with Alarm Services of CNY to have the system checked and the pull box replaced. Cost for this repair was not available at the time of writing. Chuck also had the password for all three alarm systems (fire, security, not sure what the third is) set the same.

Wireless Thermostats
Dan Bilow installed the wireless thermostat in the parish hall, and has established wireless connection. Thanks also to Dan for installing the wireless antennae in the church, which will allow the new thermostats to be installed there. The remaining four thermostats will be installed soon. Committee members will help train people on their use (they can be set remotely from a computer or smart phone using an app).

Rectory Water Heater: The committee will be looking at estimates to replace the rectory water heater at its December meeting. Given the existing state of the budget, it was felt that now is a good time to invest in replacing the unit, which is near the end of its life. Dan Bilow secured one estimate; another two are needed.

Church Furnace: Chuck secured an estimate from Holbrook heating to replace the furnace that was not replaced in 2014 when the other two were, for $4,300. This furnace was installed in 1998, and given that the other two failed unexpectedly, the committee felt that it should be replaced soon. Additional estimates will be secured prior to presentation to the vestry for consideration.

Marking Welsh Garden Burials: As a temporary measure, Chuck will be marking the burial sites with concrete paving stones. Whether these will be inscribed with names is under discussion.

Undercroft Windows: Beth Crawford alerted the committee about the openings in the undercroft windows/enclosures, which are allowing water and animals to enter. John Auwaerter is check with Gary Wright about his availability to repair these. Chuck is also checking with a handyman he has used.

Grace Episcopal Church
Property Committee Report --- September 2016 Vestry Meeting

Submitted by John Auwaerter

REQUEST FOR PROPOSALS: CONTRACTOR

Date: November 11, 2016

Project: Limited Services @ Grace Episcopal Church (819 Madison Street / Syracuse, NY)

Issued By: J. Auwaerter / Grace Episcopal Church

Grace Episcopal Church has received a grant from the State of New York to assist with rehabilitation of the Tower and the exterior of the Parish House. The Church has retained an architect (Crawford & Stearns, Architects and Preservation Planners, PLLC) to prepare contract documents and to oversee the bid and construction phases of the project.

Requested Services: To assist these efforts Grace Church is requesting the services of an experienced Contractor as follows:

- Provide lift to access to exterior and roof of Tower and exterior of Parish House, sufficient safety harnesses, and qualified operator for one day investigation (est. up to 8 hours) by the Architect, Structural Engineer, and Haz Mats consultant and participate in discussion of observed conditions and recommendations for treatment.
- Include two hours minimum for follow-up discussion with Architect regarding conditions and recommendations.

Proposal Requirements: Provide a simple letter proposal including the following information:

- A brief description of the company and the designated person's experience and qualifications relating to the evaluation and rehabilitation of historic stone buildings.
- An approximate breakdown of hours with hourly rates, costs, and a total proposed fee.
- It's anticipated that Contractor selection will be made within a week of receipt of proposals and that the site investigation will follow within ten days thereafter, weather permitting. Please confirm availability to meet this schedule.
- The selected Contractor must maintain not less than $1,000,000 General Liability insurance and, if selected, designate Grace Church, the Architect, and the Engineer as also insureds.
- The selected Contractor would be required to provide evidence of Worker's Compensation insurance as required by law

Contacts & Proposal Submission: E-mail proposals by 5:00 PM on Wednesday, November 23, 2016 to John Auwaerter of Grace Church at <johnauwaerter@gmail.com> with copies to Randy Crawford at <rcrawford@crawfordstearns.com> and the Rev. Johanna Marcure, Rector, at jojoma819@gmail.com. Questions should be directed to Randy Crawford by e-mail or at 315/471-2162.

Additional Notes:

1. This Request for Proposals does not obligate the Church to reimburse any respondent for any costs incurred in the preparation of submission of a proposal, nor bind the Church to select the lowest bid/proposal. The Church reserves the right to reject any or all proposals, waive any of the provisions of the RFP, and to negotiate with any, all, or none of the respondents. Selection will be based on fee, availability, and demonstrated expertise.
2. This project is funded in part by a grant administered by the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993. Per Article 15A, Executive Law, it is the policy of the State of New York to encourage participation of Minority and Women-owned Business Enterprises in State-funded projects.
3. Grace Episcopal Church has been and will continue to be an equal opportunity organization. All persons and qualified Minority and Women-owned Business Enterprises will be afforded equal opportunity without discrimination because of race, color, religion, national origin, sex, age, disability, sexual preference, or Vietnam Era Veterans status.

END

REQUEST FOR PROPOSALS
HAZARDOUS MATERIALS CONSULTING SERVICES

Date: November 11, 2016

Project: Hazardous Materials Consulting Services @ Grace Episcopal Church
819 Madison Street / Syracuse, NY

Issued By: J. Auwaerter / Grace Episcopal Church

Grace Episcopal Church has received a grant from the State of New York to assist with rehabilitation of the Tower and the exterior of the Parish House. The Church has retained an architect (Crawford & Stearns, Architects and Preservation Planners) to prepare contract documents and to oversee the bid and construction phases of the project. The purpose of the services referenced in this Request for Proposals is to support these efforts.

Work Area: The work area is limited to the exterior and interior of the Tower (including connections at the sanctuary roof), Tower windows, Tower roof, and the exterior of the Parish House (excluding the roof). Refer to the attached key plan and photos.

Requested Services:

- Visit the site to assess conditions and materials in the work area to identify possible pcbs, asbestos-containing materials, and other hazardous materials, take appropriate samples, and have them tested in accordance with applicable standards.
- Note that all paint in the work area is presumed to be lead-based and testing is not required.
- Prepare a written report clearly identifying all test areas, the nature and concentration of asbestos, and specifics about all materials identified.
- Provide detailed contractor directives a/o project-specific specifications (with quantities) for the treatment of or, where required by law, abatement of all hazardous materials identified in accordance with applicable codes and standards.
- Identify related air monitoring requirements to be the responsibility of the Church. The Church may select this consultant separately to provide these services.
- Provide follow-up consultation to the Church and the Architect relating to this report, recommendations, and directives.

Proposal: Provide a formal proposal as follows:

- Describe the firm's qualifications, certifications, and experience.
- Provide a list of services proposed in compliance with applicable codes and standards.
- Provide an approximate breakdown of hours on site and hours preparing the report with hourly rates and a total proposed fee including any expenses.
- Provide a separate hourly rate for air monitoring as may be required and an estimate of total fees for monitoring (subject to contractor scheduling).
- The consultant has the option of investigating and sampling with a lift and operator to be provided by the Church on a specific date to be determined. Unless consultant provides their own access it will be their responsibility to be available on this date.
- It's anticipated that consultant selection will be made within a week of receipt of proposals and that the site investigation will follow within ten days thereafter. The final report will be required within 30 calendar days of the site visit. Please confirm availability to meet this schedule.
- The selected consultant must provide evidence of not less than $1,000,000 current General Liability insurance and, if selected, would list Grace Church, the Architect, and the Engineer as also insureds.
- The selected consultant must provide evidence of Worker's Compensation insurance as required by law.
- The project budget is limited and consultant proposals and products must be limited to specific legal requirements applicable to the work of this project. Any additional scopes a/o recommendations must be clearly indicated as such.

Contacts & Proposal Submission: E-mail proposals by 5:00 PM on Wednesday, November 23, 2016 to John Auwaerter of Grace Church at <johnauwaerter@gmail.com> with copies to Randy Crawford at <rcrawford@crawfordstearns.com> and the Rev. Johanna Marcure, Rector, at jojoma819@gmail.com. Questions should be directed to Randy Crawford by e-mail or at 315/471-2162.

Additional Notes:

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2. This project is funded in part by a grant administered by the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993. Per Article 15A, Executive Law, it is the policy of the State of New York to encourage participation of Minority and Women-owned Business Enterprises in State-funded projects.
3. Grace Episcopal Church has been and will continue to be an equal opportunity organization. All persons and qualified Minority and Women-owned Business Enterprises will be afforded equal opportunity without discrimination because of race, color, religion, national origin, sex, age, disability, sexual preference, or Vietnam Era Veterans status.

END

REQUEST FOR PROPOSALS: STRUCTURAL ENGINEER

Date: November 11, 2016

Project: Limited Services @ Grace Episcopal Church (819 Madison Street / Syracuse, NY)

Issued By: J. Auwaerter / Grace Episcopal Church

Grace Episcopal Church has received a grant from the State of New York to assist with rehabilitation of the Tower and exterior of the Parish House. The Church has retained an architect (Crawford & Stearns, Architects and Preservation Planners) to prepare contract documents and to oversee the bid and construction phases of the project.

Requested Services: To assist these efforts Grace Church is requesting the services of a qualified Structural Engineer as follows:

- Site visit to inspect accessible portions (interior and exterior) of the Tower using a lift and an operator to be provided by others (est. 5-6 hours). The Parish House is not included in these services.
- Consultation on-site with the Architect and an experienced contractor selected to provide the lift and access as well as to provide additional observations and recommendations.
- Prepare a brief letter report documenting the site visit and observations, and including recommendations for repair treatments.
- Include up to two hours for follow-up consultation with Church representatives.

Proposal Requirements: Interested parties are asked to provide a simple letter proposal including the following information:

- The person who would be providing the services indicated.
- A brief description of the designated person's experience and qualifications relating to the evaluation and rehabilitation of historic stone buildings, preferably churches.
- An approximate breakdown of hours on site and hours preparing the letter report, with hourly rates and a total proposed fee including any expenses.
- It's anticipated that engineer selection will be made within a week of receipt of proposals and that the site investigation will follow within ten days thereafter, weather permitting. The letter report would be required within 15 calendar days of the site visit. Please confirm availability to meet this schedule.

Contacts & Proposal Submission: E-mail proposals by 5:00 PM on Wednesday, November 23, 2016 to John Auwaerter of Grace Church at <johnauwaerter@gmail.com> with copies to Randy Crawford at <rcrawford@crawfordstearns.com> and the Rev. Johanna Marcure, Rector, at jojoma819@gmail.com. Questions should be directed to Randy Crawford by e-mail or at 315/471-2162.

Additional Notes:

1. This Request for Proposals does not obligate the Church to reimburse any respondent for any costs incurred in the preparation of submission of a proposal, nor bind the Church to select the lowest bid/proposal. The Church reserves the right to reject any or all proposals, waive any of the provisions of the RFP, and to negotiate with any, all, or none of the respondents. Selection will be based on fee, availability, and demonstrated expertise.

2. This project is funded in part by a grant administered by the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993. Per Article 15A, Executive Law, it is the policy of the State of New York to encourage participation of Minority and Women-owned Business Enterprises in State-funded projects.

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END

FOOD PANTRY REPORT (October 2016)

	#House holds	#Children	#Adults	#Elderly	Total Individ.	Total Meals
Week 1	22	13	22	15	50	450
Week 2	19	5	27	7	39	351
Week 3	16	17	21	2	40	360
Week 4	22	11	25	4	38	343
Totals	**79**	**46**	**93**	**28**	**167**	**1503**

A donation of $200 was received from a friend to purchase turkeys.
Wegman's is giving the Food Pantry a deal on turkeys , therefore, turkeys will be purchased there.

Food was received from the farm in October and University Methodist Church donated two 50 lb, bags of white potatoes to the pantry.

Submitted by Rosa Clark
November 13, 2016

WEDNESDAY SUPPER MINISTRY REPORT

October, 2016

Wednesday suppers again evidenced strong attendance during October, ranging between 24 and 34 per week. Monthly expenses were also well controlled with a monthly starting and ending cash balance of $270 and $243, respectively.

Our simplified menus of chicken and rice, spaghetti pie, and Judy's famous chili, always accompanied by a salad, desert, bread, coffee, tea, and juice, continue to be well received. Nothing is wasted since any left-over extra food permits sending carryout containers home with happy guests.

Respectfully submitted,

Paul deLima

THE GRACE PROJECT MINISTRY REPORT

October, 2016

The Grace Project continues to mentor the minor incarcerated at Syracuse's Justice Center each Wednesday evening from 7:00 pm to 8:00 pm

The program is currently working with a program designed by Cathie Smith which aims to help the minors identify different emotions and learn strategies to monitor and master them. This program has had a positive effect on the young men who have been enthusiastically participating in The Grace Project.

Cathie Smith and several individuals from the Syracuse community at-large with experience in working to support people in poverty will attend orientation at the Justice Center on November 16th so that they may begin participating on a regular basis with The Grace Project.

Members of The Grace Project will be meeting with Annie Leach from Syracuse University to talk about The Grace Project's involvement with the ACTS community to end the solitary confinement of youth.

Respectfully submitted,

The Grace Project Ministry Team

Grace Episcopal Church Syracuse NY
Sustainability report: Aug. 2016 – Dec. 2017
Vestry Meeting Nov. 16, 2016

August 2016 building uasage:

1. **Hamilton College – First year Student Orientation Program – Aug. 17 -20th Space: Parish Hall Breakfast, Dinner & Sleep over (parish hall). . .Kitchen: preparing meals for Breakfast & Dinner. . . (small rental charge) . . . All went well!**
2. **SU Drama Dept. Staff Retreat – Aug. 27 – 24th 3am – 4pm – Reg. Rental fee for Parish Hall**
3. **Family gathering – Aug. 27th 3:30 -6pm. . . space Parish Hall – Judith Brooks (no charge)**

September 2016 building usage:

1. **Nielsen/Dwyer Wedding Rehearsal Sept. 3rd & Wedding Sept. 4th (a fee was charged)**
2. **CHAFA – Chinese American Friendship Association – Started Sept. 14th continues every Wed. 10am- 12noon @ year end in June. . . Parlor (will do work for Grace an exchange for rental fee) – Leader: Jim Pitcher. . . Jim will stay in touch w/Building & Grounds Chairs to know they can do. .**
3. **Sept. 21st Syracuse Community begins & ends for the season June 2017**
4. **Sept. 28th – New AA Group starts. . . .Upper Conference Room**

October 2016 Building Usage:

1. **Oct. 1st – Mary Merritt's daughter's Baby Shower – Parish Hall 1pm – 6pm . . . Mary gave a donation to Grace**
2. **Oct. 2nd new NA group started . . .6-7:30pm Sunday – Parlor**
3. **Oct. 5th new AA group 6 – 7:30pm Wed. – Upper Conference Room**
4. **Oct. 9th – Wedding – Sanctuary (Charge)**
5. **Oct, 22nd - Onondaga County Earth Corps. Space: Parish Hall, Parlor (for Auction) & Kitchen oven. . . 6 -8:30pm (Fee was charged) – contact person: Amy Samuels**

November 2026 Building Usage:

1. **Nov. 5th – Syracuse Community Choir. . . Music Seminar. . . Space: Parish hall, Parlor, Children's area & Kitchen – 8am – 4pm. . . .(fee was charged)**
2. **Nov. 20th - Syracuse Community Choir. . . Harvest Dinner . . .Space: Parish hall & Kitchen for warming food. . . (no charge)**

December 2016 Building Usage:

1. **Dec. 3rd. – 90th Birthday Party – Parish hall, Kitchen, Parlor 2 hrs. for Sexton. . . Clent is paying for the use of all areas listed**

2017 possible building usage:

1. **Paul Robeson Performing Arts Theatre. . . . Children's Theatre group will perform in February 2017. . .space: Parish hall or Sanctuary. . . . (Rental fee is in order). . . .They are also looking for a home. . . office space**

Judith M. Brooks- Rental Coordinator
Rosa Clark & Michael Hungerford – Committee Members