

2018 OPERATING BUDGET of ST. ALBAN'S EPISCOPAL CHURCH, Washington, D.C.
FINAL Version: January 19, 2018 (as approved by the Vestry at their January 18, 2018 Meeting)

	2018 BUDGET *	2017 BUDGET		2017 Actuals	2018		2016 Actuals	2015 Actuals	2014 Actuals
	FINAL	as amended on		(Dec. 31, 2017)	% Chg.				
	Jan. 19, 2018	July 7, 2017		Actuals	fr 2017				
					Actuals				
Income:									
Contributory Income (Pledges/Donations/Fdtns.)	\$1,444,900	\$1,433,549		\$1,599,290			\$1,616,430	\$1,720,458	\$1,693,907
Endowment Fund Draw(s)	\$170,328	\$293,889 **		\$75,307			\$0	\$0	\$0
Transfer of Prior Year Draw or Operating Surplus	\$84,904	\$0		\$0			\$63,180 ***	\$0	\$0
Total Contributory Income	\$1,700,132								
<i>Pass-Throughs:</i> 1.) Outreach: WSA/MSO/Gala	\$214,500								
2.) Designated Endowed Funds	\$19,651								
Total Operating Income	\$1,934,283	\$1,727,438		\$1,674,597	15.5%		\$1,679,610	\$1,832,892	\$1,720,458
Expenses:									
Personnel	\$933,428	\$788,922	48%	\$788,988	46%		\$832,069	\$956,293	\$915,377
Outreach (excluding pass-throughs & Diocese) +	\$105,565	\$385,950	5%	\$374,570	22%		\$399,161	\$418,742	\$357,045
Diocese +	\$105,565		5%						
Parish Programs (excl. endowed pass-throughs)	\$73,375	\$87,154	4%	\$29,523	5%		\$50,376	\$65,780	\$53,764
Buildings & Grounds	\$403,578	\$397,292	21%	\$368,586	23%		\$337,656	\$329,281	\$333,036
Church Office	\$78,620	\$68,120	4%	\$57,459	4%		\$60,348	\$62,796	\$61,237
Total Contributory Expense	\$1,700,132								
<i>Pass-Throughs:</i> 1.) Outreach: WSA/MSO/Gala	\$214,500		11%						
2.) Designated Endowed Funds	\$19,651		1%						
Total Operating Expense	\$1,934,283	\$1,727,438		\$1,619,127	19.5%		\$1,679,610	\$1,832,892	\$1,720,458
Undisbursed WSA Funds	\$0	\$0		(\$55,472)			\$0	\$0	\$0
Income/Expense Variance	\$0	\$0		\$0			\$0	\$0	\$0

Notes:

* The 2018 operating budget includes two Endowment draws totaling \$255,232, as follows: 1.) The 2018 draw of \$170,328; and 2.) a 2017 deferred draw of \$84,904.

** The 2017 operating budget included two Endowment draws totaling \$293,889, as follows: 1.) The 2017 draw of \$160,211; and 2.) a 2016 deferred draw of \$133,678.

Of the \$293,889 draw available in 2017, a total of only \$75,307 was needed to balance the 2017 operating budget. The remainder of the 2017 draw will be used in the following three ways:

- 1.) To balance the 2018 operating budget, a total of \$84,904 has been posted to the 2018 budget as the 2017 deferred draw; 2.) A total of \$53,678 has been set aside for deferred maintenance projects in 2018; and
- 3.) A total of \$80,000 has been used as an initial loan payment to the Diocese for the Meister severance. (The loan from the Diocese totals \$148,835.)

*** To balance the operating budget in 2016, a total of \$68,811 was transferred from the budgeted 2015 operating surplus. Although no Endowment draw was taken for 2016 operations, draws totaling \$265,481 were available as of 12/31/16. These unused draws are being applied to 2017 in the following three ways: 1.) A total of \$133,678 has been posted to the 2017 operating budget as the 2016 deferred draw; 2.) A total of \$86,803 has been transferred from the Endowment Fund to the Reserve Fund as of 12/31/16. (The Reserve Fund is fully funded as of 1/1/17.); and 3.) A total of \$45,000 has been set-aside in the church's books for use in 2017.

- No Endowment draw was necessary for operational purposes in fiscal years 2016, 2015, 2014, 2013 and 2012. In 2011 and 2010, Endowment draws were \$27,957 and \$36,622, respectively. In 2009, the Endowment draw was \$39,655 with an additional \$69,397 taken from the Reserve Fund to cover the operating deficit.

- In the fall of 2013, for the first time, the operating budget of St. Alban's Church included all WSA income and grants.

+ It is a management goal to allocate 10% of operating income to the Diocese each year. Similarly, it is a goal to allocate 10% of operating income to Parish Outreach each year.

FY2017 subject to independent outside audit.

Prepared by Douglas Dykstra, Director of Finance.

2018 OPERATING INCOME									
	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	<i>Actuals Chg.</i>		
Current Year Pledges Paid in Current Year	\$1,043,183	\$1,054,088	\$974,516	\$868,948	\$914,619	\$1,094,000	\$179,381		
Last Year Pledges Paid in Current Year	\$4,030	\$4,399	\$1,458	\$4,000	\$7,506	\$2,000	-\$5,506		
Current Year Pledges Prepaid in Prior Year(s)	\$109,299	\$159,213	\$92,807	\$91,302	\$91,302	\$100,000	\$8,698		
Foundations/Matching Gifts	\$50,050	\$47,600	\$40,750	\$35,750	\$43,958	\$39,000	-\$4,958		
TOTAL Pledges	\$1,206,562	\$1,265,299	\$1,109,531	\$1,000,000	\$1,057,385	\$1,235,000	\$177,615		
<i>% Chg. to Prior Year's Actuals:</i>	1.6%	4.9%	-12.3%	-9.9%			16.8%		
<i>Collections</i>									
Plate Offerings	\$14,673	\$13,993	\$10,913	\$14,000	\$12,574	\$14,000	\$1,426		
Parish Support	\$67,000	\$57,296	\$47,961	\$40,000	\$80,135	\$50,000	-\$30,135		
Special Gift to Parish	\$1,662	\$13,025	\$12,000	\$0	\$0	\$0	\$0		
Special Offerings (Holidays)	\$16,187	\$26,286	\$18,828	\$18,400	\$13,770	\$18,000	\$4,230		
St. Alban's Day Offering	\$9,024	\$4,055	\$2,395	\$4,000	\$3,076	\$3,000	-\$76		
Utilities/Maintenance Offering	\$130	\$1,642	\$600	\$0	\$1,281	\$0	-\$1,281		
Winter, Lent & Summer Offerings	\$510	\$3,215	\$3,173	\$1,000	\$3,065	\$2,000	-\$1,065		
TOTAL Collections	\$109,186	\$119,512	\$95,870	\$77,400	\$113,900	\$87,000	-\$26,900		
							-23.6%		
<i>Contributions</i>									
Facilities Use	\$35,200	\$33,845	\$25,128	\$16,900	\$16,887	\$16,900	\$13		
Weddings	\$9,900	\$7,100	\$4,900	\$6,000	\$3,650	\$6,000	\$2,350		
Funerals	\$26,500	\$12,803	\$9,800	\$10,000	\$13,425	\$2,000	-\$11,425		
Memorials (moved to separate fund for 2018)	\$5,510	\$3,098	\$4,025	\$3,000	\$2,475	\$0	-\$2,475		
WSA/Op Shop: Operating Contribution	\$23,000	\$30,000	\$30,000	\$35,000	\$35,000	\$55,000	\$20,000		
Flower Guild: Operating Contribution	\$0	\$4,000	\$0	\$0	\$0	\$0	\$0		
Miscellaneous Income	\$2,505	\$6,542	\$3,378	\$1,000	\$455	\$1,000	\$545		
TOTAL Contributions	\$102,615	\$97,388	\$77,231	\$71,900	\$71,892	\$80,900	\$9,008		
							12.5%		
<i>Transfers From Other Funds</i>									
Naselli Trust: Annual Distribution	\$42,377	\$48,692	\$43,258	\$42,000	\$42,830	\$42,000	-\$830		
Endowment Fund: Current Year Draw	\$0	\$0	\$0	\$160,211	\$0	\$170,328	\$170,328		
Endowment Fund: Prior Year Deferred	\$0	\$0	\$0	\$133,678	\$75,307	\$84,904	\$9,597		
M. Diana Smith Spiritual Growth Fund	\$3,524	\$1,452	\$175	\$13,859	\$0	\$14,638	\$14,638		
Memorial Lecture Fund	\$0	\$0	\$0	\$4,290	\$0	\$5,013	\$5,013		
Operating Surplus (from FY2015)	\$0	\$0	\$63,180	\$0	\$0	\$0	\$0		
TOTAL Transfers from Other Funds	\$45,901	\$50,144	\$106,613	\$354,038	\$118,137	\$316,883	\$198,746		
							168.2%		
<i>Designated Income</i>									
Bequest Tithe	\$7,158	\$2,000	\$20,314	\$0	\$0	\$0	\$0		
Bequests: Designated Operating	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0		
Outreach: Fundraising/Parish Gala	\$27,839	\$34,010	\$35,017	\$25,000	\$35,341	\$32,000	-\$3,341		
Other Fundraising	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
WSA: Crossroads Housing Initiative	\$6,000	\$9,000	\$6,000	\$12,000	\$0	\$0	\$0		
WSA: Crossroads Housing/"Housing First"	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
WSA: Spanish Congregation	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
WSA: Appalachian Service Project	\$0	\$0	\$5,500	\$5,500	\$6,000	\$0	-\$6,000		
WSA: Op Shop Net Income	\$158,200	\$214,900	\$198,755	\$161,100	\$236,972	\$162,000	-\$74,972		
WSA: Discretionary Income	\$0	\$2,355	\$0	\$0	\$800	\$0	-\$800		
Miscellaneous Outreach Income	\$100	\$1,450	\$4,030	\$0	\$5,295	\$0	-\$5,295		
Feeding Ministries	\$2,610	\$605	\$870	\$0	\$400	\$0	-\$400		
Crossroads Housing Initiative	\$10,090	\$3,578	\$100	\$0	\$0	\$0	\$0		

2018 OPERATING EXPENSES										
PERSONNEL EXPENSE	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	<i>Actuals Chg.</i>			
Clergy Staff										
Clergy Salaries	\$206,033	\$299,701	\$213,036	\$195,774	\$196,887	\$224,994	\$28,107			
Clergy Reimbursement of SECA	\$21,205	\$23,817	\$24,057	\$25,196	\$25,962	\$30,693	\$4,731			
Clergy Housing Allowances	\$71,162	\$82,383	\$119,158	\$147,490	\$159,714	\$176,234	\$16,520			
Clergy Pension	\$53,712	\$60,265	\$62,062	\$63,823	\$61,584	\$77,746	\$16,162			
Clergy Health Insurance	\$61,393	\$64,942	\$56,293	\$43,728	\$42,314	\$39,132	(\$3,182)			
Rector's Travel Expense Reimbursement	\$0	\$12	\$5	\$0	\$0	\$0	\$0			
Assoc. Rector's Travel Reimbursement (Q)	\$0	\$0	\$0	\$200	\$0	\$400	\$400			
Assoc. Rector's Travel Reimbursement (H)	\$184	\$16	\$0	\$0	\$0	\$0	\$0			
Assoc. Rector's Travel Reimbursement (G)	\$0	\$0	\$476	\$400	\$0	\$400	\$400			
Ass't. Rector's Travel Reimbursement (K)	\$0	\$0	\$0	\$400	\$29	\$0	(\$29)			
Deacon's Travel Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Priest-in-Charge Travel Reimbursement	\$0	\$0	\$0	\$1,750	\$400	\$1,750	\$1,350			
Rector's Professional Expenses	\$1,133	\$1,957	\$1,695	\$0	\$0	\$0	\$0			
Assoc. Rector's Professional Expenses (Q)	\$100	\$278	\$36	\$600	\$289	\$600	\$311			
Assoc. Rector's Professional Expenses (H)	\$870	\$215	\$0	\$0	\$0	\$0	\$0			
Assoc. Rector's Professional Expenses (G)	\$0	\$285	\$311	\$600	\$770	\$600	(\$170)			
Ass't. Rector's Professional Expenses (K)	\$0	\$0	\$0	\$400	\$282	\$400	\$118			
Deacon's Professional Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Priest-in-Charge Professional Expense	\$0	\$0	\$0	\$1,750	\$1,901	\$1,750	(\$151)			
Rector's Development/Cont. Education Exp.	\$0	\$1,520	\$0	\$0	\$0	\$0	\$0			
Assoc. Rector's Develop./Cont. Education (Q)	\$0	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000			
Assoc. Rector's Develop./Cont. Education (H)	\$452	\$431	\$5	\$0	\$0	\$0	\$0			
Assoc. Rector's Develop./Cont. Education (G)	\$0	\$0	\$895	\$900	\$758	\$900	\$142			
Ass't. Rector's Develop./Cont. Education (K)	\$0	\$0	\$0	\$400	\$0	\$400	\$400			
Deacon's Development/Cont. Education Exp.	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Priest-in-Charge Develop./Cont. Education Exp.	\$0	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500			
Rector's Telephone Reimbursement	\$1,800	\$1,800	\$900	\$0	\$0	\$0	\$0			
Personnel/Mgmt. Retreats/Meetings	\$0	\$0	\$2,875	\$0	\$0	\$0	\$0			
Payroll Adj.: Ass't. Rector's (50% from Outreach)	\$20,456	\$6,023	\$0	\$0	\$0	-\$37,523	(\$37,523)			
Clergy Bonus	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0			
Clergy/Staff Employment Search	\$0	\$714	\$2,024	\$5,000	\$0	\$0	\$0			
TOTAL Clergy Salaries & Benefits	\$438,501	\$544,359	\$488,827	\$490,911	\$490,891	\$520,976	\$30,085			
							6.1%			
Lay Staff										
Lay Staff Salaries	\$336,932	\$273,393	\$204,116	\$161,793	\$169,447	\$219,770	\$50,323			
Music Director: Weddings/Funerals	\$3,150	\$1,700	\$200	\$2,500	\$2,700	\$3,000	\$300			
Instrumentalists	\$4,650	\$5,150	\$3,050	\$3,500	\$3,500	\$4,000	\$500			
Instrumentalists: Weddings/Funerals	\$0	\$0	\$0	\$200	\$0	\$200	\$200			
Substitute Organists: Sundays	\$900	\$1,250	\$4,000	\$1,800	\$850	\$2,400	\$1,550			
Substitute Organists: Weddings/Funerals	\$1,050	\$750	\$700	\$0	\$450	\$1,000	\$550			
Vocalist Stipends (non-choir)	\$150	\$0	\$0	\$300	\$0	\$300	\$300			
Choir Stipends	\$35,000	\$32,960	\$32,345	\$31,000	\$37,825	\$48,000	\$10,175			
Choral Scholars	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Supply Clergy	\$0	\$0	\$235	\$0	\$0	\$0	\$0			
Spanish Eucharist Musician Stipend	\$9,540	\$8,400	\$7,650	\$5,000	\$8,350	\$8,500	\$150			
Music Intern Stipend	\$0	\$2,200	\$0	\$0	\$0	\$0	\$0			
5:30 Service Musician Stipend	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
8:00 Service Musician Stipend	\$0	\$0	\$0	\$0	\$0	\$0	\$0			

PARISH PROGRAMS EXPENSE	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	<i>Actuals Chg.</i>
Christian Education							
Children Christian Formation	\$4,322	\$4,827	\$4,014	\$4,550	\$3,341	\$5,050	\$1,709
Adult Formation	\$446	\$3,407	\$1,746	\$2,500	\$23	\$5,000	\$4,977
Forward Movement Brochures	\$653	\$1,111	\$0	\$0	\$0	\$0	\$0
Youth Formation	\$3,846	\$2,005	\$1,804	\$4,880	\$1,192	\$5,000	\$3,808
Youth Summer Mission Program	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500
Youth J2A Pilgrimage: Annual Transfer	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$0
Seminarian Intern Stipend	\$1,200	\$600	\$0	\$0	\$0	\$500	\$500
Sunday Morning Forum	\$850	\$300	\$150	\$500	\$0	\$500	\$500
Annual Diocesan Convention Registration	\$385	\$440	\$650	\$650	\$520	\$650	\$130
Consortium of Endowed Parishes/Conf. Fees	\$0	\$0	\$0	\$0	\$0	\$4,000	\$4,000
M. Diana Smith Spiritual Growth Fund	\$0	\$0	\$175	\$13,859	\$0	\$14,638	\$14,638
Memorial Lecture Fund	\$0	\$0	\$0	\$4,290	\$0	\$5,013	\$5,013
Parish Book Groups	\$400	\$18	\$70	\$150	\$566	\$150	(\$416)
Green Team	\$0	\$0	\$0	\$850	\$0	\$500	\$500
Young Adult Group	\$344	\$0	\$0	\$350	\$0	\$250	\$250
Young Adult Fellowship (eliminated for 2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Integrity USA: Annual Dues	\$0	\$0	\$0	\$100	\$0	\$100	\$100
TOTAL Christian Education	\$20,445	\$20,707	\$16,608	\$40,679	\$13,642	\$51,851	\$38,209
							280.1%
Pastoral Care							
Lay Pastoral Care/Stephen Ministry	\$0	\$1,694	\$652	\$2,405	\$2,030	\$2,405	\$375
OWLs Program	\$1,703	\$202	\$497	\$1,000	\$1,144	\$1,000	(\$144)
TOTAL Pastoral Care	\$1,703	\$1,896	\$1,149	\$3,405	\$3,174	\$3,405	\$231
							7.3%
Worship							
Worship Services Supplies	\$410	\$397	\$111	\$500	\$197	\$500	\$303
Vergers Guild (VGEC)	\$0	\$0	\$200	\$0	\$0	\$250	\$250
Spanish Eucharist	\$122	\$7,308	\$1,094	\$700	\$214	\$500	\$286
Fabric Arts Guild	\$0	\$0	\$0	\$300	\$0	\$300	\$300
Altar Guild	\$1,478	\$951	\$1,566	\$1,785	\$708	\$1,785	\$1,078
Bread Baking Guild	\$0	\$0	\$0	\$100	\$0	\$100	\$100
Child Care (line item eliminated in 2009)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sound System/Audio-Visual	\$495	\$188	\$276	\$500	\$131	\$500	\$370
Arts & Memorials Committee	\$0	\$438	\$0	\$0	\$0	\$500	\$500
Archives & History Committee	\$0	\$0	\$0	\$0	\$0	\$1,250	\$1,250
TOTAL Worship	\$2,505	\$9,281	\$3,248	\$3,885	\$1,249	\$5,685	\$4,436
							355.1%
Music							
Church Music Purchases/Music Supplies	\$796	\$566	\$6	\$1,000	\$0	\$1,000	\$1,000
Choir Supplies/Vestments	\$1,066	\$752	\$83	\$0	\$0	\$1,000	\$1,000
Handbell Maintenance/Supplies	\$0	\$519	\$143	\$1,000	\$0	\$500	\$500
Organ/Piano Maintenance	\$1,088	\$3,574	\$5,837	\$5,000	\$0	\$2,000	\$2,000
Arts @ Midday Concert Series Expense	\$1,775	\$2,017	\$0	\$0	\$0	\$0	\$0
Music Conferences/AAM Membership	\$0	\$45	\$0	\$400	\$0	\$400	\$400
Children's Music Program	\$0	\$0	\$0	\$850	\$0	\$500	\$500
Hymnal Copyright License	\$0	\$0	\$349	\$295	\$95	\$295	\$200
TOTAL Music	\$4,725	\$7,473	\$6,418	\$8,545	\$95	\$5,695	\$5,600
							5894.7%
Parish Events							

BUILDINGS & GROUNDS	2014 Actuals	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	<i>Actuals Chg.</i>
Insurance							
Property/Liability Coverage	\$40,663	\$43,103	\$42,628	\$46,000	\$47,659	\$49,750	\$2,092
							4.4%
Utilities							
Electricity Production - Solar Panels	\$2,500	\$0	\$0	\$2,500	\$0	\$2,500	\$2,500
Electricity	\$64,717	\$61,676	\$62,009	\$70,000	\$68,690	\$65,000	(\$3,690)
Natural Gas	\$28,893	\$27,864	\$20,009	\$25,000	\$15,341	\$25,000	\$9,659
Water/Sewer	\$15,192	\$15,460	\$18,253	\$25,000	\$25,109	\$25,000	(\$109)
TOTAL UTILITIES	\$111,302	\$104,999	\$100,271	\$122,500	\$109,140	\$117,500	\$8,360
							7.7%
Maintenance							
Custodial Contract Svcs.: Church Events	\$720	\$220	\$0	\$1,000	\$0	\$1,000	\$1,000
Custodial Contract Svcs.: Weddings/Funerals	\$120	\$60	\$0	\$1,000	\$500	\$1,000	\$500
Maint./Contracts/Equip.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security/Alarm System	\$1,246	\$2,185	\$2,839	\$2,900	\$1,280	\$2,400	\$1,120
Elevator Maintenance	\$2,887	\$2,979	\$3,708	\$3,350	\$2,702	\$3,000	\$298
Water Treatment	\$1,715	\$1,760	\$1,760	\$1,800	\$1,320	\$1,800	\$480
Plumbing/HVAC/Drains	\$2,386	\$3,830	\$3,006	\$6,500	\$3,970	\$5,000	\$1,030
Water Cooler (Kitchen)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$2,454	\$2,872	\$1,364	\$3,250	\$0	\$3,000	\$3,000
HVAC Maintenance	\$22,956	\$21,922	\$26,242	\$27,405	\$26,994	\$22,000	(\$4,994)
Window Cleaning/Repair	\$0	\$154	\$0	\$0	\$700	\$0	(\$700)
Electrical/Lighting Repairs/Light Bulbs	\$1,096	\$2,968	\$2,360	\$3,000	\$0	\$2,000	\$2,000
Building Equip./Supplies/3rd Floor Furniture	\$482	\$788	\$0	\$0	\$0	\$0	\$0
General Repair/Construction	\$530	\$180	\$368	\$1,340	\$0	\$1,000	\$1,000
Fire Alarm System/Inspections	\$2,933	\$4,104	\$2,047	\$5,000	\$345	\$2,500	\$2,155
Roofing & Gutter Maintenance	\$6,765	\$0	\$3,795	\$5,000	\$11,800	\$12,000	\$200
Flooring/Carpeting Maintenance	\$248	\$825	\$291	\$250	\$0	\$250	\$250
Exterior Grounds/Playground Maintenance	\$0	\$1,028	\$195	\$1,000	\$0	\$500	\$500
Custodial Contract Services	\$96,324	\$97,284	\$100,184	\$101,927	\$106,884	\$106,884	\$0
Maintenance/Cleaning Supplies	\$4,149	\$1,843	\$3,850	\$4,000	\$1,639	\$3,000	\$1,361
Lock & Key/Door Repairs	\$1,106	\$1,368	\$2,871	\$2,500	\$0	\$1,000	\$1,000
Painting (Interior/Exterior)	\$66	\$0	\$0	\$1,000	\$12,140	\$8,440	(\$3,700)
Hauling Services	\$110	\$936	\$0	\$500	\$1,425	\$500	(\$925)
Elevator License Certificate	\$260	\$0	\$260	\$300	\$0	\$300	\$300
Kitchen/Appliances Repairs	\$924	\$2,425	\$618	\$2,500	\$4,054	\$3,500	(\$554)
Exterior Stonework Work	\$0	\$0	\$0	\$700	\$0	\$700	\$700
Memorials/Maintenance	\$0	\$0	\$0	\$460	\$0	\$460	\$460
Garden Guild/Maintenance	\$0	\$0	\$293	\$500	\$4,725	\$2,500	(\$2,225)
General Maintenance/"Handyman"	\$0	\$0	\$7,178	\$15,000	\$0	\$15,000	\$15,000
SUB-TOTAL MAINTENANCE	\$149,478	\$149,731	\$163,227	\$192,182	\$180,478	\$199,734	\$19,256
							10.7%
PECF Maintenance Services							
Annual Maintenance Agreement	\$16,000	\$16,000	\$16,000	\$18,250	\$16,000	\$18,250	\$2,250
Parking Spaces on Close	\$4,000	\$4,000	\$4,000	\$4,565	\$4,000	\$4,565	\$565
Trash Pick-Up/Recycling	\$6,598	\$6,449	\$6,530	\$8,090	\$6,310	\$8,080	\$1,770
Security Patrols	\$4,996	\$5,000	\$5,000	\$5,705	\$5,000	\$5,700	\$700
Water Coolers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tree Work/Landscaping	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mailing Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0













