

**Episcopal Diocese of Southern Virginia
2019 Unified Cash Budget**

Description	2018 Budget as adopted by Annual Council	2018 Balance (Unaudited)	2019 Requests/ Estimates	2019 Budget-As Approved by Executive Board	Remarks
Revenues					
A. Pledges & Contributions					
1. Annual Pledges	\$1,450,000	\$1,484,723	\$1,480,000	\$1,480,000	
B. Other Revenue					
1. Church Home/Ridley/SVDF Agent Reimbursement	\$9,000	\$10,000	\$10,000	\$10,000	1,000, Church Home; 3,000, Ridely; 6,000, SVDF Reimbursements
2. Other Revenue	\$470	\$11,636	\$400	\$400	
3. Bishop Search Revenue	\$0	\$0	\$175,000	\$175,000	This Money will transfer from Money Market
C. Designated Support					
1. The Wider Church					
a. Ecumenical Income (D)	\$0	\$360	\$360	\$360	
2. Clergy & Clergy Aspirants					
a. Clergy Conference (D)	\$0	\$13,985	\$14,000	\$14,000	} Ideally, this revenue should off-set the expenses related to these functions.
b. Background Check Reimbursements	\$0	\$0	\$2,000	\$2,000	
3. Training					
a. Vestry Training Days (D)	\$0	\$2,975	\$2,975	\$2,975	} Ideally, this revenue should off-set the expenses related to these functions.
b. Safe Church Training	\$0	\$1,938	\$2,110	\$2,110	
4. Conference					
a. Annual Council (D)	\$0	\$61,768	\$55,000	\$55,000	Any excess funds from this event will be used to pay for annual council scholarships and for new bishop search and consecration expenses.
5. Youth Ministries					
a. Episcopal Youth Community (EYC) (D)	\$0	\$9,710	\$15,000	\$15,000	Only one event took place this year, usually there are two.
b. Episcopal Youth Event (EYE) (D)	\$0	\$810	\$500	\$500	Only one event took place this year, usually there are two. 2017 figures were used for 2 events.
c. Happening (D)	\$0	\$3,340	\$11,000	\$11,000	
D. Investment Revenue					
1. Money Market Interest	\$600	\$708	\$300	\$300	Money will be taken out of this account to fund the Bishop Search related expenses, therefore, less interest is expected.
2. Composite Fund Quarterly Distribution	\$582,440	\$0	\$0	\$0	This account is now divided into different ministries covering accounts
3. Mission & Ministry Quarterly Distribution	\$0	\$148,857	\$142,539	\$142,539	Distributions support these budget lines: Latino Ministries, Small Church Maintenance, Congregational Development, M&M Grants, Seeds of Hope
4. Seminarian Assistance Quarterly Distribution	\$0	\$77,239	\$82,857	\$82,857	Distributions support these budget lines: Seminarian Scholarships
5. Clergy Assistance Quarterly Distribution	\$0	\$53,215	\$54,330	\$54,330	Distributions support these budget lines: Clergy Continuing Education
6. Christian Formation Quarterly Distribution	\$0	\$12,791	\$13,072	\$13,072	Distributions support these budget lines: Lay Continuing Education Fund
7. Episcopate Quarterly Distribution	\$0	\$206,577	\$206,403	\$206,403	Distributions support these budget lines: Chanco, Idle Church Property, Diocesan Office Rent
8. Outreach Quarterly Distribution	\$0	\$85,086	\$83,360	\$83,360	Distributions support these budget lines: Bishop Vache Scholarship Fund, Jackson-Feild, The Boys' Home, Historic St. Luke's At the end of the year, unused restricted money will be returned to the investment fund.
E. Board Designated Funds Released					
1. Board Designated Funds- Released	\$0	\$148,724	\$127,500	\$127,500	Funds released will include \$27,500 for College of William & Mary Development Officer; \$100,000 Chanco Capital Campaign Pledge
F. Misc. Designated/Restricted Revenue					
1. Robert Chamberlayne Revenue (R)	\$0	\$22,804	\$22,804	\$22,804	This is a trust that pays out annually between \$19,904 and \$31,516. The revenue is divided between The Boys Home, Jackson-Feild, and Grace Church (Drakes Branch).
2. Idle Church Property Revenue (D)	\$44,600	\$105,365	\$48,000	\$48,000	Funds from this account are used to pay for expenses related to closed churches, therefore any funds in excess of expenses are place into the restricted fund Idle Property Fund. Current rent: \$4,000 a month. 5 rentals- Our Savior, Oliver & Eggleston, Greater Joy, Joy Ministries, Gospel Tabernacle
Total Revenues	\$2,087,110	\$2,462,611	\$2,549,510	\$2,549,510	

Expenses					
A. The Wider Church					
1. The Episcopal Church	\$261,627	\$261,627	\$280,573	\$280,573	This pledge will match their asking of 15%.
2. The Church Periodical Club	\$0	\$0	\$360	\$360	Money from the Church Periodical Club restricted fund will cover this expense.
Total Wider Church	\$261,627	\$261,627	\$280,933	\$280,933	
B. Ministries Within Our Diocese					
I. Strengthening Our Parishes					
<i>Parish Support</i>					
a. Repairers of the Breach	\$1,500	\$2,166	\$1,500	\$1,500	The working group is moving forward planning with plans for programs/resources to assist congregations with racial reconciliation.
b. Clergy and Parish Development	\$1,500	\$980	\$1,500	\$1,500	Expenses associated with Clergy Development & Transitional Pastors & Consultants.
c. Liturgical Commission	\$500	\$0	\$300	\$300	Reduced due to low activity
d. Safe Church Training	\$2,000	\$2,707	\$4,000	\$4,000	Requesting increase in budget due to increased demand for training and planned increase in the number of diocesan trainers.
e. Crisis Response Team	\$1,500	\$0	\$1,500	\$1,500	No Change
f. Congregational Development (D)	\$7,500	\$720	\$18,078	\$18,078	Budget amount is guided by annual spending policy election of representative composite fund.
g. Small Church Maintenance Fund (R)	\$5,000	\$0	\$5,000	\$5,000	Budget amount is guided by annual spending policy election of representative composite fund-- The Bruce Fund D0012 (\$1,675.75). Operating money subsidizes this account.
h. M&M Grants (R)	\$12,372	\$0	\$12,631	\$12,631	Budget amount is guided by annual spending policy election of representative composite fund-- The M&M Foundation Fund D0042.
i. Seeds of Hope (R)	\$24,874	\$24,865	\$25,393	\$25,393	Budget amount is guided by annual spending policy election of representative composite fund-- Seeds of Hope Fund D0007.
j. Disaster Relief Preparedness	\$0	\$146	\$1,000	\$1,000	These are expenses associated with preparing for a disaster
k. Property Insurance	\$40,000	\$43,546	\$45,290	\$45,290	Costs are expected to increase 4% due to the increase in closed churches.
l. Church Communications Grants	\$5,000	\$2,750	\$5,000	\$5,000	The need exists especially for small, rural churches.
m. Stewardship Commission	\$3,150	\$2,576	\$3,150	\$3,150	The commission plans to expand its stewardship programming efforts. Currently Fundraising 101 is being deployed, but the commission is fleshing out some environmental stewardship offerings as well.
<i>Canon for Transition</i>					
a. CT-Salary, Housing, & FICA Support	\$105,417	\$105,417	\$108,369	\$108,369	2.8% Cola Increase
b. CT-Pension	\$18,975	\$18,975	\$19,506	\$19,506	18% of Salary
c. CT-Life Insurance	\$230	\$211	\$230	\$230	No Change
d. CT-Medical & Dental Insurance	\$3,216	\$3,216	\$3,377	\$3,377	5% increase
e. CT-Long Term Disability	\$600	\$549	\$600	\$600	No Change
f. CT-Business Expenses	\$8,000	\$4,392	\$8,000	\$8,000	No Change
<i>Clergy Support</i>					
a. The Fresh Start Program	\$3,000	\$806	\$3,000	\$3,000	No Change; An educational program for newly ordained priests or priests new to the Diocese.
b. Clergy Conference (D)	\$0	\$13,893	\$14,000	\$14,000	The revenue account related to this expense account should off-set these expenses;
c. Commission on Ministry	\$1,000	\$532	\$1,000	\$1,000	No Change; Assists the bishop "in determining present and future needs for ministry in the diocese" and to assist "in enlisting and selecting persons for Holy Orders.
d. Clergy Continuing Education (R)	\$15,745	\$15,304	\$16,081	\$16,081	Budget amount is guided by annual spending policy election of representative composite fund-- FMS 5 Clergy Continuing Education D0005; & Clergy Education Fund D0019
e. Retired Clergy Chaplaincy	\$250	\$0	\$250	\$250	Funds pay for expenses related to The Retired Chaplain. The Retired Chaplain ministers to retired priests.
<i>Aspirants, Seminarian and Deacon Support</i>					
a. Seminary Scholarships (R)	\$93,738	\$49,597	\$82,858	\$82,858	Budget amount is guided by annual spending policy election of representative composite fund-- Theological Educational Fund D0011; Withers Ministerial Scholarship Fund D0026; Grandy Memorial Fund B (D0032); The Theo-Outreach Fund (D0014); Jerome Taylor Education Fund D0018).
b. Deacon Membership (AED)	\$1,100	\$1,200	\$1,200	\$1,200	The Association for Episcopal Deacons is a member-funded, non profit organization. 2 new deacons
c. Archdeacon Business Expenses	\$1,000	\$557	\$1,000	\$1,000	No change
d. Ordination Expenses	\$4,000	\$4,542	\$4,000	\$4,000	One ordination is expected.
Total Strengthening Our Parishes	\$361,167	\$299,647	\$387,813	\$387,813	

2. Camp/Retreat & College Ministries					
Camp & Retreat Ministries					
a. Chanco on the James	\$80,000	\$80,000	\$100,000	\$100,000	The Diocese has been giving \$80,000 since at least 2011.
b. Chanco Capital Campaign Support (D)	\$100,000	\$100,000	\$100,000	\$100,000	Executive Board Pledged \$500,000, \$100,000 represents 2019 pledge commitment
College Ministries					
a. College Program Funds	\$15,000	\$1,477	\$15,000	\$15,000	The College Task Force encourages chaplain programs to explore additional programming. Funding for those initiatives would come from this account.
b. Old Dominion University	\$15,000	\$15,000	\$15,000	\$15,000	
c. College of William and Mary	\$15,000	\$15,000	\$15,000	\$15,000	No change
d. W&M Development Officer	\$0	\$27,500	\$27,500	\$27,500	Performs duties necessary to assist the W&M Chaplain. Funds will be released from the Congregational Development Fund #87150
e. Longwood /Hampden-Sydney College	\$15,000	\$15,000	\$15,000	\$15,000	No Change
f. Christopher Newport University	\$0	\$0	\$0	\$0	No change in 2019 request. Currently, CNU's chaplain program is not functioning. If activated, funds would come from College Programs Funds account.
Total Camp/Retreat & College Ministries	\$240,000	\$253,977	\$287,500	\$287,500	
3. Transitional Ministries					
a. Bishop Search and Transition Expenses	\$0	\$3,257	\$175,000	\$175,000	The money market funds will off-set this expense.
b. Staff Changes	\$5,000	\$0	\$10,000	\$10,000	Changes are anticipated
Total Transitional Ministries	\$5,000	\$3,257	\$185,000	\$185,000	
4. Mission & Ministries					
Missions					
a. Real Estate Taxes (D)	\$12,000	\$11,303	\$12,000	\$12,000	These taxes are paid on property that is not tax exempt, usually land. Money to fund this expense can come from the Idle Property Fund.
b. Idle Church Property Expense (D)	\$33,500	\$135,349	\$38,000	\$38,000	These are expenses related to closed churches and is off-set by the Idle Church Property Revenue Account. After Emmanuel Powhatan roof & other repairs were removed the expenses were \$37,110.
Latino Ministries Expenses					
a. Mileage Expenses	\$0	\$0	\$3,250	\$3,250	To pay for mileage expenses incurred by the Latino Ministries Coordinator- approx. 65,000 miles a year.
b. Office Supplies	\$0	\$0	\$1,200	\$1,200	Paper, ink, pens, etc.
Latino Ministries Coordinator					
a. Latino Ministries -Salary	\$24,480	\$24,480	\$25,165	\$25,165	2.8% increase- COLA
b. Latino Ministries -FICA	\$1,873	\$1,873	\$1,925	\$1,925	2.8% increase- COLA
c. Latino Ministries -Pension	\$2,203	\$2,203	\$2,265	\$2,265	2.8% increase- COLA
Latino Ministries Coordinator Assistant					
a. Latino Ministries Coordinator Assistant Salary	\$0	\$0	\$9,000	\$0	Pay \$12 per hour, 15 hours per week. This person would assist the coordinator with administrative tasks. This request may be funded after the Latino Ministries Task Force gives their report during the March Executive Board meeting
Total Mission	\$74,056	\$175,208	\$92,805	\$83,805	
5. Outreach					
Outreach Ministries					
a. Recovery Ministry	\$1,000	\$378	\$2,000	\$2,000	These are expenses associated with the recovery ministry and the Addictions and Recovery Commission.
b. Bishop Vache Scholarship Fund (R)	\$13,198	\$13,900	\$13,475	\$13,475	Budget amount is guided by annual spending policy election of representative composite fund-- FMS 2 Bishop Vache Scholarship Fund D0002.
c. Jackson-Feild Home (R)	\$8,000	\$18,632	\$19,660	\$19,660	Budget amount is guided by annual spending policy election of representative composite fund-- FMS 3 Jackson Field Fund D0003, Theo-Outreach Fund D00014, and the 2018 Chamberlayne Trust annual distributions.
d. The Boys' Home @	\$3,000	\$10,627	\$11,490	\$11,490	Budget amount is guided by annual spending policy election of representative composite fund of the Theo-Outreach Fund D0014 and the 2018 Chamberlayne Trust annual distributions.
e. Mission of the Holy Spirit	\$5,000	\$5,000	\$5,000	\$5,000	Supports the ministry of at risk children and operates from St. Stephen's, Norfolk.
f. Chaplain Service/Prison Ministry	\$5,000	\$5,000	\$5,000	\$5,000	Supports clergy and their ministry to incarcerated persons.
g. Historic St. Luke's (R)	\$0	\$3,808	\$3,887	\$3,887	Budget amount is guided by annual spending policy election of representative composite fund-- The Theo-Outreach Fund D0014.
h. Dos Santos Food Pantry	\$0	\$0	\$3,300	\$0	This is a new request by the Latino Ministries Coordinator. This request may be funded after the Latino Ministries Task Force gives their report during the March Executive Board meeting
i. Dos Santos Van Expenses	\$0	\$0	\$7,400	\$0	This is a new request by the Latino Ministries Coordinator. This request may be funded after the Latino Ministries Task Force gives their report during the March Executive Board meeting
Ecumenical Partnerships					
a. Virginia Interfaith Center-VICPP	\$1,000	\$0	\$1,000	\$1,000	This is an ecumenical group, dealing w/public policy. The dues are \$1,000.
b. Ecumenical Dues & Events	\$1,000	\$507	\$2,300	\$2,300	These expenses pay for dues for ecumenical groups such as LARCUM (\$500), VA Council of Churches, (\$1,000) & Lutheran-Episcopal Joint Committee (\$800).
Total Outreach	\$37,198	\$57,852	\$74,512	\$63,812	

6. Christian Formation					
Christian Education					
a. Aging Adults Programs	\$0	\$0	\$1,500	\$1,500	New Request
b. Education for Ministry Fund	\$1,800	\$1,750	\$1,750	\$1,750	EFM Contract Fee
c. Adult Education Program Fund	\$1,500	\$676	\$1,500	\$1,500	Provides money for programs or activities related to adult education, such as Invite, Welcome, & Connect. Could use J. Buchanan Memorial Fund D0028 annual distributions- \$424.09 for 2019.
d. Lay Continuing Education Fund (R)	\$11,317	\$5,201	\$11,567	\$11,567	Budget amount is guided by annual spending policy election of representative composite fund-- FMS 4 Lay Continuing Ed Fund D0004.
e. Youth Formation	\$0	\$0	\$300	\$300	There is need to provide youth formation programing outside of EYC and Chanco based programs. Requested funds would be used to promote programming within Convocations.
f. Children/Family Programs	\$500	\$46	\$500	\$500	No Change
Youth Ministries					
a. Episcopal Youth Community (D)	\$7,000	\$14,425	\$22,000	\$22,000	Events are supplemented with participant fees. May Weekend cancelled 2018. Two happenings are scheduled for 2019.
b. Episcopal Youth Events (D)	\$1,500	\$1,500	\$2,700	\$2,700	EYE is a triennial youth event which is scheduled for July 2020. The requested amount is 1/3 of the expected costs to accrue the needed funds for EYE 2020.
c. Happening (D)	\$7,000	\$9,752	\$18,000	\$18,000	Happening Events will continue in 2019. 2017 figures were used for 2 events.
d. Youth Annual Council	\$0	\$0	\$800	\$800	Funds will pay for expenses related to annual council
e. Youth Event Scholarships	\$3,500	\$960	\$3,500	\$3,500	Due to cancellation of May weekend, scholarships requests were down. However, May and November in 2019 are scheduled. These scholarships are for any approved youth event.
Other Formation Items					
a. Diocese Resource Library	\$500	\$440	\$500	\$500	Expect to update library resources
b. Christian Education NET Expense	\$200	\$78	\$200	\$200	No Change
c. Vestry Training Days (D)	\$500	\$2,206	\$3,000	\$3,000	This account records the participant fees associated with training sessions for new vestry members and the Bishop's Day with Senior Wardens. Expenses are off-set by its associated revenue account. New books need to be ordered
Canon for Formation					
b. CF-Salary	\$77,096	\$82,415	\$71,000	\$71,000	New Employee
c. CF -FICA	\$5,946	\$6,347	\$5,433	\$5,433	New Employee
d. CF-Medical & Dental Insurance	\$13,536	\$4,512	\$0	\$0	Declined Insurance
e. CF-Life Insurance	\$230	\$227	\$230	\$230	
f. CF-Pension	\$6,939	\$6,619	\$6,390	\$6,390	9% of salary
g. CF-S&L Term Disability	\$798	\$796	\$800	\$800	
a. CF-Business Expenses	\$5,000	\$3,118	\$5,000	\$5,000	No Change
h. CF-Continuing Education	\$1,000	\$850	\$0	\$0	Funding for this should be paid out of other applicable funds, therefore there is no need to fund this account.
Total Christian Formation	\$145,862	\$141,917	\$156,670	\$156,670	
Total Ministries Within Our Diocese	\$863,283	\$931,857	\$1,184,300	\$1,164,600	
C. Communications throughout Our Diocese					
Communications					
1. Episcopal Communicators Dues	\$75	\$75	\$75	\$75	No Change
2. Communications Equipment	\$300	\$162	\$0	\$0	No equipment purchases expected
3. Online software - Constant Contact	\$1,200	\$772	\$1,500	\$1,500	This software is the Diocese's primary communication tool. It is used for weekly eNews and other communication and for event registration
4. Diocesan Web Page Administration	\$750	\$599	\$750	\$750	No Change
Communications Officer					
1. Communications Officer -Salary	\$57,087	\$57,087	\$58,685	\$58,685	2.8% increase- COLA
2. Communications Officer -FICA	\$4,383	\$4,383	\$4,489	\$4,489	2.8% increase- COLA
3. Communications Officer -Medical & Dental Insurance	\$13,536	\$12,408	\$14,208	\$14,208	5% increase
4. Communications Officer -Pension	\$5,138	\$5,138	\$5,282	\$5,282	2.8% increase- COLA
5. Communications Officer -Life Insurance	\$230	\$211	\$230	\$230	No Change
6. Communications Officer -S&L Term Disability	\$696	\$633	\$696	\$697	No Change
7. Communications Officer -Business Expenses	\$1,000	\$334	\$1,000	\$1,000	Travel expenses are expected, especially to small, rural churches.
8. Communications Officer -Continuing Education	\$500	\$276	\$500	\$500	No Change
Total Communications throughout Our Diocese	\$84,895	\$82,078	\$87,416	\$87,416	
D. Governance					
1. Provincial III Synod	\$4,100	\$5,254	\$7,380	\$7,380	There is a Province III meeting every year. 3 province representatives attend the meeting every year. One clergy and two lay. In addition to these expenses is the Province III 2019 pledge - \$4,676
2. General Convention Expense	\$32,000	\$51,070	\$11,000	\$11,000	General Convention meets every 3 years. The next convention will be in 2021 in Baltimore- Est total Cost 40,000. There is approx. \$7,000 in the reserve account.
3. Annual Council Expense	\$0	\$55,024	\$55,000	\$55,000	The revenue account related to this expense account should off-set these expenses. Any excess money will provide council scholarships and fund new bishop search and consecration.
4. House of Bishops	\$0	\$0	\$1,800	\$1,800	Funds the expenses associated with the House of Bishop's Meeting
5. Standing Committee & Executive Board	\$1,500	\$1,214	\$1,500	\$1,500	No Change
Total Governance	\$37,600	\$112,562	\$76,680	\$76,680	

E. Bishops, Staff & Support					
1. Bishops					
<i>Bishop</i>					
a. Bishop -Salary, Housing, & FICA Support	\$185,853	\$185,853	\$7,961	\$7,961	2.8% increase- COLA, 2 weeks only
b. Bishop -Medical & Dental Insurance	\$36,456	\$33,418	\$3,315	\$3,315	1 Month of Coverage
c. Bishop -Pension	\$33,454	\$33,454	\$1,433	\$1,433	18%, 2 weeks only
d. Bishop -Life & Disability Insurance	\$926	\$849	\$77	\$77	1 Month of Coverage
e. Bishop -Business Expenses	\$18,000	\$13,759	\$0	\$0	
f. Bishop -Sabbatical Reserve					Will begin funding next year
g. Bishop - Discretionary Fund (D)	\$2,190	\$3,319	\$0	\$0	Self-funded
<i>Bishop Diocesan Pro Tempore</i>					
a. Bishop- Salary, Housing, & FICA Support	0	0	\$135,390	\$135,390	New Position
b. Bishop -Medical & Dental Insurance	0	0	\$4,161	\$4,161	
c. Bishop -Business Expenses	0	0	\$13,000	\$13,000	Approximately 75% of the Bishop diocesan's business expenses
Total Bishops	\$276,879	\$270,652	\$165,336	\$165,336	
2. Staff					
<i>Bishop- Executive Secretary</i>					
a. Bishop's Executive Secretary -Salary	\$57,553	\$57,552	\$59,164	\$59,164	2.8% Cola Increase
b. Bishop's Executive Secretary -FICA	\$4,403	\$4,406	\$4,526	\$4,526	7.65% of Salary
c. Bishop's Executive Secretary -Medical & Dental	\$35,952	\$34,738	\$39,780	\$39,780	10.7% increase
d. Bishop's Executive Secretary -Pension	\$5,180	\$5,180	\$5,325	\$5,325	9% of Salary
e. Bishop's Executive Secretary -Life Insurance	\$230	\$211	\$230	\$230	No Change
f. Bishop's Executive Secretary -S<erm Disability	\$700	\$641	\$700	\$700	No Change
g. Bishop's Executive Secretary -Cont. Education	\$2,000	\$0	\$0	\$0	No Request was made
<i>Canon for Administration</i>					
a. CA -Salary, Housing, & FICA Support	\$114,555	\$114,555	\$117,763	\$117,763	2.8% Cola Increase
b. CA -Medical & Dental Insurance	\$14,544	\$15,660	\$14,208	\$14,208	Decrease- Plan Change
c. CA -Pension	\$20,620	\$20,620	\$21,197	\$21,197	18% of Salary
d. CA -Life Insurance	\$230	\$211	\$230	\$230	No Change
e. CA -S&L Term Disability	\$652	\$591	\$652	\$652	No Change
f. CA -Business Expenses	\$6,000	\$4,308	\$5,500	\$5,500	Decrease- Money moved to fund Assistant Continuing Education
<i>Assistant to the Canons</i>					
a. Assistant to Canons -Salary	\$43,268	\$43,268	\$46,536	\$46,536	\$2,000 Increase then 2.8% Cola Increase
b. Assistant to Canons -FICA	\$3,326	\$3,326	\$3,560	\$3,560	7.65% of Salary
c. Assistant to Canons -Medical & Dental	\$13,536	\$12,408	\$14,208	\$14,208	Approx. 5% Medical Insurance increase and 3% Dental Insurance increase
d. Assistant to Canons -Pension	\$3,894	\$3,894	\$4,188	\$4,188	9% of Salary
e. Assistant to Canons -Life Insurance	\$230	\$211	\$230	\$230	No Change
f. Assistant to Canons -S<erm Disability	\$454	\$416	\$454	\$454	No Change
g. Assistant to Canons -Business Expenses	\$0	\$0	\$500	\$500	Added additional duties- Health Care & Pension Management
h. Assistant to Canons -Continuing Education	\$0	\$0	\$1,000	\$1,000	Added additional duties- Health Care & Pension Management
<i>Comptroller</i>					
a. Comptroller -Salary	\$60,000	\$60,000	\$61,680	\$61,680	2.8% Cola Increase
b. Comptroller -FICA	\$4,590	\$4,599	\$4,719	\$4,719	7.65% of Salary
c. Comptroller -Medical & Dental Insurance	\$27,754	\$25,033	\$28,162	\$28,162	1% percent increase, less 15%, participant contribution
d. Comptroller -Pension	\$5,400	\$5,400	\$5,551	\$5,551	9% of Salary
e. Comptroller -Life Insurance	\$230	\$211	\$230	\$230	No Change
f. Comptroller -S<erm Disability	\$732	\$671	\$732	\$732	No Change
g. Comptroller -Business Expenses	\$1,500	\$1,003	\$1,500	\$1,500	No Change
h. Comptroller -Continuing Education	\$1,000	\$800	\$1,000	\$1,000	No Change
<i>Bookkeeper</i>					
a. Bookkeeper-Salary	\$18,972	\$16,683	\$19,503	\$19,503	2.8% Cola Increase
b. Bookkeeper-FICA	\$1,448	\$1,276	\$1,492	\$1,492	7.65% of Salary
Total Staff	\$448,953	\$437,872	\$464,520	\$464,520	

3. Support					
Auto Expense					
a. Auto Repair, Insurance, etc.	\$5,000	\$2,298	\$4,000	\$4,000	Reduced by \$1,000 due to new vehicle and less repairs are expected
b. Auto Loan Interest Expense	\$4,500	\$1,279	\$1,300	\$1,300	Decrease due to accelerated payments made on auto loan.
c. Auto Loan Principal	\$20,500	\$20,500	\$18,700	\$18,700	To pay on Loan Principal - Balance on Loan as of 12/1/18 is \$26,065.
Telephone, Mail, & Email Expense					
a. Diocese Office-Telephone	\$6,500	\$6,711	\$6,800	\$6,800	\$300 increase
b. Diocese Office-Vicente-E-mail	\$2,700	\$2,668	\$2,700	\$2,700	No Change
c. Postage	\$1,100	\$1,532	\$1,650	\$1,650	Increase due to sending more by Priority Mail for tracking purposes and USPS rate increase.
Office Rent, Supplies, Equipment, & Services					
a. Rent -Diocese Office (Newport News)	\$135,785	\$135,785	\$139,175	\$139,175	2.5% rent increase
b. Computer SW/HW Subscription Service	\$6,400	\$6,293	\$9,850	\$9,850	Virus protection, \$350; Backup server, \$400; email, \$600; IT service agreement, \$2,500; Server replacement, \$3,000; Software upgrade, \$3,000
c. Office Supplies	\$3,800	\$3,162	\$3,500	\$3,500	\$300 decrease
d. Office Equipment	\$2,000	\$1,244	\$1,700	\$1,700	\$300 decrease
e. Printing	\$1,800	\$1,845	\$1,850	\$1,850	\$50 increase
Audit, Legal, & Professional Fees					
a. Audit	\$18,000	\$27,130	\$21,500	\$21,500	Increase to reflect last year's expenses.
b. Legal Fees	\$30,000	\$86,574	\$84,000	\$84,000	Estimate provided by V. Chancellor
c. Chancellor Continual Education & Law Dues	\$1,275	\$0	\$3,600	\$3,600	\$300 for State Bar Dues (Tim); \$3,000 for Continuing Education (Tim & Sam)
d. Background Check Fees	\$2,000	\$1,475	\$2,000	\$2,000	No Change
Miscellaneous Expenses					
a. Workers Compensation Insurance	\$4,750	\$4,187	\$4,750	\$4,750	No Change
b. Hospitality	\$750	\$482	\$750	\$750	No Change
c. Chanco Loan Interest Expense	\$900	\$285	\$0	\$0	Loan Paid in Full
d. Bank/Credit Card Charges	\$350	\$955	\$1,000	\$1,000	Increase to reflect 2018 actuals
e. Historiographer Expenses	\$1,000	\$900	\$1,200	\$1,200	Increase due to records being microfiched.
Total Support	\$249,110	\$305,304	\$310,025	\$310,025	
Total Bishops, Staff, & Support	\$974,942	\$1,013,829	\$939,882	\$939,882	
Total Expenses	\$2,222,347	\$2,401,953	\$2,569,210	\$2,549,510	
Total Revenue - Expenses			(\$19,700)	\$0	