



2021  
Annual Meeting  
Packet

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# Finance

# The Funds of the Church

Churches and other not-for-profit organizations utilize Fund Accounting. In practice, the transactions for each bank account in the church's name is accounted for in a Statement of Receipts and Disbursements, which summarizes the financial activity that occurred in an account during the year.

Churches often establish multiple bank accounts to serve different purposes. At St. Mark's we have a number of cash accounts that fulfill the ongoing funding needs of the various ministries of our parish, as well as funds held in reserve for future, specific purposes. To help you better understand and get acquainted with the funds that exist at St. Mark's, we have provided a description for each below. They are separated into two categories: Operating Funds and Restricted Use Funds. A comparative Statement of Receipts and Disbursements comparing 2020 and 2019 for each fund can be found in this packet, as well as a 2021 Budget, where appropriate.

## ***Operating Funds***

**General Fund** – This is the main operating fund of the church. Through it we process most of the income and expenses necessary to operate our church. It includes contributions from our parishioners, income from the Thrift Store, and from other sources like rents. Out of it we pay direct operating expenses and overhead such as payroll and related costs, insurance, utilities, supplies, office and administrative expenses, ministry expenses, maintenance, etc. It is the largest fund and the account we most often report on to you.

**Samaritan Fund** – This is also known as the Rector's Discretionary Fund. These are funds, established under church canon, to be disbursed under the direction of the Rector to help people in need. At St. Mark's we use these funds to help those who live in the nearby community to pay essential living expenses. The fund derives its income from loose plate collections on the first Sunday of each month and individual contributions designated by the donor to this account.

**Food Pantry Fund** – This fund is under the direction of our Food Pantry ministry. Cash contributions and grants from individual donors and charitable organizations are received into the account and disbursements are made for the purchase of food and other necessary expenses of the ministry.

**Thrift Store Fund** – This account is under the direction of our Thrift Store. Proceeds from the sales of merchandise and payments for the operating expenses of the store are processed through this account. Profits are transferred to the General Fund monthly and used to help pay our Diocesan Mission Share.

### ***Restricted Use Funds***

**Capital Improvements Fund** – This is a reserve fund which has been designated by the Vestry to be used for large, unbudgeted, and unexpected property improvements, building and grounds maintenance, and replacement of mechanical equipment. The account is funded from undesignated gifts made by donors to the church and cash gifts designated for this purpose.

**Endowment Fund** – This is a reserve fund account for gifts made by donors that have been designated for future ministry. St. Mark's is in the process of writing the documents which will govern the use of these funds.

# General Operating Fund

## Statement of Receipts & Disbursements

### Years Ended December 31, 2020 and 2019

	2020	2019	Over/(Under)
<b>Cash Receipts:</b>			
Giving Income	\$172,846	\$178,830	\$(5,984)
Thrift Store Income	2,431	8,957	(6,526)
Matching Campaign Program	92,147	0	92,147
Payroll Protection Program	29,346	0	29,346
Other Income	<u>3,625</u>	<u>6,000</u>	<u>(2,375)</u>
<b>Total Cash Receipts:</b>	<b>300,395</b>	<b>193,787</b>	<b>106,608</b>
<b>Cash Disbursements:</b>			
Personnel Expenses	137,243	121,759	15,484
Ministry Expenses	2,582	5,868	(3,286)
Admin. Expenses	27,347	26,353	994
Facility Expenses	58,028	30,671	27,357
Diocese Mission Share	<u>36,934</u>	<u>32,353</u>	<u>4,581</u>
<b>Total Cash Disbursements:</b>	<b><u>262,134</u></b>	<b><u>217,004</u></b>	<b><u>45,130</u></b>
<b>Net Cash Surplus</b>	<b>\$38,261</b>	<b>\$(23,217)</b>	<b>\$61,478</b>

#### Summary of Budget Variances:

**Giving Income:** Parishioners contributed well, with giving down only 3.3%.

**Mission Share:** Increased \$4,581 due to higher revenue.

**Facility Expense:** In 2019, we moved funds from savings to cover these expenses.

**Thrift Store:** Contributions decreased, reflecting the store being closed since March, 2020.

**Matching Program:** A parishioner gave \$50,000; the parishioners contributed \$42,146.

**Payroll Protection Program:** The Diocese filed for this loan program for us.

# General Operating Fund

## Budgeted Statement of Receipts & Disbursements—2021

**Cash Receipts:**

Giving Income*	\$149,720
Thrift Store Income Transfer	1,200
Other Income	<u>4,728</u>

<b>Total Cash Receipts</b>	<b>155,648</b>
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**Cash Disbursements:**

Personnel Expenses**	146,154
Ministry Expenses	6,000
Admin. Expenses	25,700
Facility Expenses	47,312
Diocese Mission Share	<u>25,798</u>

<b>Total Cash Disbursements</b>	<b>250,964</b>
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<b>Budgeted Cash Surplus / (Deficit)</b>	<b>\$(95,316)</b>
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**Note:** A detailed budget by general ledger category is posted on the bulletin board outside Knight Hall each month. Copies are also available in the church office.

\*Includes Pledged Contributions, Non-Pledged Contributions, and Loose Plate Cash.

\*\* Net of Diocesan reimbursements for our Vicar's compensation package.

# Pledge Summary Comparison 2019 to 2021

Annual Pledge Range	Nmbr of Pledgers 2019	Total Pledge \$ 2019	Nmbr of Pledgers 2020	Total Pledge \$ 2020	Nmbr of Pledgers 2021	Total Pledge \$ 2021
Over \$5000	5	\$38,320	5	\$39,800	6	\$45,660
\$3000-\$5000	10	35,960	14	\$54,792	11	\$39,620
\$2000-\$2999	13	31,320	11	\$26,740	9	\$22,840
\$1560-\$1999	4	6,900	6	\$10,080	4	\$6,780
\$1200-\$1559	7	8,600	7	\$8,940	5	\$6,240
\$780-\$1199	6	5,790	5	\$4,500	2	\$1,780
\$600-\$779	5	3,430	3	\$1,800	4	\$2,520
\$520-\$599	1	520	1	\$520	1	\$520
\$260-\$519	7	2,670	9	\$3,560	5	\$2,160
\$1-\$259	6	885	2	\$312	2	\$200
<b>Totals</b>	<b>64</b>	<b>\$134,395</b>	<b>63</b>	<b>\$151,044</b>	<b>49</b>	<b>\$128,320</b>

	2019	2020	2021
Average Pledge	\$2,100	\$2,398	\$2,619

<u>2021</u>	<u>#'s</u>	<u>\$ AMT.</u>
New Pledge	5	8,880
Increased Pledge	12	38,800
Decreased Pledge	10	22,400
Same Pledge	22	58,240
	49	\$128,320



**Restricted Use Funds**  
**Statement of Activity**  
**Year Ended December 31, 2020**

**Capital Improvement Fund**

Beg. Balance 1/1/20	\$79,519
Property repairs and upgrades*	(6,415)
Interest earned	12
Ending Balance 12/31/20	<b><u>\$73,116</u></b>

**Endowment Fund**

Beg. Balance 1/1/20	\$2,869
Samaritan Fund Repaid	800
Interest earned	<u>1</u>
Ending Balance 12/31/20	<b><u>\$3,670</u></b>

\*Property Repairs from Capital Improvement Fund:  
Air Conditioner: \$6,415

# Samaritan Fund

## Statement of Receipts & Disbursements

### Years Ended December 31, 2020 and 2019

	2020	2019
<b>Cash Receipts:</b>		
Loose plate cash & donations	\$7,845	\$7,809
Duran-Avina Fund	3,370	0
<b>Total Revenues</b>	<b>\$11,215</b>	<b>\$7,809</b>
 <b>Cash Disbursements:</b>		
Rent Assistance	3,813	5,061
Utility Assistance	2,358	1,524
Parishioner Assistance	1,386	2,130
Duran-Avina Fund	3,500	0
Other	<u>0</u>	<u>0</u>
<b>Total Disbursements</b>	<b>\$11,057</b>	<b>\$8,715</b>
 <b>Net Cash Surplus (Deficit)</b>	 <b>\$158</b>	 <b>\$(906)</b>

\*The Samaritan Fund receives income from unidentified cash contributions to the collection plate on the first Sunday of each month, funeral honorariums for the Rector's services, and other cash gifts.

# Food Pantry Fund

## Statement of Receipts & Disbursements

### Years Ended December 31, 2020 and 2019

	2020	2019	Over/(Under)
<b>Cash Receipts:</b>			
Donations	\$16,030	\$10,486	5,544
Food Bank Grant	5,200	0	5,200
<b>Total Cash Receipts</b>	<b>\$21,230</b>	<b>\$10,486</b>	<b>\$10,744</b>
 <b>Cash Disbursements:</b>			
United Food Bank Purchases	994	922	72
General Supplies	2,985	2,115	870
Other Purchased Food Items	2,932	1,954	978
WiFi Access	1,108	1,089	19
Repairs	1,819	0	1,819
Electric	1,200	0	1,200
Thanksgiving/Christmas Food Fund	1,421	830	591
Administrative Expenses	<u>323</u>	<u>427</u>	<u>(104)</u>
 <b>Total Cash Disbursements</b>	 <b><u>12,782</u></b>	 <b><u>7,337</u></b>	 <b><u>5,445</u></b>
 <b>Net Cash Surplus</b>	 <b><u>\$8,448</u></b>	 <b><u>\$3,149</u></b>	 <b><u>\$5,299</u></b>

# Food Pantry Fund

## Budgeted Statement of Receipts & Disbursements-2021

### Revenues:

Donations	\$14,400
Total Revenues	\$14,400

### Expenses:

Other Purchased Food Items	3,000
Toiletries/Personal Necessities	3,000
Thanksgiving / Christmas Food Fund	2,500
WiFi Access	1,100
United Food Bank Purchases	1,200
Electric	1,200
Administrative Expenses	400
Equipment Maintenance and Repairs	<u>2,000</u>
Total Expenses	14,400

Cash Surplus (Deficit)	\$0
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Thrift Store Fund  
Statement of Receipts & Disbursements  
Years Ended December 31, 2020 and 2019

Cash Receipts:	<u>2020</u>	<u>2019</u>	Over/(Under)
Sales	\$2,498	\$8 000	\$(5,502)
<b>Cash Disbursements:</b>			
Transfers to General Fund -Mission Share	2,431	8,957	(6,526)
Equipment	0	531	(531)
<b>Total Cash Disbursements</b>	<u>2,431</u>	<u>9,488</u>	<u>7,057</u>
<b>Cash Surplus/(Deficit)</b>	<u>\$67</u>	<u>\$(1,488)</u>	<u>\$1,555</u>

# Thrift Store Fund

## Budgeted Statement of Receipts & Disbursements-2021

### Cash Receipts:

Sales	\$1,200
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### Cash Disbursements:

Transfer to General Fund for payment of	\$1,200
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Diocesan Mission Share	
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Supplies	0
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Equipment	0
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Advertising	<u>0</u>
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Total Cash Disbursements	\$1,200
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Cash Surplus (Deficit)	<u>\$0</u>
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# Summary of Fund Balances

## December 31, 2020 and 2019

	2020	<u>2019</u>
<b>Operating Funds:</b>		
General Fund	\$47,984	\$9,733
Samaritan Fund	596	438
Food Pantry Fund	29,398	20,950
Thrift Store Fund	1,770	1,702
Savings account	<u>509</u>	<u>509</u>
	80,257	33,332
 <b>Restricted Funds:</b>		
Capital Improvement Fund	73,116	79,519
Endowment Fund	3,670	2,869
	<u>76,786</u>	<u>82,388</u>
 <b>Total Fund Balances</b>	 <u><b>\$157,043</b></u>	 <u><b>\$115,720</b></u>

# Annual Ministry Reports 2020

Due to COVID most of our ministries have been on hiatus for the majority of 2020. With the exception of a few submissions, only ministry names and leaders are listed at this time.



## Acolytes

*Paige Stalcup, Ministry Leader*

Cell 480-227-4166 or email at [paige.stalcup@cox.net](mailto:paige.stalcup@cox.net)

## Altar Guild

*Diane Lewis, Ministry Leader*

## Bishop's Committee

*Fr. Gerardo Brambila, Vicar/Randy Rogers, Senior Warden/Jim McManus, Junior Warden*

## Christian Formation—Children's and Youth Group

*Deb Cannon, Licensed in Children's Ministries and*

*Dianne Nunez, Ministry Leaders*

This spring Deb Cannon led St. Mark's Church School teachers, members, and friends to put together Blessing Baskets for twelve homeless families, providing what was needed as they moved into permanent shelter. Families were given two large laundry baskets full of kitchen items, soaps, towels, and many other things. A very loving response to the crisis we are all facing!

In the summer Chris Perry put together a video of our kids singing one of their favorite songs, "This is the Day". For Christmas, Dianne Nunez and Chris Perry put together a virtual pageant with our kids.

## Communications

*Anali Perry-2020 Ministry Leader*

## Cursillo

*Monica Larsen, Ministry Leader*

480-621-8158, or e-mail [mlarsen498@aol.com](mailto:mlarsen498@aol.com)

The next Three Day Cursillo Weekend is planned for August 19-22, 2021, at the Franciscan Renewal Center, Paradise Valley. If you are interested in attending that Weekend please contact Monica Larsen at [mlarsen498@aol.com](mailto:mlarsen498@aol.com), Mary Twetyman at [mbtwen@hotmail.com](mailto:mbtwen@hotmail.com), Cyndi Armstrong at [capurple58@yahoo.com](mailto:capurple58@yahoo.com), or Pam Vespie at [pam.vespie@yahoo.com](mailto:pam.vespie@yahoo.com).

## Daughters of the King

*Pam Vespie, Ministry Leader*

## Food and Fellowship

*Judy Hossack, Ministry Leader*

## Food Pantry

*Barry and Penny Place, Ministry Leaders*

This year the St. Mark's Food Pantry continued to operate with adjustments imposed by the COVID-19 pandemic. The year began normally with clients being served in Knight Hall. In March we converted to a drive-through distribution, asking clients to remain in their cars and wear masks. United Food Bank really ramped up the amount of food we were able to give out, and we were able to receive assistance from the Arizona National Guard simply by asking. For the year, we were able to distribute 1592 "family Food Units" representing 6925 individuals. We averaged about 14 volunteers, which included five National Guard members, for each distribution, and we maintained approximately the same schedule that we had before the pandemic.

We were able to receive significant "in kind" and financial support from generous individuals and organizations including East Valley Friends and Neighbors, St. Barnabas On the Desert, a grant from Arizona Food Bank Network, and of course St. Mark's Parish.

People were appreciative that St. Mark's continued to operate the food pantry during the uncertainty and chaos. As an example of this appreciation, the letter below is from one of our clients.

To all the volunteers and workers at the food pantry

We have been blessed with five biological children and decided to grow our family through adoption, adding three more precious children. We were financially stable and able to take care of everyone well.

I never would have imagined we would need assistance covering basic needs. But after my husband's hours were cut in half and two of our children developed chronic illnesses, we found ourselves struggling to make it.

My family is so grateful for the help you provide. My kids love the fresh fruit! As someone who has never had to ask for help, you have made it so easy, so shameless, and I appreciate you all.

Thank you very much!  
Michelle Carr and Family

For additional information about the Food pantry, talk to a Food Pantry volunteer, or visit St. Mark's web site at <http://www.stmarksmesa.org> . Choose "Get Involved" then "Food Pantry/Thrift Store". If people are on facebook, they can visit us: St Mark's – Sprinzi/Murphy Food Pantry. As an alternative, you can find us at: <http://www.facebook.com/StMarksFoodPantrymesa> .

### **Greeters Ministry**

*Judy Hossack, Ministry Leader*  
Contact 480-641-4682

### **Junior Warden-Property**

*Jim McManus, Junior Warden*

### **Liturgical Arrangements**

*Viviana Brambila, Ministry Leader*  
Contact [viviana\\_z@hotmail.com](mailto:viviana_z@hotmail.com)

### **MarkDowns Thrift Store**

*Kathy Cheatham, Ministry Leader*

### **Music Ministry**

*Chris Perry, Director of Music*

- St. Mark's Singers and Musicians • Spanish Service • Mariachi Band
- contact [chris\\_perry@me.com](mailto:chris_perry@me.com)

The St. Mark's Singers and Music Ministry are hoping for a 2021 where we can gather and SING in person once again! Meanwhile, we will keep on making recordings and video to help you worship.

## Office Angels

*Gloria McManus, Ministry Leader*

Contact the office at 480-964-5820 or email [office@stmarksmesa.org](mailto:office@stmarksmesa.org)

## Pastoral Care

*Monica Larsen, Ministry Leader*

Contact [mlarsen498@aol.com](mailto:mlarsen498@aol.com)

Since the beginning of the pandemic, a phone tree ministry was carried out by a team of 10 parishioners along with Fr. Gerardo and Monica Larsen for wellness checks with our parishioners. Pastoral visits by Fr. Gerardo were continued as necessary while abiding by COVID precautions and procedures so that we stayed in touch with those who were in facilities or homebound.

## Spanish Ministry

*Padre Gerardo Brambila+ Vicar*

## Sunday Lay Ministries

*Fr. Gerardo Brambila and Gloria McManus, Facilitators*

## Ushers

*Kathy Smith, Ministry Leader*

contact [1kathysmith@cox.net](mailto:1kathysmith@cox.net)



## 2021 Convention Delegates

- ♦ Bob Cheatham
- ♦ Kathy Cheatham
- ♦ Eric Hultquist
- ♦ Dave Klataske

## The 2021 Bishop's Committee

Vicar: The Rev. Gerardo Brambila  
Senior Warden: Randy Rogers  
Junior Warden: Jim McManus  
Clerk: Gloria McManus  
Treasurer: Al Rausch

## Bishop's Committee Members:

John Collins, Maureen Davies,  
Dave Klataske, Rosa Marquez, Anali Perry,  
Jeanette Rogers, Ebele Ubosi



Seek God ✝ Serve Others ✝ Transform Lives

Buscar a Dios ✝ Servir a los Demás ✝ Transformar Vidas