

The Episcopal Diocese of Central New York

Approved 2017 Budget

Approved November 12, 2016; revised by Diocesan Board April 18, 2017

Summary of Changes (2017 Budget Revision)

<u>Line #</u>	<u>Description of change</u>	<u>Amount of Change</u>
	Expenses:	
13	Deaf Minister, Compensation & Benefits: Adjusted benefits to actual rates	(55)
20	Youth Missioner, Compensation & Benefits: Adjusted statutory benefits	286
56	Bishop, Compensation & Benefits: Adjusted benefits to actual rates from Estimates	(504)
64	Bishop Search & Transition: Bishop's move and crozier	35,157
67	Lay Staff, Compensation & Benefits: Lay position (Fried) replaced with a Clergy (Schofield-Broadbent) position	(74,959)
68	Canon to Ordinary, Compensation & Benefits: Position added 2/1/17	94,177
69	Canon for Transition & Congregational Development: Position added 1/16/17	104,119
70	Accrual-Sabbaticals: Canons	2,400
71	Rent: Amended lease at Willowood to take 2 suites & extend length of lease	7,604
73	Equipment Repairs & Lease: new firewall software licenses	664
74	Office expansion & renovation: cabling, internet & firewall setup, build out current suite & new suite, furniture for 2 offices, movers' cost for archives	44,444
75	Office Supplies & Services: Cell phone purchases for new Canons	561
76	Communications Services: Added cell phone usage for new Canons. Adjusted budget for Bishop's, MKS and KDM	361
77	Postage: Reallocated expense to new positions	(100)
81	Travel-Other Staff: Added cost of attending CODE conference	3,471
82	Meetings & Activities: Reallocated expenses to new positions	(250)
84	Dues & Fees: Added dues for CODE	100
94	Retiree Benefits: Adjusted expense to increase lay benefit 15% ((\$208.15/month) and reduced expenses to actual rates and Plan choices (reduces fees). Original expense less fees was \$8,729. Revised expense less fees is \$9,706.	(5,548)
105	Risk Management Program: Church Insurance is discontinuing this program at end of June	(2,500)
	Change to Total expenses	<u>209,428</u>
	Revenues:	
113	Diocesan Unrestricted Investment Earnings Net: Distributions from moving funds from intermediate term to long term fund and adding money to unrestricted investments	(40,532)
115	Other Diocesan Restricted Earnings: Alston funds, previously uncommitted, added to partially fund two new Canon positions	(95,332)
118	Retiree Health Insurance Premiums: Adjusted benefit and actual premiums for 2017	6,525
127	Risk Management Program Income: Church Insurance is discontinuing this Program at end of June.	2,500
131	Accrual for EYE, Fixed Assets, Reserve for Anti-Racism, Reserve For Lay Retiree Insurance: Cell phone purchases for Canons \$561, Furniture for 2 offices \$5,000, anti-racism reserve \$1,450, reserve for retiree insurance \$977	(7,988)
132	Accrual for Next Bishop Search: Reserve funds to cover moving costs and crozier purchase. These are the last open expenses from the original budget	(35,157)
133	Accumulated earnings on restricted investment, liquidation: Diocesan House Maintenance Fund, restricted for maintenance of Diocesan offices. Build-out and wiring for two suites	(5,040)
134	Transfer from Savings – Property Fund: Funds from Chase Savings Property Fund for office build-out costs	(34,403)
	Change to Revenue	<u>(209,428)</u>
	2017 Approved Budget Total Expense (and Revenue)	\$1,576,993
	2017 Budget Revision Total Expense (and Revenue)	\$1,786,421
	Total Budget Increase	\$209,428

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	A	B	C	G	H	J	K
1	Co/Ca/P++		Description	2017 Approved Budget	2017 Revised Budget	Revision Commentary	Commentary
2			Expenses				
3			Mission				
4			The Five Marks of Mission				
5			Mark 1: Proclaim the Good News				
6	P		Block grants	\$ 1,500	\$ 1,500		Program started in 2013; Block grants total \$7,500 overall-unchanged from 2014. Three grants were awarded in 2015.
7	Ca		COM Expenses +	\$ 3,050	\$ 3,050		Discernment Center Team gathering \$200, Psychological Evaluations, Background checks, Oxford checks, GOEs (2 of each).
8	Ca		Continuing Education for the Ordained *+	\$ 4,450	\$ 4,450		Clergy Conference, 2 quiet days
9	Ca		Training & Resources for Ministry Team *+	\$ 9,200	\$ 9,200		Worship Leader Training, Vestry Day, Licensed Lay Preacher Program
10	Ca		Education for Ministry: EFM License*	\$ 5,200	\$ 5,200		Supplies, postage, Convention registration \$200, Vestry Day registration \$50, EFM trainers travel, Coordinator, mentors & participants travel, EFM license, graduation/reunion event, scholarships for mentor training
11	Ca		Seminarian Scholarships*	\$ 18,278	\$ 18,278		Income from restricted endowments
12			Ephphatha-Deaf Ministry:				

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1							
13	P		Deaf Minister Compensation & Benefits*	\$ 19,887	\$ 19,832	adjusted benefits to actual rates from estimates	2.1% increase for 2017 (1.8% increase for 2016, 2% increase & reduced to 1/4 time in 2015, 5% increase 2014, 2.2% in 2013 and no increase in 2012.)
14	P		Program*	\$ 7,200	\$ 7,200		Ephphatha, a mission chapel ministry, continues to serve Deaf families across the Diocese, and nearby areas. Includes office costs, priest mileage, national conference , interpreter services
15	P		Liturgy and Worship Commission	\$ -	\$ -		No budget request received for 2017. Costs previously here have been included in other budget areas (convention, clergy cont. ed, youth)
16			Proclaiming the Good News Total	\$ 68,765	\$ 68,710		
17			Mark 2: Teach, baptize, and nurture new believers				
18	P		Block grants	\$ 1,500	\$ 1,500		Program started in 2013; Block grants total \$7,500 overall-unchanged from 2014. Three grants were awarded in 2015.
19			Youth Ministry:				
20	P		Youth Missioner, Compensation & Benefits	\$ 15,500	\$ 15,786	adjusted statutory benefits	Youth Missioner resigned August 2016; 2017 money is for a replacement

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1							
21	P		Youth Programs*	\$ 17,280	\$ 17,280		Vocare, Happening, New Beginnings, winter & spring gatherings. Budget proposes no fees charged for these youth events.
22	P		Accrual EYE (Actual event 2017)	\$ 6,000	\$ 6,000		2017 is EYE event; Accruals in 2015 and 2016
24	Ca		Formation Program	\$ 12,000	\$ 12,000		Funds for the new Bishop to use for formation programming.
25	Ca		Travel: Bishop	\$ 28,250	\$ 28,250		Bishop's travel & professional expenses
26			Teaching, Baptizing & Nurturing Total	\$ 80,530	\$ 80,816		
27			Mark 3: Respond to human need in loving service				
28	P		Block grants	\$ 1,500	\$ 1,500		Program started in 2013; Block grants total \$7,500 overall-unchanged from 2014. Three grants were awarded in 2015.
29			Companion Diocese:				
30	P		General Support & Scholarships	\$ 5,500	\$ 5,500		Support to delegates to El Salvador convention, youth and young adult pilgrimage, Cristosal support, scholarships for Salvadoran students
31	P		Mission of Miracles	\$ 6,000	\$ 6,000		Supplies, Dentist stipend, week-long medical campaign, youth mission opportunity net of grants of \$16,200

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32	P		Episcopal Fund for Human Need-EFHN Grants*	\$ 18,314	\$ 18,314		Income from restricted endowment at 4%
33	P		Global Missions	\$ 3,500	\$ 3,500		Convention luncheon, GEMN conference travel for 2, annual membership
34			Millennium Dev. Goals:				
35	P		Millennium Dev. Goals:MDG*	\$ 9,141	\$ 9,141		.007% of diocesan assessable income 2015
36	P		Grace Church Food Pantry (Syracuse)				2016 request only: Supplies, postage, meetings, travel & training, personal/home care items, food to supplement food bank orders, food for cooking classes
37	P		Episcopal Relief and Development	\$ 600	\$ 600		Travel for 2 Diocesan representatives to conference
38	P		United Thank Offering-UTO*	\$ 6,014	\$ 6,014		Restricted endowment 4%. Supplies, Diocesan convention attendance and exhibit, grant to National UTO
39			Responding to Human Need Total	\$ 50,569	\$ 50,569		
40			Mark 4: Seek to change unjust structures				
41	P		Block grants	\$ 1,500	\$ 1,500		Program started in 2013; Block grants total \$7,500 overall-unchanged from 2014. Three grants were awarded in 2015.

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42	Ca		Anti-Racism (Diversity) Program	\$ 1,450	\$ 1,450		3 training sessions (parish fee, supplies, lunch for team), 1 train the trainer session	
43			Seeking to Change Unjust Structures Total	\$ 2,950	\$ 2,950			
44			Mark 5: Strive to safeguard the integrity of creation and sustain and renew the life of the earth					
45	P		Block grants	\$ 1,500	\$ 1,500		Program started in 2013; Block grants total \$7,500 overall-unchanged from 2014. Three grants were awarded in 2015.	
46	Ca		Safeguarding God's People	\$ 1,852	\$ 1,852		ACT! Information management \$250, travel expenses for coordinator, training materials, supplies	
47	P		Energy saving project grants (NYSERDA)	\$ 10,000	\$ 10,000		To provide grants in support of congregations wishing to make their buildings more energy-efficient. The congregations will have to already have completed NYSERDA energy audits.	
48			Safeguarding and Sustaining Total	\$ 13,352	\$ 13,352			
49			Supporting the Five Marks of Mission through Anglican, Ecumenical, and Interfaith Relations					

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50	Ca		Episcopal Church Assessment	\$ 215,478	\$ 215,478		Assessment was reduced to 16.5% (was 18%) of Diocesan income after an \$150,000 exemption (It was \$120,000). **Rate will be 15% in 2018 (Assessment becomes mandatory starting 1/1/19.)
51			Assessment credit to Parishes	\$ 34,434	\$ 34,434		Parishes will be given a credit on 2017 Assessment for decrease in Episcopal Church Assessment.
53			Total Supporting the Five Marks of Mission through.....	\$ 249,912	\$ 249,912		
54			Total Mission Expenses	\$ 466,078	\$ 466,309		
55			Governance				
56	Ca		Bishop, Compensation & Benefits*	\$ 180,776	\$ 180,272	adjusted benefits to actual rates from estimates	New Bishop in 2017. Bishop Adams 1.8% increase in 2016, 2% increase in 2015, 5% increase in 2014, 2.2% salary increase in 2013. None in 2012.
57	Ca		Legal Professional Services	\$ 10,000	\$ 10,000		No change anticipated.
58	Ca		Accrual: General Convention (Actual event 2018)	\$ 16,000	\$ 16,000		Accruing for two years (2016 and 2017) to be expended in 2018 for 15 people to attend General Convention and Provincial Synod.
59	Ca		Accrual for Title IV	\$ 2,993	\$ 2,993		Accrual
60	Ca		Diocesan Convention	\$ 48,400	\$ 48,400		Registration fees to cover a portion of the cost (line 115).

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61	Ca		Accrual: Bishop Search	\$ 5,000	\$ 5,000		Begin accruing in 2017 for next search. No accrual for 2016 and actual expense for search on line 64.
62	Co		Accrual: Sabbaticals	\$ 2,000	\$ 2,000		No accrual for 2016. Begin accruing in 2017 for new Bishop's sabbatical.
63	Co		Transition Consultant Ministry	\$ 4,600	\$ 4,600		Meeting, travel for 2 to National Conference, scholarship for level 2 of interim training, partial scholarships for parishes
64	Ca		Bishop Search and Transition	\$ -	\$ 35,157	Bishop's move & crozier	Process ends in 2016. Accrual will begin again in 2017 for next search (line 61).
65			Total Governance Expense	\$ 269,769	\$ 304,422		
66			Administration				
67	Co		Lay Staff, Compensation & Benefits	\$ 444,158	\$ 369,199	lay position replaced with a clergy position, benefits were adjusted to actual from estimates	2.1% increase for 2017 and increase in one position from part time to full time (1.8% increase in 2016, 2% increase in 2015, 5% increase in 2014, 2.2% salary increase in 2013. None in 2012.) Other increase from increased benefit costs.

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68	Co		Canon to Ordinary, Compensation & Benefits *	\$ -	\$ 94,177	position started 2/1/17	
69	Co		Canon for Transition & Congregational Development *	\$ -	\$ 104,119	position started 1/16/17	
70	Co		Accrual-Sabbaticals: Canon to Ordinary, Canon for Transition & Church Development	\$ -	\$ 2,400	1/2 for each position	
71	Co		Rent	\$ 36,323	\$ 43,927	amended lease at Willowood 5/2017 to take 2 suites; end lease at OHA for archives June 30th	Rent for Diocesan office and Archives - 2 separate locations
72	Co		Business Insurance	\$ 12,687	\$ 12,687		Based on actual experience and a portion of costs were reallocated to Closed Parishes (line 87).
73	Co		Equipment Repairs & Lease	\$ 16,393	\$ 17,057	new firewall software licenses	New 60-month copier lease beginning in 2016

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74	Co		Office expansion & renovation	\$ -	\$ 44,444	cabling, internet & firewall setup, build out current suite & new suite, furniture for 2 offices, movers cost for archives	
75	Co		Office Supplies & Services	\$ 19,140	\$ 19,701	cell phone purchases - jc, csb	Supplies, payroll service, new for 2017: printing & promotion materials \$5,000, photos/graphics \$300, purchase of digital camera/video recorder \$1,000
76	Co		Communication Services (phone, web, etc.)	\$ 9,530	\$ 9,891	cell phones - added J Crosswaite & C Schofield-Broadbent	Phone/internet for office, cell phones (3-Bishop, McDaniel, Sanderson). New for 2017 - social media advertising \$300
77	Co		Postage	\$ 2,550	\$ 2,450	reallocated expense to new positions	Reduction based on prior years actual expenses
78	Ca		Audit	\$ 13,000	\$ 13,000		CPA audit
79	Co		Retiree Actuary Report	\$ 2,300	\$ 2,300		Required for annual CPA audit
80	Co		Other Professional Services	\$ 7,005	\$ 7,005		FSA administration, background checks, website maintenance. New for 2017: Graphic designer and Video Editor \$2,000
81	Co		Travel: Other Staff	\$ 18,775	\$ 22,246	add CODE conference	Includes cost of 2 attending Chancellor's conference. New for 2017: Epis Communicators Conf, Eformation Conference (VTS) \$2,000

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82	Ca		Meetings and Activities: Deacon Conf, Ordinations	\$ 4,750	\$ 4,500	reallocated expenses to new positions	Includes Dayspring meeting, conference calling service , deacon's gathering, Board retreat, finance workshop. New for 2017: communicator's network \$600
83	Co		Desk Publishing Letterhead, Brochures, Reports	\$ 1,825	\$ 1,825		Decrease in cost of certificate printing, Increase in cost of printing annual Directory
84	Co		Dues & Fees *	\$ 8,045	\$ 8,145	CODE dues	Province II assessment based on a percentage of Diocesan income from 2015, resulting in expected decrease.
85	Co		Scholarship Fund - Parish audits	\$ 7,000	\$ 7,000		Funds for 7 scholarships
86	Co		Legacy Grants	\$ -	\$ -		2 grants awarded in 2015, 1 in 2016. No budget for 2017.
87	Co		Uncollectable Pledge and Assessment	\$ 18,034	\$ 18,034		Based on actual experience with an amount of \$10,000 for unanticipated request
88			Property:				
89	Ca		Thornfield Property Maintenance	\$ -	\$ -		Property was sold in August 2015
90	Ca		Unincorporated Parishes & Chapels*	\$ 9,539	\$ 9,539		Paris Hill, legal, insurance
91	Ca		Closed Parishes*	\$ 30,828	\$ 30,828		All Saints', Utica, Christ Church, Wellsburg for 2017
92	Co		Parish Executive Administrators Communication Exchange (P.E.A.C.E.)	\$ 1,300	\$ 1,300		Biennial conference of parish administrators throughout the diocese, An event was held in 2015 and the next event is in 2017

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1							
93	Co		Retiree Luncheon*	\$ 400	\$ 400		One luncheon for Bishop and clergy retirees.
94	Co		Retiree Benefits	\$ 26,581	\$ 21,033	Original expense less fees was \$8,729. Adjusted expense to increase lay benefit 15% or to \$208.15/month and reduced actual expenses to actual 2017 costs and plan choices. Adjusted expense less fees is \$9,706.	Lay retirees: Anticipating one new retiree & their spouse in 2017 for an increase in Diocesan expense of \$2,183. Balance of cost and any annual increase in benefit costs are collected in fees. (see line 114)
95	Co		Stewardship	\$ 1,400	\$ 1,400		TENS membership, Diocesan Access Web-cast
96	Co		Archives	\$ 750	\$ 750		Parking for 2 Archivists, archival supplies, dues for local history & church archivist organizations (\$25), travel & training (\$25). Archives are housed in Onondaga Historical Association.
97	Co		Funded Depreciation	\$ 21,006	\$ 21,006		2016's depreciation of \$40,763 was not funded.
98	Co		Casualty Loss	\$ -	\$ -		One time expense in 2015
99	Co		Gain on disposal of asset - Thornfield	\$ -	\$ -		One time transaction in 2015
100	Co		Transfer of assets from Thornfield Foundation	\$ -	\$ -		One time transaction in 2015
101			Total Administration Expense	\$ 713,319	\$ 890,363		
102			Pass Through Expense				

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103			Bishop's Discretionary Fund	\$ 4,500	\$ 4,500		Funding from parish visitation gifts
104			Contributor's Fund	\$ 14,000	\$ 14,000		Funding from annual solicitation
105			Risk Management Program	\$ 5,000	\$ 2,500	Church Insurance program is being discontinued June 2017	Funded by grant from Church Insurance
106			Parish Mission FBO Earnings *	\$ 104,327	\$ 104,327		Endowment income from funds held For Benefit Of (FBO) parishes.
107			Total Pass Through Expense	\$ 127,827	\$ 125,327		
108			Total Expenses	\$ 1,576,993	\$ 1,786,421		
109			Income				
110			Assessment	\$ 985,246	\$ 985,246		Assessment asking is 10%. Parishes will receive a credit on 2017 Assessment asking in prorata share of reduction in National Church Assessment.
111			Pledge	\$ 85,902	\$ 85,902		Pledge asking is 6%. The decrease is based on pledges received and committed for 2016. All commitments for 2016 have not been received, actual is inflated in this document. Anticipated amount is \$88,456.
112			Investment Income:				

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113			Diocesan Unrestricted Investment Earnings Net	\$ 83,367	\$ 123,899	funds from moving from intermediate term to long term fund and adding to unrestricted investments	Endowment income that is unrestricted 4.0% year based on 20 qtr average value (long term fund); 1.5% year based on 20 qtr. average value (intermediate term fund)
114			Parish Mission FBO Earnings Net	\$ 104,327	\$ 104,327		Endowment income from funds held For Benefit Of (FBO) parishes. Pass-through item.
115			Other Diocesan Restricted Earnings (See item*)	\$ 178,682	\$ 274,014	Alston funds, previously uncommitted, to partially fund two new Canon positions	Endowment income that is limited by the Grantor match up to expenses in the budget (Board approved 4.0% for 2017 from long term fund; 1.5% from intermediate term fund).
116			Thornfield Investment Earnings	\$ 65,467	\$ 65,467		Endowment income from proceeds of sale of Thornfield property. - 4.0% for 2017 from long term fund
117			Fees:				
118			Retiree Health Insurance Premiums	\$ 17,852	\$ 11,327	Adjusted benefit and premiums to actual for 2017	Lay retiree pays towards premiums. One new retiree and their spouse anticipated in 2017. (line 90)
119			Convention Fees	\$ 20,650	\$ 20,650		Registration and exhibitor fees cover about half the cost of Diocesan Convention
120			Other Property Rental	\$ -	\$ -		No rental income is currently anticipated.

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121			Foundation accounting fees	\$ 5,000	\$ 5,000		Clerical and bookkeeping support to Foundation of the Diocese.
122			Grants:				
124			Bishop's Discretionary Fund	\$ 4,500	\$ 4,500		Funding from parish visitation gifts
125			Contributor's Fund	\$ 14,000	\$ 14,000		Funding from annual solicitation
126			Miscellaneous:				
127			Risk Management Program	\$ 5,000	\$ 2,500	Church Insurance program is being discontinued June 2017	Provided by The Church Insurance Agency
128			Interest	\$ 2,000	\$ 2,000		Operating Savings interest income
129			Gifts	\$ -	\$ -		Miscellaneous donations to the Diocese of CNY
130			Other	\$ -	\$ -		
131			Accrual for E.Y.E., Fixed Assets (funded depreciation), Reserve for Anti-Racism, Reserve for Lay Retiree Insurance	\$ 5,000	\$ 12,988	cell phone purchases \$561, furniture for 2 offices \$5,000, anti-racism reserve \$1,450; reserve for retiree insurance \$977	Funds accrued in 2015 and 2016 for 2017 event for EYE \$4,000; Funded depreciation funds for purchase of video camera \$1,000
132			Accrual for Next Bishop Search	\$ -	\$ 35,157	Reserve funds to cover moving and crozier purchase - last of expenses from the original budget	2016: Funds used were accrued since last Bishop transition - total accrued was \$159,194.
133			Accumulated earnings on restricted investment - liquidation		\$ 5,040	Diocesan House maintenance fund - restricted for maintenance of Diocesan offices. For build-out and wiring for two suites	

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134			Transfer from Savings - Property Fund	\$ -	\$ 34,403	funds from Chase Savings Property Fund for office build out cost	2016: 1-time, if needed to fund Bishop Search & Transition costs in excess of accrual for Bishop Search \$15,704; \$19,909 of previously Board designated funds for Sabbaticals
135	Total Income			\$ 1,576,993	\$ 1,786,421		
136	Income - Expense			\$ (0)	\$ (0)		
137							
138	<i>* Expenses are funded partially or fully by Diocesan Restricted Investment Earnings.</i>						
139	<i>+ Canonical COM and COM teams</i>						
140	<i>++ Column B - "Co" = Corporate/"Ca" = Canonical/"P" = Program</i>						