

St. Paul's Rock Creek Parish

2016 Budget Recommendation

St Paul's Rock Creek Parish
2015 Budget Summary

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	Church	St Paul Center	Women from Rock Creek	Cemetery Operations	Investment	Total 2016	Total 2015	% Change	\$ Change
Anticipated Income from Operations (Net COGS)	\$205,000	\$164,454	\$9,700	\$953,347		\$1,332,501	\$ 1,130,527		\$201,974
Interest & Dividends Fund C					\$300,050	\$300,050	\$ 728,065		-\$428,015
Interest & Dividends Fund B					\$25,500	\$25,500	\$ 42,333		\$ (16,833)
Interest & Dividends Fund A					\$335,000	\$335,000	\$ 686,581		-\$351,581
Interest & Dividends Curtex & Other					\$5,900				
Sub Total	\$205,000	\$164,454	\$9,700	\$953,347	\$666,450	\$1,998,951	\$ 2,587,506	-23%	-\$588,555.45
Anticipated Expenses	\$945,612	\$495,855	\$9,700	\$1,069,209	\$54,760	\$2,575,136	\$ 2,532,078	2%	\$43,058
Add back Depreciation	\$109,000	\$180,000	\$0	\$42,000		\$331,000	\$ 326,400		
Sub Total Expenses (exclusive of depreciation)	\$836,612	\$315,855	\$9,700	\$1,027,209	\$54,760	\$2,244,136	\$2,205,678		\$38,458
Net Income/Loss (excluding depreciation)	(\$631,612)	(\$151,401)	\$0	(\$73,862)	\$611,690	(\$245,185)	\$381,828	-164%	(\$627,013)
Other Outlays/Adjustments									
Principal payment on Margin Loan	\$0	\$0	\$0	\$0	-\$1,224,880	-\$1,224,880	-\$1,224,880		
Additional funds needed/(available) to support operations	\$631,612	\$151,401	\$0	\$73,862	\$613,190	\$1,470,065	\$ 843,052	74%	\$627,013
Net Total	\$0	\$0	\$0	\$0	\$0	\$0			

NARRATIVE IN BRIEF

For 2016, St Paul projects approximately \$2.0 million in revenue, and expenses of \$2.2, leaving a projected loss of \$200. Amount required to be funded from corpus, exclusive of loan repayment of \$1.2 million is \$244,401

Spending policy adopted by the Vestry provides a minimum of 3% and 5% of the endowment fund can be drawdown. Based on calculations of the 12 quarters (September 2012 to September 2015) limit at 3% is \$929,893; limit at 5% is \$1,549,821.

On an average St Paul draws down roughly \$90k/month (\$1 million) to provide cash flow cover operating expenses. This amount varies depending on actual cash needs.

Temporary Note:

** Figures above reflect operation s budget and does not include amounts for Capital Projects.

** Investment Income projections pending receipt of information from Investment Income. Current projections for Interest and dividend income is \$589K lower than 2015 budget.

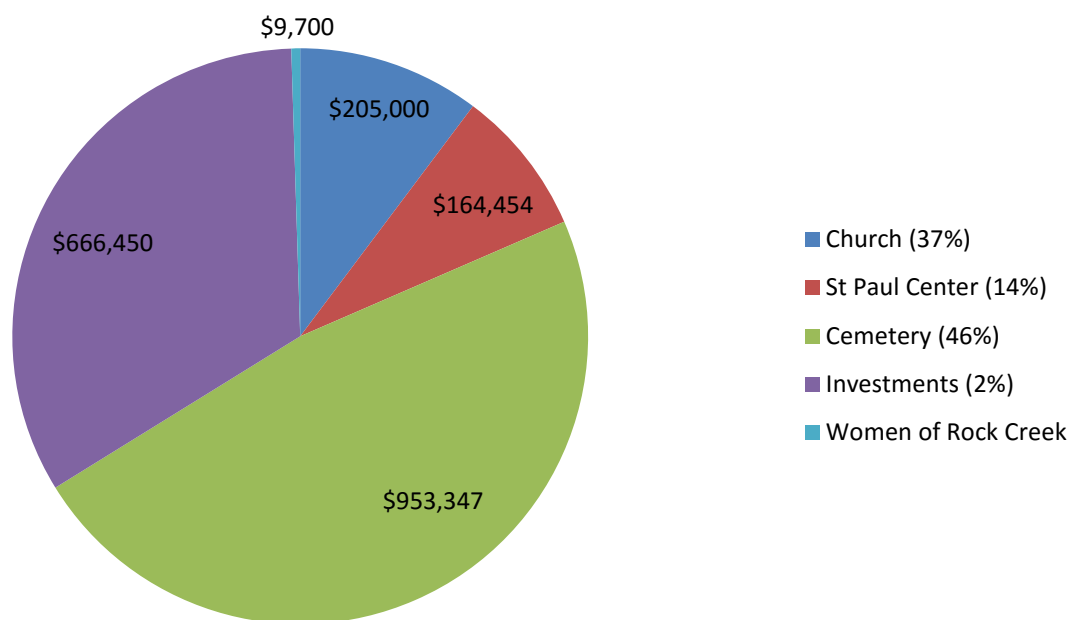
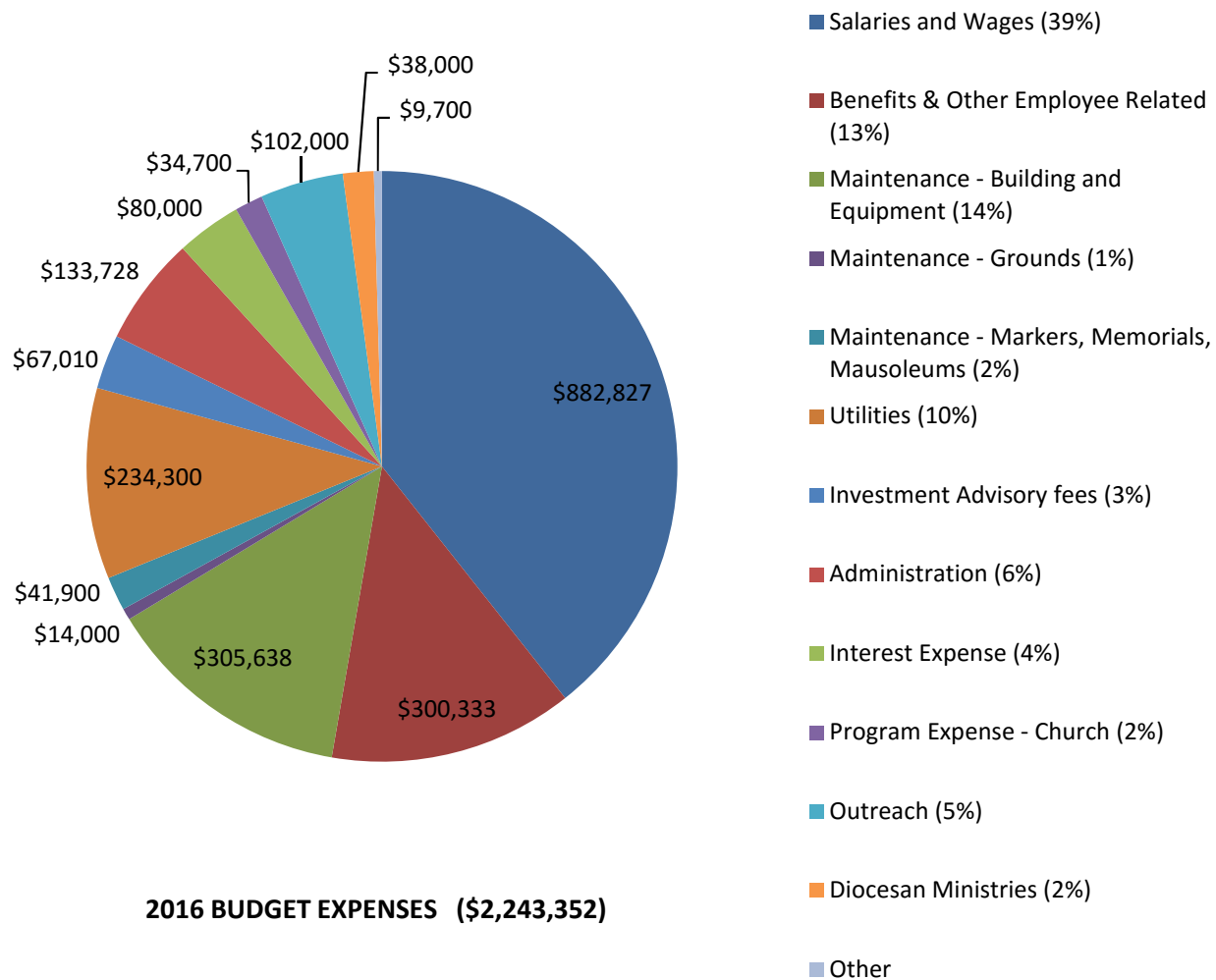
Projections for Realized gains/losses from sales of stock are not included in the figures above

** Income from Church, Cemetery Operations and SPC is roughly \$200k higher than 2015. Cemetery operations projections reflect a conservative amount as compared to 2015.

2016 Budget

Budgeted Expenses (By Line-Item)	Amount	%
Salaries and Wages (39%)	\$ 882,827	39%
Benefits & Other Employee Related (13%)	\$ 300,333	13%
Maintenance - Building and Equipment (14%)	\$ 305,638	14%
Maintenance - Grounds (1%)	\$ 14,000	1%
Maintenance - Markers, Memorials, Mausoleums (2%)	\$ 41,900	2%
Utilities (10%)	\$ 234,300	10%
Investment Advisory fees (3%)	\$ 67,010	3%
Administration (6%)	\$ 133,728	6%
Interest Expense (4%)	\$ 80,000	4%
Program Expense - Church (2%)	\$ 34,700	2%
Outreach (5%)	\$ 102,000	5%
Diocesan Ministries (2%)	\$ 38,000	2%
Other	\$ 9,700	0%
Total Expenses	\$ 2,244,136	100%

Budgeted Income/Expenses (By Department)	Revenue	Expenses	%
Church (37%)	\$ 205,000	\$ 836,612	37%
St Paul Center (14%)	\$ 164,454	\$ 315,855	14%
Cemetery (46%)	\$ 953,347	\$ 1,027,209	46%
Investments (2%)	\$ 666,450	\$ 54,760	2%
Women of Rock Creek	\$ 9,700	\$ 9,700	0%
Total Income/Expenses	\$ 1,998,951	\$ 2,244,136	100%



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St. Pauls Rock Creek Church
Profit & Loss Budget Performance
September 2013

			Jan - Sep 15 Actual YTD	YTD Budget	Annual Budget 2015 Approved	12-mth Projection at September 2015	Proposed 2016	Change from 2015 approved budget
						\$ -		
4	52204.4 · WRCP Income		\$ 6,671		\$ 6,300	\$ 8,895.20	\$ 9,000	
4	52205.4 · WRCP Flower Sale		\$ -	\$ 13,125	\$ 14,000	\$ -		
4	52207.5 · WRCP Strawberry Festival		\$ 407			\$ 542.67	\$ 550	
DNU	52292.1 · Evensong-Offering		\$ -	\$ -		\$ -		
4	52297.5 · WRCP Misc Income		\$ 99	\$ 750	\$ 300	\$ 132.00	\$ 150	
					\$ -			
	Total 52300.0 · Ministries & Organization Inc.		\$ 11,458	\$ 19,500	\$ 35,600	\$ 15,278	\$ 15,500	\$ (20,100)
	52400.0 · Miscellaneous Income					\$ -		
	Total 52400.0 · Miscellaneous Income		\$ -	\$ -	0.00	\$ -		
	53100.0 · Interest Income					\$ -		
4	52209.4 · WRCP Interest Income		\$ 5	\$ 75	\$ 100	\$ 6.91		
5	53110.5 · Interest-Perpetual Care Fund-A		\$ 10,093	\$ -	\$ 66,000	\$ 13,457.09	\$ 15,000	
5	53120.5 · Interest-Marker Care Fund-B		\$ 9	\$ -		\$ 12.05		
5	53130.5 · Interest-Permanent Fund-C		\$ 30	\$ -	\$ 2,000	\$ 39.51	\$ 50	
5	53190.5 · Interest - Curtex Fund		\$ 42			\$ 55.36		
5	53170.5 · Interest-General Fund		\$ -	\$ -		\$ -		
5	53200.5 · Int Inc-Other		\$ 636	\$ -		\$ 847.64	\$ 900	
	Total 53100.0 · Interest Income		\$ 10,814	\$ 75	\$ 68,100	\$ 14,419	\$ 15,950	\$ (52,150)
	54100.0 · Dividend Income					\$ -		
5	54110.5 · Dividend-Perpetual Care Fund-A		\$ 232,863	\$ 514,936	\$ 400,000	\$ 310,484.17	\$ 320,000	
5	54120.5 · Dividend-Marker Care Fund-B		\$ 18,891	\$ 31,750	\$ 28,000	\$ 25,188.51	\$ 25,500	
5	54130.5 · Dividend-Permanent Fund-C		\$ 195,881	\$ 31,750	\$ 600,000	\$ 261,175.24	\$ 300,000	
5	54170.5 · Dividend-Curtex Fund		\$ 3,571	\$ 546,049		\$ 4,761.47	\$ 5,000	
	Total 54100.0 · Dividend Income		\$ 451,207	\$ 1,124,484	\$ 1,028,000	\$ 601,609	\$ 650,500	\$ (377,500)
	55100.0 · Accrued Income					\$ -		
5	55110.5 · Acc Inc-Perpetual Care Fund-A		\$ 1,004			\$ 1,338.64	\$ -	
5	55120.5 · Acc Inc-Marker Care Fund-B		\$ -			\$ -		
5	55130.5 · Acc Inc-Permanent Fund-C		\$ 1,189			\$ 1,585.53	\$ -	
	Total 55100.0 · Accrued Income		\$ 2,193		\$ -	\$ 2,924.17	\$ -	\$ -
	58100.0 · Gain/Loss on Invested Funds					\$ -		
5	58110.5 · Gain/Loss-Perptul Care Fund-A		\$ 228,320	\$ -		\$ 304,426.19	\$ -	
5	58120.5 · Gain/Loss-Marker Care Fund-B		\$ 50,648	\$ -		\$ 67,531.04	\$ -	
5	58130.5 · Gain/Loss-Permanent Fund-C		\$ 265,048	\$ -		\$ 353,397.01	\$ -	
5	58180.5 · Gain/Loss-Sale of Fixed Asset					\$ -		
	Total 58100.0 · Gain/Loss on Invested Funds		\$ 544,016	\$ -	0.00	725,354.24	0.00	\$ -
	59100.0 · Unrealized Gain/Loss					\$ -		
5	59111.5 · Unrealized Gain/Loss - Fund A		\$ (641,884)			\$ (855,844.88)		
5	59120.5 · Unrealized Gain/Loss-Fund-B		\$ (90,150)			\$ (120,199.36)		
5	59130.5 · Unrealized Gain/Loss-Fund-C		\$ (632,042)			\$ (842,722.24)		
5	Other		\$ (6,297)					
	Total 59100.0 · Unrealized Gain/Loss		\$ (1,370,372)			\$ (1,818,766)	\$ -	
	Total Income		\$ 769,215	\$ 2,078,461	\$ 2,960,710	\$ 1,025,620	\$ 2,198,451	\$ (762,259)
	Cost of Goods Sold					\$ -		
	51000.0 · Cost of Goods Sold					\$ -		
2	51110.2 · Memorial Purchases		\$ 55,875	\$ 74,250	\$ 60,000	\$ 74,500	\$ 75,000	
2	51120.2 · Foundation & Marker Install		\$ -	\$ 7,290	\$ 8,000	\$ -	\$ 8,000	
2	51130.2 · Vault Purchases		\$ 39,424	\$ 24,000	\$ 32,000	\$ 52,565	\$ 53,000	
2	51140.2 · Urn Purchases		\$ -	\$ 131	\$ 175	\$ -		
2	51150.2 · Vase Purchases		\$ -	\$ 37	\$ 50	\$ -		
2	51160.2 · Columbarium Cost		\$ 29,517	\$ 450	\$ 40,000	\$ 39,356	\$ 40,000	
2	51190.2 · Discounts Earned		\$ -	\$ (600)	\$ (800)	\$ -		
2	51200.2 · Inscription		\$ 9,612	\$ 10,688	\$ 15,000	\$ 12,816	\$ 13,000	
2	51210.2 · Interment Costs		\$ 7,704	\$ 1,500	\$ 3,000	\$ 10,272	\$ 10,500	
	Total 51000.0 · Cost of Goods Sold		\$ 142,132	\$ 117,746	\$ 157,425	\$ 189,509	\$ 199,500	\$ 42,075
	Total COGS		\$ 142,132	\$ 117,746	\$ 157,425	\$ 189,509	\$ 199,500	
	Gross Profit		\$ 627,083	\$ 1,960,715	\$ 2,803,285	\$ 836,110	\$ 1,998,951	\$ (804,334)
	Expense					\$ -		
	60100.0 · Salaries and Wages					\$ -		

St. Pauls Rock Creek Church
Profit & Loss Budget Performance
September 2013

			Jan - Sep 15 Actual YTD	YTD Budget	Annual Budget 2015 Approved	12-mth Projection at September 2015	Proposed 2016	Change from 2015 approved budget
1		60160.1 · Salaries-Clergy	\$ 80,641	\$ 65,598	\$ 110,539	\$ 107,521	\$ 110,539	
2		60160.2 · Payroll Expenses	\$ 50			\$ 67		
1		60170.1 · Salaries-Church Staff	\$ 116,969	\$ 55,287	\$ 125,475	\$ 155,959	\$ 241,778	
1		60180.1 · Salaries-Choir	\$ 15,350	\$ 3,750	\$ 12,000	\$ 20,467	\$ 29,400	
2		60200.2 · Salaries-Cemetery	\$ 268,754		\$ 188,614	\$ 358,338	\$ 257,635	
2		60210.2 · Salaries-Admin Office	\$ -	\$ -		\$ -		
2		60220.2 · Salaries-Cemetery Operatns	\$ -	\$ 93,393	\$ 185,200	\$ -	\$ 210,000	
3		60260.3 · Salaries-SPC	\$ 27,292	\$ 42,490	\$ 33,475	\$ 36,389	\$ 33,475	
		Total 60100.0 · Salaries and Wages	\$ 509,056	\$ 260,518	\$ 655,303	\$ 678,741	\$ 882,827	\$ 227,524
		60300.0 · Employee Benefits				\$ -		
		61100.0 · Employer FICA				\$ -		
1		61100.1 · FICA Expense-Church	\$ -	\$ 3,428	\$ 7,779	\$ -	\$ 14,990	
2		61100.2 · FICA Expense-Cemetery	\$ -	\$ 5,791	\$ 23,176	\$ -	\$ 28,993	
3		61100.3 · FICA Expense-SPC	\$ -	\$ 2,635	\$ 1,161	\$ -	\$ 2,075	
		61100.0 · Employer FICA - Other	\$ 26,421			\$ 35,228		
		Total 61100.0 · Employer FICA	\$ 26,421	\$ 11,853	\$ 32,117	\$ 35,228	\$ 46,059	\$ 13,943
		61150.0 · Employer Medicare				\$ -		
1		61150.1 · Medicare Expense-Church	\$ -	\$ 802	\$ 1,819	\$ -	\$ 3,506	
2		61150.2 · Medicare Expense-Cemetery	\$ -	\$ 1,355	\$ 5,420	\$ -	\$ 6,781	
3		61150.3 · Medicare Expense-SPC	\$ -	\$ 616	\$ 271	\$ -	\$ 485	
		61150.0 · Employer Medicare - Other	\$ 6,179			\$ 8,239		
		Total 61150.0 · Employer Medicare	\$ 6,179	\$ 2,772	\$ 7,511	\$ 8,239	\$ 10,772	\$ 3,261
		61300.0 · Workers Compensation						
1		61300.1 · Workers Compensation-Church	\$ -	\$ 664	\$ 3,448	\$ -	\$ 4,843	
2		61300.2 · Workers Compensation-Cemetery	\$ -	\$ 1,121	\$ 4,486	\$ -	\$ 5,612	
3		61300.3 · Workers Compensation-SPC	\$ -	\$ 510	\$ 3,448	\$ -	\$ 402	
		Total 61300.0 · Workers Compensation	\$ -		\$ 11,381	\$ -	\$ 10,856	\$ (524)
		61400.0 · Health Insurance				\$ -		
1		61400.1 · Health Insurance-Church	\$ 9,618	\$ 4,698	\$ -	\$ 12,824	\$ 19,548	
2		61400.2 · Health Insurance-Cemetery	\$ 36,034	\$ 4,698	\$ 39,396	\$ 48,046	\$ 54,969	
3		61400.3 · Health Insurance-SPC	\$ 1,350	\$ 4,698	\$ -	\$ 1,800	\$ -	
		61400.0 · Health Insurance - Other	\$ -			\$ -		
		Total 61400.0 · Health Insurance	\$ 47,003	\$ 14,094	\$ 39,396	\$ 62,670	\$ 74,517	\$ 35,121
		61500.0 · Life Insurance				\$ -		
1		61500.1 · Life Insurance-Church	\$ 637	\$ 216	\$ 1,129	\$ 849	\$ 1,174	
2		61500.2 · Life Insurance-Cemetery	\$ 2,436	\$ 735	\$ 3,364	\$ 3,248	\$ 3,086	
3		61500.3 · Life Insurance-SPC	\$ 271	\$ 294	\$ 301	\$ 361	\$ 301	
		Total 61500.0 · Life Insurance	\$ 3,344	\$ 1,245	\$ 4,795	\$ 4,458	\$ 4,561	\$ (234)
		61600.0 · Pensions/401(k) Expense				\$ -		
1		61600.1 · Pension Expense-Church	\$ 66,119	\$ 29,965	\$ 42,967	\$ 88,159	\$ 44,037	
2		61600.2 · Pension Expense-Cemetery	\$ 21,476	\$ 7,352	\$ 33,643	\$ 28,634	\$ 38,687	
3		61600.3 · Pension Expense-SPC	\$ 2,675		\$ 3,013	\$ 3,566	\$ 3,013	
1		61650.1 · 401(K) - Church		\$ 1,199	\$ -	\$ -	\$ -	
2		61650.2 · 401(K) - Cemetery		\$ 4,085	\$ -	\$ -	\$ -	
3		61650.3 · 401(K)-SPC		\$ 1,049	\$ -	\$ -	\$ -	
		61600.0 · Pensions/401(k) Expense - Other	\$ -	\$ 1,887		\$ -		
		Total 61600.0 · Pensions/401(k) Expense	\$ 90,269	\$ 45,536	\$ 79,623	\$ 120,359	\$ 85,737	\$ 6,114
		61700.0 · Auto Allowance				\$ -		
1		61700.1 · Auto Allowance-Church	\$ -	\$ 2,250	\$ 4,500	\$ -	\$ 3,233	
2		61700.2 · Auto Allowance-Cemetery	\$ -		\$ 3,000	\$ -	\$ 2,184	
2		61700.0 · Auto Allowance - Other	\$ 3,774			\$ 5,032	\$ 233	
		Total 61700.0 · Auto Allowance	\$ 3,774	\$ 2,250	\$ 7,500	\$ 5,032	\$ 5,650	\$ (1,850)
1		61800.1 · Housing Allowance-Clergy	\$ 28,381	\$ 30,750	\$ 41,800	\$ 37,842	\$ 41,800	
1		61810.1 · Self Employment Allowance	\$ 6,685	\$ 6,549	\$ 9,480	\$ 8,913	\$ 9,480	
1		61900.1 · Continuing Education-Church	\$ 620	\$ 750	\$ 1,500	\$ 827	\$ 1,500	
2		61900.2 · Continuing Education-Cemetery	\$ 500	\$ 750	\$ 1,000	\$ 667	\$ 1,000	
		Total 60300.0 · Employee Benefits	\$ 213,176	\$ 118,844	\$ 236,103	\$ 284,235	\$ 291,933	\$ 55,830
		\$0.00	\$ -					
		61980.0 · Other Employee Expenses				\$ -		

St. Pauls Rock Creek Church
Profit & Loss Budget Performance
September 2013

			Jan - Sep 15 Actual YTD	YTD Budget	Annual Budget 2015 Approved	12-mth Projection at September 2015	Proposed 2016	Change from 2015 approved budget
1	61970.1 · Support Services-Church		\$ 3,993				\$ 2,500	
1	61970.2 · Support Services-Cemetery		\$ 3,930		\$ 2,500	\$ -		
1	61920.1 Interdepart Staff Exp Ch		\$ 40				\$ 1,700	
2	61920.2 Interdepart Staff Exp Cem		\$ 110					
1	61930.1 · EAP-Church		\$ -	\$ 75		\$ -		
1	61980.1 · Employee Hospitality-Church		\$ 2,208	\$ 150	\$ 1,700	\$ 2,943	\$ 4,200	
2	61980.2 · Employee Hospitality-Cemetery		\$ 1,991	\$ 150		\$ 2,654		
3	61980.3 · Employee Hospitality-SPRC		\$ -			\$ -		
	Total 61980.0 · Other Employee Expenses		\$ 12,272	\$ 375	\$ 4,200	\$ 16,363	\$ 8,400	\$ 4,200
	62100.0 · Building & Equipment Maintananc					\$ -		
2	62110.2 · Landscaping		\$ 131,538	\$ 432,799	\$ 299,707	\$ 175,384	\$ 169,940	
2	62120.2 Refuse Removal		\$ 4,831			\$ 6,441	\$ 4,666	
3	62120.3 · Refuse Removal-SPC		\$ 2,080	\$ 2,625	\$ 3,500	\$ 2,773	\$ 2,800	
2	62130.2 · Supplies-Cemetery		\$ 1,079			\$ 1,439	\$ 1,500	
2	62130.2 · Supplies-Cemetery Shop		\$ 506	\$ 750	\$ 1,000	\$ 675	\$ 675	
2	62140.2 · Supplies-Cemetery Outside		\$ 1,960	\$ 750	\$ 1,000	\$ 2,614	\$ 2,600	
2	62150.2 · Supplies-Interment		\$ 3,614	\$ 1,875	\$ 2,500	\$ 4,818	\$ 4,800	
1	62300.1 · Building Maintenance-Church		\$ 11,223	\$ 7,500	\$ 10,000	\$ 14,965	\$ 15,000	
2	62300.2 · Building Maint.-Cemetery		\$ 6,901	\$ 3,750	\$ 7,300	\$ 9,202	\$ 9,000	
3	62300.3 · Building Maintenance-SPC		\$ 20,716	\$ 30,000	\$ 50,000	\$ 27,621	\$ 27,000	
1	62301.1 · Building Maint.-Cottage		\$ 213	\$ 375	\$ 500	\$ 284	\$ 280	
1	62301.3 · Bld. Maintenance - Gate H		\$ 406	\$ 750	\$ 1,800	\$ 541	\$ 540	
2	62320.2 · Fence and Gate Repairs-Cemetery		\$ 3,784	\$ 3,000	\$ 4,000	\$ 5,045	\$ 5,000	
1	62350.1 · Custodial Supplies-Church		\$ 1,603	\$ 450	\$ 600	\$ 2,138	\$ 2,100	
3	62350.3 · Custodial Supplies-SPC		\$ 2,432	\$ 4,500	\$ 6,000	\$ 3,242	\$ 3,200	
2	Custodial Supplies - Cemetery		\$ 1,603			\$ 2,138	\$ 2,100	
1	62370.1 · Janitorial Services-Church		\$ 7,953	\$ 7,500	\$ 14,000	\$ 10,604	\$ 10,604	
3	62370.3 · Janitorial Services-SPC		\$ 7,953	\$ 6,000	\$ 20,000	\$ 10,604	\$ 10,604	
2	62370.2 Janitorial Cemetery		\$ 7,529			\$ 10,039	\$ 10,039	
1	62380.1 · Security Expense - Church		\$ 268		\$ 200	\$ 357	\$ 360	
2	62380.2 · Security Expense - Cemetery		\$ 630		\$ 1,500	\$ 840	\$ 840	
3	62380.3 · Security Expense - SPC		\$ 233		\$ 2,800	\$ 311	\$ 300	
1	62400.1 · Equip Parts & Repairs-Church		\$ -	\$ 375	\$ 50	\$ -		
2	62400.2 · Equip Parts & Repairs-Cemetery		\$ 3,246	\$ 750	\$ 1,000	\$ 4,328	\$ 4,300	
3	62400.3 · Equip Parts & Repairs-SPC		\$ -	\$ 1,125	\$ 500	\$ -		
1	62450.1 · Vehicle Parts & Repairs-Church		\$ -	\$ 375	\$ 500	\$ -		
2	62450.2 Vehicle Parts & Rep - Cem		\$ 10,835			\$ 14,447	\$ 15,000	
1	62500.1 · Vehicle Fuel-Church		\$ 72	\$ 375		\$ 96	\$ 100	
2	62500.2 Vehicle Fuel Cemetery		\$ 1,421			\$ 1,895	\$ 2,000	
2	62550.2 · Vehicle Insurance-Cemetery		\$ 213	\$ 1,327	\$ -	\$ 283	\$ 290	
2	65300.2 · Rep & Maint Off Equip-Cemetery		\$ -	\$ 375	\$ 500	\$ -		
	Total 62100.0 · Building & Equipment Maintananc		\$ 234,844	\$ 507,326	\$ 428,957	\$ 313,125	\$ 305,638	\$ (123,318)
	62200.0 · Tree & Ground Maintennance					\$ -		
2	62160.2 · Tree Maintenance		\$ 10,478	\$ 30,000	\$ 13,000	\$ 13,971	\$ 14,000	
2	62170.2 · Grounds Maintenance		\$ 124,456		\$ 40,000	\$ 165,941		
	Total 62200.0 · Tree & Ground Maintennance		\$ 134,934	\$ 30,000	\$ 53,000	\$ 179,911	\$ 14,000	\$ (39,000)
	62300.0 · Maint. Markers/Mem./Mausoleums					\$ -		
2	62290.2 · Mausoleum Maintenance		\$ 1,250	\$ 7,500	\$ 5,000	\$ 1,667	\$ 1,600	
2	65550.2 · Memorial & Other Replace.		\$ 2,450	\$ 5,250	\$ 800	\$ 3,267	\$ 3,300	
2	65700.2 · Marker Care - Contra Account		\$ -	\$ 18,000	\$ 15,000	\$ -	\$ 15,000	
2	65710.2 · Perpetual Care - Contra Acct.		\$ -	\$ 23,925	\$ 22,000	\$ -	\$ 22,000	
	Total 62300.0 · Maint. Markers/Mem./Mausoleums		\$ 3,700	\$ 54,675	\$ 42,800	\$ 4,933	\$ 41,900	\$ (900)
	62600.0 · Utilities					\$ -		
1	62600.1 · Electricity-Church		\$ 6,290	\$ 8,250	\$ 8,000	\$ 8,387	\$ 8,400	
2	62600.2 · Electricity-Service Building		\$ 3,835	\$ 4,500	\$ 3,000	\$ 5,114	\$ 5,000	
3	62600.3 · Electricity-SPC		\$ 43,494	\$ 27,000	\$ 45,000	\$ 57,992	\$ 57,000	
1	62610.1 · Electricity-Cottage		\$ 570	\$ 1,350	\$ 700	\$ 760	\$ 800	
1	62650.1 · Heating/Gas-Church		\$ 3,011	\$ 3,750	\$ 5,000	\$ 4,015	\$ 4,000	
2	62650.2 · Heating/Gas-Cemetery		\$ 3,903	\$ 2,250	\$ 3,000	\$ 5,204	\$ 5,000	
3	62650.3 · Heating/Gas-SPC		\$ 13,947	\$ 18,750	\$ 25,000	\$ 18,596	\$ 19,000	
1	62660.1 · Heating/Gas-Cottage		\$ 549	\$ 1,200	\$ 1,600	\$ 731	\$ 800	
2	62700.2 · Water-Cemetery		\$ 48,332	\$ 29,250	\$ 60,000	\$ 64,443	\$ 65,000	
3	62700.3 · Water-SPC		\$ 48,332	\$ 29,250	\$ 60,000	\$ 64,443	\$ 65,000	
1	65400.1 · Telephone-Church		\$ 1,027	\$ 3,375	\$ 5,000	\$ 1,369	\$ 1,400	
2	65400.2 · Telephone-Cemetery		\$ 1,230	\$ 2,625	\$ 3,500	\$ 1,639	\$ 1,700	
3	65400.3 · Telephone-SPC		\$ 884	\$ 2,250	\$ 3,500	\$ 1,179	\$ 1,200	
	Total 62600.0 · Utilities		\$ 175,404	\$ 133,800	\$ 223,300	\$ 233,872	\$ 234,300	\$ 11,000
	63000.0 · Ministry and Organization					\$ -		

St. Pauls Rock Creek Church
Profit & Loss Budget Performance
September 2013

			Jan - Sep 15 Actual YTD	YTD Budget	Annual Budget 2015 Approved	12-mth Projection at September 2015	Proposed 2016	Change from 2015 approved budget
1	63100.1 · Christian Education		\$ 1,462	\$ 750	\$ 3,000	\$ 1,949	\$ 2,000	
1	63120.1 · Clergy Honoraria		\$ 2,550	\$ 2,100	\$ 2,000	\$ 3,400	\$ 3,400	
1	63130.1 · Discretionary Fund Expense		\$ -	\$ 2,250	\$ 3,000	\$ -		
1	63140.1 · Library/Archives Expense		\$ -	\$ -		\$ -		
1	63160.1 · Liturgical/Altar Supplies		\$ 5,297	\$ 1,875	\$ 5,000	\$ 7,063	\$ 7,000	
1	63180.1 · Hospitality		\$ 4,520	\$ 375	\$ 10,000	\$ 6,026	\$ 6,000	
1	63190.1 · Strawberry Festival Expense		\$ 7,315	\$ 3,000	\$ 3,000	\$ 9,753	\$ 8,000	
4	63190.4 · Strawberry Festival Exp-WRCP		\$ -			\$ -		
1	63195.1 · Special Events & Celebra. Exp.		\$ 2,039	\$ 375	\$ 600	\$ 2,719	\$ 2,700	
1	63250.1 · Curtex Award		\$ 2,000	\$ 225	\$ 5,000	\$ 2,667	\$ 2,700	
1	63280.1 · Stewardship		\$ -	\$ 375		\$ -		
	63300.0 · Music Ministry			\$ 750				
1	63320.1 · Music Supplies/Library		\$ 794		\$ 700		\$ 200	VS
1	63340.1 · Instrument Maintenance Exp.		\$ 365	\$ 375	\$ 2,200	\$ 487	\$ 500	VS
1	63310.1 · Music Honoraria		\$ 1,680	\$ 750	\$ 1,800	\$ 2,240	\$ 2,200	VS
1	63340.1 · Instrument Maintenance Exp.		\$ -	\$ 375	\$ 700	\$ -		VS
	Total 63000.0 · Ministry and Organization		\$ 28,022	\$ 13,575	\$ 37,000	\$ 37,363	\$ 34,700	\$ (2,300)
	63500.0 · Diocesan Ministries					\$ -		
1	63500.1 · Diocesan Giving		\$ 28,500	\$ 11,250	\$ 36,000	\$ 38,000	\$ 38,000	
	Total 63500.0 · Diocesan Ministries		\$ 28,500	\$ 11,250	\$ 36,000	\$ 38,000	\$ 38,000	\$ 2,000
	63520.0 · Outreach Ministries					\$ -		
1	63520.1 · Outreach		\$ 20,504	\$ 75,000	\$ 100,000	\$ 27,339	\$ 100,000	
1	63523.1 · Outreach Parish		\$ 1,096			\$ 1,462	\$ 2,000	
	Total 63520.0 · Outreach Ministries		\$ 21,601	\$ 75,000	\$ 100,000	\$ 28,801	\$ 102,000	\$ 2,000
	63600.0 · WRC-Expenses					\$ -		
4	63650.4 · WRCP Activities		\$ -	\$ 2,156	\$ 5,800	\$ -	\$ 5,700	
4	63700.4 · WRCP Outreach		\$ -	\$ 5,719	\$ 7,100	\$ -		
4	63750.4 · WRCP Flower Sale-Exp		\$ 2,972	\$ 4,200	\$ 7,700	\$ 3,962	\$ 4,000	
4	63800.4 · WRCP Admin/Supplies		\$ -	\$ 1,875	\$ 100	\$ -		
	Total 63600.0 · WRC-Expenses		\$ 2,972	\$ 13,950	\$ 20,700	\$ 3,962	\$ 9,700	\$ (11,000)
	64200.0 · Administration					\$ -		
1	64200.1 · Advertising-Church		\$ 4,048	\$ 375	\$ 5,000	\$ 5,397	\$ 5,400	
2	64200.2 · Advertising-Cemetery		\$ 1,450	\$ 1,125	\$ 5,000	\$ 1,934	\$ 1,900	
3	64200.3 · Advertising-SPC		\$ 911	\$ 3,000	\$ 5,000	\$ 1,214	\$ 1,200	
1	64210.1 · Interne Access/Website--Church		\$ 6,606	\$ 1,800	\$ 7,000	\$ 8,808	\$ 9,000	
2	64210.2 · Interne Access/Website--Cemetery		\$ 971	\$ 1,800	\$ 7,000	\$ 1,295	\$ 1,300	
1	64220.1 · Audit & Accounting-Church		\$ 28,560	\$ 28,500	\$ 34,500	\$ 38,080	\$ 11,000	
2	64220.2 · Audit & Accounting-Cemetery		\$ 28,560	\$ 28,500	\$ 34,500	\$ 38,080	\$ 11,000	
1	64240.1 · Legal Fees-Church		\$ 6,271	\$ 7,500	\$ 10,000	\$ 8,362	\$ 8,500	
2	64240.2 · Legal Fees-Cemetery		\$ 7,213			\$ 9,617	\$ 10,000	
1	64260.1 · Insurance Expense-Church		\$ 9,507	\$ 7,950	\$ 13,000	\$ 12,675	\$ 13,000	
2	64260.2 · Insurance Expense-Cemetery		\$ 9,384	\$ 4,500	\$ 13,000	\$ 12,512	\$ 13,000	
3	64260.3 · Insurance Expense-SPC		\$ 4,564	\$ 7,950	\$ 7,000	\$ 6,085	\$ 6,000	
1	64400.1 · Vestry Expenses-Church		\$ 1,424	\$ 3,750	\$ 10,000	\$ 1,898	\$ 2,000	
1	64500.1 · Computer Expense-Church		\$ 2,844	\$ 2,250	\$ 4,000	\$ 3,792	\$ 2,000	
2	64500.2 · Computer Expense-Cemetery		\$ 5,940	\$ 3,750	\$ 4,000	\$ 7,919	\$ 2,000	
1	64550.1 · Consulting Services-Church		\$ -	\$ 3,750	\$ 5,000	\$ -	\$ -	
2	64550.2 · Consulting Services-Cemetery		\$ 867			\$ 1,156	\$ 1,200	
1	64600.1 · Copier Expense-Church		\$ 4,422	\$ 7,125	\$ 9,500	\$ 5,895	\$ 3,000	
2	64600.2 · Copier Expense-Cemetery		\$ 4,422	\$ 2,250	\$ 3,000	\$ 5,895	\$ 3,000	
1	64800.1 · Dues & Subscriptions-Church		\$ 124	\$ 75	\$ 300	\$ 165	\$ 200	
2	64800.2 · Dues & Subscriptions-Cemetery		\$ -	\$ 450	\$ 600	\$ -		
1	65000.1 · Office Supplies-Church		\$ 2,291	\$ 2,850	\$ 6,200	\$ 3,054	\$ 3,000	
2	65000.2 · Office Supplies-Cemetery		\$ 1,407			\$ 1,877	\$ 2,000	
1	65010.1 · Small Furnit. & Equip.-Church		\$ -	\$ 300	\$ 400	\$ -		
3	65010.3 · Small Furnit. & Equip-SPC		\$ -	\$ 750	\$ 700	\$ -		
1	65030.1 · Payroll Processing Fees-Church		\$ 2,289	\$ 750	\$ 3,000	\$ 3,052	\$ 3,000	
2	65030.2 · Payroll Processing-Cemetery		\$ 165	\$ 750	\$ 200	\$ 220	\$ 200	
1	65100.1 · Postage-Church		\$ 875	\$ 2,250	\$ 3,300	\$ 1,167	\$ 799	
2	65100.2 · Postage-Cemetery		\$ 681			\$ 908	\$ 799	
3	65100.3 · Postage-SPC		\$ 675			\$ 900	\$ 799	
1	65200.1 · Printing-Church		\$ 2,757	\$ 375	\$ 300	\$ 3,676	\$ 3,600	
2	65200.2 · Printing-Cemetery		\$ 2,353	\$ 375	\$ 5,000	\$ 3,138	\$ 3,200	
3	65200.3 · Printing-SPC		\$ 1,489			\$ 1,985	\$ 2,000	
1	65450.1 · Travel - Church		\$ 5,701	\$ 2,250	\$ 10,000	\$ 7,601	\$ 7,600	
2	65450.2 · Travel - Cemetery		\$ 177	\$ 375	\$ 400	\$ 236	\$ 230	
1	64320.1 · Finance Mission Group-Church		\$ -	\$ 750	\$ 1,000	\$ -		
1	65500.1 · Freight & Shipping-Church		\$ 837	\$ 37	\$ 50	\$ 1,116	\$ 1,200	
2	65500.2 · Freight & Shipping-Cemetery		\$ 437	\$ 75	\$ 100	\$ 582	\$ 600	
2	65950.2 · Bad Debt Reserve Expense-Cem.		\$ -	\$ 900	\$ 1,200	\$ -		
	Total 64200.0 · Administration		\$ 150,221	\$ 129,188	\$ 209,250	\$ 200,295	\$ 133,728	\$ (75,522)

St. Pauls Rock Creek Church
Profit & Loss Budget Performance
September 2013

			Jan - Sep 15 Actual YTD	YTD Budget	Annual Budget 2015 Approved	12-mth Projection at September 2015	Proposed 2016	Change from 2015 approved budget
		64320.1 · Finance Mission Group-Church	\$ -	\$ 750		\$ -		
		65000.0 · Miscellaneous				\$ -		
1		65600.1 · Miscellaneous-Church	\$ 522			\$ 697		
2			\$ 1,582			\$ 2,109		
3			\$ 170			\$ 226		
		Total 65000.0 · Miscellaneous	\$ 2,274			\$ 3,032		
		65900.0 · Depreciation				\$ -		
1		65910.1 · Depreciation-Church	\$ 81,363	\$ 83,850	\$ 111,800	\$ 108,484	\$ 109,000	
3		65920.3 · Depreciation-SPC	\$ 132,738	\$ 131,475	\$ 175,300	\$ 176,984	\$ 180,000	
2		65930.2 · Depreciation-Cemetery	\$ 31,281	\$ 29,475	\$ 39,300	\$ 41,708	\$ 42,000	
		Total 65900.0 · Depreciation	\$ 245,382	\$ 244,800	\$ 326,400	\$ 327,177	\$ 331,000	\$ 4,600
		66000.0 · Interest Expense				\$ -		
2		66030.2 Interest Expene Auto Loan	\$ 52					
3		66050.3 · MS PLA Interest & Fees-SPC	\$ 59,263	\$ 86,240	\$ 98,000	\$ 79,017	\$ 80,000	
		Total 66000.0 · Interest Expense	\$ 59,315	\$ 86,240	\$ 98,000	\$ 79,087	\$ 80,000	\$ (18,000)
		69800.0 · Investment Expenses				\$ -		
5		69810.5 · Perpetual Care Fund-A Exp.	\$ 20,554	\$ 25,402	\$ 48,000	\$ 27,406	\$ 30,000	
5		69820.5 · Marker Care Fund-B Expense	\$ 337	\$ 1,016	\$ 1,400	\$ 449	\$ 500	
5		69830.5 · Permanent Fund-C Expense	\$ 17,312	\$ 24,386	\$ 31,000	\$ 23,082	\$ 24,000	
5		69890.5 Curtex Fund Expenses	\$ 193			\$ 257	\$ 260	
1		69871.1 Bank Chg Merch Fee Church	\$ 7,442			\$ 9,923	\$ 10,000	
2		69871.2 Bank Chg Merchant Fee Cemetery	\$ 1,508			\$ 2,011	\$ 2,000	
2		69871.5 · Bank Charges-investments	\$ 193	\$ -	\$ 15,000	\$ 257	\$ 250	
		Total 69800.0 · Investment Expenses	\$ 47,538	\$ 50,803	\$ 95,400	\$ 63,384	\$ 67,010	\$ (28,390)
		81000.0 · Capital Projects	\$ -			\$ -		
3		80360.3 · Fence and Gate Repairs-SPC	\$ 21,553			\$ 28,737		
6		81030.6 · Admin. Office Renovation	\$ -	\$ 3,750	\$ 5,000	\$ -		
6		81110.6 · Glebe Signage	\$ -	\$ 3,750	\$ 8,000	\$ -		
6		81120.2 · Security Surveillance	\$ -		\$ 33,000	\$ -		
6		83120.6 · Map Drawing	\$ 7,268		\$ 20,000	\$ 9,691		
6		83150.6 · Memorial Care Project	\$ -			\$ -		
6		81140.6 Truck Replacement	\$ 48,625			\$ 64,833		
6		82030.6 Cem. Data Base Application	\$ 8,354			\$ 11,138		
6		83030.6 Cem Grounds shop Equip	\$ 63,020			\$ 84,027		
6		84030.6 Permits & Permit Acquisition						
6		84600.6 Parish Hall - Other	\$ 130,153					
6		85020.6 Architectural Fees	\$ 16,922					
		Total 81000.0 · Capital Projects	\$ 295,894		\$ 66,000	\$ 394,526		\$ (66,000)
		Total Expense	\$ 2,165,106	\$ 1,738,594	\$ 2,825,521	\$ 3,085,233	\$ 2,575,136	\$ (250,385)
		Net Ordinary Income	\$ (1,538,023)	\$ 222,121	\$ (22,236)	\$ (2,050,697)	\$ (576,185)	\$ 2,803,860
		Other Income/Expense				\$ -		
		Other Income				\$ -		
5		99100.5 · Perptual Care Fund-A Additions	\$ 7,710	\$ -		\$ 10,280		
5		99200.5 · Marker Care Fund-B Additions	\$ 7,125	\$ -		\$ 9,500		
		Total Other Income	\$ 14,835	\$ -	\$ -	\$ 19,780		
		Net Other Income	\$ 14,835	\$ -	\$ -	\$ 19,780.00		
		Net Income	\$ (1,523,188)	\$ 222,121	\$ (22,235.53)	\$ (2,030,917.19)	\$ (576,185)	

2016 Cemetery Sales Projections

					Jan - Septemebr 15 Actual YTD	Annual Budget 2015 Approved	12-mth Projection at Septemeber 2015	Proposed 2016	Assumptions
				Ordinary Income/Expense					Average sale of 2 lots per wee
				Income					Average interment of 1 day
				50100.0 • Cemetery Sales					
				50110.2 • Memorial Sales	\$ 143,239	\$ 200,000	\$ 190,985.87	\$ 190,986	
				50120.2 • Foundations/Marker Install	\$ 32,246	\$ 40,000	\$ 42,994.65	\$ 42,995	
				50130.2 • Vault Sales	\$ 90,980	\$ 182,000	\$ 121,306.67	\$ 121,307	Average intermernt x \$700.00/
				50135.2 • Vase Sales	\$ 250	\$ -	\$ 333.33	\$ 333	
				50140.2 • Urn Sales	\$ 1,544	\$ 10,000	\$ 2,058.67	\$ 2,059	
				50150.2 • Interments	\$ 236,650	\$ 390,000	\$ 315,533.33	\$ 315,533	1 interment a day @ \$1,500.00
				50190.2 • Repurchase of Lots and Sites	\$ (1,348)	\$ (12,000)	\$ (1,797.33)	\$ (1,797)	
				50210.2 • General Site and Lot Sales	\$ 261,445	\$ 520,000	\$ 348,593.33	\$ 348,593	Average 2 lots a week @ \$5,00
				50220.2 • Section 3A and 4A Sales	\$ 3,870		\$ 5,160.00	\$ 5,160	
				50230.2 • Columbarium Sales	\$ 20,970	\$ 20,000	\$ 27,960.00	\$ 27,960	
				50250.2 • Perpetual Care	\$ 31,985	\$ 54,000	\$ 42,646.67	\$ 42,647	10% of Sales
				50260.2 • Marker Care	\$ 18,624	\$ 30,000	\$ 24,831.93	\$ 24,832	
				50270.2 • Misc. Cemetery Sales	\$ (299)		\$ (399.17)	\$ (399)	
				50280.2 • Inscription-Cemetery	\$ 23,339	\$ 30,000	\$ 31,118.67	\$ 31,119	
				50290.2 • Other Miscellaneous Sales	\$ 1,085	\$ 3,000	\$ 1,446.67	\$ 1,447	
				50330.2 • Contributions-Cemetery	\$ -	\$ 200	\$ -	\$ -	
				50310.2 • Planting and Placement Fees	\$ 55	\$ 110	\$ 73.33	\$ 73	
				Total 50100.0 • Cemetery Sales	\$ 864,635	\$ 1,467,310	\$ 1,152,847	\$ 1,152,847	
				50330.2 • Contributions-Cemetery			\$ -	\$ 200	

2016 Highlights

Overall 2016 annual Budget is roughly \$2. million. This represents a 5% increase over 2014 budget.

For budget year 2016, Cemetery operations is budgeted to make a profit of \$275,318. Church and St Paul Center is anticipated to have a combined loss of \$747,520. Investment income is estimated at \$1.1 million in 2015, roughly \$360k below 2014 budgeted amount. With overall net income/loss projections, investment income and cemetery operations will cover the combined loss of \$748k, as well as capital acquisitions of \$66k. Based on the anticipated performance, \$478k will be available to support in part principal payment on the loan and \$748K will be needed to cover loan payments.

Cemetery Operations : Investment in leadership, ground crew and advertising is expected to turn a profit in 2015.

Worship: Staffing includes Assistant Clergy, Music Director, an assistant, and support of choir leads. This reflects Vestry's continued commitment to focus on building the Church and its members through worship, pastoral efforts and music ministry.

Capital Projects:

Offering & Cemetery Sales Income:

Conservatively set using 2015 projected end of year income as basis.

Investment Income:

Reduced projections on interest and dividend income based on portfolio performance over last 2 years.

Property Maintenance :

There will be a further reduction to Cemetery management costs as the contract with Terra is replaced with German at a lower contract price.

Outreach:

Remains at 2015 budgeted amount reflecting Vestry continued commitment to increase its presence/awareness in its immediate community and contribute to other community initiatives that impact the lives of others.

Staffing budget for 2016 encompasses the following:

Discontinuation of the outsourced accounting function, elimination of the second keyholder position.

There are two placeholders; one to re-fill the existing role of FT Cemetery Manager and one to hire in the new role of FT Accountant (replaces outsourced contractor).

Cemetery Staff:

5 full time Cemetery Operations personnel (4 groundskeepers, 1 B&G Manager) and 3 full time Administrative personnel. Additionally, the accountant and business manager will split time 50/50, church and cemetery.

Church Staff: 1 FT Clergy, 1 FT Parish Life Coordinator, 1 FT Administrator, 3 PT Nursery Coordinators, 1 PT Musician, 1PT security. Additionally, the accountant and business manager will split time 50/50, church and cemetery.

<u>Company</u>	<u>Address</u>	<u>Purpose of the Contract</u>	<u>Dollar Amount</u>	<u>Chart of Account</u>	<u>Contract(1) / Lease(2)</u>	<u>Contract Expiration</u>	<u>Terms of Renewal</u>
Omega Management and IT Solutions	700 12th Street NW Suite 700 Washington, DC 20005	The purpose of this contract is to provide IT support.	\$6,000.00	64500.1 · Computer Expense-Church 64500.2 · Computer Expense-Cemetery	1	1/1/2015	Thirty day notice
Alarm Tech Solutions, LLC	8141 Telegraph Road, Suite F Severn, MD 2114	This purpose of this contract is to provide technical testing and inspection support for the fire alarm system, the fire sprinkler system, the kitchen hood suppression system and the portable fire extinguishers. This is needed to support fire protection and code compliance. Any additional repairs are quoted and invoiced separately.	\$3,211.00	62300.3 · Building Maintenance-SPC	1	3/11/2015	"The initial term of this agreement will commence on the date that it is signed by the customer. This agreement shall continue in effect for 1 year commencing on the Effective Date."
Cummins Power Systems, LLC	1907 Park 100 Drive Glen Burnie, MD 21061	The purpose of this contract is to provide technical maintenance support for the emergency backup generator. Services include 1 annual full preventative maintenance servicing and 1 PM servicing. Any additional repairs and parts are quoted and invoiced separately.	\$946.55		1	3/21/2015	Renew each year.
Combustioneer Corporation	643 Lofstrand Lane Rockville, MD 20850	The purpose of this contract is to provide quarterly chiller and boiler water analysis and treatment. This is needed to prevent scale and corrosion of the internal piping and components. This is a standard maintenance procedure for chillers and boilers, and is intended to maintain the equipment in good condition and extend its life.	\$630.00		1	4/30/2015	Renew each year.
German Lawn Service	German Lawn Service 1812 Queensguard Rd. Silver Spring MD, 20906-2027	1. Mowing grass every two weeks, from April to November; edging and trimming around grave stones and memorials; edging and trimming around sidewalks, roadways, buildings, and fence lines; leaf removal from October to March.	\$169,940.00	62110.2 · Landscaping			
Southland Industries	22340 Dresden Street, Suite 177 Dulles VA, 20166	The purpose of this contract is to provide preventative maintenance PM services for the HVAC equipment in <u>SPC</u> , and <u>service building</u> . The contract includes PM and troubleshooting the Energy Management System, the replacement of belts and filters, and annual chiller servicing. The contract does not include any other repairs beyond the recurring PM services. These repairs are quoted separately as fixed price or time and materials projects.	\$8,976.00		1	5/31/2015	"This Annual agreement shall continue in effect from year to year until either party gives ninety (90) days' written notice. " (This needed to have been given by 1 March 2015.)

Southland Industries	22340 Dresden Street, Suite 177 Dulles VA, 20166	The purpose of this contract is to provide preventative maintenance PM services for the HVAC equipment in the Church . The contract includes PM and troubleshooting the Energy Management System, the replacement of belts and filters, and annual chiller servicing. The contract does not include any other repairs beyond the recurring PM services. These repairs are quoted separately as fixed price or time and materials projects.	2. \$2,688		1	5/31/2015	"This Annual agreement shall continue in effect from year to year until either party gives ninety (90) days' written notice. " (This needed to have been given by 1 March 2015.) We are not renewing the contract. I have asked that written notice be sent to Southland
ThyssenKrupp Elevator Corporation	1120 19th Street, NW Suite LL25 Washington, DC 20011	\$2400 per year (\$200 per month; 3% discount if the annual fee is paid in advance, or \$72)	\$2,400.00	62300.3 · Building Maintenance-SPC	1	11/15/2015	To ensure continuous service, this agreement will be automatically renewed for successive ten (10) year periods, unless either party timely serves written notice upon the other party, of its of its intention to cancel at least ninety (90) days before the end of the initial ten (10) year period, or ninety (90) days before the end of any subsequent ten (10) year renewal period. Notice shall be sent by certified mail, return receipt requested."
Home Paramount Pest Control	PO Box 850 Forest Hill, MD 21050	The purpose of this contract is to provide pest control services.	\$3,300.00	62300.1 · Building Maintenance-Church 62300.2 · Building Maint.-Cemetery 62300.3 · Building Maintenance-SPC	1	3/3/2016	"Home Paramount will provide services as described in this Agreement for a one (1) year term. Thereafter this agreement will automatically review annually unless written notice of cancellation is provided by either party." This contract has been in place since 3/4/11.
Innovative Security Systems, Inc.	4815 Prince George's Avenue Suite 3 Beltsville MD 201705	Fire alarm system. Service Building	\$44.95 Monthly		1	12/13/2015	36 months from the date of the first billing. Client shall have given written notice 60 days before end of primary or any renewal term of client intention to terminate agreement.
Innovative Security Systems, Inc.	4815 Prince George's Avenue Suite 3 Beltsville MD 201705	Service Bulding Burglar	\$34.95 Monthly		1	12/13/2015	36 months from the date of the first billing. Client shall have given written notice 60 days before end of primary or any renewal term of client intention to terminate agreement.
Innovative Security Systems, Inc.	4815 Prince George's Avenue Suite 3 Beltsville MD 201705	SPC Burglar Alarm	\$34.95 Monthly		1	12/13/2015	36 months from the date of the first billing. Client shall have given written notice 60 days before end of primary or any renewal term of client intention to terminate agreement.

Innovative Security Systems, Inc.	4815 Prince George's Avenue Suite 3 Beltsville MD 201705	SPC Fire Alarm	\$44.95 Monthly		1	12/13/2015	36 months from the date of the first billing. Client shall have given written notice 60 days before end of primary or any renewal term of client intention to terminate agreement.
Innovative Security Systems, Inc.	4815 Prince George's Avenue Suite 3 Beltsville MD 201705	St. Paul's Church	34.95 Monthly		1	11/6/2015	36 months from the date of the first billing. Client shall have given written notice 60 days before end of primary or any renewal term of client intention to terminate agreement.
Konica Minolta (New Copier)	CIT Technology Financing Services 10201 Centurion Parkway N Ste 100 Jacksonville FL 32258	Copier Rental and Support	\$6,000.00	64600.1 · Copier Expense- Church 64600.2 · Copier Expense- Cemetery	2	1/26/2016	90 to 150 day notice required to end lease or purchase equipment
Pitney Bowes	2225 America Drive Neenah, WI 54956- 1005	Postage Stamp	\$2,397.60	65100.1 · Postage-Church 65100.2 · Postage-Cemetery 65100.3 · Postage-SPC	2	7/10/2017	36 Months from the date of the first billing. Client shall have given written notice 90 days before contract expiration.
Republic Services	300 Ritchie Road Capitol heights, MD 20743	Trash/Recycle	\$2,333.16	62120.2 Refuse Removal	1	9/16/2018	24 months of first billing cycle, Client shall give written notice of termination to other at lease 60 days before the end of the current term
Republic Services	300 Ritchie Road Capitol heights, MD 20743	Trash/Recycle	\$2,333.16	62120.3 · Refuse Removal- SPC	1	9/16/2018	24 months of first billing cycle, Client shall give written notice of termination to other at lease 60 days before the end of the current term