

## Step 1

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### Important Information

- **Form Function Note:** In order to go back from a page in the form to a previous page, all required fields on the page must be populated.
- Please read the McKinney Community Development Corporation [Grant Guidelines](#) before completing this application.
- The Grant Guidelines are available on this website. They can also be obtained by calling 214-544-0296 or [emailing Cindy Schneible](#).
- **Please call to discuss your plans for submitting an application in advance of completing this form.**
- A completed application and all supporting documents are required to be submitted via email or on a thumb drive for consideration by the MCDC board. Please submit the application to:

McKinney Community Development Corporation  
5900 South Lake Forest Blvd, Suite 110  
McKinney, TX 75070

- If you are interested in a preliminary Board of Directors review of your project proposal or idea, please complete and submit the [Letter of Inquiry](#) form which is available on this website, by calling 214-544-0296 or by [emailing Cindy Schneible](#).
- **Applications must be completed in full, using this form electronically (or physically with the requested thumb drive by mail), and received by MCDC by 5 p.m. on the application deadline indicated on the [Grants page](#) of this website.**

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### Organization Information

Name	St. Peter's Episcopal Church
Federal Tax ID Number	75-1447168
Incorporation Date	12/27/2007
Mailing Address	511 Foote St.
City	McKinney
State	TX
Zip Code	75069
Phone Number	972-562-1166

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Fax Number	972-562-1166
Email Address	<a href="mailto:jstclair@stpetersmckinney.com">jstclair@stpetersmckinney.com</a>
Website	<a href="http://www.stpetersmckinney.com">www.stpetersmckinney.com</a>
Organization Type	Nonprofit - 501(c) (Attach a copy of IRS Determination Letter)
IRS Determination Letter	<a href="#">St. Peters IRS Determination Letter.pdf</a>
Professional Affiliations and Organizations to Which Your Organization Belongs	Episcopal Diocese of Dallas, McKinney Chamber of Commerce

### Representative & Contact Information

#### Representative Completing Application:

Name	Jamie St.Clair
Title	Outreach Coordinator
Mailing Address	511 Foote St
City	MCKINNEY
State	TEXAS
Zip Code	75069
Phone Number	972-562-1166
Fax Number	<i>Field not completed.</i>
Email Address	<a href="mailto:jstclair@stpetersmckinney.com">jstclair@stpetersmckinney.com</a>

(Section Break)

#### Contact for Communications Between MCDC and Organization:

Name	Jamie St.Clair
Title	Outreach Coordinator
Mailing Address	511 Foote St.
City	McKinney

State	TX
Zip Code	75069
Phone Number	9728965086
Fax Number	<i>Field not completed.</i>
Email Address	<a href="mailto:jstclair@stpetersmckinney.com">jstclair@stpetersmckinney.com</a>

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**Project Information**

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Funding - Total Amount Requested	7500.00
Are matching funds available?	No
Will funding be requested from any other City of McKinney entity (e.g. McKinney Convention and Visitors Bureau, Arts Commission, City of McKinney Community Support Grant)?	No
Promotional / Community Event Start and Completion Dates	1/7/2020 - 4/30/2020
Board of Directors	<i>Field not completed.</i>
Leadership Staff	<i>Field not completed.</i>
Board of Directors Attachment	<a href="#">Board of Directors - St. Peters 2019.pdf</a>
Leadership Staff Attachment	<a href="#">Leadership Staff - St. Peters 2019.pdf</a>

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**Narrative**

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Using the outline below, provide a written narrative no longer than seven pages in length:

**1: Applying Organization**

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- Describe the mission, strategic goals and objectives, scope of services, day-to-day operations and number of paid staff and volunteers.
- Disclose and summarize any significant, planned organizational changes and describe their potential impact on the Promotion / Community Event for which funds are requested.

## 2: Promotion / Community Event

- Outline details of the Promotion / Community Event for which funds are requested. Include information regarding scope, goals, objectives and target audience.
- Describe how this initiative will **showcase McKinney and promote the city for the purpose of business development and/or tourism.**
- Describe how the proposed Promotional / Community Event fulfills the strategic goals and objectives for your organization.
- Provide information regarding planned activities in support of the event, time frame / schedule, estimated attendance and admission / registration fees, if planned. **Please note: if admission / registration fees are charged, they must be limited to \$35 or less; event must be open to the public.**
- Include the venue / location for the proposed event.
- Provide a timeline for the production of the event.
- Detail goals for growth / explanation in future years.
- Attract resident and visitor participation and contribute to business development, tourism and growth of McKinney sales tax revenue.
- Highlight and promote McKinney as a unique destination for residents and visitors alike.
- Demonstrate informed budgeting / financial planning – addressing revenue generation, costs and use of net revenue.

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Has a request for funding for this Promotional / Community Event been submitted to MDCD in the past?      Yes

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Date      11/30/2018

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Date      *Field not completed.*

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## 3: Financial

- Provide an overview of the organization's financial status including the impact of this grant request on organization mission and goals
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- *Please attach your budget for the current year and audited financial statements for the preceding two years. If audited financials are not available, please indicate why.*

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Budget	<a href="#">St. Peters Budget and Financial Reports.pdf</a>
Financial Statements	<a href="#">Note from Parish Admin.pdf</a>
Overview of Promotional / Community Event Financial Goal	
Gross Revenue	78750.00
Projected Expenses	34080.00
Net Revenue	44670.00
Budget	<a href="#">EBM Event Budget 2020.pdf</a>
What percentage of Project / Promotional / Community Event funding will be provided by the applicant?	0
Are matching funds available?	No
Other Funding Sources	I am in an ongoing sponsorship request process with corporate donors.

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#### **4: Marketing and Outreach**

- *Describe advertising, marketing plans and outreach strategies for this event – and how they are designed to help you achieve current and future goals.*
- *Provide a detailed outline of planned marketing, advertising and outreach activities and the amount budgeted for each.*

#### **5: Metrics to Evaluate Success**

- *Outline the metrics that will be used to evaluate success of the proposed Promotional / Community Event. If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.*
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## Acknowledgements

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If funding is approved by the MCDC board of directors, applicant will assure:

- *The Promotional / Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization;*
- *All funds awarded will be used exclusively for advertising, marketing and promotion of the Promotional / Community event described in this application.*
- *MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Promotional / Community Event. A logo will be provided by MCDC for inclusion on all advertising, marketing and promotional materials. Specifics for audio messaging will be agreed upon by applicant and MCDC and included in an executed performance agreement.*
- *The organization's officials who have signed the application are authorized by the organization to submit the application.*
- *Applicant will comply with the MCDC Grant Guidelines in executing the Promotional / Community Event for which funds were received.*
- *A final report detailing the success of the Promotional / Community Event, as measured against identified metrics, will be provided to MCDC no later than 30 days following the completion of the Promotional / Community Event.*
- *Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld until the **final report on the Promotional/Community Event is provided to MCDC.***

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(Section Break)

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Applicant Electronic Signature	Selecting this option indicates your agreement with the above statement.
Chief Executive Officer	The Rev. Perry Mullins
Date	11/26/2019
Representative Completing Application	Jamie St.Clair
Date	11/26/2019
Notes	

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- *Incomplete applications or those received after the deadline will not be considered.*
  - *A final report must be provided to MCDC within 30 days of the event / completion of the Promotional / Community Event.*
  - *Final payment of funding awarded will be made upon receipt of final report.*
  - *Please use the [Final Report](#) to report your results. A [PDF version](#) is also available.*
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# St. Peter's Episcopal Church

## Empty Bowls McKinney 2019 Grant Narrative

### I. Applying Organization

St. Peter's Episcopal Church is one of three Episcopal churches in McKinney and is a member of the Episcopal Diocese of Dallas. We are a thriving congregation of people who are passionate about reaching out to those in need in our community. We have fifteen staff members and untold number of volunteers.

We created our Empty Bowls McKinney event in 2012 to raise money to combat hunger in our community. The event supports hunger initiatives at Community Lifeline Center.

### II. Community Event

#### a. **Goals/Objectives**

- i. Fight hunger in Collin County
- ii. Increase awareness of food insecurity in Collin County
- iii. Increase awareness for Community Lifeline Center and what they do to fight hunger.
- iv. Fund Community Lifeline's "Sack Summer Hunger" program.
- v. Showcase local art community & local restaurants.

#### b. **Event Overview:**

In 2012, St. Peter's Episcopal Church joined Empty Bowls events around the world and Empty Bowls McKinney was established. Each local group that organizes an Empty Bowls event designs the event to address the needs of the hungry and food insecure residents of their community. The premise is simple: "Potters and other craftspeople, educators and others work with the community to create handcrafted bowls. Guests are invited to a simple meal of soup and bread. In exchange for a cash donation, guests are asked to keep a bowl as a reminder of all the empty bowls in the world. The money raised is donated to an organization working to end hunger and food insecurity."

On April 30, 2020, we will hold our 9th annual event from 6:00pm to 8:00pm in historic downtown McKinney. We will fill the McKinney Performing Arts Center and one block of Kentucky Street with over 1,000 handmade bowls and a delicious selection of gourmet soups and sweets. Blount Fine Foods has agreed to continue as our title sponsor. We expect to increase our attendance to 1000 people. McKinney's Community Lifeline Center (CLC) is the beneficiary of our event, receiving 100% of the event's net proceeds. Last year, we provided 80% of the funds spent on food in their Lifeline Market.

Tickets will be open for sale to the public in February, 2020. Our target audience is engaged attendees from the greater DFW area who want to support our community who also enjoy art and a great foodie experience. The cost for tickets will be \$25 when



## **St. Peter's Episcopal Church**

### Empty Bowls McKinney 2019 Grant Narrative

purchased in advance or \$35 after April 17. We also have a limited number of Collector's Club tickets for \$75. Collector's Club ticket holders get early access to the event and get to choose their event bowl from an exclusive collection. Children ages 10 and under can attend for free when accompanied by a paying adult (we want to be affordable to young families).

Our event promotes local artists from McKinney and surrounding communities. Over 50 "3D" artists are participating in making bowls. We have doubled our artist participation by adding over 50 "2D" artists to paint the Collectors Club bowls in the style of their paintings. Auction and raffle bowls will be displayed for the month prior to the event in the Heard-Craig Center for the Arts. Their pieces are also promoted thru social media and on our website, [www.EmptyBowlsMcKinney.com](http://www.EmptyBowlsMcKinney.com). We are working with the ceramics programs of local high schools and colleges to give their students the opportunity to participate.

We also promote the business development of local restaurants. We have 14 McKinney Square restaurants participating in Empty Bowls McKinney, each with a booth providing samples of soup or sweets. We have prominent signage on each booth displaying the restaurant name and soup type. Restaurants have the option to provide advertising flyers and/or coupons.

# St. Peter's Episcopal Church

## Empty Bowls McKinney 2019 Grant Narrative

### Timeline

Date	Activity
01/07/20	Painter Workshop for Collector's Club bowls
01/13/20	Bowl Glazing Workshop @ Make Expression
01/19/20	Bowl Making Workshop @ Jump Into Art
01/28/20	Bowl Making Workshop @ Cornerstone Ranch
02/03/20	Painter Workshop for Collector's Club bowls
02/18/20	Bowl Glazing Workshop @ Make Expression
02/23/20	Bowl Making Workshop (including wheel) @ Jump Into Art
03/06/20	Auction & Showcase bowls due to McKinney Art Studio
03/06/20 & 03/07/20	Artist Showcase at The Cove (Auction & Collector's Club Bowls)
04/06/20	Silent Auction goes live
04/17/20	Limited Edition & Event bowls due to St. Peter's
04/30/20	<b>Empty Bowls McKinney</b> at McKinney Performing Arts Center, 6:00 - 8:00pm

# St. Peter's Episcopal Church

## Empty Bowls McKinney 2019 Grant Narrative

### c. Supporting MCDC Goals:

- Empty Bowls McKinney will promote the City of McKinney for the purpose of business development and/or tourism by providing an annual, entertaining, experience to people living in the North Texas area who appreciate art and want to contribute to fight hunger in our local area. It is an event that attracts McKinney residents and visitor participation. Our attendance has increased each year as the word spreads about the event. Last year we had over 800 people!
- Empty Bowls McKinney will continue to increase McKinney tourism. In 2019, over 25% of attendees lived outside of McKinney.
- The money we raise impacts the quality of life in McKinney through the hunger initiatives of Community Lifeline Center. CLC distributed 65,000+ pounds of food and hygiene items last year to people in need in North Collin County.
- We promote McKinney artists and help the art community to grow. We have grown from 2 participating artists to over 100.
- We promote the participating restaurants and increase their business. They have the opportunity at the event to bring promotional material and/or incentives to the event. We will bring 1000 people to the Square on a Thursday night in April 2020.
- Empty Bowls McKinney is a self-sustaining annual event that has demonstrated increased attendance and revenue each year. In 8 years, gross revenue has grown from \$4,500 at the first event to \$82,000 in its seventh year. Financial success of the event depends not only on attendance, but also on the sponsorships and contributions of businesses, churches and service organizations from McKinney and other Collin County communities. Blount Fine Foods, a McKinney food manufacturer, is our title sponsor. We will strive to continue to increase the financial impact in fighting hunger.

# St. Peter's Episcopal Church

## Empty Bowls McKinney 2019 Grant Narrative

### III. Financial:

a. **Financials:** Current financials for 2018 & 2019 are included. St. Peter's is only audited once every 4 years, the last year being 2015.

b. **Proposed Budget**

<b>Event Income</b>	<b>2020 Budget</b>
<b>Item</b>	
MCDC Community Event Grant	\$ 7,500.00
Sponsorships	\$ 32,500.00
Donations	\$ 1,000.00
Bowl Making	\$ 2,000.00
Admissions	\$ 22,000.00
Art Auction Proceeds	\$ 6,000.00
Raffle Proceeds	\$ 2,500.00
Merchandise Sales	\$ 500.00
Extra Bowl Sales	\$ 2,250.00
People's Choice	\$ 500.00
After Event Sales	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 78,750.00</b>

<b>Event Expenses</b>	<b>2020 Budget</b>
<b>Item</b>	
Supplies	\$ 6,000.00
Kentucky Street rentals	\$ 5,500.00
MPAC rental	\$ 500.00
Sponsor Appreciation	\$ 1,000.00
T-Shirts (for volunteers & artists)	\$ 2,500.00
Benefit Bidding - online art auction	\$ 1,000.00
Bowl Making	\$ 2,000.00
Security at event	\$ 480.00
PayPal + Eventbrite	\$ 2,100.00
Advertising	\$ 9,000.00
Signs	\$ 4,000.00
<b>TOTAL</b>	<b>\$ 34,080.00</b>

**NET INCOME** **\$ 44,670.00**

c. **Net income will be disbursed to Community Lifeline Center.**

# St. Peter's Episcopal Church

## Empty Bowls McKinney 2019 Grant Narrative

### IV. Marketing and Outreach:

- a. Our advertising for past events has included:
- Empty Bowls cards provided to artists for MAST (McKinney Art Studio Tour)
  - Posters put up in shops by retailers around McKinney
  - Visits to professional groups (Rotary, Kiwanis & Lions) in McKinney
  - Active Facebook page – over 1,650 likes and growing
  - Facebook postings by MCDC, MPAC & participating vendors
  - MPAC advertised event on their website, emails & marquee
  - Advertising in our church bulletins and emails
  - Ad in Community Impact Newspaper – McKinney, Frisco & Plano editions
  - Story submitted to community info at KLAK radio, KRLD radio & KERA radio
  - Articles in the McKinney Courier-Gazette
  - Advertise on billboard along Central Expwy in McKinney (Hobson Signs)
- b. With a grant from MCDC, we hope to utilize the following advertising vehicles to help us reach our attendance goals (within and without McKinney):
- Print cards, posters & banners to advertise the event
  - Advertise in Community Impact Newspaper, multiple editions
  - Advertise on KLAK radio station
  - Advertise on billboard rider along Central Expwy in McKinney (Hobson Signs)
  - Advertise on Fairview Town Center digital billboard
  - Place yard signs around McKinney & Allen
  - Place ads Facebook & Instagram
  - Increase traffic to event website – [www.EmptyBowlsMcKinney.com](http://www.EmptyBowlsMcKinney.com) – with additional content

Media	2019 Budget for MCDC
Magazines & Newsletters	\$ 2,000.00
Banners & Posters & Cards	\$ 1,000.00
Yard Signs	\$ 925.00
Facebook Ads/Boosts	\$ 2,000.00
Radio	\$ 525.00
Billboard	\$ 1,050.00
	\$ 7,500.00

# St. Peter's Episcopal Church

## Empty Bowls McKinney 2019 Grant Narrative

### V. Metrics to Evaluate Success:

- a. **Attendance:** We expect to bring 1000 people to the McKinney Square on a Thursday night in April 2020 and positively impact the businesses who participate in our event and/or are located nearby.
- b. **Non-McKinney Attendance:** We expect to maintain our non-McKinney participation at more than 20% of the participants in 2020.
- c. **Monetary Impact:** We expect to raise at least \$78,750 in gross proceeds and contribute \$44,600 to Community Lifeline Center.

**St. Peter's Episcopal Church  
2019 Vestry Members**

Sara Thomas, *Sr. Warden*

Joe Massey, *Jr. Warden*

Becky Aly

Forrest Chase

Lynn Christensen

Meg Cotter-Lynch

Guy Giersch

Victor Kriechbaum

John Lavalette

Joe Rabenstine

Tom Shaw

Sandra Taylor

**St. Peter's Episcopal Church  
2018 Leadership Staff**

The Rev. Perry Mullins, *Rector*

The Rev. Kathy Heitman, *Associate Rector/Youth Ministries*

The Rev. Betty Breyfogle, *Deacon*

The Rev. Janice Honea, *Deacon*

The Rev. Lorenzo Galuszka, *Curate*

Tammy Snively, *Ministry Coordinator*

Georgia Thompson, *Director of Children's Ministries*

Evan Marshall Snyder, *Organist and Choirmaster*

Jamie St. Clair, *Outreach Coordinator*

Mariana Pearson, *Parish Administrator*

Sharon Childers, *Parish Secretary*

Rebecca Reed, *SOF Admin*

Gabby Chase, *Youth Intern*

Tad Murley, *Sexton*

Nicholas Murley, *Assistant Sexton*



**EMPTY BOWLS MCKINNEY**

11/25/19

**2020 Budget**

<b>Event Income</b>	
<b>Item</b>	<b>2020 Budget</b>
MCDC Community Event Grant	\$7,500.00
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Peoples Choice	\$500.00
After Event Sales	\$2,000.00
<b>TOTAL</b>	<b>\$78,750.00</b>

<b>Event Expenses</b>	
<b>Item</b>	<b>2020 Budget</b>
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Bowl Making	\$2,000.00
Security at event	\$480.00
PayPal + Eventbrite	\$2,100.00
Advertising	\$9,000.00
Signs	\$4,000.00
<b>TOTAL</b>	<b>\$34,080.00</b>
<b>NET INCOME</b>	<b>\$44,670.00</b>

**St. Peter's Episcopal Church  
Financial Statements  
For the month of December, 2018**

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2	Statement of Financial Position
3	Summary Statement of Revenue and Expenses
4	Statement of Cash Flow
5	Operating Revenue Comparison

**St. Peter's Episcopal Church**  
**Statement of Financial Position**  
**As of December 31, 2018, November 30, 2018 and December 31, 2017**

	<u>12/31/2018</u>	<u>11/30/2018</u>	<u>12/31/2017</u>
<b>Assets</b>			
Cash - Unrestricted	\$ 77,103	\$ 65,645	\$ 85,366
Cash - Restricted	\$ 385,336	\$ 301,306	\$ 266,853
Prepaid Expenses & Receivables	\$ 7,100	\$ 3,675	\$ 3,100
Land	\$ 303,000	\$ 303,000	\$ 303,000
Depreciable Assets - Net	\$ 1,035,912	\$ 1,114,031	\$ 1,114,031
Donated Assets-Crypt & Cemetary Plots	\$ 2,000	\$ 2,000	\$ 2,000
Vanguard Brokerage Account	\$ 216,751	\$ 232,265	\$ 230,035
Foundation & Emerson-A/C Loan	\$ -	\$ -	\$ -
<b>Total Assets</b>	<u>\$ 2,027,203</u>	<u>\$ 2,021,923</u>	<u>\$ 2,004,385</u>
<b>Liabilities</b>			
Accrued Expenses	\$ 816	\$ 816	\$ 816
Tenant's & Property Use Deposits	\$ 700	\$ 600	\$ 500
Mortgage on Lamar Street House	\$ 98,753	\$ 99,474	\$ 107,434
Prepaid Rent	\$ 1,500	\$ -	\$ -
<b>Total Liabilities</b>	<u>\$ 101,769</u>	<u>\$ 100,890</u>	<u>\$ 108,749</u>
<b>Net Assets</b>			
Unrestricted:			
Fund Principal	\$ 1,323,347	\$ 1,387,461	\$ 1,398,748
Restricted :			
Capital Improvement Account	\$ 4,583	\$ 4,583	\$ 4,583
Temporarily Restricted	\$ 380,753	\$ 296,723	\$ 262,270
Permanently Restricted	\$ 216,751	\$ 232,265	\$ 230,035
<b>Total Net Assets</b>	<u>\$ 1,925,434</u>	<u>\$ 1,921,033</u>	<u>\$ 1,895,636</u>
<b>Total Liabilities, Fund Principal &amp; Restricted Funds</b>	<u>\$ 2,027,203</u>	<u>\$ 2,021,923</u>	<u>\$ 2,004,385</u>

**St. Peter's Episcopal Church**  
**Statement of Revenue and Expenses - Summary View**  
**For the month ended December 31, 2018**

	Month			YTD			Budget Remaining
	Actual	Budget	Vs Budget	Actual	Budget	Vs Budget	
<b>Revenue</b>							
Operating Offerings	\$ 76,318	\$ 50,063	\$ 26,255	\$ 583,311	\$ 600,759	\$ (17,448)	\$ 17,448
Other Revenue	\$ (215)	\$ 415	\$ (630)	\$ 7,594	\$ 4,985	\$ 2,609	\$ (2,609)
<b>Total Revenue</b>	<b>\$ 76,103</b>	<b>\$ 50,479</b>	<b>\$ 25,624</b>	<b>\$ 590,906</b>	<b>\$ 605,744</b>	<b>\$ (14,839)</b>	<b>\$ 14,839</b>
<b>Operating Expenses</b>							
Personnel	34,703	31,704	(2,999)	376,400	380,448	4,048	4,048
Overhead	7,103	5,111	(1,992)	62,264	61,331	(933)	(933)
Facility	2,486	2,346	(140)	25,758	28,151	2,393	2,393
Outreach & Diocesan	7,008	7,315	308	87,735	87,785	50	50
Congregational Life							
Music Ministries	750	958	208	8,860	11,500	2,640	2,640
Chrisitan Formation	2,374	1,645	(729)	18,769	19,746	977	977
Events	-	254	254	2,517	3,050	533	533
Ministry Coordinator Expenses	417	229	(188)	2,618	2,750	132	132
Worship Supplies	357	352	(5)	4,650	4,224	(425)	(425)
Other Congregational Life	948	321	(626)	4,639	3,858	(781)	(781)
<b>Total Budgeted Operating Expenses</b>	<b>56,145</b>	<b>50,237</b>	<b>(5,908)</b>	<b>594,208</b>	<b>602,843</b>	<b>8,635</b>	<b>8,635</b>
<b>Net Operating Revenues</b>	<b>19,958</b>	<b>242</b>	<b>19,716</b>	<b>(3,302)</b>	<b>2,902</b>	<b>(6,204)</b>	<b>6,204</b>
<b>Non Operating Income / (Expense)</b>	<b>(5,954)</b>	<b>570</b>	<b>(6,525)</b>	<b>6,019</b>	<b>6,845</b>	<b>(826)</b>	<b>826</b>
Non Income Statement Expenditures							
Scheduled Loan Payments - Lamar St. House	721	696	(25)	8,680	8,349	(331)	(331)
Fixed Asset Additions-Operating Budget	-	116	116	-	1,397	1,397	1,397
Fixed Asset & Debt Reductions-Donor Specified	-	-	-	-	-	-	-
<b>Total Non Income Statement Expenditures</b>	<b>721</b>	<b>812</b>	<b>91</b>	<b>8,680</b>	<b>9,746</b>	<b>1,066</b>	<b>1,066</b>
Net Total Before Vestry Action	\$ 13,283	\$ 0	\$ 13,283	\$ (5,963)	\$ 0	\$ (5,963)	\$ 5,963
Specific Vestry Action Items (Search Expense & Property Inspection)	0	0	0	0	0	0	0
Net Total After Vestry Action	\$ 13,283	\$ 0	\$ 13,283	\$ (5,963)	\$ 0	\$ (5,963)	\$ 5,963

**St. Peter's Episcopal Church**  
**Statement of Cash Flow**  
**For the month ended December 31, 2018**

	<b>Actual</b>
<b>Cash Flow from Operating Activities:</b>	
Net Operating Revenues (Loss)	\$ 19,958
Adjustments to Reconcile Change:	
Prepaid Expenses	(3,425)
Payables & Deposits	100
Temporary Restricted Funds	84,030
Rental Property Activities	<u>(4,454)</u>
Net Cash Provided by Operating Activities:	96,209
 <b>Cash Flow from Investing Activities:</b>	
Net Cash Provided by Investing Activities:	-
 <b>Cash Flow from Financing Activities:</b>	
Principal Payments on Mortgage	<u>(721)</u>
Net Cash Used from Financial Activities	(721)
 Net Increase (Decrease) in Cash	 95,488
 <b>Cash and Cash Equivalents</b>	
Beginning	\$ 366,952
Ending	\$ 462,440

<b>Shaping Our Future Summary</b>	
<b>Current Month Transactions:</b>	
Shaping Our Future Donations	82,649
Shaping Our Future Outflows	<u>3,907</u>
Monthly Net	78,742
 <b>Total SOF Funds:</b>	
Restricted Funds Pre-2018	\$ 165,422
Current Year's Net Transactions	<u>\$ 104,237</u>
Total Available	\$ 269,658

**St. Peter's Episcopal Church  
Financial Statements  
For the month of October, 2019**

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5	Operating Revenue Comparison
6	Operating Income Chart

**St. Peter's Episcopal Church**  
**Statement of Financial Position**  
**As of October 31, 2019 and September 30, 2019**

	<u>10/31/2019</u>	<u>9/30/2019</u>
<b>Assets</b>		
Cash - Unrestricted	\$ 100,918	\$ 92,416
Cash - Restricted	\$ 143,957	\$ 116,973
Marketable Securities	\$ -	\$ 8,678
Prepaid Expenses & Receivables	\$ 4,267	\$ 4,850
Land	\$ 303,000	\$ 303,000
Depreciable Assets - Net	\$ 1,037,607	\$ 1,037,607
Donated Assets-Crypt & Cemetary Plots	\$ 2,000	\$ 2,000
Vanguard Brokerage Account	\$ 237,203	\$ 237,203
<b>Total Assets</b>	<u>\$ 1,828,952</u>	<u>\$ 1,802,727</u>
<b>Liabilities</b>		
Accrued Expenses	\$ 816	\$ 816
Curacy Grant	\$ 1,635	\$ 1,635
Tenant's & Property Use Deposits	\$ 100	\$ 100
Mortgage on Lamar Street House	\$ 91,151	\$ 91,927
SOF Line of Credit	\$ 20,000	\$ 20,000
<b>Total Liabilities</b>	<u>\$ 113,702</u>	<u>\$ 114,477</u>
<b>Net Assets</b>		
Unrestricted:		
Fund Principal	\$ 1,334,090	\$ 1,334,074
Restricted :		
Capital Improvement Account	\$ 25,583	\$ 24,083
Temporarily Restricted	\$ 118,373	\$ 92,889
Permanently Restricted	\$ 237,203	\$ 237,203
<b>Total Net Assets</b>	<u>\$ 1,715,250</u>	<u>\$ 1,688,250</u>
<b>Total Liabilities, Fund Principal &amp; Restricted Funds</b>	<u>\$ 1,828,952</u>	<u>\$ 1,802,727</u>

St. Peter's Episcopal Church  
Statement of Revenue and Expenses - Summary View  
For the month ended October 31, 2019

	Month			YTD			Budget Remaining
	Actual	Budget	Vs Budget	Actual	Budget	Vs Budget	
<b>Revenue</b>							
Operating Offerings	\$ 58,105	\$ 56,733	\$ 1,372	\$ 561,446	\$ 567,328	\$ (5,881)	\$ 119,347
Other Revenue	\$ 48	\$ 592	\$ (543)	\$ 10,474	\$ 5,917	\$ 4,557	\$ (3,374)
<b>Total Revenue</b>	<b>\$ 58,153</b>	<b>\$ 57,324</b>	<b>\$ 829</b>	<b>\$ 571,920</b>	<b>\$ 573,244</b>	<b>\$ (1,324)</b>	<b>\$ 115,973</b>
<b>Operating Expenses</b>							
Personnel	35,700	\$ 34,496	(1,204)	339,476	\$ 344,960	5,484	74,476
Overhead	6,758	\$ 5,882	(877)	48,171	\$ 58,818	10,646	22,410
Facility	6,145	\$ 4,423	(1,722)	49,404	\$ 44,229	(5,175)	3,671
Outreach & Diocesan	6,770	\$ 7,079	308	67,500	\$ 70,787	3,287	17,444
Congregational Life		\$ -			\$ -		
Music Ministries	1,166	\$ 1,208	42	10,105	\$ 12,083	1,978	4,395
Chrisitan Formation	1,917	\$ 2,187	270	15,511	\$ 21,868	6,358	10,731
Events	-	\$ 338	338	2,883	\$ 3,375	492	1,167
Ministry Coordinator Expenses	322	\$ 283	(39)	1,664	\$ 2,833	1,169	1,736
Worship Supplies	467	\$ 422	(45)	5,788	\$ 4,217	(1,571)	(727)
Other Congregational Life	185	\$ 665	481	4,817	\$ 6,655	1,837	3,168
<b>Total Budgeted Operating Expenses</b>	<b>59,430</b>	<b>56,982</b>	<b>(2,448)</b>	<b>545,319</b>	<b>569,825</b>	<b>24,506</b>	<b>138,471</b>
<b>Net Operating Revenues</b>	<b>(1,277)</b>	<b>342</b>	<b>(1,619)</b>	<b>26,601</b>	<b>3,419</b>	<b>23,182</b>	<b>(22,498)</b>
<b>Non Operating Income / (Expense)</b>	<b>1,294</b>	<b>\$ 532</b>	<b>762</b>	<b>11,132</b>	<b>\$ 5,322</b>	<b>5,810</b>	<b>(4,746)</b>
<b>Non Income Statement Expenditures</b>							
Scheduled Loan Payments - Lamar St. House	776	\$ 766	(10)	7,602	\$ 7,658	55	1,587
Fixed Asset Additions-Operating Budget	-	\$ 108	108	-	\$ 1,083	1,083	1,300
Fixed Asset & Debt Reductions-Donor Specified	-	\$ -	-	-	\$ -	-	-
<b>Total Non Income Statement Expenditures</b>	<b>776</b>	<b>874</b>	<b>98</b>	<b>7,602</b>	<b>8,741</b>	<b>1,138</b>	<b>2,887</b>
<b>Net Total Before Vestry Action</b>	<b>\$ (759)</b>	<b>\$ 0</b>	<b>\$ (759)</b>	<b>\$ 30,130</b>	<b>\$ 0</b>	<b>\$ 30,130</b>	<b>\$ (30,130)</b>
Specific Vestry Action Items (Vicarage							
Expenses-including fixed asset)	0	0	0	18,101	0	0	0
Specific Vestry Action Items (Additions to							
Capital Improvement)	0	0	0	6,000	0	0	0
<b>Net Total After Vestry Action</b>	<b>\$ (759)</b>	<b>\$ 0</b>	<b>\$ (759)</b>	<b>\$ 6,029</b>	<b>\$ 0</b>	<b>\$ 30,130</b>	<b>\$ (30,130)</b>



**St. Peter's Episcopal Church**  
**Statement of Cash Flow**  
**For the month ended October 31, 2019**

	<b>Actual</b>
<b>Cash Flow from Operating Activities:</b>	
Net Operating Revenues (Loss)	\$ (1,277)
Adjustments to Reconcile Change:	
Prepaid Expenses	583
Payables, Deposits, and Prepaid Revenue	-
Temporary Restricted Funds	26,984
Rental Property Activities	<u>1,294</u>
Net Cash Provided by Operating Activities:	27,584
 <b>Cash Flow from Investing Activities:</b>	
Net Cash Provided by Investing Activities:	8,678
 <b>Cash Flow from Financing Activities:</b>	
Loan Advance	-
Principal Payments on Mortgage	<u>(776)</u>
Net Cash Used from Financial Activities	(776)
 <b>Cash Flow from Special Vestry Actions:</b>	-
 Net Increase (Decrease) in Cash	35,486
 <b>Cash and Cash Equivalents</b>	
Beginning	\$ 209,388
Ending	\$ 244,874

<b>Shaping Our Future Summary</b>	
<b>Current Month Transactions:</b>	
Shaping Our Future Donations	13,035
Shaping Our Future Outflows	<u>6,081</u>
Monthly Net	6,954
 <b>Total SOF Funds:</b>	
Restricted Funds Pre-2018	\$ 165,422
2018 Net Transactions	\$ 104,237
Current Year's Net Transactions	<u>\$ (240,003)</u>
Total Available	<u>\$ 29,656</u>
Outstanding Loan Amount	<u>\$ 20,000</u>
Net After Loan	49,656

**St. Peter's Episcopal Church**

Audit Procedures  
11/1/2019

In accordance with the Episcopal Diocese of Dallas procedures, St. Peter's will obtain outside audits performed by a CPA at least once every four years. The next outside audit is scheduled to be performed on St. Peter's 2019 financial results and should be available in the Fall of 2020.

A handwritten signature in cursive script that reads "Mariana Pearson".

**Mariana Pearson**  
Parish Administrator



# THE EPISCOPAL CHURCH

THE DOMESTIC AND FOREIGN MISSIONARY SOCIETY  
OF THE PROTESTANT EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA

FOUNDED 1821 ■ INCORPORATED 1846

January 18, 2008

To whom it may concern:

The Protestant Episcopal Church in the United States of America, also known as the Episcopal Church, whose federal tax identification number is 31-1629166, is an unincorporated association that has since the 1940s continuously enjoyed an explicit federal “group” tax-exemption under the Internal Revenue Code. The Church’s status is currently reflected in its listing in the IRS Cumulative List of Tax Exempt Organizations, p. 2538 (2003 ed.) (note the Code “1” in the listing denoting group exemption).

The Church’s Group Exemption Number is GEN. No. 3741.

This exemption covers the Episcopal Church and those of its “Dioceses in the U.S. and Institutions Thereof” that elect to come under the group exemption, even though the latter are not separately listed in the Cumulative List.

According to our records, the following organization is covered by this exemption since May 2001: The Episcopal Diocese of Dallas – 1630 North Garrett Avenue, Dallas, TX 75206 – EIN #75-0800638.

Sincerely yours,

N. Kurt Barnes  
Treasurer

THE EPISCOPAL CHURCH CENTER

815 SECOND AVENUE NEW YORK, NY 10017-4503 USA ■ 212-716-6000 ■ 800 334-7626 ■ [www.episcopalchurch.org](http://www.episcopalchurch.org)

**Internal Revenue Service**

**Department of the Treasury  
P.O. Box 2508  
Cincinnati, OH 45201**

**Date:** August 5, 2003

**Person to Contact:**

Ms. Smith #31-07262  
Contact Representative

Protestant Episcopal Church in the  
United States of America  
Episcopal Church  
815 2<sup>nd</sup> Ave.  
New York, NY 10017-4503

**Toll Free Telephone Number:**

8:00 A.M. to 6:30 P.M. EST  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

31-1629166

**Group Exemption Number:**

3741

Dear Sir or Madam:

This is in response to your request of August 5, 2003 regarding a copy of your organization's group exemption letter.

In January 1940 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, *Exempt Organization Business Income Tax Return*. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid each employee during a calendar year. This does not apply, however, if your organization makes or has made a timely election under section 3121(w) of the Code to be exempt from such tax. Your organization and its subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).