Episcopal Church of the Nativity
Vestry Meeting Minutes
April 21, 2026
Ridley Hall

I. Attendance
Vestry present: Minda Alexander, Pamela Briggs, Gail Brown, Jennifer Dill, Erin Elliott, Jay Epps, Jim Gaines, David Hardy, Andrea Jernigan, Elizabeth Knight, Tommy Lotz, Caroline Mauldin, Mike Miller, Stephanie Ortel, and Mark Purvis

Vestry absent: Elizabeth Fleming, Ben Tieslau, Ward Wilson

Clergy present: The Rev. Michael Goldsmith, The Rev. Rosie Veal Eby, The Rev. Dr. Melissa Hartley, and The Rev. Dr. Bob Serio

II. Erin Elliott offered the devotion. Father Michael Goldsmith called the meeting to order.

III. Minutes
Tommy Lotz noted in the Treasurer's Report section that RPF should read RFP. David Hardy noted the audit report from Koexco should be dated March 2026, not 2025, and in the Summary of Engagement section, the audit year ending date should be 2025 rather than 2024. Andrea Jernigan mentioned she and Jim Gaines attended the diocesan vestry training in Birmingham. She was pleased to discover that Nativity's vestry is already implementing most of the policies suggested at the meeting. One suggestion not currently in place was the use of a group messaging app for vestry members. Andrea will look into What's App and Group Me and report back to the vestry. Caroline Mauldin thanked Madi for her efforts in coordinating a successful youth confirmation retreat. Gail Brown is making prayer beads for Nativity's 24 confirmands. Pamela Briggs made a motion to accept the March vestry minutes, Minda Alexander seconded. **Motion carried.**

IV. Ministry Reports
Father Michael asked the vestry to review the ministry reports included in their packet and asked for any additional ministry reports. Jennifer Dill offered thanks to the Cookbook Committee for achieving sales that enabled the vestry loan of $70,000 to be repaid. Minda Alexander proposed establishing a quarterly parish clean-up day to help ease the burden on staff. Father Michael stated the proposal of a cleaning ministry would be revisited at the next vestry meeting.

V. Treasurer's Report
David Hardy reviewed the March financials noting income was $87k above the budget, expenses were 1% below budget, and utilities have normalized. Bank fees have

increased due to the percentage of parishioners who opt not to pay the optional fee when making an online purchase. There was a question as to why the payment of the credit card fee was optional; David stated he would bring this up for discussion at the next finance committee meeting.

David reported on the findings of the 2025 audit. Recommendations included a monthly reconciliation of monies invested with Morgan Stanley and the monies in Premier Bank, and the certification of Nativity's financial policies be made on an annual basis rather than every 3 years. David recommended accepting the audit recommendations as written. Stephanie Ortel made a motion to accept the audit policy changes as written, Minda Alexander seconded. **Motion carried.**

David recommended adding the finance committee's construction loan draw policy as written as an amendment to the Finance Policy and Procedures. The vestry discussed this recommendation. Jim Gaines made a motion to accept the Finance Committee's proposal as written and the updated Finance Policy and Procedures, Erin Elliott seconded. **Motion carried.**

VI. Senior Warden Report

Minda Alexander reported that she and Tommy Lotz had signed the loan draw approval documents at Premier Bank. She thanked Austin for her diligence during the recent banking transition. She shared that in a conversation with Amanda Ragland, The Vine's timeline for vacating 333 Frankin St. in June is still on schedule. Minda discussed the importance of a vestry decision on the future of the 333 Franklin property in 2026. The vestry discussed the costs and benefits of renovating the property vs. tearing it down and constructing a parking lot. Father Michael will redistribute the financial analysis previously conducted, and the vestry will revisit these options.

VII. Junior Warden Report

Several Buildings and Grounds issues were discussed. Jabbar will take over mowing the grass. An electric mower will be purchased that can be stored inside the church. The cancellation of the lawn service will provide an annual savings of $11k. Father Michael noted the 2027 maintenance budget will increase due to the cleaning of additional bathrooms as part of the accessibility project. He discussed different personnel options that could handle the additional workload.

VIII. Clergy Reports

Deacon Bob reported that the Lunch Bunch will meet for the last time this academic calendar. He announced August 23 as the next Sleep in Heavenly Peace build date in conjunction with St. Thomas. The next Men's Retreat has been scheduled for Valentine's weekend 2027. The next Cursillo will be held May 28-31. Those interested in attending should contact Deacon Bob, Mother Rosie, or David Collette.

Mother Melissa reported that the attendance for the three Easter Services and the Easter Vigil totaled almost 1,300 people. This coming Sunday will be Care of Creation Sunday with an informational table set up in Ridley Hall. May 3 at the 8:45 service will be Confirmation Sunday with the Bishop. There will be 18 youth and 6 adult confirmands. A reception will follow at 10:00, and the Bishop will preach at the 11:00 service. Youth Sunday will be May 17. Our seminarian, Jesse Lane Johnson, will be with us through the first week in June. Our fall seminarian, Maddie Leone, has been confirmed. Sister Madeline May from Sewanee conducted the program at the most recent Daughters of the King meeting. Prayer plants were provided by Gail Brown.

Mother Rosie reported on a successful shoe giveaway at First Stop on Maundy Thursday; about 100 pairs of shoes were provided to those in need. ECW will gather for bowling this Sunday 5:00-7:00 at AMF Lanes. The Men's GenXYZ Sunday School group will now be meeting at 333 Franklin St. This Sunday following the 11:00 service will be an informational meeting for a Social Justice Pilgrimage to Washington, D.C. in the spring of 2027. The women's retreat at the Retreat Center in Cullman has been scheduled for the first weekend in December. The retreat will have an Advent theme.

Father Michael proposed adding an "Other Vestry Business" section to the agenda just before the Clergy Report section. He shared the celebration of two newly ordained priests at St. Thomas last week: Taylor Johnson and Jeannie Randall.

Father Michael gave an update on the termite litigation. Arbitration was originally scheduled for the end of June. However, due to the surgery of one of our litigators, arbitration will be rescheduled sometime after June.

Father Michael and Austin met with the capital campaign consultant to discuss ways to bridge the $1.1 million gap between funds raised and expected costs. Strategies focused on information awareness through videos, written materials, and a more targeted ask later in the year. In addition, at the end of 2027, parishioners will be asked to consider making a pledge to the campaign for one more year. $30k additional gifts have been received since the mailer went out last week. It was decided that the current stewardship strategy will remain in place.

Father Michael announced that during Madi's maternity leave, her administrative duties will be performed by Emily Cantrell. Emily and her husband, Derek, will cover Madi's other duties. Father Michael closed by offering his appreciation and thanks to the clergy and staff for a smooth, stress-free Holy Week and Easter.

After reciting the Lord's Prayer, the meeting was adjourned.

Minutes submitted by Elizabeth Knight.

Children's Formation Vestry Report

March 2026

The VBS Committee met and is continuing to work on planning for VBS and Kickoff. We are doing a carnival theme this year and our title is "Come One, Come All". Our focus will be that God's love is for everyone! VBS is June 15-17 from 1-4pm. VBS Kickoff will be in the Nativity Courtyard after the 11:00 service on June 14. Everyone is invited for yard games, a hotdog cookout, and Kona Ice!

Club 56 joined the Youth for EYC and had a Family Game Night! They also used this night to donate board games to Second Mile. This night was a fun night of fellowship for kids and parents and allowed Club 56'ers to have a sneak peek of EYC.

Parents of Young Children had their monthly meet up on March 9.

Lent in a Bag was made available to parishioners all month. Around 75 bags were given out throughout the month.

Spaghetti Supper continued this month. We had about 10 kids and we made "Resurrection Gardens" in preparation for Easter. As we built the gardens we talked through the events of Holy Week.

Easter Vigil, Easter morning Chapel, and Easter Egg Hunt preparations are being made and finalized.

Emily Cantrell
Director of Christian Formation

Nativity Youth & Young Adults – April 2026

What we have been doing recently:

- Oh! The Pasta-bilities Lenten Bible Study w/ Derek Cantrell (14 in attendance at last meeting)
- Confirmation Classes (18 youth attending)
- Packing Easter Egg Hunt Boxes

What's coming up:

- Confirmation Day Retreat
- Senior Send-Off Dinner
- Confirmation on May 3rd

Our Lenten Bible study, Oh! The Pasta-bilities, began on March 3rd! We had 7 youth in attendance each week, with the final meeting having 14 youth in attendance.

We packed over 100 boxes for the Easter Egg Hunt treat boxes! We love finding ways to support the children's program and hope to find more projects to help with in the future.

Our Confirmation Retreat will be help April 18th at Monte Sano! This is one of my favorite events of the year. It is a special morning of learning how to navigate the Book of Common Prayer, laughter, and overall fellowship.

Confirmation classes are in full swing! We have 18 youth attending, and we hope all 18 make the choice to be confirmed in May.

AGAPE! And thank you all for your support!

-Madeleine Bell-Colpack

Parish & Community Engagement

Membership

Vestry Report for April 2026

Kayela Allen

Parish & Community Outreach

- **Last month's recap:**
  - March
    - March 8th – New Comer's Pancake Breakfast
      - We had a great turnout for this and met a lot of visitors and new members!
      - The goal is to have 2 of these events per year. The next one will be August 23rd.
    - March 10th – Randolph School Field Trip
      - The students were spending a day observing various works of religious art around town: First Baptist's Mosaic Jesus, some of the works at Temple B'nai Sholom, etc. For a large portion of it, Ronald Hogan (the creator of the stained-glass window at Nativity) led a talk and discussion about his work and the ins and outs of stained-glass composition.
    - March 14th – St. Patrick's Day Parade – The Welcome Center was open for duration of the parade, and we continue to hear gratitude for our doors being open and providing a space from the outside elements, a restroom, and light refreshments.
    - March 29th – Palm Crosses – During the formation hour on Palm Sunday, we had palm cross making, which was such a fun event and a great way to meet new people.
  - March 25th – Spaghetti Supper – typical attendance: 85 or so plates were served.
- **Looking forward to:**
  - April
    - April 23rd – Parish Retreat Committee Meeting 5:30-6:30 pm.
      - We will begin planning for this year's parish retreat that will be at Camp McDowell September 25-27.
    - April 26th – ECW gathering at AMF Bowling Lanes
    - April 28th – Lunch Bunch: Huntsville Learning Center will be presenting as well as receiving donations of snacks for their summer camp. They will be collecting these through May 31st.
    - April 29th – Spaghetti Supper
  - Volunteer Opportunities:
    - Parish Engagement

        - Help with events taking place throughout the year at Nativity.
    - Community Engagement & Outreach
        - Friends of 400
            - A non-profit organization in downtown Huntsville who serves underprivileged families in many ways.
            - Contact Kayela for more info.
        - Meals on Wheels
            - Urgent need for volunteers! Please contact Donna Rush.
        - Huntsville Learning Center
            - Snack donations for summer camp: individually wrapped, nut-free snacks.
- Last Spaghetti Supper of the School Year
    - May 27th
- Nativity Trash Pandas Game
    - August 9th – Chorister will be singing the National Anthem, throwing out the first pitch, and enjoying the game together!
- Ministry Fair
    - August 16th
- Breakfast Together
    - August 23rd
- Nativity Fest
    - August 30th
- Parish Retreat
    - September 25th–27th
- Women's Retreat
    - December 4th–6th at St. Bernard's Retreat Center in Cullman.

Membership

Since the beginning of April, we have added 4 new members and received 7 new visitors – 3 of whom are interested in membership.

Our process for membership has been as follows:

Step 1: Visitor cards collected from offering plates are passed along to Mother Rosie and myself.

Step 2: Mother Rosie sends out an initial welcome email while I input their information into a spreadsheet that keeps up with what each person is interested in, who from the staff contacts them, and where they are in the process of membership. I also put them in touch with the different ministries they are interested in.

Step 3: I then follow up with each one a few weeks later and check in on them.

Step 4: As visitors are interested in membership, I take care of their transferring details and get them added into ShelbyNext and guide them through our online directory.

Step 5: Their information, then, is recorded in our physical membership books.

**We will be streamlining this process as well so that we are less likely to miss anyone.

Below is a list of names of new members and visitors.

Names of New Members:
Heidi Chausse
Charles, Candace, & Taylor Bruce

Names of Visitors:
Samantha Whitaker
Charles Tanner
Mark Reed
Will & Katie Tomlinson
Michael Smith

**Thank you all for helping everyone feel so welcomed!!

Kayela Allen

Director of Parish & Community Engagement

And Membership

MEMORANDUM

TO: Church of the Nativity Vestry
FROM: Safety and Security Committee
DATE: April 16, 2026
SUBJECT: Safety and Security Committee Update – April 2026

This memorandum provides an update on recent activities and recommendations from the Safety and Security Committee.

Security

Officer Savage continues to provide valuable assistance to the Nativity community on Sunday mornings. His consistent presence over the past two years has helped him build trust among our parishioners. We were saddened by the passing of Dave Gallaher, who had developed a strong friendship with Officer Savage.

Safety

Winter Weather Preparations

On the weekend of January 24-25, the committee addressed icy conditions around the church entrances caused by freezing rain. Carter Wells, my son Will, and I successfully cleared the walkways to ensure safety for a wedding service.

To better prepare for future winter weather, we recommend the following:

- Replenish the church's salt supply.
- Purchase several large tarps to cover high-traffic walkways.

Pre-treating walkways with salt and covering them with tarps is the most effective method for preventing slips and falls during icy conditions.

Tornado Season Awareness

As we enter tornado season, we urge everyone to remain vigilant about weather conditions. Tornadoes pose a significant threat to our personnel and property. The church basement serves as a secure shelter for all employees in the event of a tornado warning.

CPR & AED Training

A CPR and AED familiarization class was recently held for approximately 35 members of the congregation, primarily composed of Ushers and Vestry members. The session also included a brief discussion on how to respond and communicate during an active aggressor event. We are grateful to Mother Melissa for her assistance in coordinating this training.

To ensure continued preparedness, we recommend this class be offered at least annually. I am available to conduct this training for smaller, specific groups upon request.

Easter Vigil Fire Pit

The committee assisted the clergy with the ceremonial fire for the Easter Vigil service. After an unsuccessful attempt to repair the old fire pit, a new one was purchased. This new fire pit is not designed for outdoor storage and has been placed in the office basement to protect it from the elements. To ensure its longevity, we recommend its use be reserved exclusively for the annual Easter Vigil service.

The Episcopal Church of the Nativity
Buildings and Grounds Committee Meeting Notes
Monday, April 13, 2026
12pm

Present: Joe Cooper, Father Michael Goldsmith, Jabbar Jasper, Tommy Lotz, Tom Lydon, Theresa McGinnes, Jerry Nutt, Rachael Samples, Ralph Shuey, Chris Singer

Father Michael opened the meeting with a prayer.

Report from Jabbar Jasper regarding April 2026 projects

- Currently waiting on quotes to change the old lights to new more sustainable, long lasting options.
- HVAC preventative maintenance.
- Outdoor light check to confirm which lights are currently operable.
- Working on irrigation system to adjust timing and function of sprinklers.
- Jabbar will begin mowing grass going forward. Electric lawn mower will be purchased.

Accessibility Project

- Ridley Hall will be closed from 4/13-4/24 to construct walls. Ridley foyer will not be affected. Banister Room will be accessible from inside Ridley and Church side.
- Michael reported that electrician has come across some things that aren't up to code. A list will be made to notify committee of necessary updates. This will be outside of the accessibility budget. Will be getting quotes.
- Michael thanked Jerry and Chris for coming to architect meetings held every other Tuesday.
- After construction there will be 16 bathrooms. Michael brought this up to start thinking of ways to cover these cleaning costs.
- Austin Cook met with Jordan from Fite and we are on schedule and on budget.
- An additional 1 million is needed – going to do an additional campaign. A loan has been secured from Premier Bank. Loan is up to 3mil, have not started borrowing on this loan.
- An additional campaign will be done for this additional 1mil. Austin and Michael are meeting with campaign consultant to figure out goals.
- Committee did a walk through of the construction going on in Ridley with Michael going over renderings of what the area will look like.

Termite Update

- Litigation will begin in June.

Greene Street Market – Parking

Fite will be parking in the 333 bldg parking lots during market.
Staff will park along east wall in County lot across from Nativity lot as well as the street.

Bibb Chapel

- New bathroom outside of Chapel is working. A few more aesthetic things need to be completed. This bathroom was designed with more of a home feel, rather than a commercial design.

Meeting adjourned.
Submitted by – Rachael Samples

Episcopal Church of the Nativity
Finance Committee Meeting Minutes
Tuesday April 14, 2026
Welcome Center

I. Attendance

Committee members present: Patrick Fleming, David Hardy (phone), Tommy Lotz, Ward Wilson

Clergy present: Rev. Michael Goldsmith, Rev. Rosie Veal Eby and Rev. Dr. Melissa Hartley

Staff present: Austin Cook

II. Minutes

David Hardy reviewed the March financials noting that income is up and expenses are on track. He highlighted that bank card service fees are higher than expected. Austin is working with Shelby systems to figure out how to balance that going forward. He also noted that the utility bills have stabilized for the month. No other concerns about the March financials.

David reviewed the recent 2025 audit report and discussed the findings from the auditor. David will present this to the vestry at the next vestry meeting.

David reviewed the proposed Construction Loan Draw policy with the Finance Committee. The committee discussed and approved this policy. David will present this and the other Finance Policies and Procedures to the vestry for approval.

Austin explained that the construction loan paperwork has been signed and the loan is officially in place. Premier Bank is working on paperwork for the new accounts and helping to create a plan for transferring everything over to Premier Bank.

Father Michael explained that he and Austin are meeting with Richard Rogers from Horizons tomorrow to start working on a plan for a close the gap campaign. Austin noted that we will need to draw money from Morgan Stanley soon and she will talk to Grant Thomson to confirm the CD renewal dates.

Father Michael reported that we are planning to cancel our services with Coleman Landscaping and Jabbar Jasper will begin taking care of the grass for the church as part of his current hours. This should save Nativity about $11,000 a year. He is also working on a plan for keeping the building clean once the construction is done and is thinking ahead to the 2027 budget.

No further discussion. Minutes submitted by Austin Cook.

Statement of Financial Position for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2026

Account	YTD Current
Current Assets	
Cash/Checking - First Commercial (General)	$51,046.25
Cash/Checking - Synovus Venmo Transfers	$100.00
Cash/MM (Synovus) General Fund	$605,831.86
Morgan Stanley MM	$1,553,812.96
Rector's Discretionary Fund	$372.44
Curate Discretionary Fund	$2,708.98
Outreach Missioner Discretionary Fund	$2,002.39
Deacon Discretionary Fund	$193.04
Flower Guild Checking (Regions)	$12,490.17
Flower Guild CD's (Regions)	$10,471.47
Total Current Assets	$2,239,029.56
Fixed Assets	
Building & Improvements	$6,000,000.00
333 Franklin St. Property	$900,000.00
Greene Street Property	$392,776.25
Highland Ave Rectory	$619,542.41
Total Fixed Assets	$7,912,318.66
Restricted Assets	
Endowment Funds - Episc Diocese of AL	$1,233,535.21
Custodial Funds - Episc Diocese of AL	$134,817.88
Total Restricted Assets	$1,368,353.09
ASSETS	$11,519,701.31
LIABILITIES & EQUITY	
Liabilities & Designated Funds	
LOANS	$0.00
Withholdings	
Withholdings	$952.57
Total Withholdings	$952.57
Designated Funds	
Special Funds	($1,939,966.76)
Total Designated Funds	($1,939,966.76)

Statement of Financial Position for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2026

Account	YTD Current
Temp. Restricted Checking Accounts	
Miscellaneous Liabilities	$0.00
Rector's Discretionary Fund	($372.44)
Curate Discretionary Fund	($2,708.98)
Deacon Discretionary Fund	($193.04)
Daughters of the King (Regions)	$0.00
Flower Guild Checking (Regions)	($12,490.17)
Flower Guild CD's (Regions)	($10,471.47)
Outreach Missioner Discretionary Fund	($2,002.39)
Total Temp. Restricted Checking Accounts	($28,238.49)
Total Liabilities & Designated Funds	($1,967,252.68)
Equity	
Special Ministry Events	$0.00
Food Services	($3,199.86)
Retained Earnings	($9,549,248.77)
Total Equity	($9,552,448.63)
TOTAL LIABILITIES & EQUITY	($11,519,701.31)

Budgeted Financial Statement for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2026
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
NET INC/(EXP)								
INCOME								
Pledges and Plate	$1,894,392.48	$157,866.05	$173,637.88	$473,598.03	$570,681.00	$166,575.26	$528,863.16	$1,803,230.41
Misc. Income	$97,000.00	$8,083.35	$5,135.52	$24,249.85	$14,204.13	$7,949.23	$23,470.43	$167,924.60
TOTAL INCOME	**$1,991,392.48**	**$165,949.40**	**$178,773.40**	**$497,847.88**	**$584,885.13**	**$174,524.49**	**$552,333.59**	**$1,971,155.01**
EXPENSES								
Diocese & Missions	$227,325.55	$18,943.80	$20,836.55	$56,831.35	$68,485.34	$20,039.56	$63,597.73	$214,633.18
Outreach	$189,425.00	$15,785.51	$17,001.25	$47,355.41	$46,003.75	$12,001.30	$45,003.80	$182,890.52
Salaries and Benefits	$1,099,122.84	$91,593.59	$93,123.87	$274,780.53	$276,996.98	$81,790.63	$243,751.77	$1,029,231.81
PARISH OPERATIONS								
Supplies	$42,250.00	$3,520.86	$5,512.29	$10,562.26	$12,694.61	$6,170.70	$13,407.15	$45,766.79
Computer Expenses	$15,300.00	$1,275.01	$1,222.47	$3,824.91	$3,666.53	$1,240.71	$3,637.73	$15,804.83
- Parish Expenses	$29,775.00	$2,481.27	$1,800.29	$7,443.57	$9,175.02	$1,636.73	$10,794.12	$28,963.12
Clergy Expenses	$13,200.00	$1,100.02	$467.86	$3,299.82	$2,693.39	$624.12	$2,188.59	$11,696.33
TOTAL PARISH OPERATIONS	**$100,525.00**	**$8,377.16**	**$9,002.91**	**$25,130.56**	**$28,229.55**	**$9,672.26**	**$30,027.59**	**$102,231.07**
- PARISH FORMATION PROGRAMS								
CHRISTIAN FORMATION - CHILDREN	$21,000.00	$1,750.03	$2,395.71	$5,249.73	$2,946.15	$1,805.81	$4,942.23	$21,587.13
CHRISTIAN FORMATION - ADULT	$9,495.00	$791.26	$243.41	$2,373.66	$2,043.26	$1,036.96	$1,300.25	$5,971.70
- CHRISTIAN FORMATION - YOUTH	$22,500.00	$1,875.02	$2,160.39	$5,624.82	$5,040.42	$1,441.25	$4,906.00	$19,498.87
TOTAL - PARISH FORMATION PROG	**$52,995.00**	**$4,416.31**	**$4,799.51**	**$13,248.21**	**$10,029.83**	**$4,284.02**	**$11,148.48**	**$47,057.70**
PARISH PROGRAM								
- WORSHIP	$1,800.00	$150.01	$0.00	$449.91	$54.50	$0.00	$10.68	$867.22
- ALTAR GUILD	$2,800.00	$233.36	$445.60	$699.76	$1,637.62	$672.29	$1,073.71	$3,225.61
- PARISH & COMMUNITY ENGAGEM	$22,150.00	$1,845.87	$1,763.04	$5,537.17	$6,174.64	$2,066.13	$2,888.55	$19,848.53
- PASTORAL CARE	$300.00	$25.01	$0.00	$74.91	$54.72	$0.00	$0.00	$93.26
- MUSIC	$47,000.00	$3,916.69	$3,759.43	$11,749.79	$9,070.95	$4,694.31	$10,232.08	$48,605.48
- STEWARDSHIP	$4,500.00	$375.01	$0.00	$1,124.91	$0.00	$0.00	$0.00	$1,193.15
- PILGRIMAGE & RECONCILIATION	$600.00	$50.00	$0.00	$150.00	$126.30	$0.00	$72.87	$271.16
TOTAL PARISH PROGRAM	**$79,150.00**	**$6,595.95**	**$5,968.07**	**$19,786.45**	**$17,118.73**	**$7,432.73**	**$14,277.89**	**$74,104.41**
PHYSICAL PLANT								

Budgeted Financial Statement for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2026
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
- BUILDING & GROUNDS	$204,300.00	$17,025.05	$14,057.70	$51,074.55	$41,658.28	$16,420.58	$46,813.85	$194,738.06
- LAWN & GARDEN	$15,050.00	$1,254.19	$1,076.45	$3,762.29	$2,551.45	$794.82	$2,674.82	$13,497.98
- NON-CORE FACILITY EXP	$23,500.00	$1,958.35	$845.14	$5,874.85	$2,400.74	$1,173.39	$3,464.60	$32,017.76
TOTAL PHYSICAL PLANT	**$242,850.00**	**$20,237.59**	**$15,979.29**	**$60,711.69**	**$46,610.47**	**$18,388.79**	**$52,953.27**	**$240,253.80**
- CAPITAL RESERVES	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL EXPENSES	**$1,991,393.39**	**$165,949.91**	**$166,711.45**	**$497,844.20**	**$493,474.65**	**$153,609.29**	**$460,760.53**	**$1,890,402.49**
TOTAL NET INC/(EXP)	**($0.91)**	**($0.51)**	**$12,061.95**	**$3.68**	**$91,410.48**	**$20,915.20**	**$91,573.06**	**$80,752.52**

Designated Fund Summary for Period 3 March **Fund Name: 0 General Fund**
Company: 1 Church of the Nativity
Fiscal Year: 2026

	Beg. Balance	Receipts	Disbursements	Difference	Ending Balance
Designated Funds					
21000 *Capital Improvement Re	$213,301.58	$0.00	$35,351.82	($35,351.82)	$177,949.76
21001 Cap Reserve/Surplus Prio	$29,500.63	$0.00	$8,891.69	($8,891.69)	$20,608.94
21025 *Elevator Fund	$1,600,454.45	$48,252.97	$249,351.55	($201,098.58)	$1,399,355.87
21030 Staff Bonus Pool	$26,172.39	$1,916.67	$0.00	$1,916.67	$28,089.06
21077 Outreach Special Funds	$3,354.83	$236.00	$0.00	$236.00	$3,590.83
21080 *Outreach - Greene St. M	$24,062.12	$0.00	$0.00	$0.00	$24,062.12
21094 Outreach Missioner Donat	$3,619.14	$0.00	$0.00	$0.00	$3,619.14
21200 Rob McCown Acolyte Trus	$1,121.23	$0.00	$0.00	$0.00	$1,121.23
21300 Frances Jones	$3,025.71	$0.00	$0.00	$0.00	$3,025.71
21350 Sophye Lowe Young Fund	$3,630.28	$0.00	$0.00	$0.00	$3,630.28
21400 Ann Daly Reynolds	$1,553.42	$0.00	$0.00	$0.00	$1,553.42
21650 Sue Fleming Memorial Tr	$500.00	$0.00	$0.00	$0.00	$500.00
21750 Weller Memorial	$3,024.51	$0.00	$0.00	$0.00	$3,024.51
21800 Legacy Society	$675.08	$0.00	$0.00	$0.00	$675.08
21999 Children's Christian Form	$4,268.89	$0.00	$0.00	$0.00	$4,268.89
22005 Joffrion Building Repairs	$210.00	$0.00	$0.00	$0.00	$210.00
22006 Preventive Maintenance	$8,011.61	$0.00	$0.00	$0.00	$8,011.61
22007 Organ Maintenance/Repa	$37,667.45	$0.00	$0.00	$0.00	$37,667.45
22025 Nativity Historic Preserva	$150.00	$0.00	$0.00	$0.00	$150.00
22050 Nativity Cookbook	($1,076.27)	$1,526.00	$0.00	$1,526.00	$449.73
22099 Memorial Funds (Undesig	$57,130.49	$2,860.00	$740.00	$2,120.00	$59,250.49
22100 Needlepoint Guild	$4,206.42	$0.00	$0.00	$0.00	$4,206.42
22110 ECW Funds	$1,251.65	$0.00	$0.00	$0.00	$1,251.65
22115 Daughters of the King	$2,603.93	$0.00	$82.80	($82.80)	$2,521.13
22116 DOK Jane Wacaster Cross	$950.00	$0.00	$0.00	$0.00	$950.00
22117 DOK Nat'l Dues Assistance	$150.00	$0.00	$0.00	$0.00	$150.00
22130 Altar Guild Special Fund	$11,248.45	$0.00	$0.00	$0.00	$11,248.45
22150 Garden Guild	$5,252.58	$1,500.00	$0.00	$1,500.00	$6,752.58
22160 Flower Guild	$780.00	$2,120.00	$0.00	$2,120.00	$2,900.00
22175 Memorial Garden Fund	$5,940.24	$0.00	$584.10	($584.10)	$5,356.14
22190 Hymnals/Prayer Books -	$592.29	$0.00	$0.00	$0.00	$592.29
22200 Cursillo Special Fund	$3,882.17	$0.00	$0.00	$0.00	$3,882.17
22225 Centering Prayer	$448.37	$50.00	$0.00	$50.00	$498.37
22300 Jennings Library Fund	$4,898.37	$0.00	$0.00	$0.00	$4,898.37
22325 Discretionary Fund	$220.00	$5,235.00	$5,345.00	($110.00)	$110.00
22425 Parish Event Scholarships	$2,428.00	$0.00	$0.00	$0.00	$2,428.00
22500 Nativity Friends of Music	$852.26	$0.00	$0.00	$0.00	$852.26
22501 Choir England Trip	$20,231.96	$0.00	$0.00	$0.00	$20,231.96
22502 Choir Fundraiser	$3,448.00	$0.00	$0.00	$0.00	$3,448.00
22510 Music Department Specia	$16,325.95	$2,757.55	$2,750.00	$7.55	$16,333.50
22520 Children's Choir	$869.64	$0.00	$0.00	$0.00	$869.64
22700 Event Fees & Expenses	$6,362.08	$0.00	$0.00	$0.00	$6,362.08
22750 EYC Funds	$4,344.00	$0.00	$0.00	$0.00	$4,344.00
22760 EYC Fundraiser	$11,712.62	$0.00	$7,736.47	($7,736.47)	$3,976.15
22775 Van Rental Fund	$7,133.67	$0.00	$0.00	$0.00	$7,133.67
22825 Harry Townes Residuals	$227.41	$0.00	$0.00	$0.00	$227.41
23100 Women's Retreat	$1,383.47	$0.00	$0.00	$0.00	$1,383.47
23200 Men's Ministry	$212.64	$0.00	$187.07	($187.07)	$25.57
23400 Spritual Development	$17,369.19	$0.00	$0.00	$0.00	$17,369.19
25500 Franklin St. Deposits/Fee	$6,000.00	$0.00	$3,000.00	($3,000.00)	$3,000.00
25600 Rectory Expenses	$6,062.10	$0.00	$0.00	$0.00	$6,062.10
25700 Clergy Sabbatical Fund	$10,416.60	$208.34	$0.00	$208.34	$10,624.94
26004 Computer Capital Reserv	$505.71	$0.00	$0.00	$0.00	$505.71
26006 Stephen Ministry Training	$293.00	$0.00	$0.00	$0.00	$293.00
26008 AV Upgrade Project	$448.95	$0.00	$0.00	$0.00	$448.95
26010 Senior Ministry	$8,304.70	$0.00	$0.00	$0.00	$8,304.70
26065 Church Merchandise	($1,398.34)	$15.00	$0.00	$15.00	($1,383.34)
26070 Parish Weekend	$994.11	$0.00	$0.00	$0.00	$994.11
Total Designated Funds	**$2,187,309.73**	**$66,677.53**	**$314,020.50**	**($247,342.97)**	**$1,939,966.76**

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March 14, 2025

The Church of the Nativity, Vestry

Huntsville, Alabama

Summary of Engagement

We have been engaged by The Church of the Nativity to conduct an Internal Audit as required by the Episcopal Diocese of Alabama for the year ending 2024 and to report to the Church Vestry the results of that Audit. The purpose of the Audit is to assess the effectiveness of the Church's internal controls and the Church's policies and procedures in the area of accounting and financial reporting.

Limited procedures were also performed to provide some assurance that the Church's year-end financial reports to the Church members and to the Episcopal Diocese of Alabama are reasonably correct. These procedures are not designed or intended to be a financial statement audit for purposes of providing an independent auditor's opinion on the financial statements as performed by a Certified Public Accountant.

We also provided some assistance in completing the necessary information to be submitted to the Episcopal Diocese of Alabama for the 2024 audit. Our observations, findings and recommendations from performing this internal control review are provided below. The procedures performed are discussed in the following section "Summary of Procedures."

To complete the audit submission to the Diocese: three forms in Appendix A should be completed and submitted by the Vestry: 1) Parish Audit Committee Certification to the Vestry, 2) Fidelity Bond Compliance Certificate, 3) Sexual Conduct Compliance Certificate. Also, a copy of this audit report with its findings, recommendations and attached year-end financial statements (Appendix B) should be submitted *together with a copy of the Vestry minutes indicating action taken by the Vestry in regard to the audit report.*

Summary of Procedures

Financial Statement Preparation and Reporting – Overall financial statement presentation was considered and the review processes related to the financial statements were discussed. The format, frequency and content of financial reporting to the Vestry were reviewed for reasonableness and best practice.

Contributions – Procedures surrounding the collecting, summarizing, depositing and recording of receipts and contributions were reviewed and documentation was reviewed for reasonableness and best practice.

Expenditures – Procedures surrounding the preparation of checks and check signing were identified and documentation was reviewed for appropriateness.

Bank Reconciliations – The bank reconciliation process and results was also reviewed.

Internal Controls - Overall internal controls were evaluated and procedures and relevant documents were evaluated and compared to best practice.

Vestry Authorizations – Vestry minutes for the year were reviewed. We evaluated whether major financial transactions were authorized by the Vestry and whether other required authorizations such as the use of discretionary funds and the approval of the Rector's housing allowance were approved by the Vestry and documented in the minutes.

Diocesan Internal Audit Checklist – The Audit Checklist provided by the Diocese for the conduct of Internal Audits was completed and submitted to the Audit Committee and Vestry. Together with this report it serves as documentation of the audit findings and procedures.

Findings and Recommendations

Based on our review, the internal controls and procedures surrounding, receipts, disbursements, reconciliations and financial reporting at the Nativity could be improved with the implementation of the following recommendation.

Reconcile bank accounts with Financial Statements Including Designated Funds Summary

Document the reconciliation between the bank and investment account statements with the financial statements presented to the Vestry, including the Designated Funds Statement. Based on a recommendation from last year the general bank account and savings accounts are reconciled to the general fund financial statements but a summary of designated funds and related savings and investment accounts is not included in the reconciliation or reported to the Vestry. All bank and investment account balances should be reconciled to the statements of financial position and designated funds statement, monthly.

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Annual Review of Financial Policies and Procedures.

The Financial policies and procedures should be reviewed annually and certified to the Vestry as operating as documented. Any deviations or adjustments or edits to reflect actual practice should also be reported to the Vestry.

This report is intended solely for the information and use of the Vestry of The Church of the Nativity, and others within the Episcopal organization. It is not intended to be used and should not be used by anyone other than those specified parties.

Sincerely,

T E Damman

Thomas E Damman

PARISH AUDIT COMMITTEE CERTIFICATION TO THE VESTRY
& VESTRY CERTIFICATION
AUDIT YEAR

PARISH OR MINISTRY ______________________CITY______________________

CHECKLIST FOR ITEMS DUE IN THE BISHOP'S OFFICE:

____ **Vestry or Governing Body Minutes from the meeting when the audit is discussed**
____ **Financial Statements**
____ **Fidelity Bond Compliance Form**
____ **Sexual Policy Compliance Form**
____ **Vestry Certification Form**

We have made an examination of the accounts of this parish or ministry for the calendar year indicated in accordance with the Parish Audit Program for the Diocese of Alabama and following such additional procedures as we deemed necessary. The following accounts were included in our examination:

Name of Account	Authorized Signers	Bank or Other
____________________	____________________	____________________
____________________	____________________	____________________
____________________	____________________	____________________

(continue list on back, if necessary)

To our knowledge our examination has included all accounts of the parish and its subsidiary organizations with the following exceptions:

Account	Reason for Omission
____________________	____
____________________	____

In our opinion, the accompanying financial statements fairly present the financial position and the results of operations of this parish/ministryfor the year 2023: (SIGNED BY MEMBERS OF THE AUDIT COMMITTEE)

____

____

____

VESTRY CERTIFICATION TO THE DIOCESE

The above Parish Audit Committee Certification was received by the Vestry of this parish at its meeting on ________________ and the action of the Vestry thereon is indicated in the **attached minutes**.

____________________________	____________________________
Rector, Priest in Charge, Interim	Senior Warden

SEXUAL CONDUCT POLICY COMPLIANCE CERTIFICATE
AUDIT YEAR –
(Return with Audit Documents & Forms)

The Diocese of Alabama has policies and procedures to aid in preventing and in responding to incidents of sexual misconduct including abuse and harassment. This policy requires each parish to regularly perform certain functions to assure proper screening, hiring, training, and supervision of all personnel. Because of the potential impact misconduct can have on the financial position of a parish, this review is included in the financial audit. The checkpoints on this form are not intended to list all requirements of the policy, however, the use of this form will help detect major deficiencies in compliance.

Policy	Compliance (Please Circle)
A copy of the Sexual Conduct Policies is distributed to new employees.	Yes / No
All vestry members have annually read and signed the Covenant for Sexual Responsibility, and the signed Covenants are on file in the parish office.	Yes / No
Background checks through the Bishop's office have been performed for all employees. Purely administrative personnel may be exempt.	Yes / No
Background checks have been performed for all volunteers involved in youth or children ministries including outside groups using church property (CE teachers may not require backgrounds checks in certain circumstances)	Yes / No No Volunteers
A certificate is on file in the parish office indicating that training in child sexual abuse prevention has been completed by every Church Worker working in youth and children ministries. Note, "Church Worker" includes volunteers. To arrange training, contact the Diocesan Office. Training is free and on-line. CE teachers are encouraged but not required to participate.	Yes / No No Children or Youth Activities
The parish checks sexual offender registries for the names of all employees, and for volunteers working directly in children and youth ministries every 5 years. (CE teachers are not exempt from this requirement)	Yes / No No Children or Youth Activities
All volunteers working in youth and children ministries and all employees (except purely administrative) have on file in the parish office a signed Covenant for Sexual Responsibility.	Yes / No
All volunteers involved in youth and children's ministries and all employees (except purely administrative) have a signed statement of Sexual Conduct (Church Worker's Statement on Sexual Conduct) on file in the parish office	Yes / No

Please note action recommended bringing the parish into compliance:

______________________________ Signature of Audit Committee Chair

______________________________ Signature of Rector, PIC, Interim Rector

FIDELITY BOND COMPLIANCE CERTIFICATE
AUDIT YEAR
Return with Audit Documents and Forms

The Diocese of Alabama maintains a Fidelity Bond (Crime policy) covering all parishes and diocesan agencies. This insurance through Chubb protects against loss from employee dishonesty, fraud, and forgery up to a limit of $500,000. The cost of this insurance is paid from diocesan covenant funds. The deductible is $50,000. This coverage is in addition to whatever coverage parishes may secure in their insurance policy. Note that coverage for the first $50,000 in loss is provided in Church Insurance of Vermont Policies. Parishes not insured by Church Insurance Company of Vermont should secure coverage for the first $50,000 in potential losses.

The following practices may impact coverage by the insurance carrier in the handling of funds. Please be sure your parish requires the following internal controls:

(1) two signatures are required on all checks.
(2) bank statements must be reconciled or reviewed each month by a person who is ***not*** *authorized to make deposits or sign checks.*
(3) a list of approved vendors should be maintained and variations from the list approved by someone other than the person issuing payments

Failure of any parish or agency to comply with these requirements may impact coverage.

Parish________________________________**City**________________________

1. This parish requires two signatures on all checks (Discretionary account may be excepted but may thereby be excluded from coverage under the Diocesan Crime policy) Yes No

2. Bank statements are reconciled or reviewed each month by a person who is **not** authorized to make deposits or sign checks and is not the bookkeeper. Yes No

3. Does your parish or ministry makes payments via ACH/EFT Yes No

4. If yes to #3, are payments subject to dual authorization or release? Yes No

5. Please note any exceptions and bring these to the attention of the Vestry:

Signed: ______________________________ ______________________________
Senior Warden Rector, Priest in Charge, Interim

Statement of Financial Position for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025

Account	YTD Current
Current Assets	
Cash/Checking - First Commercial (General)	$140,968.71
Cash/Checking - Synovus Venmo Transfers	$100.00
Cash/MM (Synovus) General Fund	$1,008,808.28
Morgan Stanley MM	$1,541,871.39
Rector's Discretionary Fund	$372.44
Curate Discretionary Fund	$105.95
Outreach Missioner Discretionary Fund	$260.91
Deacon Discretionary Fund	$193.04
Flower Guild Checking (Regions)	$10,822.47
Flower Guild CD's (Regions)	$8,160.37
Total Current Assets	$2,711,663.56
Fixed Assets	
Building & Improvements	$6,000,000.00
333 Franklin St. Property	$900,000.00
Greene Street Property	$392,776.25
Highland Ave Rectory	$619,542.41
Total Fixed Assets	$7,912,318.66
Restricted Assets	
Endowment Funds - Episc Diocese of AL	$1,198,040.39
Custodial Funds - Episc Diocese of AL	$130,938.50
Total Restricted Assets	$1,328,978.89
ASSETS	$11,952,961.11
LIABILITIES & EQUITY	
Liabilities & Designated Funds	
LOANS	$0.00
Withholdings	
Withholdings	($64,694.59)
Total Withholdings	($64,694.59)
Designated Funds	
Special Funds	($2,365,934.87)
Total Designated Funds	($2,365,934.87)

Statement of Financial Position for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025

Account	YTD Current
Temp. Restricted Checking Accounts	
Miscellaneous Liabilities	$0.00
Rector's Discretionary Fund	($372.44)
Curate Discretionary Fund	($105.95)
Deacon Discretionary Fund	($193.04)
Daughters of the King (Regions)	$0.00
Flower Guild Checking (Regions)	($10,822.47)
Flower Guild CD's (Regions)	($8,160.37)
Outreach Missioner Discretionary Fund	($260.91)
Total Temp. Restricted Checking Accounts	($19,915.18)
Total Liabilities & Designated Funds	($2,450,544.64)
Equity	
Special Ministry Events	$0.00
Food Services	($3,199.86)
Retained Earnings	($9,499,216.61)
Total Equity	($9,502,416.47)
TOTAL LIABILITIES & EQUITY	($11,952,961.11)

Designated Fund Summary for Period 12 December
Company: 1 Church of the Nativity
Fiscal Year: 2025

Fund Name: 0 General Fund

	Beg. Balance	Receipts	Disbursements	Difference	Ending Balance
Designated Funds					
21000 *Capital Improvement Re	$153,301.58	$0.00	$0.00	$0.00	$153,301.58
21001 Cap Reserve/Surplus Prio	$30,748.11	$0.00	$22,000.00	($22,000.00)	$8,748.11
21025 *Elevator Fund	$2,122,391.64	$163,066.17	$460,205.25	($297,139.08)	$1,825,252.56
21030 Staff Bonus Pool	$42,130.74	$25,282.50	$45,074.15	($19,791.65)	$22,339.09
21077 Outreach Special Funds	$10,206.63	$3,000.00	$7,242.60	($4,242.60)	$5,964.03
21080 *Outreach - Greene St. M	$1,062.12	$0.00	$0.00	$0.00	$1,062.12
21094 Outreach Missioner Donat	$4,254.97	$250.00	$191.14	$58.86	$4,313.83
21100 Greenway Trust	($537.26)	$537.26	$0.00	$537.26	$0.00
21200 Rob McCown Acolyte Trus	$1,121.23	$0.00	$0.00	$0.00	$1,121.23
21300 Frances Jones	$3,025.71	$0.00	$0.00	$0.00	$3,025.71
21350 Sophye Lowe Young Fund	$3,630.28	$0.00	$0.00	$0.00	$3,630.28
21400 Ann Daly Reynolds	$1,553.42	$0.00	$0.00	$0.00	$1,553.42
21650 Sue Fleming Memorial Tr	$500.00	$0.00	$0.00	$0.00	$500.00
21750 Weller Memorial	$3,024.51	$0.00	$0.00	$0.00	$3,024.51
21800 Legacy Society	$675.08	$0.00	$0.00	$0.00	$675.08
21999 Children's Christian Form	$4,268.89	$0.00	$0.00	$0.00	$4,268.89
22005 Joffrion Building Repairs	$210.00	$0.00	$0.00	$0.00	$210.00
22006 Preventive Maintenance	$7,871.61	$0.00	$0.00	$0.00	$7,871.61
22007 Organ Maintenance/Repa	$24,758.28	$0.00	$2,090.83	($2,090.83)	$22,667.45
22025 Nativity Historic Preserva	$870.00	$1,175.00	$2,045.00	($870.00)	$0.00
22030 The Bazaar Fund	$13,087.00	$0.00	$13,087.00	($13,087.00)	$0.00
22033 Bazaar - Greenery	$100.00	$0.00	$100.00	($100.00)	$0.00
22050 Nativity Cookbook	($12,094.12)	$7,168.03	$0.00	$7,168.03	($4,926.09)
22099 Memorial Funds (Undesig	$65,180.48	$90,902.50	$6,699.99	$84,202.51	$149,382.99
22100 Needlepoint Guild	$4,206.42	$0.00	$0.00	$0.00	$4,206.42
22115 Daughters of the King	$3,464.46	$175.00	$230.00	($55.00)	$3,409.46
22116 DOK Jane Wacaster Cross	$300.00	$0.00	$0.00	$0.00	$300.00
22117 DOK Nat'l Dues Assistance	$150.00	$0.00	$0.00	$0.00	$150.00
22130 Altar Guild Special Fund	$11,528.38	$0.00	$279.93	($279.93)	$11,248.45
22150 Garden Guild	$5,252.58	$0.00	$0.00	$0.00	$5,252.58
22160 Flower Guild	$2,150.13	$1,160.00	$3,310.13	($2,150.13)	$0.00
22175 Memorial Garden Fund	$5,432.29	$0.00	$292.05	($292.05)	$5,140.24
22190 Hymnals/Prayer Books -	$592.29	$0.00	$0.00	$0.00	$592.29
22200 Cursillo Special Fund	$1,894.88	$0.00	$0.00	$0.00	$1,894.88
22225 Centering Prayer	$448.37	$0.00	$0.00	$0.00	$448.37
22300 Jennings Library Fund	$4,898.37	$0.00	$0.00	$0.00	$4,898.37
22325 Discretionary Fund	$3,514.99	$6,821.68	$9,116.04	($2,294.36)	$1,220.63
22425 Parish Event Scholarships	$2,428.00	$0.00	$0.00	$0.00	$2,428.00
22500 Nativity Friends of Music	$1,052.26	$0.00	$0.00	$0.00	$1,052.26
22501 Choir England Trip	$20,231.96	$0.00	$0.00	$0.00	$20,231.96
22502 Choir Fundraiser	$3,448.00	$0.00	$0.00	$0.00	$3,448.00
22510 Music Department Specia	$13,995.95	$400.00	$0.00	$400.00	$14,395.95
22520 Children's Choir	$869.64	$0.00	$0.00	$0.00	$869.64
22700 Event Fees & Expenses	$6,592.42	$600.00	$1,115.17	($515.17)	$6,077.25
22750 EYC Funds	$4,344.00	$830.30	$830.30	$0.00	$4,344.00
22760 EYC Fundraiser	$2,736.66	$4,560.04	$4,224.72	$335.32	$3,071.98
22775 Van Rental Fund	$7,133.67	$0.00	$0.00	$0.00	$7,133.67
22825 Harry Townes Residuals	$159.93	$0.00	$0.00	$0.00	$159.93
23100 Women's Retreat	$1,383.47	$0.00	$0.00	$0.00	$1,383.47
23200 Men's Ministry	($139.43)	$139.43	$0.00	$139.43	$0.00
23400 Spritual Development	$17,369.19	$0.00	$0.00	$0.00	$17,369.19
25500 Franklin St. Deposits/Fee	$6,000.00	$0.00	$0.00	$0.00	$6,000.00
25600 Rectory Expenses	$6,062.10	$0.00	$0.00	$0.00	$6,062.10
25700 Clergy Sabbatical Fund	$9,791.66	$208.34	$0.00	$208.34	$10,000.00
26004 Computer Capital Reserv	$505.71	$0.00	$0.00	$0.00	$505.71
26006 Stephen Ministry Training	$293.00	$0.00	$0.00	$0.00	$293.00
26008 AV Upgrade Project	$448.95	$0.00	$0.00	$0.00	$448.95
26010 Senior Ministry	$8,304.70	$0.00	$0.00	$0.00	$8,304.70
26065 Church Merchandise	($1,387.09)	$0.00	$0.00	$0.00	($1,387.09)
26070 Parish Weekend	$5,175.40	$0.00	$4,181.29	($4,181.29)	$994.11

Designated Fund Summary for Period 12 December
Company: 1 Church of the Nativity
Fiscal Year: 2025

Fund Name: 0 General Fund

	Beg. Balance	Receipts	Disbursements	Difference	Ending Balance
Total Designated Funds	$2,641,974.21	$306,276.25	$582,315.59	($276,039.34)	$2,365,934.87

Statement of Financial Position for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2024

Account	YTD Current
Total Designated Funds	($1,779,795.28)
Temp. Restricted Checking Accounts	
Miscellaneous Liabilities	$0.00
Rector's Discretionary Fund	($670.27)
Curate Discretionary Fund	($93.00)
Deacon Discretionary Fund	($193.04)
Daughters of the King (Regions)	$0.00
Flower Guild Checking (Regions)	($8,003.78)
Flower Guild CD's (Regions)	($8,160.37)
Outreach Missioner Discretionary Fund	($113.71)
Total Temp. Restricted Checking Accounts	($17,234.17)
Total Liabilities & Designated Funds	($1,817,953.74)
Equity	
Special Ministry Events	$0.00
Food Services	($4,109.16)
Retained Earnings	($9,309,334.70)
Total Equity	($9,313,443.86)
TOTAL LIABILITIES & EQUITY	($11,131,397.60)

Appendix B

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
NET INC/(EXP)								
INCOME								
Pledges and Plate								
40110 2025 Pledges Less 4%	$1,589,965.00	$132,497.09	$174,934.81	$1,589,965.00	$1,522,723.18	$186,470.22	$1,424,388.37	$1,424,388.37
40120 Prior Year Pledges Paid in	$5,250.00	$437.50	$0.00	$5,250.00	$12,315.00	$0.00	$5,020.00	$5,020.00
40150 Plate Income	$183,750.00	$15,312.50	$63,601.93	$183,750.00	$268,192.23	$62,875.31	$270,979.93	$270,979.93
Total Pledges and Plate	$1,778,965.00	$148,247.09	$238,536.74	$1,778,965.00	$1,803,230.41	$249,345.53	$1,700,388.30	$1,700,388.30
Misc. Income								
40300 Trust Income (Nat - Burritt	$60,000.00	$5,000.00	$0.00	$60,000.00	$57,044.75	$0.00	$84,352.50	$84,352.50
40700 Special Offering	$16,000.00	$1,333.34	$11,978.81	$16,000.00	$22,340.95	$9,726.95	$18,719.95	$18,719.95
40900 Interest Income	$19,104.00	$1,592.00	$1,238.97	$19,104.00	$24,170.90	$2,304.55	$31,646.30	$31,646.30
40910 333 Franklin St. Rents	$51,600.00	$4,300.00	$2,601.50	$51,600.00	$64,368.00	$5,916.50	$67,983.00	$67,983.00
40930 Gain on Sale of Asset	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$16,462.50	$16,462.50
Total Misc. Income	$146,704.00	$12,225.34	$15,819.28	$146,704.00	$167,924.60	$17,948.00	$219,164.25	$219,164.25
TOTAL INCOME	$1,925,669.00	$160,472.43	$254,356.02	$1,925,669.00	$1,971,155.01	$267,293.53	$1,919,552.55	$1,919,552.55
EXPENSES								
Diocese & Missions								
51010 Diocesan Covenant @11%	$195,686.00	$16,307.17	$26,269.85	$195,686.00	$196,747.04	$29,397.42	$187,054.58	$187,054.58
51050 School of Theology	$17,790.00	$1,482.50	$2,388.17	$17,790.00	$17,886.14	$2,672.46	$17,004.96	$17,004.96
Total Diocese & Missions	$213,476.00	$17,789.67	$28,658.02	$213,476.00	$214,633.18	$32,069.88	$204,059.54	$204,059.54
Outreach								
52011 Episcopal Relief & Develop	$4,000.00	$333.33	$0.00	$4,000.00	$4,000.00	$0.00	$4,000.00	$4,000.00
52012 Village of Promise	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52013 AshaKiran	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
52014 Boys & Girls Club	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52015 Second Mile Preschool	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52018 Community Free Dental Cl	$7,000.00	$583.34	$0.00	$7,000.00	$7,000.00	$0.00	$7,000.00	$7,000.00
52019 Sleep In Heavenly Peace	$5,000.00	$416.67	$5,000.00	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
52022 Aid to Inmate Mothers	$1,000.00	$83.33	$0.00	$1,000.00	$1,000.00	$0.00	$1,000.00	$1,000.00
52024 Global Ties	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$0.00

Appendix B

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
52025 Interfaith Mission Service	$750.00	$62.50	$0.00	$750.00	$750.00	$750.00	$750.00	$750.00
52026 Meals on Wheels	$3,000.00	$250.00	$0.00	$3,000.00	$3,000.00	$0.00	$3,000.00	$3,000.00
52027 The Care Center	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52029 305 8th Street	$5,000.00	$416.67	$417.00	$5,000.00	$5,004.00	$417.00	$5,004.00	$5,004.00
52030 Limestone Indigent Prisone	$3,000.00	$250.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00
52038 Nativity Haiti Medical Missi	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52041 Sawyerville Summer Camp	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52042 Habitat for Humanity of M	$6,000.00	$500.00	$0.00	$6,000.00	$6,000.00	$0.00	$6,000.00	$6,000.00
52043 Kids to LOVE	$6,000.00	$500.00	$0.00	$6,000.00	$6,000.00	$0.00	$6,000.00	$6,000.00
52044 Girls, Inc.	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52045 Fund for Emergencies	$10,635.00	$886.25	$0.00	$10,635.00	$15,625.02	$5,163.56	$22,163.56	$22,163.56
52046 Foothills Day Camp	$2,000.00	$166.67	$0.00	$2,000.00	$2,000.00	$0.00	$2,000.00	$2,000.00
52048 Friends, Inc.	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
52050 AAC Substance Abuse Preve	$5,000.00	$416.67	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00	$5,000.00
52051 Russel Erskine Ministries	$2,500.00	$208.34	$2,500.00	$2,500.00	$2,500.00	$2,384.71	$2,604.71	$2,604.71
52052 Inner City Learning Center	$7,000.00	$583.34	$0.00	$7,000.00	$7,000.00	$0.00	$7,000.00	$7,000.00
52053 Christian Women's Job Cor	$2,000.00	$166.67	$0.00	$2,000.00	$2,000.00	$0.00	$2,000.00	$2,000.00
52055 Pathfinder Indigent Rehabi	$7,000.00	$583.34	$0.00	$7,000.00	$7,000.00	$0.00	$7,000.00	$7,000.00
52056 Hsv Assistance Program	$7,200.00	$600.00	$600.00	$7,200.00	$7,200.00	$600.00	$7,200.00	$7,200.00
52064 First Stop	$8,000.00	$666.67	$0.00	$8,000.00	$8,000.00	$0.00	$8,000.00	$8,000.00
52065 Shower Up	$5,000.00	$416.67	$0.00	$5,000.00	$5,000.00	$0.00	$0.00	$0.00
52066 Camp McDowell, Special S	$3,000.00	$250.00	$0.00	$3,000.00	$3,000.00	$0.00	$3,000.00	$3,000.00
52069 Foster Connection	$4,000.00	$333.34	$0.00	$4,000.00	$4,000.00	$0.00	$4,000.00	$4,000.00
52071 Outreach Missioner	$17,211.50	$1,434.30	$1,434.30	$17,211.50	$17,211.50	$1,323.98	$17,211.44	$17,211.44
52075 Rector's Discretionary	$3,600.00	$300.00	$300.00	$3,600.00	$3,600.00	$300.00	$3,600.00	$3,600.00
52080 Curate's Discretionary	$3,000.00	$250.00	$250.00	$3,000.00	$3,000.00	$250.00	$3,000.00	$3,000.00
Total Outreach	**$177,896.50**	**$14,824.80**	**$18,501.30**	**$177,896.50**	**$182,890.52**	**$19,189.25**	**$169,533.71**	**$169,533.71**
Salaries and Benefits								
53100 Clergy Stipend	$296,319.56	$24,693.30	$24,566.30	$296,319.56	$294,995.56	$24,109.02	$282,075.20	$282,075.20
53150 Clergy Other	$103,637.81	$8,636.49	$8,991.63	$103,637.81	$105,823.23	$15,406.97	$101,393.52	$101,393.52
53300 Lay Salaries	$486,779.26	$40,564.94	$41,335.07	$486,779.26	$452,541.76	$42,588.30	$448,731.87	$448,731.87
53325 Lay Other	$134,413.70	$11,201.15	$14,105.14	$134,413.70	$136,481.26	$14,030.18	$126,818.69	$126,818.69
53425 Bonus Pool	$39,390.00	$3,282.50	$3,282.50	$39,390.00	$39,390.00	$2,829.63	$33,952.81	$33,952.81

Appendix B

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
Total Salaries and Benefits	$1,060,540.33	$88,378.38	$92,280.64	$1,060,540.33	$1,029,231.81	$98,964.10	$992,972.09	$992,972.09
PARISH OPERATIONS								
Supplies								
54041 Postage	$3,500.00	$291.67	$300.00	$3,500.00	$3,273.08	$300.00	$2,990.53	$2,990.53
54042 Audit	$2,100.00	$175.00	$0.00	$2,100.00	$2,152.00	$0.00	$2,152.00	$2,152.00
54043 Printing	$15,000.00	$1,250.00	$1,315.54	$15,000.00	$24,927.84	$2,735.32	$17,369.16	$17,369.16
54044 Books, Pledge Envelopes, e	$250.00	$20.84	$289.44	$250.00	$289.44	$271.86	$271.86	$271.86
54045 Computer Supplies	$1,700.00	$141.67	$0.00	$1,700.00	$1,786.59	$0.00	$1,662.26	$1,662.26
54046 Office Supplies	$4,700.00	$391.67	$428.71	$4,700.00	$4,766.54	$236.15	$5,025.13	$5,025.13
54047 Bank Service Fees	$4,500.00	$375.00	$705.18	$4,500.00	$8,571.30	$401.46	$4,962.34	$4,962.34
Total Supplies	$31,750.00	$2,645.85	$3,038.87	$31,750.00	$45,766.79	$3,944.79	$34,433.28	$34,433.28
Computer Expenses								
54052 Computer Software Mainte	$8,000.00	$666.67	$552.27	$8,000.00	$7,746.22	$1,722.64	$7,364.63	$7,364.63
54053 Computer Support - Contra	$8,000.00	$666.67	$669.76	$8,000.00	$8,058.61	$669.76	$8,689.60	$8,689.60
Total Computer Expenses	$16,000.00	$1,333.34	$1,222.03	$16,000.00	$15,804.83	$2,392.40	$16,054.23	$16,054.23
- Parish Expenses								
54071 Conventions	$1,200.00	$100.00	$675.00	$1,200.00	$1,259.18	$200.00	$5,056.33	$5,056.33
54072 Vestry	$2,175.00	$181.25	$0.00	$2,175.00	$2,479.16	$0.00	$3,943.63	$3,943.63
54073 Refreshments	$1,200.00	$100.00	$256.79	$1,200.00	$2,283.27	$124.60	$1,590.92	$1,590.92
54074 Advertisements	$750.00	$62.50	$0.00	$750.00	$601.73	$228.57	$1,509.54	$1,509.54
54075 Archives Committee	$100.00	$8.34	$0.00	$100.00	$0.00	$0.00	$0.00	$0.00
54076 Communications & Web	$5,200.00	$433.34	$383.10	$5,200.00	$5,598.52	$299.40	$4,809.71	$4,809.71
54077 AV Supplies	$1,000.00	$83.34	$0.00	$1,000.00	$1,044.53	$0.00	$361.86	$361.86
54078 Miscellaneous	$1,000.00	$83.34	$123.10	$1,000.00	$878.32	$254.71	$773.16	$773.16
54079 Staff Development	$1,500.00	$125.00	$0.00	$1,500.00	$1,494.91	$152.56	$1,394.56	$1,394.56
54080 Safety & Security	$12,700.00	$1,058.34	$1,687.50	$12,700.00	$13,323.50	$1,410.00	$11,200.00	$11,200.00
Total - Parish Expenses	$26,825.00	$2,235.45	$3,125.49	$26,825.00	$28,963.12	$2,669.84	$30,639.71	$30,639.71
Clergy Expenses								
54110 Clergy Business Meals	$1,300.00	$108.34	$25.21	$1,300.00	$1,105.29	$17.00	$1,094.44	$1,094.44
54120 Gas/Mileage Reimburseme	$3,500.00	$291.67	$144.40	$3,500.00	$3,508.90	$0.00	$2,589.00	$2,589.00

Appendix B

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
54130 Cell Phone Reimbursement	$2,700.00	$225.00	$225.00	$2,700.00	$2,709.71	$225.00	$2,475.00	$2,475.00
54140 Continuing Education	$3,200.00	$266.67	$318.97	$3,200.00	$1,872.43	$185.00	$434.99	$434.99
54150 Clergy Sabbatical	$2,500.00	$208.34	$208.34	$2,500.00	$2,500.00	$0.00	$0.00	$0.00
Total Clergy Expenses	**$13,200.00**	**$1,100.02**	**$921.92**	**$13,200.00**	**$11,696.33**	**$427.00**	**$6,593.43**	**$6,593.43**
TOTAL PARISH OPERATIONS	**$87,775.00**	**$7,314.66**	**$8,308.31**	**$87,775.00**	**$102,231.07**	**$9,434.03**	**$87,720.65**	**$87,720.65**
- PARISH FORMATION PROGRAMS								
CHRISTIAN FORMATION - CHILDRE								
55004 Club 56	$1,000.00	$83.34	$89.51	$1,000.00	$1,570.85	$199.62	$569.02	$569.02
55006 Vacation Bible School	$5,500.00	$458.34	$0.00	$5,500.00	$8,000.89	$0.00	$5,567.76	$5,567.76
55009 Special Events	$2,500.00	$208.34	$1,068.72	$2,500.00	$4,026.07	$486.29	$3,163.71	$3,163.71
55010 Snacks	$1,000.00	$83.34	$0.00	$1,000.00	$396.31	$153.63	$432.62	$432.62
55011 Godly Play/Sunday School	$2,000.00	$166.67	$0.00	$2,000.00	$4,152.27	$0.00	$1,992.36	$1,992.36
55012 Children's Worship	$1,500.00	$125.00	$0.00	$1,500.00	$610.45	$133.19	$1,657.27	$1,657.27
55013 Nursery	$1,500.00	$125.00	$28.62	$1,500.00	$787.43	$71.26	$978.34	$978.34
55014 Training & Volunteer Devel	$1,000.00	$83.34	$89.69	$1,000.00	$1,969.13	$65.85	$1,176.64	$1,176.64
55015 Professional Development	$1,500.00	$125.00	$0.00	$1,500.00	$73.73	$0.00	$201.68	$201.68
TOTAL CHRISTIAN FORMATION - C	**$17,500.00**	**$1,458.37**	**$1,276.54**	**$17,500.00**	**$21,587.13**	**$1,109.84**	**$15,739.40**	**$15,739.40**
CHRISTIAN FORMATION - ADULT								
55020 Adult Confirmation	$550.00	$45.84	$0.00	$550.00	$563.21	$0.00	$518.77	$518.77
55021 Spiritual Development	$2,450.00	$204.17	$1,264.47	$2,450.00	$1,922.89	$204.64	$243.59	$243.59
55022 Curriculum & Supplies	$1,200.00	$100.00	$98.52	$1,200.00	$922.17	$0.00	$2,387.27	$2,387.27
55024 Lenten Expenses	$500.00	$41.67	$0.00	$500.00	$0.00	$0.00	$0.00	$0.00
55025 Forward Day by Day	$1,095.00	$91.25	$273.75	$1,095.00	$1,095.00	$0.00	$0.00	$0.00
55028 Christian Ed. Workshops	$1,200.00	$100.00	$0.00	$1,200.00	$268.43	$0.00	$1,161.72	$1,161.72
55032 Childcare for Events	$2,500.00	$208.34	$100.00	$2,500.00	$1,200.00	$100.00	$2,020.00	$2,020.00
TOTAL CHRISTIAN FORMATION - A	**$9,495.00**	**$791.27**	**$1,736.74**	**$9,495.00**	**$5,971.70**	**$304.64**	**$6,331.35**	**$6,331.35**
- CHRISTIAN FORMATION - YOUTH								
55039 Transportation	$3,000.00	$250.00	$291.90	$3,000.00	$2,387.54	$0.00	$2,143.92	$2,143.92
55040 Continuing Ed	$750.00	$62.50	$0.00	$750.00	$87.46	$0.00	$10.79	$10.79
55041 Trips - Scholarships	$3,500.00	$291.67	$730.00	$3,500.00	$3,499.34	$0.00	$1,332.63	$1,332.63

Appendix B

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
55042 Supplies & Food	$6,000.00	$500.00	$237.81	$6,000.00	$6,753.08	$845.19	$7,022.83	$7,022.83
55043 Curriculum	$400.00	$33.34	$0.00	$400.00	$289.95	$29.99	$424.83	$424.83
55045 Confirmation	$1,000.00	$83.34	$0.00	$1,000.00	$668.76	$0.00	$550.85	$550.85
55046 Teacher, Confirmation & Sr.	$750.00	$62.50	$0.00	$750.00	$282.94	$0.00	$309.34	$309.34
55048 Youth Interns	$7,150.00	$595.84	$600.00	$7,150.00	$4,851.65	$1,300.00	$7,800.00	$7,800.00
55049 Miscellaneous	$750.00	$62.50	$47.40	$750.00	$678.15	$0.00	$1,481.06	$1,481.06
TOTAL - CHRISTIAN FORMATION -	**$23,300.00**	**$1,941.69**	**$1,907.11**	**$23,300.00**	**$19,498.87**	**$2,175.18**	**$21,076.25**	**$21,076.25**
TOTAL - PARISH FORMATION PROG	**$50,295.00**	**$4,191.33**	**$4,920.39**	**$50,295.00**	**$47,057.70**	**$3,589.66**	**$43,147.00**	**$43,147.00**
PARISH PROGRAM								
- WORSHIP								
55054 Miscellaneous (Palms, etc.)	$500.00	$41.67	$27.98	$500.00	$586.46	$0.00	$794.18	$794.18
55055 Acolyte Vestments & Suppli	$1,000.00	$83.34	$0.00	$1,000.00	$133.42	$0.00	$58.29	$58.29
55057 Acolyte Celebration	$300.00	$25.00	$0.00	$300.00	$147.34	$0.00	$143.55	$143.55
TOTAL - WORSHIP	**$1,800.00**	**$150.01**	**$27.98**	**$1,800.00**	**$867.22**	**$0.00**	**$996.02**	**$996.02**
- ALTAR GUILD								
55061 Communion Wine	$1,300.00	$108.34	$0.00	$1,300.00	$953.00	$0.00	$953.01	$953.01
55062 Communion Wafers	$700.00	$58.34	$54.60	$700.00	$771.21	$0.00	$620.92	$620.92
55063 Candles	$250.00	$20.84	$0.00	$250.00	$1,269.88	$0.00	$396.17	$396.17
55065 Altar Supplies	$400.00	$33.34	$0.00	$400.00	$154.21	$0.00	$251.58	$251.58
55066 Miscellaneous	$150.00	$12.50	$55.38	$150.00	$77.31	$0.00	$112.57	$112.57
TOTAL - ALTAR GUILD	**$2,800.00**	**$233.36**	**$109.98**	**$2,800.00**	**$3,225.61**	**$0.00**	**$2,334.25**	**$2,334.25**
- PARISH & COMMUNITY ENGAGE								
55071 Parish Events	$7,000.00	$583.34	$563.34	$7,000.00	$6,278.00	$0.00	$6,594.90	$6,594.90
55072 Special Ministries	$1,000.00	$83.34	$84.24	$1,000.00	$696.98	$597.34	$2,265.46	$2,265.46
55073 Young Adult Ministry	$750.00	$62.50	$0.00	$750.00	$732.91	$273.75	$1,095.00	$1,095.00
55074 Receptions	$1,000.00	$83.34	$11.37	$1,000.00	$1,994.29	$0.00	$1,627.90	$1,627.90
55075 Parish Family Meals	$5,000.00	$416.67	$660.34	$5,000.00	$6,679.86	$446.71	$6,033.05	$6,033.05
55076 Senior Adult Ministry	$3,000.00	$250.00	$0.00	$3,000.00	$1,331.48	$0.00	$1,874.74	$1,874.74
55077 Mens Ministry	$500.00	$41.67	$153.77	$500.00	$421.16	$0.00	$0.00	$0.00
55078 Womens Ministry	$500.00	$41.67	$200.00	$500.00	$372.34	$0.00	$0.00	$0.00

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
55080 Community Meals	$1,000.00	$83.34	$0.00	$1,000.00	$1,341.51	$0.00	$0.00	$0.00
TOTAL - PARISH & COMMUNITY E	**$19,750.00**	**$1,645.87**	**$1,673.06**	**$19,750.00**	**$19,848.53**	**$1,317.80**	**$19,491.05**	**$19,491.05**
- PASTORAL CARE								
55081 Feed My Sheep	$100.00	$8.34	$0.00	$100.00	$0.00	$0.00	$0.00	$0.00
55083 Cards for Ministries	$200.00	$16.67	$0.00	$200.00	$93.26	$0.00	$77.71	$77.71
TOTAL - PASTORAL CARE	**$300.00**	**$25.01**	**$0.00**	**$300.00**	**$93.26**	**$0.00**	**$77.71**	**$77.71**
- MUSIC								
55091 Piano Maintenance	$1,300.00	$108.34	$185.00	$1,300.00	$395.00	$0.00	$500.00	$500.00
55092 Vestments	$1,500.00	$125.00	$0.00	$1,500.00	$0.00	$0.00	$690.60	$690.60
55093 Choir Social	$1,500.00	$125.00	$51.03	$1,500.00	$569.76	$636.50	$723.55	$723.55
55095 General Music	$5,000.00	$416.67	$4,296.89	$5,000.00	$7,468.94	$0.00	$5,105.17	$5,105.17
55096 Staff Singers & Substitutes	$41,475.00	$3,456.25	$325.00	$41,475.00	$31,073.59	$4,475.00	$34,250.00	$34,250.00
55098 Organ Maintenance	$3,500.00	$291.67	$1,377.26	$3,500.00	$7,901.82	$580.49	$1,873.21	$1,873.21
55099 Continuing Education	$1,500.00	$125.00	$500.00	$1,500.00	$1,196.37	$0.00	$1,241.44	$1,241.44
TOTAL - MUSIC	**$55,775.00**	**$4,647.93**	**$6,735.18**	**$55,775.00**	**$48,605.48**	**$5,691.99**	**$44,383.97**	**$44,383.97**
- STEWARDSHIP								
55105 Materials,Pamphlets,Suppli	$4,000.00	$333.34	$0.00	$4,000.00	$1,105.23	$3,600.00	$3,991.91	$3,991.91
55106 Speakers	$400.00	$33.34	$0.00	$400.00	$0.00	$0.00	$0.00	$0.00
55109 Stewardship Food	$100.00	$8.33	$0.00	$100.00	$87.92	$0.00	$0.00	$0.00
TOTAL - STEWARDSHIP	**$4,500.00**	**$375.01**	**$0.00**	**$4,500.00**	**$1,193.15**	**$3,600.00**	**$3,991.91**	**$3,991.91**
- PILGRIMAGE & RECONCILIATION								
55122 Stewardship of Creation	$500.00	$41.67	$0.00	$500.00	$271.16	$0.00	$342.83	$342.83
TOTAL - PILGRIMAGE & RECONCILI	**$500.00**	**$41.67**	**$0.00**	**$500.00**	**$271.16**	**$0.00**	**$342.83**	**$342.83**
TOTAL PARISH PROGRAM	**$85,425.00**	**$7,118.86**	**$8,546.20**	**$85,425.00**	**$74,104.41**	**$10,609.79**	**$71,617.74**	**$71,617.74**
PHYSICAL PLANT								
- BUILDING & GROUNDS								
56011 Supplies	$12,000.00	$1,000.00	$531.56	$12,000.00	$12,250.44	$160.86	$12,790.18	$12,790.18
56015 Kitchen Fire Extinguishers	$1,500.00	$125.00	$0.00	$1,500.00	$744.90	$0.00	$644.14	$644.14

Appendix B

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
56016 Termite, Insect & Rodent	$3,500.00	$291.67	$0.00	$3,500.00	$3,694.98	$597.00	$2,888.00	$2,888.00
56017 Fire Alarm & Security Inspe	$3,500.00	$291.67	$0.00	$3,500.00	$2,720.02	$0.00	$4,317.54	$4,317.54
56019 Heat and Air Systems	$20,000.00	$1,666.67	$0.00	$20,000.00	$2,798.28	$0.00	$8,318.93	$8,318.93
56021 Gen Main Serv(Mech, Elec,	$20,000.00	$1,666.67	$2,934.05	$20,000.00	$14,917.90	$6,086.00	$29,836.86	$29,836.86
56022 Preventative Maintenance	$10,747.00	$895.59	$3,188.44	$10,747.00	$8,185.88	$0.00	$3,470.00	$3,470.00
56024 Church Utilities	$50,000.00	$4,166.67	$4,658.80	$50,000.00	$54,915.47	$4,193.70	$51,205.31	$51,205.31
56025 Telephone & Internet	$11,500.00	$958.34	$1,967.00	$11,500.00	$12,018.42	$946.04	$11,319.94	$11,319.94
56026 Prop & Liab Insurance	$72,714.00	$6,059.50	$12,637.00	$72,714.00	$74,181.25	$10,860.75	$70,689.25	$70,689.25
56027 Worker's Comp	$3,600.00	$300.00	$0.00	$3,600.00	$3,691.00	$0.00	$2,792.00	$2,792.00
56030 Garbage	$1,500.00	$125.00	$143.30	$1,500.00	$1,691.41	$166.79	$1,617.77	$1,617.77
56033 Rectory Repair	$2.500.00	$208.34	$0.00	$2,500.00	$2,928.11	$249.00	$4,819.81	$4,819.81
56034 Rectory Rent	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$7,350.00	$7,350.00
TOTAL - BUILDING & GROUNDS	$213,061.00	$17,755.12	$26,060.15	$213,061.00	$194,738.06	$23,260.14	$212,059.73	$212,059.73
- LAWN & GARDEN								
56041 Lawn Maintenance Contrac	$9,000.00	$750.00	$740.00	$9,000.00	$9,420.50	$740.00	$8,885.00	$8,885.00
56042 Irrigation	$2,500.00	$208.34	$0.00	$2,500.00	$558.00	$195.00	$1,825.00	$1,825.00
56043 Mulch	$1,500.00	$125.00	$0.00	$1,500.00	$700.00	$65.13	$695.13	$695.13
56045 Plants for Color	$400.00	$33.34	$0.00	$400.00	$174.02	$0.00	$0.00	$0.00
56047 Tree and Shrub Service	$2,000.00	$166.67	$600.00	$2,000.00	$2,450.00	$0.00	$1,200.00	$1,200.00
56048 Gardening Supplies (Fertili	$300.00	$25.00	$0.00	$300.00	$195.46	$43.05	$151.89	$151.89
TOTAL - LAWN & GARDEN	$15,700.00	$1,308.35	$1,340.00	$15,700.00	$13,497.98	$1,043.18	$12,757.02	$12,757.02
- NON-CORE FACILITY EXP								
56061 Utilities - 333 Franklin	$8,000.00	$666.67	$623.40	$8,000.00	$9,237.99	$553.10	$8,507.96	$8,507.96
56063 Taxes - 333 Franklin	$9,100.00	$758.34	$0.00	$9,100.00	$9,094.40	$0.00	$9,094.40	$9,094.40
56065 Garbage - 333 Franklin	$400.00	$33.34	$35.82	$400.00	$422.87	$41.70	$470.79	$470.79
56066 Lawn Care - 333 Franklin S	$1,000.00	$83.34	$100.00	$1,000.00	$2,128.09	$0.00	$1,049.83	$1,049.83
56067 Maintenance - 333 Franklin	$3,000.00	$250.00	$6.00	$3,000.00	$11,134.41	$0.00	$7,007.15	$7,007.15
TOTAL - NON-CORE FACILITY EXP	$21,500.00	$1,791.69	$765.22	$21,500.00	$32,017.76	$594.80	$26,130.13	$26,130.13
TOTAL PHYSICAL PLANT	$250,261.00	$20,855.16	$28,165.37	$250,261.00	$240,253.80	$24,898.12	$250,946.88	$250,946.88

Budgeted Financial Statement for Period 12 - December
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
- CAPITAL RESERVES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL EXPENSES	$1,925,668.83	$160,472.86	$189,380.23	$1,925,668.83	$1,890,402.49	$198,754.83	$1,819,997.61	$1,819,997.61
TOTAL NET INC/(EXP)	$0.17	($0.43)	$64,975.79	$0.17	$80,752.52	$68,538.70	$99,554.94	$99,554.94

Appendix B

Year End Financial Statement & 2025 Budget

	2024 Budget	2024 Actual	2025 Budget
INCOME			
Pledges and Plate	$1,694,251.81	$1,700,496.15	$1,778,965.00
Misc. Income	$117,363.00	$219,164.25	$146,704.00
TOTAL INCOME	**$1,811,614.81**	**$1,919,660.40**	**$1,925,669.00**
EXPENSES			
Diocese & Missions	$203,311.00	$204,059.54	$213,476.00
Outreach	$169,425.00	$169,533.71	$177,896.50
Salaries and Benefits	$983,324.94	$992,412.09	$1,060,540.33
PARISH OPERATIONS			
Supplies	$31,550.00	$34,437.33	$31,750.00
Computer Expenses	$15,350.00	$16,054.23	$16,000.00
Parish Expenses	$23,425.00	$30,495.14	$26,825.00
Clergy Expenses	$10,700.00	$6,593.43	$13,200.00
TOTAL PARISH OPERATIONS	**$81,025.00**	**$87,580.13**	**$87,775.00**
PARISH FORMATION PROGRAMS			
Children Christian Formation	$16,000.00	$15,739.40	$17,500.00
Adult Christian Formation	$7,500.00	$6,331.35	$9,495.00
Youth Christian Formation	$23,800.00	$20,426.25	$23,300.00
TOTAL PARISH FORMATION PROGRAMS	**$47,300.00**	**$42,497.00**	**$50,295.00**
PARISH PROGRAM			
Worship	$1,800.00	$996.02	$1,800.00
Altar Guild	$2,800.00	$2,334.25	$2,800.00
Parish Life	$15,895.00	$19,491.05	$19,750.00
Pastoral Care	$650.00	$77.71	$300.00
Music	$46,400.00	$44,383.97	$55,775.00
Stewardship	$4,500.00	$3,991.91	$4,500.00
Stewardship of Creation	$500.00	$342.83	$500.00
TOTAL PARISH PROGRAM	**$72,545.00**	**$71,617.74**	**$85,425.00**
PHYSICAL PLANT			
Building & Grounds	$217,984.00	$212,059.73	$213,061.00
Lawn & Garden	$15,700.00	$12,757.02	$15,700.00
333 Franklin St.	$21,000.00	$26,130.13	$21,500.00
TOTAL PHYSICAL PLANT	**$254,684.00**	**$250,946.88**	**$250,261.00**
TOTAL EXPENSES	**$1,811,614.94**	**$1,818,647.09**	**$1,925,668.83**
TOTAL NET INC/(EXP)	**($0.13)**	**$101,013.31**	**$0.17**

Church Construction Loan Draw Policy (proposed)

In the instance that Church of the Nativity has a construction loan approved by the vestry, a draw can only be made on that loan with approval from both the Senior Warden and Junior Warden. If a draw is needed, the bookkeeper will email a copy of the invoice from the construction company to the bank with a request for the amount of funds needed. Both the Senior Warden and Junior Warden will approve this draw in writing. The bank will draw the requested funds from the loan and move that money into the church's checking account.

Church of the Nativity
Finance Policies & Procedures

Receipts

Counting, Recording, Depositing:
Receipts are counted, recorded, and deposited weekly by two unrelated individuals appointed by the Vestry who are deemed reliable, able to maintain confidentiality. Periodically these positions may be rotated. All receipts are counted and deposited on Monday morning. Receipts are stored in a safe until counted and deposited.

During the counting process, all checks and cash are counted twice for accuracy, checks are stamped *For Deposit Only*, processed and canceled using the Remote Express Deposit machine, then held for later reference by the bookkeeper, totals of cash and checks are noted separately, and the counting sheet is signed by both counters. A deposit slip is prepared with a copy for the bank and for the bookkeeper. Deposits are made immediately after counting by one of the counters. The *RED* reports, envelopes, the counting sheets, canceled checks and deposit slips are given to the Bookkeeper for recording in the accounting system. Once posted, all of the items are filed away for safe keeping. Per bank policy, canceled checks must be retained for at least 45 days and then shredded.

Contribution Statements:
Quarterly contribution statements are prepared and sent to all donors. Statements indicate the details of each contribution, date, and check number. Also, each statement indicates the name of the donor, the name and address of the parish and the statement: "No goods or services other than intangible religious benefits were received in exchange for this gift." If goods or services were received, the cost of the goods or services will be stated.

Donations Received through Venmo
Venmo donations are processed on a weekly basis. A report is downloaded from Venmo with a record of the donor, amount, and details of donation. Money is transferred from the Venmo account to the Venmo checking account at Synovus Bank using the Venmo app. This is witnessed and signed off by an additional staff member and the bookkeeper. Once money is received by the bank, the money is then transferred electronically from the Venmo checking account to the main checking account. This is also witnessed and signed off by a staff person and the bookkeeper. The donations are documented in the donor receipts and financial statements. A record of these transactions is kept in the bookkeeper's office for audit and ready review.

Disbursements

Authorizations:
All expenditures must be authorized in one of two ways. If the expense has been budgeted, it is considered authorized. If the expense is unbudgeted, it must be authorized by the Vestry and noted in the vestry minutes. All expenses are assigned a budget account number, which must appear on the attached voucher sheet and recorded in the accounting system by the bookkeeper who also prepares a check for the check signers.

Individuals who are assigned by the Vestry to approve expenditures for payment may include the Rector, a department head, an administrator, or the bookkeeper depending upon the nature and size of the expense. A voucher sheet should have the invoice for the expense and any other supporting documentation or receipts evidencing the service rendered or item purchased.

Approved ____________ by the Vestry

Each month the Finance Committee reviews the finances; if a ministry exceeds its budget, the ministry chair is notified that remaining expenditures must be approved prior to incurring the expense until the budget and expenses are back in line. Exceptions may be approved in advance of incurrence.

Check Signing:
Two individuals approved by the Vestry must sign all checks on a rotating basis. They must each understand their responsibility to confirm that the expenditure is legitimate and appropriate for church activities prior to signing checks. To accomplish this, the voucher sheet and all relevant documentation should be attached to the check for the check signer's review. Each of the check signers initials the voucher as a sign of approval. If there is any doubt as to the legitimacy or purpose of the expenditure, the check signors must make inquiries of the knowledgeable parties to satisfy their concerns prior to signing.

Electronic disbursements or electronic access to bank accounts are not permitted without the prior approval of the Vestry. Recurring disbursements will be approved on an annual basis by the Vestry.

Transferring Funds Electronically
Electronic transfers between Church of Nativity accounts may be processed on an as needed basis. Prior to the transfer, a member of the Warden's Council and the Treasurer to the Parish will approve the transfer of a specific amount to and from designated accounts. Once approval is granted, the Bookkeeper will process the transfer and a copy of the transfer and approval will be documented and kept on file for audit purposes.

Construction Loan Draws
In the instance that Church of the Nativity has a construction loan approved by the vestry, a draw can only be made on that loan with approval from both the Senior Warden and Junior Warden. If a draw is needed, the bookkeeper will email a copy of the invoice from the construction company to the bank with a request for the amount of funds needed. Both the Senior Warden and Junior Warden will approve this draw in writing. The bank will draw the requested funds from the loan and move that money into the church's checking account.

Reconciliations
The Bookkeeper shall provide all bank account statements, detailed ledger, and check register monthly to a third party within 10 days of receipt to reconcile. The reconciliation process includes confirming that all deposits, expenditures, transactions, and transfers listed on the bank statements have been properly recorded in the financial system and that bank balances agree with balances in the check register and financial statements. Any discrepancies are immediately researched and resolved. The Treasurer or other individual assigned by the Vestry shall review these reconciliations monthly.

All accounts utilizing the Church's EIN (Entity Identification Number) for tax purposes, must be reconciled, including operating and special Checking accounts, savings and investment accounts and special ministry accounts such as DOK and Flower Guild. Monthly reconciliation documents must be filed with bank statements and financial statements for easy access as proof and an audit trail for reconciliations performed.

Other Reconciliations:
Quarterly payroll records are reconciled with financial statements to ensure that totals agree on both reports. Any discrepancies are immediately researched and resolved. Records of this reconciliation are

filed with a copy of the quarterly payroll report and the quarterly report as an audit trail and for easy review.

Each financial entry on the Annual Parochial Report is cross referenced to the Year End Financial Statement and a copy of this cross referencing and both reports are filed as an audit trail and for ready review.

Signature Cards

All bank and investment account signature cards are reviewed annually by the Treasurer to confirm that only current and authorized signers are included on these records. The Vestry is informed of and approves who the signers are for each account annually. Copies of the current signature cards are maintained in a file at the parish office for ready reference.

Restricted Accounts

All temporary and permanently restricted funds are segregated in the financial records and financial reports with a clear indication of the nature of the restriction. Donor's wishes are documented in a specific file which includes the donor, date, amount and intended purpose of the donation. These funds are used only for their intended purpose unless prior approval of the donor is obtained and documented.

Discretionary Accounts

A Vestry resolution is on file for ready reference stating that discretionary accounts may only be used for charitable purposes and may never be used for personal expenses associated with the custodian of these funds. All other church-related expenses should be processed through the general account. Every discretionary account expense must be documented with receipts and the name of the individual or organization that was the recipient or beneficiary of the funds. The clergy will review each other's discretionary funds on an annual basis to confirm that these records are complete.

Housing Allowance

The housing allowance for the Rector and any Associates, as required, is specifically identified and authorized by the Vestry at the beginning of every year, prior to payment, either as part of the budgeting process or as a standing Vestry resolution.

Property Records and insurance

A video record of all church property and possessions is maintained in a safe off-sight location. Also, a list of all items valued at over $10,000 is maintained with this video record. These records are reviewed annually and updated at least every three years to ensure reasonable accuracy. The church also maintains adequate and current insurance coverage with the Church Insurance Company.

Vestry Review of Policies and Procedures

These policies and procedures and any subsequent changes are reviewed and approved by the Vestry. Any changes are noted and evaluated for their potential impact on church financial security and control. Any individual authorized by the Vestry to perform a role detailed in these procedures is fully informed as to their responsibilities and understands the nature of these responsibilities as they relate to the integrity of the overall system of financial control.

Approved ____________ by the Vestry

Cookbook Update

A little over a year ago the Cookbook Committee requested approval from the Vestry for a loan of $70,000 to have our new cookbook published and printed by a Birmingham publisher.

We are happy to report that in early March we successfully sold enough cookbooks to reimburse the church for the loan. In fact, we currently have approximately $1,500 of proceeds to contribute to the One Body Campaign.

Out of the total quantity of 3,000 books we received in October 2025, we have sold 1,700 books – leaving approximately 1,300 in inventory that is stored in a warehouse so graciously donated by Lynne Berry. The online purchases are still trickling in and most are being mailed. Our sales strategy this year is to get our cookbooks in towns outside Huntsville including Decatur, Hartselle, Athens, and Sewanee.

The Cookbook Committee is grateful for the Vestry's vote of confidence in loaning us the funds to publish this cookbook and we are very proud to be able to pay it back in such a short time. We hope to sell our remaining inventory in the next few years and contribute a sizeable donation to our capital campaign.

Lea Ann Barnett