

St. Mary Anne's Episcopal Church

2018 Financial Annual Report

January 27, 2019

Table of Contents

Finance Committee Report.....	1
Stewardship Report	3
2018 Income & Expense Operating Report.....	4
2018 Actual Operating Income Chart	5
2018 Actual Operating Expense Chart	6
2018 Balance Sheet.....	7
Withdrawals from Investment Accounts.....	8
Restricted Funds.....	9
2019 Budget (see page 4)	
2019 Income and Expense Budget Charts.....	10
2018 Mission Committee Financial Report.....	11
2019 Mission Budget	12
2018 Outreach Annual Report	13
2018 North Elk Coffee House Annual Report	14
2018 ECW Annual Report	16

REPORT OF THE FINANCE COMMITTEE

2018 Finance Committee Members

Melissa Cook-MacKenzie

Bruce England – Senior Warden

Jim Kamihachi

Sandi Lasako

Andrea Pugh - Treasurer

Father John Schaeffer

Dru Torregrossa - Chair

Rick Waterhouse – Jr. Warden

2018 Goals

- Review our financial priorities and needs with special attention to income vs. expenses
- Monitor investment policies and all parish endowment funds
- Oversee insurance policies for the parish property and contents, public liability and rector and employee life and health insurance
- Prepare and submit the annual operating budget and capital budget when appropriate to the vestry for approval
- Continue to review our “best business” (internal control) practices to ensure that SMA is in compliance with recommendations from the diocese and the national church
- Complete an inventory of St. Mary Anne’s buildings’ contents

2018 Highlights

There were no individual changes to the committee this year.

2018 Financial Audit

In accord with financial review practices from the national church, St. Mary Anne’s provided a review committee (Andrea Pugh and Dru Torregrossa) to complete the 2017 financial review for Trinity Episcopal Church, Elkton, and they in turn provided a review committee (Mary Helen Atwood and Richard Lemon) to complete the 2017 financial review for St. Mary Anne’s. The two review committees met at St. Mary Anne’s with our treasurer Andrea Pugh in September and reviewed the financial books and reports of both churches.

Using Audit Guidelines for Congregations, the team reviewed the financial records of the parish for 2017. The accounting of income and expenses was found to be accurate, invoices were properly approved and correctly paid, and internal transfers of funds were properly accounted. The audit committee from Trinity filed a report certifying that the books for St. Mary Anne’s were in good order. Additionally, the St. Mary Anne’s audit committee in accordance with church policies completed a review of the ECW, Pantry Fund, the North Elk Coffee House and Discretionary financial records and found them to be in good order.

Inventory

An inventory of the buildings’ contents at St. Mary Anne’s was completed.

Investments

The committee carefully monitors the parish’s investment accounts. A recommendation was made to the vestry to transfer the All Saints Mission and Ministry, Enoch Miller, Property Preservation, Organ and

Shivery Fund from Vanguard to the diocesan fund with the other investment accounts, the Sturgeon Fund, Churchyard Maintenance and the Coudon Trust that are overseen by the Board of Managers of the Diocese of Easton. The transfer was approved; please see the Treasurer's report for more details on these accounts.

2018 Financial Position

We ended the year with a surplus of \$7,107 in our operating budget. A lot of hard work from our rector and volunteers have helped us manage to keep expenses in check and leave the parish with a small surplus reversing our end of year deficit positions of the past two years. We presented a balance budget to the vestry for approval.

2018 Summary: Actual vs Budget	2018 Actual	2018 Budget
Total Operating Income & Transfers	314,492	245,666
Less: Total Operating Expenses & Transfers	307,385	263,233
Net Operating Income Surplus (Deficit)	7,107	(17,567)

2019 Budget Summary	2018 Actual	2019 Budget
Total Operating Income & Transfers	314,492	283,795
Less: Total Operating Expenses & Transfers	307,385	283,795
Net Operating Income Surplus (Deficit)	7,107	0

The Finance Committee would like to express our deep appreciation to Andrea Pugh our treasurer and Louise Berg who retired this year as the financial assistant and was replaced by Patricia Wood who volunteer their time to maintain our financial records. They spend long dedicated hours working to keep our parish finances in good shape. We would also like to express our appreciation for all those who spend time on Sunday mornings counting and recording. It takes all of us working together to keep us operating. And lastly, I would like to thank the committee for their support throughout the year. Thank you.

Respectfully Submitted,

Dru Torregrossa

STEWARDSHIP

During stewardship time, most churches develop a stewardship theme to encourage parishioners to consider, pledge and give generously to help support parish operations and ministries. We have used themes in the past to help drive our stewardship efforts. I realized in September that our year's Stewardship program did not have a tagline or a theme—and made the decision that one was unnecessary. In hindsight, I believe I made the right decision.

Instead, I first focused my attention on the meaning of stewardship and highlighted current stewards in the church with four email articles that gave some shining examples of active stewardship throughout our parish and ministries. Their examples reflect authentic and living stewardship to God, our parish, and our resources.

Second, I enlisted the aid of long-time parishioner and steward, Michael Pugh, to give a realistic assessment of our financial situation. Mike, gifted with financial acumen, was able to articulate the need for increased pledge dollars with a succinct presentation at both Sunday services the third week in October. The following day that presentation, along with an accompanying letter explanation, was sent via email to all parishioners in our database.

During Mike's presentation and my sermon for that day, we focused on educating members—especially newer ones who may have joined us from other denominations—about pledging. The importance of pledge dollars—our primary source of operating expense funding—was stressed, along with the importance of collective stewardship to drive our mission for future generations.

Third, I invited Bishop Bud Shand—a former rector of our parish and former bishop in our Diocese—to preach about stewardship on Commitment Sunday (4th Sunday in October). Bud's love for this parish was quite evident in his impassioned sermon. Parishioners responded as they completed pledge cards and left them at the altar.

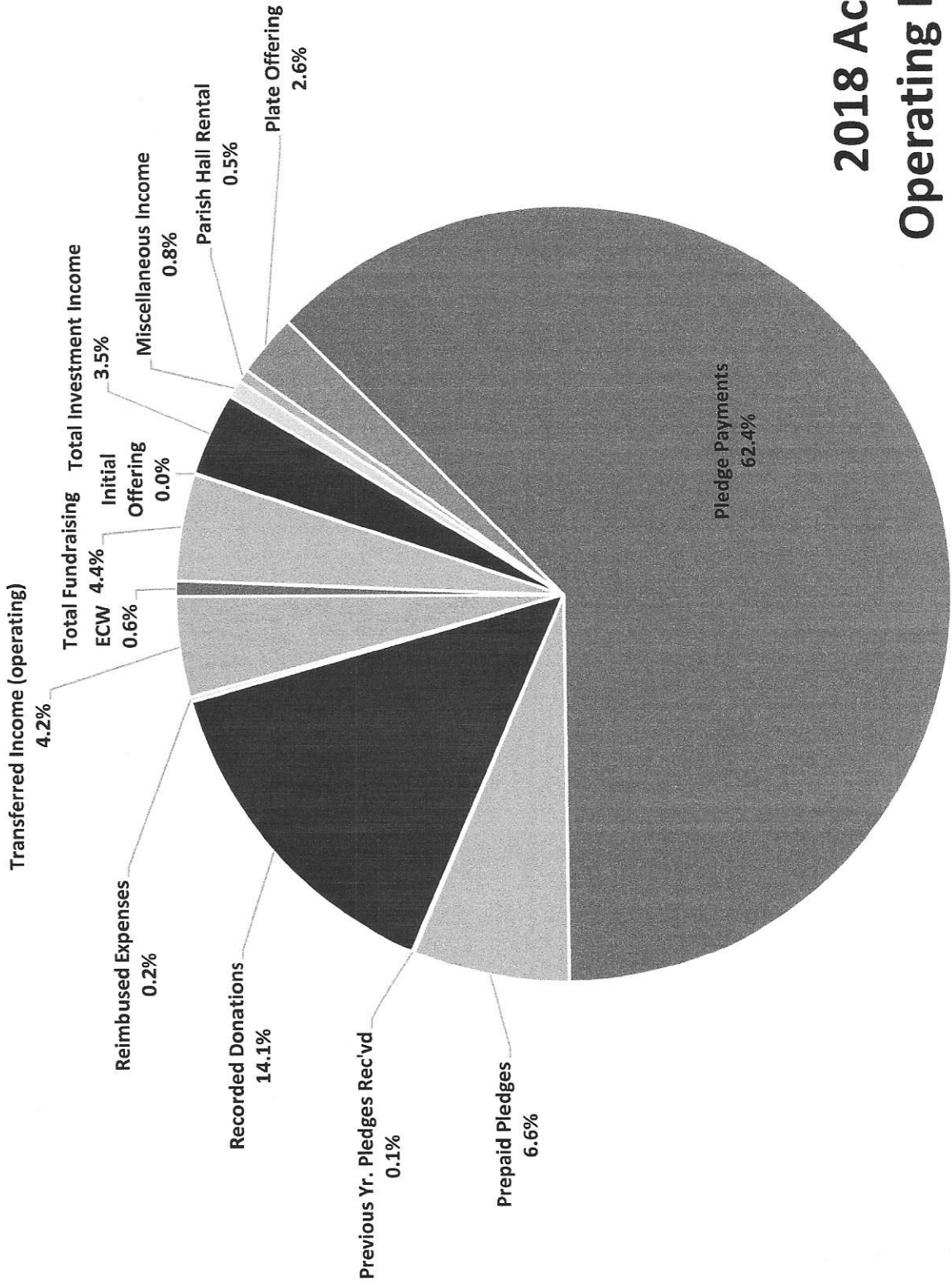
Our combined efforts of highlighting our need, and demonstrating what is currently being done by many of our "good steward" parishioners, helped educate our parish about stewardship and its ultimate effect on our parish. In response, our 2018 Stewardship results exceeded our hopes and prayers: 48 parishioners increased their pledges, 23 remained the same, 9 decreased, 16 did not renew; and we had 24 new pledging units, for a total of 104 pledges. The total amount of pledges increased by \$39,681.00. Our final number is \$228,222.

We are thankful for all who offer their time, talent and treasure so that we can continue our mission and ministry.

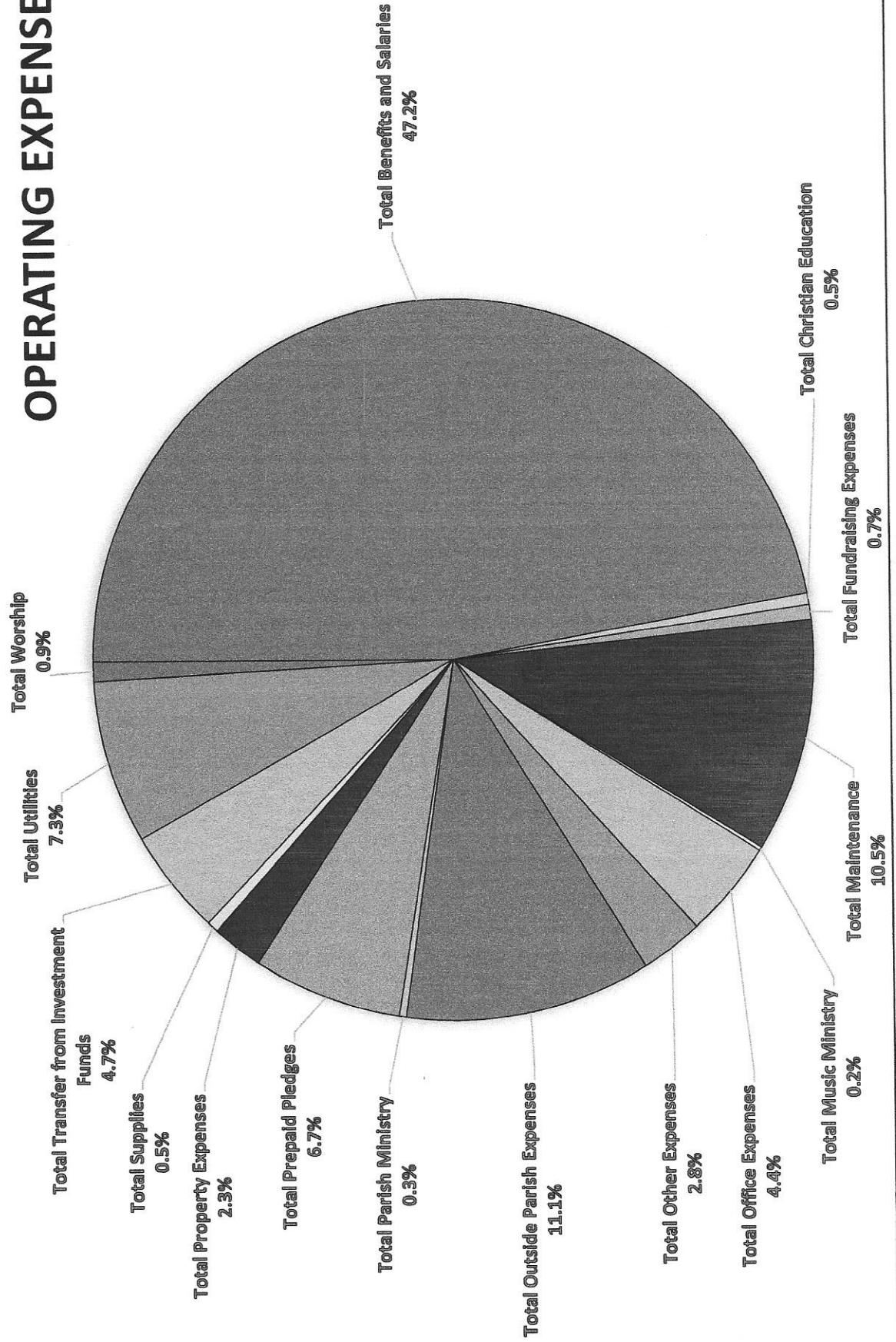
Respectfully submitted by,
Fr. John Schaeffer

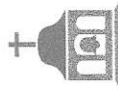
ST MARY ANNE'S
Income and Expense 2017 & 2018 Actual
2019 Budget

	2017 Actual	2018 Budget	2018 Actual	2019 Budget
Operating Income				
1 ECW	2,000.00	2,000.00	2,000.00	2,000.00
2 Emergency Aid	1,139.87			
3 Total Fundraising	12,979.97	9,000.00	13,889.87	9,000.00
4 Initial Offering	80.00	100.00	82.00	100.00
5 Total Investment Income	10,457.21	13,225.00	11,005.70	10,972.91
6 Withdrawal from Investment Income	13,623.10			
7 Miscellaneous Income	5,672.76	5,000.00	2,383.79	5,000.00
8 Parish Hall Rental	1,775.00	1,500.00	1,656.00	1,500.00
9 Plate Offering	5,625.91	5,000.00	8,332.15	5,000.00
10 Pledge Payments	175,657.78	187,841.00	196,121.51	228,222.00
11 Prepaid Pledges	13,290.00		20,600.00	
12 Previous Yr. Pledges Rec'vd	3,007.00	2,000.00	275.00	2,000.00
13 Recorded Donations	25,801.00	20,000.00	44,214.30	20,000.00
14 Reimbursed Expenses	2,145.82		641.60	
15 Transferred Income (operating)	14,240.00		13,290.00	
16 Total Operating Income	\$ 287,495.42	\$ 245,666.00	\$ 314,491.92	\$ 283,794.91
Operating Expenses				
18 Administrator Continuing Ed	137.00	0.00	0.00	0.00
19 Rector's Health and Life Insur	19,002.50	18,006.00	17,960.00	17,454.00
20 Rector's Pension Premium	15,717.36	16,400.00	15,717.36	16,400.00
21 Rector's Annuity			0.00	5,000.00
22 Rector's Professional Develop	0.00	1,000.00	250.00	1,000.00
23 Rector's FICA/Medicare	4,437.00	4,535.00	4,533.84	4,535.00
24 Rector's Startup			200.00	
25 Rector's Travel/Business	517.48	1,200.00	2,547.37	2,600.00
26 Supply Ministry (rector & music)	1,320.00	1,500.00	1,227.02	1,500.00
27 Payroll Expenses	2,183.41	3,235.00	1,360.65	3,235.00
28 Workman's Comp Insurance	891.00	1,500.00	510.00	1,500.00
29 Rector's Salary	57,750.00	59,266.00	59,112.65	59,266.00
30 Director Music Ministry/Organist	20,727.50	25,500.00	24,828.75	25,500.00
31 Administrator	15,504.00	16,796.00	16,688.26	16,796.00
32 Total Benefits and Salaries	138,187.25	148,938.00	144,935.90	154,786.00
33 Total Christian Education	1,387.89	1,600.00	1,632.44	2,200.00
34 Total Fundraising	4,460.90	0.00	2,024.86	0.00
35 Total Maintenance	40,448.29	30,700.00	32,191.88	30,750.00
36 Total Music Ministry	2,815.34	500.00	522.07	1,000.00
37 Total Office Expenses	11,160.49	9,220.00	13,463.19	12,280.00
38 Total Other Expenses	10,217.38	5,600.00	8,682.44	7,250.00
39 Total Outside Parish Expenses	34,074.08	33,975.00	33,975.00	33,827.88
40 Total Parish Ministry	1,268.06	950.00	981.10	2,950.00
41 Total Prepaid Pledges	13,290.00	0.00	20,600.00	0.00
42 Total Property Expenses	7,154.67	7,300.00	6,985.12	7,208.00
43 Total Supplies	1,869.40	1,300.00	1,598.87	1,850.00
44 Total Transfer from Investment Funds	13,623.10	0.00	14,587.00	0.00
45 Total Utilities	20,345.49	21,500.00	22,547.96	23,900.00
46 Total Worship	2,653.41	1,650.00	2,657.53	2,650.00
47 *Total Contingency*				3,143.03
48 Total Operating Expenses	302,955.75	\$ 263,233.00	\$ 307,385.36	\$ 283,794.91
49 Net Income surplus (deficit)	(15,460.33)	\$ (17,567.00)	\$ 7,106.56	\$ -



2018 ACTUAL OPERATING EXPENSES





ST. MARY ANNE'S

EPISCOPAL CHURCH

Current Assets *\$ st. 1706*

St. Mary Anne's Episcopal Church Balance Sheet as of December 31, 2018

	Year To Date						
	12/31/2017	12/31/2018	Contributions	Withdrawals	Gain (Loss)	Operating	Restricted
1	53,978.42	59,174.02				59,174.02	0.00
2	2,112.75	2,112.75	Closed account			0.00	2,112.75
3	2,261.64	1,883.10				0.00	1,883.10
4	51.94	254.04				254.04	0.00
5	22,190.56	5,508.83				0.00	5,508.83
6	14,860.69	51,976.31				0.00	51,976.31
7		15,287.37				0.00	15,287.37
8	95,456.00	136,196.42				59,428.06	76,768.36
9	Other Current Assets						
10	Investment Funds						
11	178,329.60	156,421.20	0.00	-9,426.66	-12,481.74	0.00	156,421.20
12	46,511.61	39,488.88	0.00	-6,261.80	-760.93	0.00	39,488.88
13	85,812.99	62,573.86	0.00	-19,955.24	-3,283.89	0.00	62,573.86
14	9,112.96	7,852.58	0.00	-279.79	-980.59	0.00	7,852.58
15	18,294.19	17,099.22	0.00	0.00	-1,194.97	0.00	17,099.22
16	19,463.75	39,920.76	23,000.00	-1,065.57	0.00	0.00	39,920.76
17	20,358.78	15,335.78	1,700.00	-6,435.00	-288.00	0.00	15,335.78
18	27,185.29	24,623.41	0.00	-1,300.00	-1,261.88	0.00	24,623.41
19	6,003.89	6,176.69	500.00	0.00	-327.20	0.00	6,176.69
20	7,443.00	6,501.60	0.00	0.00	-941.40	0.00	6,501.60
21	254,396.36	231,279.45	0.00	-11,076.60	-12,040.31	0.00	231,279.45
22	763,189.07	693,838.36	0.00	-33,229.80	-36,120.91	0.00	693,838.36
23							
24	1,436,101.49	1,301,111.79	25,200.00	-89,030.46	-69,681.82	0.00	1,301,111.79
25							
26	1,436,101.49	1,301,111.79	25,200.00	(89,030.46)	(69,681.82)	-	1,301,111.79
27	1,531,557.49	1,437,308.21				59,428.06	1,377,880.15

SEE NEXT SHEET FOR DETAILS OF WITHDRAWALS

1 Unrestricted funds
 2 Restricted funds - restricted by donor
 3 Restricted funds - restricted by parish/vestry

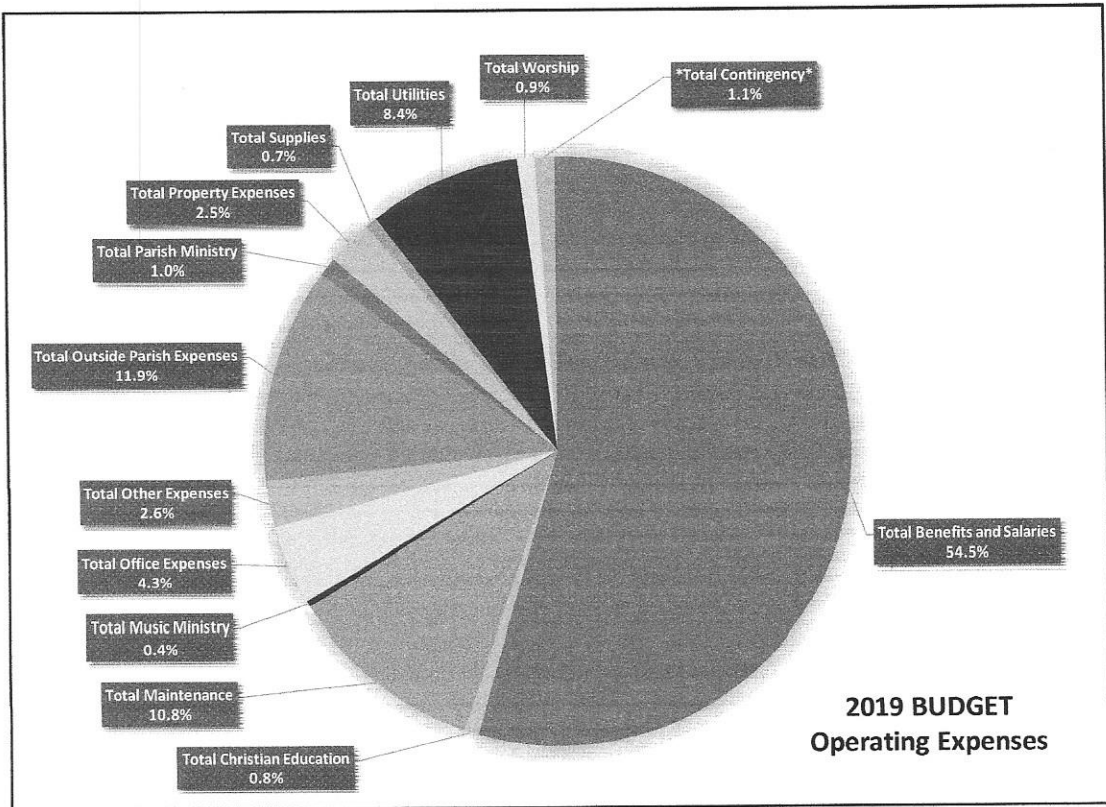
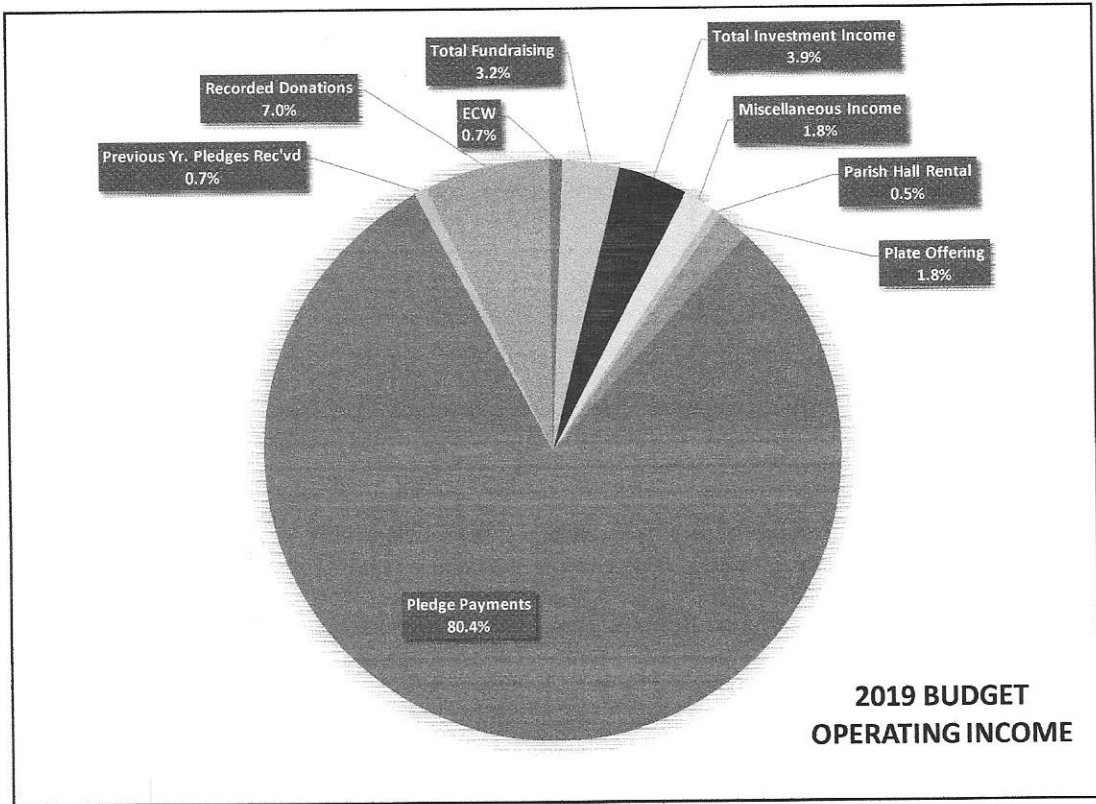
St. Mary Anne's Episcopal Church
Withdrawals from Investment Accounts

Date	All Saints	Churchyd	Coudon	Miller	Outreach	Prop Pres	Scholarship	Sturgeon 75%	Sturgeon 25%	
2018	4,286.66									2017 income
		3,650.00		279.79						2017 income to rector
		2,611.80								drainage in churchyard (Lynch)
			8,248.00							monthly withdrawal (217.65)
			7,600.00							church roof (Groff)
			4,107.24			2,200.00				offices air conditioning (Crouse)
							1,300.00			monthly withdrawal (342.27)
										wharf repair (Howell)
								33,229.80		2018 scholarship award
									11,076.60	monthly withdrawal (2,769.15)
										monthly withdrawal (923.05)
	3,140.00					4,235.00				parish center roof repair (Reeder)
	2,000.00									parish center piano repairs
					1,065.57					match for CA fire victims
										electrical work in outreach area
Total	9,426.66	6,261.80	19,955.24	279.79	1,065.57	6,435.00	1,300.00	33,229.80	11,076.60	
			Year to date Total							89,030.46

St. Mary Anne's Episcopal Church
Restricted Funds
January 1, 2018 - December 31, 2018

AV System	10,226.92
Enoch Miller Fund Income	279.79
Grant - DoE New Initiatives	2,500.00
Recovery Service (12 Step)	1,262.25
Scholarship - Dream Big	1,800.00
Special Offerings	
African Ministries	123.00
Bishop's Discretionary Fund	105.00
CA fires	5,000.00
Crop Walk	3,265.13
Memorial Fund	350.00
Music concerts	7,582.84
Property Preservation	500.00
Rector's gift	2,000.00
Rotating Shelter	75.00
SMA Discretionary Fund	3,355.25
SMA Outreach	8,174.78
Special Altar Flowers	1,810.00
The Giving Tree	944.87
Train Show	2,031.12
Wreaths Across America	25.00
YG Pancake Supper	572.00
Youth Group - Mission Trips	1,668.01
Total Special Offerings	<u>37,582.00</u>
Sturgeon 25% Cash Liquidity	9,876.60
Sturgeon 25% Property Preserv	1,200.00
Sturgeon 75% Missions	33,729.80
Transfer from Vanguard to EEF	229,374.03
Transferred Income (from Holding Acct)	40,138.57
World Relief	
ERD	44.27
Missions - garden market	767.46
Total World Relief	<u>811.73</u>
Total Restricted Funds	<u><u>368,781.69</u></u>

NOTE: For projects not completed at end of fiscal year the remaining income is transferred to the Holding Account



Report of the Mission Committee for the Annual Meeting January 2019

Income from Sturgeon Fund	2018 Jan & Feb.												Total
	\$5,538.30	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	\$2,769.15	
	Expenditures												
Organization	Budget Amts.	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Meeting Ground	\$2,500.00			\$1,000.00			\$500.00					\$1,000.00	\$2,500.00
Domestic Crisis Ctr.	\$1,500.00	\$500.00					\$500.00		\$500.00				\$1,500.00
Deep Roots	\$500.00											\$500.00	\$500.00
Nicanor	\$2,500.00	\$1,000.00				\$1,000.00							\$2,500.00
Camp Care	\$600.00			\$600.00									\$600.00
Subtotal	\$7,600.00					\$1,500.00	\$500.00	\$1,500.00					\$7,600.00
El Hogar	\$1,500.00												\$1,500.00
Our Little Roses	\$1,500.00							\$1,500.00					\$1,500.00
Give A Child Life	\$1,200.00				\$1,200.00								\$1,200.00
Farmers & Hunters	\$400.00			\$400.00									\$400.00
ERD	\$1,000.00									\$300.00			\$1,000.00
Children Med Haiti	\$300.00												\$300.00
Subtotal	\$5,900.00												\$5,900.00
SMA Outreach	\$18,000.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$2,000.00	\$18,000.00
SMA Lay Ministry Fund	\$500.00		\$350.00					\$150.00					\$500.00
Seminarian Fund	\$500.00									\$500.00			\$500.00
Rector's Discretionary	\$529.80						\$529.80						\$529.80
Contingency Fund	\$200.00												\$200.00
Subtotal	\$19,729.80												\$19,729.80
Total Disbursements	\$33,229.80	\$3,100.00	\$1,950.00	\$4,100.00	\$2,800.00	\$4,100.00	\$3,129.80	\$3,250.00	\$2,100.00	\$2,400.00	\$1,600.00	\$4,500.00	\$33,029.80
Ending Balance		\$2,438.30	\$3,257.45	\$1,926.60	\$1,895.75	\$564.90	\$204.25	-\$276.60	\$392.55	\$761.70	\$1,930.85	\$200.00	

see note 1

- Notes:
1. \$200 in contingency will be carried over to 2019 budget
 2. Prior year carryover of \$500 was sent to Episcopal Relief and Development for Guatemala Volcano Relief on August 20 2018
 3. Train show proceeds of \$1552.02 were mailed to Childrens Medical Mission of Haiti on January 22 2018
 4. Garden Market Duck Races proceeds of \$767.30 were mailed to Camp Care on May 30 2018

MISSION BUDGET FOR 2019

The Mission Committee is charged with drafting the budget each year for mission and outreach activities that are funded by income from the Beulah Sturgeon Fund (75% of the fund proceeds are used for Mission). The focus is on ministries that provide basic human needs — food, clean water, clothing, shelter, basic health care, and basic education — for either children or adults. The proposed 2019 Mission budget, below, will be presented to the congregation for approval at the annual meeting. We anticipate an investment income of \$33,947.28.

Local Organizations

Meeting Ground – our funds are applied to the general operating budget to shelter homeless individuals and families in Cecil County	\$2,500
Camp C.A.R.E Respite Program works with Cecil County students ages 6-20 and offers a day camp for those with a diagnosed developmental disability. There has been some staff turnover and we are still waiting for the application from this group. The Mission Committee budget has \$600 in the contingency fund budget line for this organization.	\$0
Cecil County Domestic Violence / Rape Crisis Center – our funds are used to pay for any emergency need, e.g., clothing and medications, for the victims.	\$1,500
Deep Roots – provide families with food and long term shelter	\$500
Nicanor – provides food to children who suffer food insecurity on the weekends	\$3,000
Community Coalition for Affordable Housing - provides affordable housing to homeless individuals with behavioral health diagnoses. Residents are required to contribute toward rent and utilities expense. Our funds are used to pay part of the residents utility expenses.	\$500
Total Local	\$8,000

Foreign Missions

El Hogar (Home of Love and Hope) – an orphanage/school for boys in Honduras	\$1,500
Our Little Roses – an orphanage/school for girls in Honduras	\$1,000
Farmers & Hunters Feeding the Hungry- process, package, & distribute donated meat	\$500
Episcopal Relief and Development – the national church’s program of assistance worldwide. This year the Mission Committee put \$1000 for ERD into the contingency line of the budget so that our gift could be targeted for selected ERD projects throughout the year.	0
Children’s Medical Mission of Haiti – provide educational & medical support to people of Haiti	0
Total Foreign	\$3,000

SMA Mission Projects

SMA Outreach Office – funds that buy food to help the needy of our community on a weekly basis	\$20,000
SMA Lay Ministry Fund – funds reserved for educational events for the lay leaders of St. Mary Anne’s, typically used for EFM training materials	\$500
Seminarian Fund – used to support seminarians from St. Mary Anne’s. The Committee decided not to fund this line item for 2019	\$0
Rector’s Discretionary Fund	\$647.28
Contingency Fund includes: \$600 \$1,000 for ERD and \$200 miscellaneous contingency	\$1,800
Total Projects	\$22,947.28

Total Planned Mission Disbursements	\$ 33,947.28
Total Anticipated Available Funds	\$ 33,947.28

2018 OUTREACH REPORT

Number of families helped	1249
Total Number Individuals helped	3440

Total Number of St. Mary Anne's Bags of Food	6284
Total Number of Federal Food Bags	1257

Total Days Office Open	138
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Total Income	\$29,761.54
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Sturgeon Fund	\$18,000.00
Individuals	\$3,981.04
Organizations	\$1,325.00
Garden Market	\$2,538.25
Fund Raising Events	\$1,296.75
EFSP Grant	<u>\$2,620.50</u>

\$29,761.54

Total Disbursements	\$21,514.78
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Food	\$20,970.47
Assistance	\$236.94
Other	<u>\$307.37</u>

\$21,514.78

Number of Office Volunteers	14
Number of drivers and unloaders	16

North Elk Coffee House Financial Statement January 1, 2018 to December 31, 2018

January 1, 2018	Beginning balance		\$2367.09
January 20, 2018	Door receipts	\$1021	
	Kitchen receipts	\$219	
			\$3607.09
	Performer's fee - Kevin Neidig	-\$300	\$3307.09
January 23, 2018	Deposited check from grant - Cecil County Arts Council	\$225	\$3532.09
February 6, 2018	Bank statement noted 2 more fees of \$50 each charged for Corporate Account Analysis; then noted three credits of \$50 each to reimburse these two and a \$50 fee from November 30, 2017 - all charged in error.	+\$50	\$3582.09
February 17, 2018	Door receipts	\$445	
	Kitchen receipts	\$111	\$4138.09
	Performer's fee - Kate Macleod (pd in cash)	-\$300	\$3838.09
March 17, 2018	Door receipts	\$815	
	Kitchen receipts	\$183	\$4836.09
	Performer's fee - Lisa Brigantino (Hidden Pond Productions)	-\$300	\$4536.09
April 21, 2018	The April coffee house was cancelled due to Cosy Sheridan's illness.		
May 19, 2018	Door receipts	\$557	

May 19, 2018	Door receipts	\$557	
	Kitchen receipts	\$140	\$5233.09
	Performer's fee - Reggie Harris	-\$300	\$4933.09
June 6, 2018	Wrote a check to Meeting Ground for our annual contribution of the proceeds for the season.	-\$4000	\$933.09
July, 2018	No activity.		
August, 2018	No activity.		
September 15, 2018	Door receipts	\$581	
	Kitchen receipts	\$140	\$1654.09
	Performer's fee - Michael Johnathon	-\$300	\$1354.09
October 20, 2018	Door receipts	\$430	
	Kitchen receipts	\$149	\$1933.09
	Performer's fee - John Lionarons	-\$300	\$1633.09
November 17, 2018	Door receipts	\$725	
	Kitchen receipts	\$158	\$2516.09
	Performer's fee - Scott Birney (Sin City Band)	-\$300	\$2216.09
December	No activity		
December 31, 2118	End of year balance		\$2216.09

The cash box maintains \$200.

2018

ECW ANNUAL REPORT

Beginning Balance	\$4353.75	
Income		
Garden Market	\$ 4779.06	
Receptions	\$ 500.00	
Bus Trip	\$ 650.00	
Cookie Walk (2017)	\$ 20.00	
Cookie Walk (2018)	\$ 2644.84	
Reception (Deposit)	\$ 200.00	
ECW Dinner	\$ 600.00	
Total Income		\$9393.90
Expenses		
Receptions	\$ 190.98	
Kitchen Supplies	\$ 6.00	
Vestry Pledge	\$ 2000.00	
Outreach	\$ 500.00	
Rector's Discretionary	\$ 500.00	
Children's Home	\$ 300.00	
Giving Tree	\$ 150.00	
Preservation Fund	\$ 500.00	
Cookie Walk	\$ 238.18	
Bus Trip	\$ 850.00	
ECW Dinner	\$ 522.00	
Deposit Slips	\$ 58.42	
Total Expenses		\$5815.58
Ending Balance	\$7932.07	