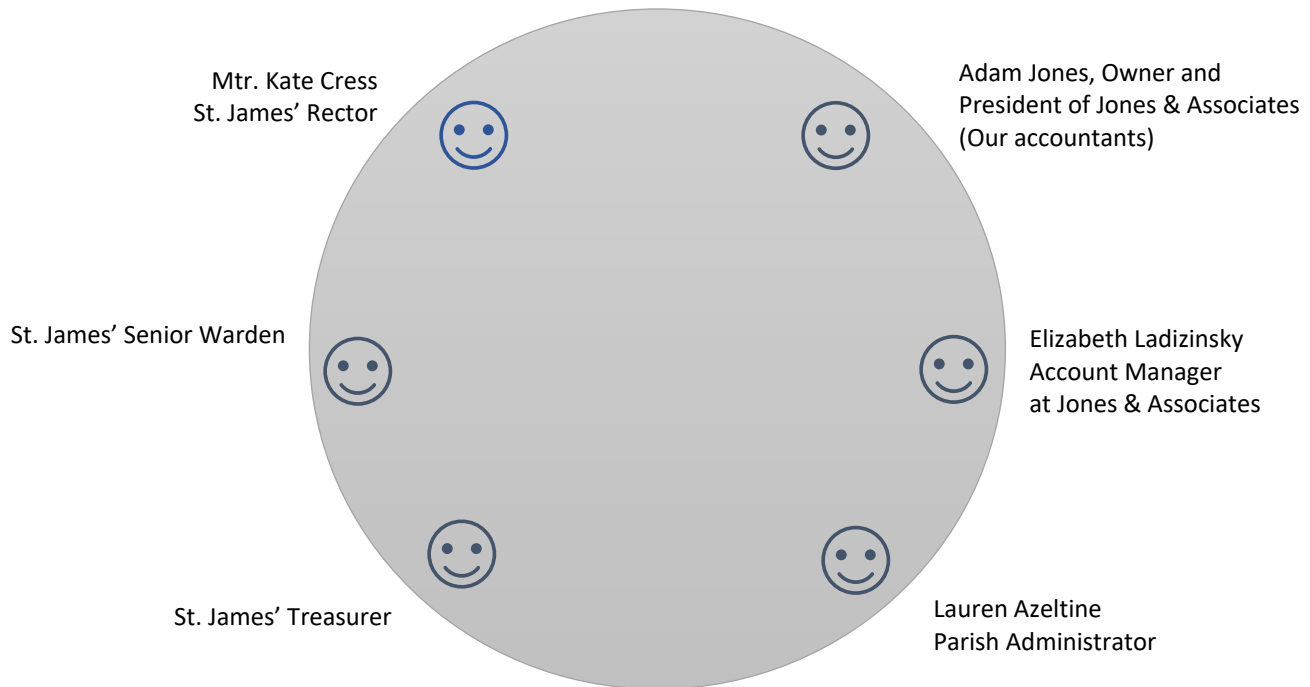


How We Review Our Finances Each Month at St. James

Monthly Finance Meetings

On the Thursday prior to our monthly Vestry meeting the following people meet to go over the previous month's income and expenses:



① At each meeting we review the reports from the previous month that were prepared by Jones & Associates. These files come to us in an Excel file.

First we examine the church balance sheet (which is named the **Statement of Position** in the Excel file) that shows:

Assets - what we own (cash, real estate, etc.)

and **Liabilities** - what we owe (bills, clergy discretionary accounts, SBA PPP loan)

And we look to see if there are any errors or significant changes.

We then review the income statement (which is named the **Statement of Activities** in the Excel file) by looking at the income and expenses for the month and how they have affected our annual budget year-to-date. If a question arises, we can refer to the QuickBooks file for details and sometimes look back at what might have happened the previous year.

We look at the bottom line (also known as the **Net Ordinary Income** in the Excel file) to see if we're over or under the total budget for the year. We also consider what money we have in the church checking account and whether we have sufficient money to cover 2 months of expenses.

② In discussion, the team prepares a report for the vestry.

③ At our monthly vestry meeting, the vestry reviews the monthly report and discusses any questions that may come up.