

## Part XIII

### **Managing Our Money – Building Operations**

*(This is part of an ongoing series of articles about the church's finances by Dual Macintyre, Treasurer)*

St. Paul's has another group of expenses that are tracked for each structure on our campus: the church itself; the Parish house, the Rectory and the Julia Jelleme cottage. These expenses are what we normally call "utilities" for a home – heating, electricity, water and sewer, and trash collection. There are also expenses associated with maintaining the organ and providing fire and burglar alarm protection.

Two of our buildings, the church and the Rectory are heated using petroleum products, while the Parish house and cottage are heated by electricity. As you might expect, our heating costs are high and going higher; they will total about \$26,500 for this year. Our water and sewer bills are also going up rapidly, thanks in part to the expansion of the Surfside treatment plant. We expect to pay more than \$5,000 in water and sewer bills this year and trash collection, the last "utility", will cost about \$2,500 for the year. As I mentioned in the article on "Suggested Donations", we ask that all the organizations that use our facilities regularly to contribute to help offset our utility costs.

Insurance is another large factor in our budget. Our insurance is with The Church Insurance Company of Vermont, which is a division of the Church Pension Group, and it acts as both the agent and the insurance company. Other divisions of the Church Pension Group also administer pensions both for clergy and for lay employees, provide life insurance, operate a medical trust and provide church publishing – all for Episcopal dioceses and churches. There is a long list of accidents and other liabilities for which we are covered in our policy. To name just a few: buildings and contents, flood, backup of sewers and drains, fine arts, sexual misconduct, personal injury, pastoral counseling liability, equipment breakdown and directors' and officers' liability. We review our coverage annually and make adjustments as needed; all of our insurance payments amount to about \$14,000 per year. We also require those organizations that use our facilities regularly to carry their own liability insurance and name St. Paul's as an "additional insured" location on their policy. That way, someone who fell while using the Food Pantry would first make a claim under the Food Pantry insurance and secondarily under our policy.

Our next topic will be the "administration" section of our expense budget which is similar to general operations, but covers items that are usually classified as office expenses.