

## Part XIV

### **Managing Our Money – Administration**

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

Administration is the budget category that includes all those expenses that we generally think of as “office” expenses. It includes copier expense, which amounts to about \$3,200 per year. While this seems like a high amount, it also represents a more efficient and cost-effective way of producing many of our large volume items, such as the weekly bulletins, without resorting to a commercial printer. We lease our copying equipment and negotiate the most favorable terms among several competing providers.

Computer expenses are another item that cost about \$3,000 a year. It includes not only the occasional hardware additions or replacements but also software upgrades and expert technical advice when an unusual problem arises. There is a related category, office equipment, that includes the postage meter and other items that make an office function efficiently. Postage charges for all our mailings amount to about \$100/ month, which is one reason why we are trying to use email and our website, [www.stpaulsnantucket.org](http://www.stpaulsnantucket.org) , to communicate as much information as possible.

Telephone expenses are another item that falls within Administration. We recently renegotiated our telephone service contract with Verizon to give us a bundled rate for local, long-distance and internet service. These services cost us about \$2,900 in the past, but should be reduced significantly in the future. In addition, we also pay to lease our telephone equipment and that amounts to \$3,800 a year. Our current lease expires in October and we hope to negotiate a more favorable lease for the future.

Printing costs for those items that cannot be reproduced on a copier, mainly stationary, items that are mailed in bulk, and those with color or detailed graphics cost about \$2,200 a year. While that may seem high, remember, we are on Nantucket and we cannot run out to Kinko's when we need a quick printing job. A similar category is “office supplies” which includes all the usual supplies, most of which we buy off-island by catalogue or through the internet. Nevertheless, when we run out of something or need a refill immediately, we buy locally and that adds to our costs.

The final items in this category are advertising and administrative fees and dues. Advertising expenses for fund-raisers are charged to each event, but advertising for services or other non fund-raising events falls into this category. Administrative fees and dues include training for office staff and any fees associated with credit cards or other charge accounts we maintain. Although we pay all our bills on time, there are occasional service charges or other fees linked to our accounts.