

TREASURER

Responsibilities include overseeing the diocesan accounting system; serving as financial liaison to the Trustees, Council, Property Committee, Growth Fund Committee, Audit Committee, Budget and Assessments Working Group, and Compensation Committee; providing financial/employee benefit assistance to parishes/diocesan organizations; and managing the returned properties with guidance and assistance from the Trustee Property Committee. I am grateful to diocesan and Trinity Cathedral staff and the many volunteers who spent countless hours working on the renovation and move of the diocesan offices to the cathedral during 2015.

Accomplishments since the 2014 Convention include:

- The 2014 audit was completed and an unqualified opinion rendered by Maher Duessel.
- Assisted three parishes in obtaining \$22.3k in grants from The Advancement Society to defray costs for various building maintenance projects.
- Instituted an annual Treasurer's Training workshop with 21 attendees in March 2015 (original February date with 39 attendees was postponed due to snow). Topics included financial reporting, clergy/lay compensation and payroll, internal controls, taxes and IRS guidelines, parochial reports and parish audits.
- Instituted payroll processing through ADP using Episcopal Payroll Services to provide monthly payroll processing to parishes with five or less employees at greatly reduced rates (monthly cost ranges from \$11.55 to \$17.75). Contact Marlene Rihn for information.
- Instituted "volunteer audit teams" for parishes unable to find qualified volunteers.
- Received \$6.2k bequest from the estate of Frank Alton. Bequest was designated for Chaplaincy Fund and deposited into Morgan Stanley Pool 1.
- Received notice of \$497k unrestricted bequest from the estate of Margaret Zieg. Trustees approved use of \$257k for Cathedral renovations/move to Cathedral and remaining \$240k to Growth Fund held in Morgan Stanley Pool 2.
- Issued Growth Fund grants of \$36,550 to five parishes in December 2014 and \$19,500 to three parishes to date in 2015. Disbursed Growth Fund loan of \$29,650.
- Disbursed Parish Mission Grants totaling \$31,275 to ten parishes within the diocese. \$23,725 remains in the fund and is available for additional parish mission projects. Applications are available on the diocesan website.
- Provided \$163,743 in financial support from operating budget to four parishes resuming their participation in the diocese and two additional parishes in need of financial assistance.
- Provided \$27k in Community Outreach Grants, \$20k to Sheldon Calvary Camp Capital Campaign, \$18,888 in Emma Locke Trustee Grant to Sheldon Calvary Camp for scholarships, and \$5k mission grant to Inabaknon Heritage Society, Philippines.

Work continues on the development of formal written policies and procedures relating to accounting and fiscal matters, employee handbook, investment policy, and fraud.

It continues to be my privilege to serve as Treasurer for the Episcopal Diocese of Pittsburgh.

Faithfully,
Kathi Workman