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DIOCESAN COUNCIL AGENDA

June 9, 2022
2 p.m. via Zoom

Gathering time (Doug)

Consent agenda: (on portal)

- May Council Minutes
- May EMWM Minutes

Bishop's time

Human to Human Budget approval (Mark)

Parish Loan Program draft (Mark)

Loan request – Holy Spirit, Sutton

Annual Audit report

Affirm additional Lay Alternate Deputy to General Convention

Affirm members of Diocesan Nominating Committee

Adjourn

COUNCIL MEMBERSHIP

Officers and Appointed Members:

The Rt. Rev. Douglas Fisher, President

The Rev. Tanya Wallace, Vice President

Ms. Wende Wheeler, Secretary

The Rev. Dr. Richard Simpson, Assistant Secretary

Mr. Mark Rogers, Treasurer

Mr. Frank Minasian, Trustee Representative

Term of Office Expires:

Convention of 2022 - Janet Zimmerman, Janet Young, Beth Washburn

Convention of 2023 - Richard Delorme, Charlotte LaForest, Reynolds Whalen

Convention of 2024 - Eliot Moss, Rick Gore, Tom Callard, Mary Frances Rozak

Upcoming Meetings

September 22, 2022

October 13, 2022

November 17, 2022

December 8, 2022

**Minutes of the Diocesan Council of
the Diocese of Western Massachusetts**

May 12, 2022
2:00 p.m. via Zoom

Present

The Rt. Rev. Doug Fisher, President
Richard Delorme
Richard Gore
Frank Minasian
The Rev. Eliot Moss
Mary Frances Rozak
The Rev. Dcn. Beth Washburn
Reynolds Whalen
Wende Wheeler, Secretary
Janet Young
The Rev. Janet Zimmerman

Absent

The Rev. Tom Callard
The Rev. Charlotte LaForest
Mark Rogers, Treasurer
The Rev. Rich Simpson
The Rev. Tanya Wallace, Vice-President

The meeting was called to order at 2:00 p.m. Wende led the opening prayer.

Consent Agenda

The Consent Agenda was moved, seconded and passed unanimously.

Solar Farms Proposal

The Rev. Vicki Ix joined Council to make a presentation regarding a Solar Energy Initiative – a partnership between a solar farm company and the Diocese in order to develop a renewable source of electricity which would cover all or part of the annual electrical energy usage for the 51 parishes and other buildings in the Diocese. She walked through a Powerpoint presentation, and sought the Council's support of Phase 1, the information gathering stage.

The concept was brought to the Diocese by Dr. J. Christopher Perry, a member of St. Stephen's in Pittsfield. His proposal is attached to these minutes. The plan has three main advantages: green energy production, scalability from one parish to the entire Diocese, and its promotion of equity and justice.

Phase 1 is information gathering by Dr. Perry. He will work with 18 parishes (at his own cost) to analyze their current electricity usage and thus extrapolate to the Diocese as a whole, looking at energy rates, kilowatt hours and delivery costs.

Once the initial information is gathered and analyzed, Dr. Perry will present his findings to the Council for the next steps.

While a formal vote was not needed at this time, the Council expressed its approval of the first phase of this initiative, and looks forward to further information from Dr. Perry.

Bishop's Time

The Bishop's items:

- The Bishop was in New Hampshire at the Bishop Harris Center following a joint meeting between Episcopal and Lutheran bishops and clergy who have been working together in joint mission.
- He had recently attended the annual meeting of the Trustees of the Diocese, the first one in person since the beginning of the pandemic.
- He noted the recent Clergy Conference, also held at BHC. It was the first in-person clergy conference in three years, and featured Bishop Rob Hirschfeld of New Hampshire, who let the group to focus on mental health and the church.
- Noted the changes being made to the format and duration of July's General Convention, due to the continued shifting nature of Covid rates.

Expansion of the scope of Global Mission Committee

Since being reconstituted last year, the Global Mission Committee has been finding it challenging to expend its funding to eligible projects. They are continuing to get the word out to those who might be interested in pursuing mission projects, but have also requested a broadening of their committee's purview. They have requested the following:

Whereas funds allocated to Global Missions have not evoked new applications for support from ministries other than from those which have previously sought funds and that these resources may be underutilized, and
Whereas it is generally understood that Global Missions funds are available only to ministries beyond our national borders, and
Whereas the significance of global mission takes new meaning in the era of commercial globalization, and surging displacement and migration of peoples,
Therefore the Global Missions committee seeks to extend its purview to ministries addressing the needs of migrants and refugees resettling within the diocese and requests the endorsement of this extension by the Diocesan Council.

The petition was moved, seconded and passed unanimously.

The meeting was **adjourned** at 2:42 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary

*J. Christopher Perry, M.P.H., M.D.
Berkshire Psychiatric Associates
7 North St. Suite #302
Pittsfield, MA 01201
413 442-6100*

November 10, 2021

Letter of Intent:

Solar Energy Initiative for the Episcopal Diocese of Western Massachusetts

Overall Aim:

To develop a proposal for a renewable source of electricity to cover all or part of the annual electrical energy usage of the 51 parishes and other Diocesan buildings in the Episcopal Diocese of Western Massachusetts.

A. Green Electricity production: Produce all or part of the annual electricity usage and lower transmission and related costs, depending on feasibility and affordability.

B. Scalability. The proposal should be scalable from 1 parish up to all parishes and Diocesan buildings, depending on buy-in of the various parishes/entities. This may be similar to a "Community solar farm."

C. Equity/Distributive Justice. If feasible, the proposal may encompass developing electricity in excess of Diocesan needs, allowing the possibility of sourcing electricity for other non-profit organizations that promote equity/distributive justice goals.

Preliminary Steps

1. Collaborate with Diocesan staff on the aims and steps of this letter of intent, modify it as necessary, and come to an acceptable agreement on proceeding.

2. Work with Diocesan staff to develop an information base from the parishes and other Diocesan buildings. I will underwrite the costs of developing this information base. It will go more quickly if someone in place could do this under my direction and with me defraying the "moonlighting" costs. This information would include:

a. some information on parish size, buildings, parking lots and other land which

might offer opportunities for solar installations

b. several years' information on monthly electricity usage, including KiloWatt hours (KwHrs), energy rate (cost per KwHr), overall monthly bill (includes transmission costs and multiple other costs). This will allow us to know current usage and costs, and to project (mathematically model) likely rate of change in usage and total electricity costs over ensuing years.

c. If some parishes are not able to supply information from b., we will estimate their information based on parish characteristics, if need be.

3. Potential sites for a solar farm installation. Identifying potential suitable sites for a solar farm installation would be necessary, and so any preliminary possibilities we locate will be helpful.

a. It is possible that information developed in step 1 above may identify some suitable sites already owned by the parishes: unimpeded western exposure, 1- to 5-acre size (this is my preliminary guess as to the range of acreage needed).

b. It is possible that some parishioners may have suitable unused land that they may be willing to lease for the duration of the solar farm (typically 25-30 years lifespan).

c. It is also possible that we may identify (or the company we work with may locate) a possible suitable brown-field solar site which we could lease for this purpose.

4. Once an information base is developed, we will contact Solar Installation companies capable of working with the Diocese to develop a concrete proposal for a solar farm (or multiple installations if that is more feasible).

a. Such companies are knowledgeable about all of the legal, regulatory, siting, and power-sharing agreement issues, as well as capable of developing and installing the equipment for the desired solar installations.

b. My current understanding is that as part of any proposal, the Diocese may need to create a non-profit corporation (Solar farm entity) to administer the Solar installation and power-purchasing agreements, and payments to the company and or other lease holders. This non-profit LLC becomes the energy supplier and receives the payments from individual parishes for energy purchase. This entity then owns or leases the solar farm and makes payments until full ownership is achieved.

c. My current understanding is that there are a number of financial methods for

developing solar installations including, but not limited to, outright purchase, financing an eventual purchase (layaway plan), leasing, and a power purchase agreement (someone else owns the solar farm). Each of these will have different financial implications affecting the cost of the electricity sold to the parishes and Diocese, and whether the Diocese owns , eventually owns, or never owns the solar farm LLC.

d. Any proposal to be accepted by the Diocese will likely require all of the stakeholders (parishes and other non-profit entities signing on) to sign legal agreements to purchase power from the Solar Farm entity, prior to any solar installation company being able to proceed to build, once a proposal is accepted. This is where scalability is important, in case some parishes are not interested.

5. Time frame. I think the Diocese of Rhode Island, which has gone through the process of finding a suitable site and developing an accepted proposal for a solar farm on diocesan property, took about two years to get to this point, and construction will not begin until the Spring 2022. Some factors for our Diocese may vary, allowing for a speedier (or slower) process. The actual build-out should be done in months to under a year, unless there are difficult “brown-field issues” requiring mitigation prior to building.

End.

**THE ADMINISTRATIVE OFFICES OF THE
EPISCOPAL DIOCESE OF WESTERN
MASSACHUSETTS
AND AFFILIATE**

CONSOLIDATED FINANCIAL STATEMENTS

***DECEMBER 31, 2021 AND 2020
WITH SUPPLEMENTARY INFORMATION***

DRAFT COPY

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE**

CONSOLIDATED FINANCIAL STATEMENTS

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INDEPENDENT AUDITOR'S REPORT

To the Diocesan Council of
The Administrative Offices of the
Episcopal Diocese of Western Massachusetts and Affiliate
37 Chestnut Street
Springfield, MA 01103

Qualified Opinion

We have audited the accompanying consolidated financial statements of the Administrative Offices of the Episcopal Diocese of Western Massachusetts and Affiliate (the "Diocese"), which comprise the consolidated statement of financial position as of December 31, 2021, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, except for the effects of the matters described in the Basis for Qualified Opinion section of our report, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Administrative Offices of the Episcopal Diocese of Western Massachusetts and Affiliate as of December 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified Opinion

As more fully described in Note 5 to the consolidated financial statements, certain buildings are recorded at management's estimated value; no depreciation is recorded on these buildings. Effective January 1, 1997, the Diocese started capitalizing property and equipment additions at cost and recognizing depreciation. Property and equipment used in operations should be stated at cost and depreciation should be recorded.

As explained in Note 7 to the consolidated financial statements, certain other postretirement benefit plans are updated once every five years and actuarial calculations and disclosure requirements are not available in order to conform with accounting principles generally accepted in the United States of America.

The effects on the accompanying consolidated financial statements of the above practices have not been determined.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Diocese and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Diocese's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Diocese's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Diocese's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

To the Diocesan Council of
The Administrative Offices of the
Episcopal Diocese of Western Massachusetts and Affiliate
Page Three

Report on Summarized Comparative Information

We have previously audited the Administrative Offices of the Episcopal Diocese of Western Massachusetts's 2020 consolidated financial statements, and we expressed a qualified audit opinion on those audited consolidated financial statements in our report dated June 3, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the effects of the matters described in the Basis for Qualified Opinion section, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

Very truly yours,

DRAFT COPY

LaPier, Dillon & Associates, P.C.
June 7, 2022

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
<i>ASSETS</i>		
Assets		
Cash	\$ 1,013,037	\$ 1,208,204
Accounts receivable, net	5,418	20,466
Distribution receivable	398,675	385,173
Prepaid expenses	32,115	29,561
Due from parishes	-	34,089
Notes receivable	242,153	259,581
Interest in net assets of the Trustees for the Diocese of Western Massachusetts	35,168,573	32,792,653
Property and equipment, net	<u>829,752</u>	<u>841,982</u>
Total assets	<u>\$ 37,689,723</u>	<u>\$ 35,571,709</u>
<i>LIABILITIES AND NET ASSETS</i>		
Liabilities		
Accounts payable and accrued expenses	\$ 21,968	\$ 218,450
Refundable advances	3,000	-
Deferred revenue	-	1,242
Agency obligations	90,787	95,750
Amounts held on behalf of others	22,322	5,533
Other postretirement benefit obligations	<u>1,178,841</u>	<u>1,178,841</u>
Total liabilities	<u>1,316,918</u>	<u>1,499,816</u>
Net assets		
Without donor restrictions		
Unrestricted	1,138,016	827,787
Unrestricted - board designated	<u>10,152,187</u>	<u>9,804,480</u>
Total net assets without donor restrictions	<u>11,290,203</u>	<u>10,632,267</u>
With donor restrictions		
Time and purpose restricted	20,990,762	19,347,786
Perpetual in nature	<u>4,091,840</u>	<u>4,091,840</u>
Total net assets with donor restrictions	<u>25,082,602</u>	<u>23,439,626</u>
Total net assets	<u>36,372,805</u>	<u>34,071,893</u>
Total liabilities and net assets	<u>\$ 37,689,723</u>	<u>\$ 35,571,709</u>

The accompanying notes are an integral part of these consolidated financial statements.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
CONSOLIDATED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2020**

	Without Donor Restrictions	With Donor Restrictions	2021 Total	2020 Total
Support and revenues				
Common ministry	\$ 1,139,884	\$ -	\$ 1,139,884	\$ 1,142,435
Other income	124,863	26,958	151,821	480,777
Net assets released from restrictions	<u>17,732</u>	<u>(17,732)</u>	<u>-</u>	<u>-</u>
	<u>1,282,479</u>	<u>9,226</u>	<u>1,291,705</u>	<u>1,623,212</u>
Operating expenses				
Program Activities				
Agency administration and HR services	180,188	-	180,188	167,900
Bishop's ministry	642,515	-	642,515	599,534
Congregational development	654,919	-	654,919	499,466
Fanning the Flames	-	-	-	49,851
Human to Human	220,518	-	220,518	208,636
Leadership development and clergy support	133,873	-	133,873	173,318
Mission in the world	<u>556,532</u>	<u>-</u>	<u>556,532</u>	<u>552,285</u>
Total program activities	<u>2,388,545</u>	<u>-</u>	<u>2,388,545</u>	<u>2,250,990</u>
Supporting Services				
Administrative and finance	301,839	-	301,839	380,513
Episcopal missions activity	16,515	-	16,515	136,349
Fundraising and development	54,310	-	54,310	69,640
Governance	<u>152,855</u>	<u>-</u>	<u>152,855</u>	<u>321,250</u>
Total supporting services	<u>525,519</u>	<u>-</u>	<u>525,519</u>	<u>907,752</u>
Total operating expenses	<u>2,914,064</u>	<u>-</u>	<u>2,914,064</u>	<u>3,158,742</u>
Change in net assets before other changes	(1,631,585)	9,226	(1,622,359)	(1,535,530)
Other changes				
Change in net assets of the Trustees for the Diocese of Western Massachusetts - investment activity, net of release of restrictions	2,195,480	1,633,750	3,829,230	2,275,399
Gain on sale of assets	201,797	-	201,797	-
Transfer of property and equipment	(107,756)	-	(107,756)	1,100
Other expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>(180,000)</u>
Change in net assets	657,936	1,642,976	2,300,912	560,969
Net assets, beginning of year	<u>10,632,267</u>	<u>23,439,626</u>	<u>34,071,893</u>	<u>33,510,924</u>
Net assets, end of year	<u>\$ 11,290,203</u>	<u>\$ 25,082,602</u>	<u>\$ 36,372,805</u>	<u>\$ 34,071,893</u>

The accompanying notes are an integral part of these consolidated financial statements.

THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS AND AFFILIATE
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
DECEMBER 31, 2021
WITH SUMMARIZED FINANCIAL INFORMATION FOR DECEMBER 31, 2020

	Program Activities						Supporting Services					
	Agency Administration and Human Resource Services	Bishop's Ministry	Congregational Development	Human to Human	Leadership Development and Clergy Support	Mission in the World	Episcopal Missions Activity	Fundraising and Development	Governance	Administrative and Finance	2021 Total	2020 Total
Employee compensation and related costs												
Employee salary and payroll taxes	\$ 103,043	\$ 282,888	\$ 181,671	\$ 85,669	\$ 57,754	\$ 44,665	\$ 3,036	\$ 34,776	\$ 15,382	\$ 198,281	\$ 1,007,165	\$ 1,064,959
Employee benefits	<u>38,471</u>	<u>199,545</u>	<u>230,660</u>	<u>77,287</u>	<u>14,502</u>	<u>60,252</u>	<u>556</u>	<u>12,422</u>	<u>70,296</u>	<u>50,933</u>	<u>754,924</u>	<u>742,273</u>
	141,514	482,433	412,331	162,956	72,256	104,917	3,592	47,198	85,678	249,214	1,762,089	1,807,232
Other expenses												
Depreciation	984	3,355	2,868	1,133	503	730	-	328	596	1,733	12,230	12,772
Food and refreshments	-	1,964	1,172	-	1,695	-	-	-	500	3,031	8,362	10,700
Grants	-	-	169,816	-	15,867	433,998	12,404	-	-	-	632,085	777,108
Insurance	861	2,936	2,510	992	440	639	406	287	521	1,517	11,109	9,962
Interest	-	-	-	-	-	-	-	-	-	-	-	6,028
Internet	1,761	6,005	5,133	2,028	899	1,306	-	588	1,066	3,103	21,889	23,085
Memberships, dues and subscriptions	799	1,417	1,150	-	3,296	387	-	-	-	191	7,240	8,407
Miscellaneous	4,100	1,778	141	33	1,207	-	110	476	-	3,353	11,198	3,421
Office supplies	1,415	4,825	4,124	1,630	723	1,049	-	472	857	2,491	17,586	22,777
Postage and delivery	619	2,111	1,804	713	316	459	-	207	375	1,091	7,695	11,489
Printing and binding	-	11,235	447	-	-	-	-	-	-	191	11,873	10,402
Professional conferences	-	165	1,144	-	3,684	965	-	480	-	-	6,438	12,082
Professional fees	5,245	-	-	-	-	-	-	-	53,940	19,450	78,635	114,415
Professional services and consultants	14,048	10,588	16,506	4,476	25,659	-	3	1,325	2,384	900	75,889	71,517
Program supplies and expenses	-	72,417	4,519	24,705	165	4,276	-	-	1,359	-	107,441	116,845
Rent	7,079	24,135	20,628	10,800	3,615	5,249	-	2,361	4,286	12,469	90,622	90,146
Repairs and maintenance	940	3,205	2,739	1,083	480	697	-	314	569	1,655	11,682	9,784
Speaker fees and honorariums	-	-	1,500	-	1,100	-	-	-	-	-	2,600	4,650
Telephone	823	2,805	2,397	947	420	610	-	274	498	1,450	10,224	8,444
Travel and meals	-	11,141	3,990	6,586	1,548	1,250	-	-	226	-	24,741	24,222
Utilities	-	-	-	2,436	-	-	-	-	-	-	2,436	3,254
Total operating expenses	<u>\$ 180,188</u>	<u>\$ 642,515</u>	<u>\$ 654,919</u>	<u>\$ 220,518</u>	<u>\$ 133,873</u>	<u>\$ 556,532</u>	<u>\$ 16,515</u>	<u>\$ 54,310</u>	<u>\$ 152,855</u>	<u>\$ 301,839</u>	<u>\$ 2,914,064</u>	<u>\$ 3,158,742</u>

The accompanying notes are an integral part of these consolidated financial statements.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020**

	<u>2021</u>	<u>2020</u>
Cash flows from operating activities		
Change in net assets	\$ 2,300,912	\$ 560,969
Adjustments to reconcile change in net assets to net cash used by operating activities:		
Depreciation	12,230	12,772
Change in net assets of the Trustees	(3,829,230)	(2,275,399)
Gain on sale of assets	(201,797)	-
Changes in operating assets and liabilities:		
Receivables	1,546	(347)
Prepaid expenses	(2,554)	4,601
Due from parishes	34,089	19,178
Accounts payable and accrued expenses	(196,482)	203,250
Refundable advances	3,000	(7,086)
Deferred revenue	(1,242)	1,242
Agency obligations	(4,963)	(2,818)
Amounts held on behalf of others	<u>16,789</u>	<u>(6,106)</u>
Net cash used by operating activities	<u>(1,867,702)</u>	<u>(1,489,744)</u>
Cash flows from investing activities		
Proceeds from sale of assets	201,797	-
Repayments on note receivable	<u>17,428</u>	<u>18,003</u>
Net cash provided by investing activities	<u>219,225</u>	<u>18,003</u>
Cash flows from financing activities		
Proceeds from/transfers to interest in net assets of the Trustees, net	<u>1,453,310</u>	<u>2,079,261</u>
Net cash provided by financing activities	<u>1,453,310</u>	<u>2,079,261</u>
Net change in cash	(195,167)	607,520
Cash, beginning of year	<u>1,208,204</u>	<u>600,684</u>
Cash, end of year	<u>\$ 1,013,037</u>	<u>\$ 1,208,204</u>
Supplemental disclosure of cash flow information		
Cash paid during the year for interest	\$ -	\$ 6,028

The accompanying notes are an integral part of these consolidated financial statements.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

1. NATURE OF ACTIVITIES:

The consolidated financial statements of the Administrative Offices of the Episcopal Diocese of Western Massachusetts and Affiliate (the “Diocese”) include the following:

Administrative Offices of the Episcopal Diocese of Western Massachusetts	“EDWMA” was incorporated in accordance with the provisions of Chapter 180 of the General Laws of the Commonwealth of Massachusetts as a religious corporation, for the purpose of the support and advancement of the Christian religion according to the Doctrine, Discipline and Worship of the Protestant Episcopal Church in the United States.
Episcopal Missions of Western Massachusetts	“EMWM” was incorporated in accordance with the provisions of Chapter 180 of the General Laws of the Commonwealth of Massachusetts as a religious corporation created for the purpose of holding all rights, title and interest of “EDWMA” in certain land and buildings.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Principles of consolidation

The consolidated financial statements include the accounts of the Administrative Offices of the Episcopal Diocese of Western Massachusetts and the Episcopal Missions of Western Massachusetts (collectively known as the “Diocese”). All significant intercompany accounts and transactions have been eliminated.

EDWMA follows the Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”) for Not-for-Profit Entities and Consolidation. The standard provides guidance on evaluating the nature of the relationship between entities and reporting requirements.

EDWMA has control over and an economic interest in EMWM as it was organized to hold certain land and buildings of EDWMA. In accordance with FASB ASC standards, the accounts of EMWM are consolidated with EDWMA.

EDWMA provides pastoral and financial oversight for approximately fifty congregations, seeking to carry on Christ’s ministry of transformation and reconciliation in the Western Massachusetts area. In accordance with FASB ASC standards, the accounts of these congregations are not consolidated with EDWMA.

Basis of presentation

The accompanying consolidated financial statements of the Diocese have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America.

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Net assets

The Diocese follows the provisions of Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”) *Revenue Recognition and Presentation of Financial Statements*. Under these provisions, net assets and all balances and transactions are presented based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

- *Net assets without donor restrictions* - represent available resources other than donor-restricted resources. Net assets without donor restrictions used for operations represent the ongoing activity of the Diocese, exclusive of certain activities designated by the Diocesan Council (the “Board”). Designated net assets consist of net assets without donor restrictions designated by the Board. Any portion of board-designated funds may be expended with the approval of the Board.
- *Net assets with donor restrictions* – represent net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor, and also include accumulated investment income and gains on donor-restricted endowment assets that have not been appropriated for expenditure. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Net assets with donor restrictions also include, under Massachusetts law, cumulative appreciation and reinvested gains on endowment funds restricted perpetually which are subject to prudent appropriation by the Board in accordance with provisions of Massachusetts law.

Expenses are reported as decreases in net assets without donor restrictions. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law.

Support and revenue

The Diocese utilizes the accrual method of accounting whereby revenue is recorded when earned and expenses are recorded when incurred.

Contributions, including unconditional promises to give, are recognized as revenues in the period in which they are earned. Conditional promises to give are not recognized until they become unconditional, that is, at the time when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value.

Contributions of cash and other assets are presented as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Support and revenue (continued)

Contributions of land, buildings, and equipment are presented as support without restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. The Diocese reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Donated materials and services

Donated materials are recorded as contributions in the year received at their estimated values at date of receipt if an objective basis is available to measure such values.

Donated services are recorded as contributions when those services create or enhance non-financial assets or require specialized skills provided by individuals possessing those skills and which would be typically purchased if not provided by donation. No amounts have been reflected in the accompanying consolidated financial statements for donated services as no objective basis is available to measure the value of such services; however, a substantial number of volunteers have donated significant amounts of their time to the activities of the Diocese without compensation.

Accounts receivable

Accounts receivable consist of amounts due from the parishes of the Diocese for Common Ministry assessments, outstanding reimbursements for payroll, and insurance transactions conducted by the Diocese on behalf of the parishes. Accounts receivable are recorded at the aggregate unpaid amount less any allowance for doubtful accounts.

The Diocese provides an allowance for uncollectible accounts based on management's evaluation of outstanding accounts receivable. With the approval of the Diocesan Council, amounts are written off against the allowance when collection appears doubtful. No allowance was deemed necessary by management for the years ended December 31, 2021 and 2020.

Distribution receivable

Distribution receivable consists of amounts due from the Trustees for the Diocese's quarterly distribution in accordance with the spending policy (see Note 2 "Interest in net assets of the Trustees for the Diocese of Western Massachusetts").

Interest in net assets of the Trustees for the Diocese of Western Massachusetts

The Diocese recognizes its interest in the net assets of the Trustees in accordance with FASB ASC for *Revenue Recognition: Transfers of Assets to a Not-for-Profit Organization or Charitable Trust that Raises or Holds Contributions for Others*. The standard requires the Diocese to recognize its interest in the net assets of the Trustees (a financially interrelated organization) and adjust that interest for its share of the change in the Trustees' net assets.

The Trustees is a corporate body established in 1902 expressly for the purpose of receiving, managing, investing and reinvesting, using and disposing of any and all monies or funds, and all real estate or other properties for the use, benefit, support, or promotion of any work, office, official, religious, or charitable institution, or other interests of the Episcopal Church within the Diocese of Western Massachusetts.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Interest in net assets of the Trustees for the Diocese of Western Massachusetts (continued)

The Trustees hold investments, stated at fair value using methodologies as discussed in Note 3, consisting of donor restricted endowment funds and funds functioning as quasi-endowment funds. Donor restricted endowments consist of gifts received with a donor stipulation that require the funds to be invested in perpetuity. Quasi-endowment funds consist of board designated and donor restricted purpose funds. Board designated funds consist of monies internally designated. Donor restricted purpose funds consist of gifts received with a donor stipulation to be used for a particular purpose, but with no requirement for the funds to be invested in perpetuity and for which a fund was established to function as an endowment.

In addition, the Diocese follows FASB ASC for *Presentation of Financial Statements: Classification of Donor-Restricted Endowment Funds Subject to UPMIFA*. The standard provides guidance on the net asset classification of donor restricted endowment funds for a not-for-profit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (“UPMIFA”) which serves as a model act for states to modernize their laws governing donor restricted endowment funds. The standard also requires additional disclosures about endowments (both donor restricted funds and quasi-endowment funds) for all organizations, including those that are not yet subject to an enacted version of UPMIFA.

The Board and the Trustees have interpreted UPMIFA as requiring unrealized and realized gains and losses (“total return”) of donor restricted endowment funds to be classified as with donor restrictions, absent explicit donor stipulations to the contrary, until appropriated by the Board and expended. Under this interpretation, the historic dollar value of the original gift that establishes a donor restricted endowment fund (and any subsequent gifts) is classified as restricted perpetually.

UPMIFA allows prudent appropriation of the total return on donor restricted endowment funds taking into consideration the Diocese’s long and short-term needs, present and anticipated financial requirements, expected future total return on its investments, price level trends and general economic conditions. Under the applicable spending policy, each quarter up to 5% of the average of the fair value of donor restricted endowment funds at the end of the previous twenty quarters, multiplied by 25%, is appropriated to support current operations. This policy is designed to preserve the value of donor restricted endowment funds in real terms (after inflation) and provide a predictable flow of funds to support operations. Although not required by state law, the same spending policy is followed for the quasi-endowment funds. Appreciation utilized under this policy was approximately \$1,505,700 and \$1,469,300 for the years ended December 31, 2021 and 2020, respectively.

The investments held by the Trustees for the benefit of the Diocese are exposed to various risks, such as interest rate, market and credit risk. Due to the level of uncertainty related to changes in interest rates, market volatility and credit risks, it is at least reasonably possible that changes in these risks could materially affect the fair value of investments and related activity reported on the consolidated financial statements.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Property and equipment used in operations

Accounting principles generally accepted in the United States of America require property and equipment used in operations to be recorded at cost less accumulated depreciation. Certain buildings, for which original cost information was not available, have been recorded at management's estimated value. No depreciation is recorded on these buildings.

Effective January 1, 1997, the Diocese began capitalizing at cost all long-lived assets over \$1,000 and providing for depreciation on a straight-line basis over the estimated useful lives of the assets, which range from 3 to 40 years.

The Diocese charges the cost of maintenance and repairs to expense and capitalizes significant renewals and betterments. Depreciation expense for the years ended December 31, 2021 and 2020 totaled \$12,230 and \$12,772, respectively.

The cost of assets sold or retired and the related amounts of accumulated depreciation are eliminated from the accounts in the year of sale or retirement. Any resulting gain or loss is credited or charged to net assets.

Property and equipment to be disposed of by sale

Accounting principles generally accepted in the United States of America require property and equipment to be disposed of by sale to be recorded at the lesser of the carrying amount or the fair value, less costs to sell. The value of the buildings (including land), improvements, and equipment to be disposed of by sale have been recorded at appraised values.

Fair value of financial instruments

The carrying values of the Diocese's cash, receivables, payables, and accrued expenses approximated their fair value based on their maturities as of December 31, 2021 and 2020.

Fair value measurements

The Diocese follows *Fair Value Measurements and Disclosures* as required by the FASB ASC. This standard defines fair value, establishes a consistent framework for measuring fair value and expands the related disclosure requirements. The standard also establishes a fair value hierarchy that prioritizes the inputs used to measure fair value. An asset or liability's classification within the hierarchy is determined based on the lowest level input that is significant to the fair value measurement. This hierarchy prioritizes the inputs into three broad levels as follows:

- Level 1 Quoted prices (unadjusted) in active markets for identical assets or liabilities.
- Level 2 Inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.
- Level 3 Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Income taxes

The Diocese qualifies as a tax-exempt organization under an exemption received by The Domestic and Foreign Missionary Society of the Protestant Episcopal Church from the Internal Revenue Service. Accordingly, no provision for income taxes has been made in the accompanying consolidated financial statements.

Allocation of expenses

The costs of providing the various programs and other activities of the Diocese have been summarized on a functional basis in the consolidated statement of functional expenses. Expenses attributable to more than one program or supporting function are allocated on a reasonable basis that is consistently applied. The expenses are allocated on the basis of estimates of time and effort. Accordingly, certain costs have been allocated among activities that benefited. Activities of the Diocese include the following:

- Administrative and Finance oversees and performs the business transactions of the Diocese which includes accounts payable and receivable, financial reporting, audits, canonically required reports, and budgeting.
- Agency Administration and Human Resource Services oversees and performs the human resources functions of the diocesan office including payroll and full benefits administration along with support and advising. In addition, serves as an agency for those functions at the level of congregations related to insurance and property concerns.
- Bishop's Ministry is the role of the Bishop and his ecclesiastical function as president of the Convention, shepherd to the clergy, and administers the sacrament of confirmation.
- Congregational Development provides support, collaboration, and consulting with senior members of the Bishop's staff with a focus on developing healthy, mission focused congregations.
- Fanning the Flames oversees the strategic investments in ministry which will yield tangible results. Funds will be used exclusively to invest in ministry to fan the flames of places where the Holy Spirit seems to be already at work.
- Fundraising and Development oversees the operation of the fundraising efforts beyond giving to congregations for ministries and programs focused on the humanitarian work of Jesus.
- Governance includes the canonically required functions and activities of a Diocese in the Episcopal Church such as Diocesan and General Convention and benefits for retirees.
- Human to Human is the Diocese's umbrella organization for its humanitarian, non-sectarian programs which address issues of poverty, isolations and addiction. In addition to running the Diocesan programs, grants are offered to parishes doing the same work.
- Leadership Development and Clergy Support oversees and performs the hiring function of ordained people and focuses on leadership development and training for clergy and lay people. Funding is available for group trainings as well as continuing education.
- Mission in the World is the designation for support and collaboration of ministries outside the parishes of the Diocese. Included is the Diocese support for the Episcopal Church, the Mass Council of Churches, and various ministries and programs around the globe.
- Episcopal Missions Activity includes the Episcopal Missions of Western Massachusetts created for the purpose of holding all rights, title and interest in the real estate assets of the Diocese. The expenses related to this area are for legal work and property management and consulting.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (CONTINUED)

Reclassifications

Certain items in the consolidated financial statements for the year ended December 31, 2020 have been reclassified to conform to the 2021 presentation. There was no change to the December 31, 2020 change in net assets as a result of these reclassifications.

Subsequent events

Management has evaluated subsequent events through June 7, 2022, the date which the financial statements were available to be issued and has determined that there were no material events requiring recognition or disclosure.

3. INTEREST IN NET ASSETS OF THE TRUSTEES FOR THE DIOCESE OF WESTERN MASSACHUSETTS:

The Diocese's interest in the net assets of the Trustees consists of approximately 110 individual funds (both donor-restricted funds and funds designated by the Diocese Council to function as endowments, see Note 2) established for a variety of purposes, restricted for the benefit of the Diocese. The Diocesan Council, as the governing Board of the Diocese, is responsible for oversight of its interest in the net assets of the Trustees. Establishment and implementation of investment policy, including the establishment of investment guidelines and the selection of investment managers, has been delegated by the Diocesan Council to the Trustees. Investments authorized by the Trustees include high quality, readily marketable equity and fixed income securities, alternative investments and community enterprise loans, whose allocation of assets is specified in the Trustees' Investment Policy Statement.

The investment portfolio, held and managed by the Trustees, consists of an investment pool in which a large number of individual funds (donor restricted endowment funds and funds functioning as quasi-endowment funds) participate in order to benefit from the diversification and economies of scale. The primary investment objective of the investment portfolio is growth of principal sufficient to preserve purchasing power and to provide income to support current and future activities. Long term, the total return on the portfolio should equal the rate of inflation, plus the payout rate which is used to support current activities, plus an amount reinvested to support future activities. Thus, the Trustees' desired investment objective is a long-term rate of total return on investments of 6% in excess of the Consumer Price Index. Actual returns in any given year may vary from this objective.

Interest in the net assets of the Trustees with donor restrictions includes cumulative appreciation and reinvested gains on donor restricted endowment funds and donor restricted purpose funds (quasi-endowments) which are subject to donor-imposed stipulations. Perpetually restricted interest in the net assets of the Trustees includes the original contribution on donor restricted endowment funds (historic gift value).

From time to time, the fair value of assets associated with individual donor restricted endowment funds may fall below the historic dollar value of the original gift ("historic gift value"). In accordance with accounting principles generally accepted in the United States of America, the historic gift value of donor restricted endowment funds is classified as with donor restrictions, perpetual in nature, cannot be reduced for any excess losses. Any excess losses shall reduce net assets with donor restrictions, time and purpose restricted. There were no funds underwater as of December 31, 2021 and 2020.

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**3. INTEREST IN NET ASSETS OF THE TRUSTEES FOR THE DIOCESE OF WESTERN MASSACHUSETTS:
(CONTINUED)**

The following schedule summarizes the interest in the net assets of the Trustees for the benefit of the Diocese and its classification in the consolidated statement of financial position at December 31, 2021:

	Without Donor Restrictions	With Donor Restrictions	Total
Board designated funds	\$ 10,152,187	\$ -	\$ 10,152,187
Donor-restricted purpose funds	-	489,071	489,071
Donor-restricted endowment funds			
Amounts required to be maintained in perpetuity by donor	-	4,091,840	4,091,840
Accumulated investment gains	-	20,435,475	20,435,475
Total	\$ 10,152,187	\$ 25,016,386	\$ 35,168,573

The following schedule summarizes the change in net assets of the Trustees for the benefit of the Diocese and its classification in the consolidated statement of financial position at December 31, 2021:

	Without Donor Restrictions	With Donor Restrictions	Total
Interest in net assets of the Trustees, January 1, 2021	\$ 9,408,355	\$ 23,384,298	\$ 32,792,653
Investment results	1,089,510	2,739,720	3,829,230
Spending policy distributions	(403,065)	(1,102,632)	(1,505,697)
Transfers / other activity	57,387	(5,000)	52,387
Interest in net assets of the Trustees, December 31, 2021	\$ 10,152,187	\$ 25,016,386	\$ 35,168,573

The following schedule summarizes the change in net assets of the Trustees for the benefit of the Diocese and its classification in the consolidated statement of activities for the year ended December 31, 2021:

	Without Donor Restrictions	With Donor Restrictions	Total
Unrealized gains	\$ 138,343	\$ 343,736	\$ 482,079
Realized gains	900,060	2,269,186	3,169,246
Interest and dividends, net	51,107	126,798	177,905
Release of restrictions	1,105,970	(1,105,970)	-
Change in net assets	\$ 2,195,480	\$ 1,633,750	\$ 3,829,230

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**3. INTEREST IN NET ASSETS OF THE TRUSTEES FOR THE DIOCESE OF WESTERN MASSACHUSETTS:
(CONTINUED)**

The following schedule summarizes the interest in the net assets of the Trustees for the benefit of the Diocese and its classification in the consolidated statement of financial position at December 31, 2020:

	<u>Without Donor Restrictions</u>		<u>With Donor Restrictions</u>		<u>Total</u>
Board designated funds	\$ 9,408,355	\$	-	\$	9,408,355
Donor-restricted purpose funds	-		457,372		457,372
Donor-restricted endowment funds					
Amounts required to be maintained in perpetuity by donor	-		4,091,840		4,091,840
Accumulated investment gains	-		18,835,086		18,835,086
Total	<u>\$ 9,408,355</u>	\$	<u>23,384,298</u>	\$	<u>32,792,653</u>

The following schedule summarizes the change in net assets of the Trustees for the benefit of the Diocese and its classification in the consolidated statement of financial position at December 31, 2020:

	<u>Without Donor Restrictions</u>		<u>With Donor Restrictions</u>		<u>Total</u>
Interest in the net assets of the Trustees, January 1, 2020	\$ 9,804,480	\$	22,792,035	\$	32,596,515
Investment results	606,126		1,669,273		2,275,399
Spending policy distributions	(392,251)		(1,077,010)		(1,469,261)
Transfers / other activity	(610,000)		-		(610,000)
Interest in the net assets of the Trustees, December 31, 2020	<u>\$ 9,408,355</u>	\$	<u>23,384,298</u>	\$	<u>32,792,653</u>

The following schedule summarizes the change in net assets of the Trustees for the benefit of the Diocese and its classification in the consolidated statement of activities for the year ended December 31, 2020:

	<u>Without Donor Restrictions</u>		<u>With Donor Restrictions</u>		<u>Total</u>
Unrealized gains	\$ 544,393	\$	1,537,378	\$	2,081,771
Realized losses	(57,401)		(160,540)		(217,941)
Interest and dividends, net	119,134		292,435		411,569
Release of restrictions	1,076,516		(1,076,516)		-
Change in net assets	<u>\$ 1,682,642</u>	\$	<u>592,757</u>	\$	<u>2,275,399</u>

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**3. INTEREST IN NET ASSETS OF THE TRUSTEES FOR THE DIOCESE OF WESTERN MASSACHUSETTS:
(CONTINUED)**

Approximately 33% of the Diocese's interest in the net assets of the Trustees, consisting of investments, is reported at fair value based on quoted prices in active markets or significant other observable inputs. The remaining percentage of investments (67%) is reported at fair value based on data provided by the external investment managers, updated for capital calls and distributions and other market activity. The investment strategy of the Trustees includes investment vehicles that are structured as limited partnerships (reported at net asset value) versus separate accounts or mutual funds. Approximately 42% of investments are collective trusts that invest in Level 1 holdings priced daily. Certain investment valuations involve appraisals, assumptions, and methods that are reviewed by the Trustees' management. Accordingly, such values may differ from the values that would have been used had a ready market for these investments existed. Such differences could be material.

4. NOTES RECEIVABLE:

As of December 31, notes receivable consisted of the following:

	<u>2021</u>	<u>2020</u>
Note receivable dated January 8, 2014 in the original amount of \$325,000 to be collected in 240 monthly installments due in full January 2034. The initial interest rate is 4.75% per annum; on the fifth, tenth and fifteenth anniversary date the rate will be adjusted to the Federal Home Loan Bank – Boston Amortizing Advance Five Year Rate / 20 year in effect plus 3.5% per annum. The minimum interest during the term of the note will not be less than 4.75% and no individual increase shall be greater than 1.25% over the preceding period. The note is secured by real estate.	\$ 235,713	\$ 247,451
Note receivable date July 1, 2018 for up to \$30,000 to be collected in monthly installments of \$500, including simple interest at 3.25% per annum. All outstanding principal and interest is due December 2023.	6,440	12,130
Total notes receivable	242,153	259,581
Less current portion	(19,440)	(18,464)
Notes receivable, less current portion	\$ <u>222,713</u>	\$ <u>241,117</u>

Future maturities of the notes receivable are as follows:

<u>For the Year Ending December 31</u>	
2022	\$ 19,440
2023	14,961
2024	15,287
2025	16,230
2026	17,231
Thereafter	159,004
Total	\$ <u>242,153</u>

The notes receivable are stated at the unpaid principal balances. No allowance was deemed necessary by management as of December 31, 2021 and 2020.

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5. PROPERTY AND EQUIPMENT:

Accounting principles generally accepted in the United States of America require property and equipment used in operations to be recorded at cost less accumulated depreciation. The Diocese's consolidated financial statements do not conform with accounting principles generally accepted in the United States of America. The independent auditor's opinion has been qualified as a result of this departure (see Independent Auditor's Report).

Property and equipment used in operations

Property and equipment used in operations consisted of the following at December 31:

	<u>2021</u>	<u>2020</u>
Buildings and improvements		
Buildings reported at management's estimated value	\$ 750,000	\$ 750,000
Buildings reported at cost	50,000	50,000
Building improvements reported at cost	89,583	89,583
Total buildings and improvements	889,583	889,583
Equipment	53,416	53,416
Furniture and fixtures	22,099	22,099
Vehicle	31,155	31,155
	996,253	996,253
Accumulated depreciation	(166,501)	(154,271)
Property and equipment used in operations, net	\$ 829,752	\$ 841,982

Buildings reported at management's estimated value consisted of the following at December 31, 2021 and 2020:

Mission Churches

Ashfield (St. John's)

Lenox (St. Helena's)

Millville (St. John's)

Property and equipment to be disposed of by sale

There was no property and equipment to be disposed of by sale held at December 31, 2021.

Property and equipment to be disposed of by sale consisted of the following at December 31, 2020:

Mission Churches

Blackinton (St. Andrew's)

North Grafton (St. Andrew's)

Lanesboro (St. Luke's)

Wilbraham (Epiphany Church)

The Diocese was acting as an agent on behalf of the merged parishes for the North Grafton and Wilbraham properties and as such, no net realizable value has been recorded on the Diocese's consolidated financial statements.

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6. LINE OF CREDIT:

The Diocese maintains a demand line of credit (opened in 2020) with a financial institution with interest calculated from the date of each advance, until repayment of each advance, at the Wall Street Journal prime rate (3.25% at December 31, 2021 and 2020), but not less than 3.00% per annum. The line of credit includes covenants that a certain investment fund held by the Trustees for the Diocese of Western Massachusetts does not drop below \$1,150,000, and that the Diocese maintain a minimum of \$7,000,000 in net assets without donor restrictions.

This line of credit provides maximum borrowings reduced by any advance converted to a term note by the Diocese on behalf of a parish or mission. All advances converted from the line of credit result in an amendment to the line of credit, reducing the availability of the maximum borrowings, and a term note in the name of the Diocese for the amount advanced. At the same time, a note receivable is issued between the Diocese and the applicable parish or mission under identical terms; the applicable parish or mission makes all interest and principal payments, as invoiced directly from the financial institution. As the notes between the financial institution and the Diocese are offset by notes between the Diocese and the applicable parish or mission, the activity is netted on the financial statements.

The following summarizes the activity as of December 31:

	<u>2021</u>	<u>2020</u>
Original maximum borrowings	\$ 1,150,000	\$ 1,150,000
Advance converted to term note (original amount)	(150,000)	(150,000)
Advance converted to term note (original amount)	-	(80,000)
Advance converted to term note (original amount)	(43,900)	(43,900)
Maximum borrowings as of year end	<u>\$ 956,100</u>	<u>\$ 876,100</u>

The amounts due on the converted term notes as of December 31, 2021 and 2020 totaled approximately \$168,300 and \$266,000, respectively, at fixed interest rates (at 3.25% or 4.25%). Any amounts unpaid by the applicable parish or mission would be due and payable by the Diocese. There were no amounts outstanding on the available line of credit as of December 31, 2021 and 2020.

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OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

7. RETIREMENT AND OTHER POSTRETIREMENT BENEFITS:

Defined contribution pension plan

The Diocese participates in the Episcopal Church Lay Employees' Defined Contribution Retirement Plan. The employees may voluntarily contribute a portion of their salary in addition to the amount contributed by the Diocese (currently 12% of annual salary). Expense under the plan totaled approximately \$59,400 and \$66,000 for the years ended December 31, 2021 and 2020, respectively.

Multiemployer clergy pension plan

The Diocese, on behalf of its clerics, is required to participate (18% assessment rate on a cleric's total assessable compensation) in the Church Pension Fund, a multiemployer defined benefit pension plan. Expenses under the plan totaled approximately \$104,800 and \$102,400 for the years ended December 31, 2021 and 2020, respectively. The Diocese's position with respect to the multiemployer plan is not readily determinable. The Church Pension Group which administers the clergy pension system is 100% funded as of the most recent financial statements.

The risks of participating in these multiemployer defined benefit pension plans are different from single-employer plans because: (a) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers, (b) if a participating employer stops contributing to the plan, the unfunded obligations of the plan may be required to be borne by the remaining participating employers, and (c) if an organization chooses to stop participating in one of its multiemployer plans, it may be required to pay a withdrawal liability to the plan. In connection with ongoing renegotiation of participation agreements, an organization may discuss and negotiate for the complete or partial withdrawal from the multiemployer pension plan. Depending on the number of employees withdrawn in any future period and the financial condition of the multiemployer plan at the time of withdrawal, the associated withdrawal liabilities could be material to the Diocese's consolidated change in net assets in the period of the withdrawal. The Diocese has no plans to withdraw from the multiemployer clergy pension plan.

Other postretirement benefits

Accounting principles generally accepted in the United States of America requires organizations to recognize the over-funded or under-funded status of defined benefit pension and other postretirement plans as assets or liabilities on their statement of financial position in accordance with FASB ASC *Compensation – Retirement Benefits: Defined Benefit Plans – Other Postretirement*. In addition, changes in the funded status must be recognized through the consolidated statement of activities in the year in which the changes occur and requires additional disclosures. The Diocese's consolidated financial statements do not conform with accounting principles generally accepted in the United States of America. The independent auditor's opinion has been qualified as a result of this departure (see Independent Auditor's Report). Management and the Board have chosen to update actuarial reports for the applicable plans once every five years, an exception qualifying the independent auditor's report.

The Diocese sponsors a postretirement health care and life insurance plan covering employees who have met certain eligibility requirements. The health care plan is contributory based on the length of service of the employee, and the life insurance plan is 100% paid by the Diocese. The Diocese funds premium payments for current retirees only. Other postretirement benefits paid for each of the years ended December 31, 2021 and 2020 totaled approximately \$61,600 and \$59,700, respectively.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

7. RETIREMENT AND OTHER POSTRETIREMENT BENEFITS: (CONTINUED)

Other postretirement benefits (continued)

Other postretirement benefit obligations based on actuarial assumptions at December 31, 2019 (the most recently completed actuarial analysis) totaled \$1,178,841. The change in funded status for the year ended December 31, 2019 and the previous actuarial analysis as of December 31, 2014 was recognized through the statement of activities and totaled \$730,341.

Expected annual benefit payments per the report are as follows:

<u>For the Year Ending December 31</u>	
2022	\$ 64,374
2023	63,502
2024	64,359
2025 – 2029	366,098

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities, consistent with the long-term perspective of the calculations.

Actuarial cost method	Projected Unit Credit
Discount rate	3.25% per annum (previously 5.00%)
Healthcare trend rates	4.50% per annum (previously 5.00%)
General inflation assumption	2.75% per annum
Compensation increases	3.00% per annum

The healthcare cost trend rate assumption has a significant impact on the postretirement benefit costs and obligations. In the event that healthcare trend rates were 1% higher than forecast and employee contributions were to increase at the forecast rates, the actuarial accrued liability would increase from \$1,178,841 to \$1,286,798. If such healthcare trend rates were 1% less than forecast and employee contributions were to increase at the forecast rate, the actuarial accrued liability would decrease from \$1,178,841 to \$1,028,150.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

8. NET ASSETS WITH DONOR RESTRICTIONS:

Net assets held at December 31 with donor restrictions consisted of the following:

	<u>2021</u>	<u>2020</u>
Time and purpose restricted		
Religious and charitable purposes	\$ 18,478,095	\$ 17,118,427
Other purposes	1,388,250	1,283,658
Aged clergy	484,696	444,550
Scholarships	619,899	490,555
Various	19,822	10,596
	<u>\$ 20,990,762</u>	<u>\$ 19,347,786</u>
Perpetual in nature		
Religious and charitable purposes	\$ 2,499,471	\$ 2,499,471
Other purposes	124,204	124,204
Aged clergy	134,730	134,730
Scholarships	1,333,435	1,333,435
	<u>\$ 4,091,840</u>	<u>\$ 4,091,840</u>

Other purposes include, but are not limited to, net assets with donor restrictions for clergy salaries, relief for widows and orphans, assistance for children, and missionary work. Net assets with donor restrictions, purpose and time restricted, consist of an interest in the net assets of the Trustees, distributions receivable from the Trustees, and cash. Releases of the interest in the net assets of the Trustees are shown as part of the change in net assets of the Trustees (see Note 3).

9. OPERATING LEASES:

The Diocese leases office equipment under operating leases which expire in 2023. The leases provide for monthly payments totaling approximately \$851. Total lease expense under office equipment leases was approximately \$5,700 for each of the years ended December 31, 2021 and 2020.

In March 2019, the Diocese entered into a lease for facility space in Worcester, Massachusetts with monthly rental payments in the amount of \$900. The lease commenced March 2019 and is effective through February 2022 with an option for an additional term of three years.

Future minimum lease payments under the terms of operating leases are as follows:

	<u>Equipment</u>	<u>Buildings</u>
<u>For the Year Ending December 31</u>		
2022	\$ 4,096	\$ 1,800
2023	1,475	-
Total	<u>\$ 5,571</u>	<u>\$ 1,800</u>

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

10. FAIR VALUE MEASUREMENTS:

Assets measured at fair value on a recurring basis were as follows:

Assets at	Total	Level 1	Level 2	Level 3
December 31, 2021				
Interest in the net assets of the Trustees	\$ 35,168,573	\$ -	\$ -	\$ 35,168,573
Long-lived assets held and used	750,000	-	-	750,000
	<u>\$ 35,918,573</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,918,573</u>
December 31, 2020				
Interest in the net assets of the Trustees	\$ 32,792,653	\$ -	\$ -	\$ 32,792,653
Long-lived assets held and used	750,000	-	-	750,000
	<u>\$ 33,542,653</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,542,653</u>

There were no changes in the valuation techniques during the current year. The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Diocese believes its valuation methods are appropriate and consistent with others, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the report date. The Board reviews and approves the Diocese's fair value measurement policies and procedures. At least annually the Board determines if the valuation techniques used in fair value measurements are still appropriate.

The Diocese recognizes transfers between levels in the fair value hierarchy at the end of the reporting period.

Interest in net assets of the Trustees for the Diocese of Western Massachusetts

The Diocese's investments are held by the Trustees for the Diocese of Western Massachusetts and are stated at fair value using methodologies as discussed in Note 3. The interest in the net assets held by the Trustees consists of an investment pool in which a large number of individual funds participate in order to benefit from the diversification and economies of scale. The Diocese owns an interest in the net assets of the Trustees and not the underlying individual investments (owns a unit of the investment pool). The fair value of its interest is considered a Level 3 input as its value is not supported by observable inputs. However, the underlying individual investments held by the Trustees on behalf of the Diocese and other organizations consist of approximately 74% values based on Level 1 and 2 inputs (per the investment policy and prior year audited financial statements of the Trustees).

Long-lived assets held and used

Certain buildings, for which original cost information was not available, have been recorded at management's estimated value. No depreciation is recorded on these buildings.

Long-lived assets held for sale

Long-lived assets held for sale have been valued using a market approach. The values were determined using market prices of similar long-lived assets. At year end, management's estimate of property and equipment to be disposed of by sale had no net realizable value (see Note 5).

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

10. FAIR VALUE MEASUREMENTS: (CONTINUED)

The following schedule reconciles fair value measurements using significant unobservable inputs (Level 3) for the years ended December 31, 2021 and 2020:

	Total	Interest in the net assets of the Trustees	Long-lived assets held and used
Balance, December 31, 2019	\$ 33,346,515	\$ 32,596,515	\$ 750,000
Realized losses	(217,941)	(217,941)	-
Unrealized gains	2,081,771	2,081,771	-
Purchases, issuances, settlements	(1,667,692)	(1,667,692)	-
Balance, December 31, 2020	33,542,653	32,792,653	750,000
Realized gains	3,169,246	3,169,246	-
Unrealized gains	482,079	482,079	-
Purchases, issuances and settlements	(1,275,405)	(1,275,405)	-
Balance, December 31, 2021	<u>\$ 35,918,573</u>	<u>\$ 35,168,573</u>	<u>\$ 750,000</u>

Total activity for the period included on the consolidated statement of activities, related to Level 3 assets held at:

December 31, 2021	\$ 3,829,230	\$ 3,829,230	\$ -
December 31, 2020	\$ 2,275,399	\$ 2,275,399	\$ -

11. CONDITIONAL GRANTS:

Funds received in advance are recorded as refundable advances on the consolidated statement of financial position; and will be subsequently recognized as support (other income) on the consolidated statement of activities when donor conditions are met.

The Diocese received a grant with total possible funding of \$8,000 for the year ended December 31, 2021, conditional based upon meeting certain objectives. The Diocese met the conditions and recognized grant revenue on the statement of activities in the amount of \$5,000 for the year ended December 31, 2021; and \$3,000 was recognized as a refundable advance on the statement of financial position as of December 31, 2021.

In addition, in April 2020, the Diocese received a Paycheck Protection Program (the "PPP") conditional grant. The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), provides funds to qualifying organizations that may only be used for payroll costs, costs used to continue group health care benefits, mortgage payments, rent, utilities, and interest on other debt obligations. Conditional grant funds are recognized as refundable advances on the statement of financial position until conditions are met; as conditions are met, grant revenue is recognized on the statement of activities.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

11. CONDITIONAL GRANTS: (CONTINUED)

As of December 31, 2020, the Diocese had received a total of \$1,226,200 in funding under the PPP, of which \$913,723 was distributed to parishes and missions and \$312,477 to the Diocese to provide funds for payroll costs; \$312,477 was recognized as other income on the statement of activities for the year ended December 31, 2020. The amount distributed to the parishes and missions was netted with the distributions advanced by the Diocese on their behalf. In April 2021, the Diocese received notification that its PPP application had been approved, all amounts were considered a grant.

12. AVAILABLE RESOURCES AND LIQUIDITY

The Diocese regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. The following represents the Diocese's financial assets at December 31, 2021:

Financial assets at year end:	
Cash	\$ 1,013,037
Receivables	646,246
Investments	35,168,573
Total financial assets	<u>36,827,856</u>
Less amounts not available to be used within one year:	
Net assets with donor restrictions – time and purpose	20,990,762
Net assets with donor restrictions – perpetual	4,091,840
Board designated endowment funds	10,152,187
Long-term receivables	222,713
	<u>35,457,502</u>
Financial assets available to meet general expenditures over the next twelve months	\$ <u>1,370,354</u>

The Diocese's endowment funds consist of donor-restricted endowments and funds designated by the Board as endowments. Income from donor-restricted endowments is restricted for specific purposes, with the exception of the amounts available for general use. Donor-restricted endowment funds are not available for general expenditure.

The Diocese's Board designated endowment funds of \$10,152,187 is subject to the spending policy as described in Note 2. Although the Diocese does not intend to spend from its Board designated endowments (other than amounts appropriated for general expenditures as part of the Diocese's annual budget approval and appropriation), these amounts could be made available if necessary.

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021 AND 2020**

13. CONCENTRATIONS OF CREDIT RISK:

The Diocese maintains cash balances at a financial institution in Western Massachusetts. At times, the Diocese's cash balances may temporarily exceed the Federal Deposit Insurance Corporation ("FDIC") insurance limits, thus exposing the Diocese to some concentration of credit risk. The Diocese has not experienced any losses on its accounts and monitors the creditworthiness of the financial institutions with which it conducts business. Management believes the Diocese is not exposed to any significant concentration of credit risk on cash.

The Diocese also has an interest in the net assets of the Trustees (see Note 3). The Trustees invest the majority of its assets in investments. Investment securities are exposed to various risks such as interest rate, market and credit risk. Due to the level of risk associated with certain investment securities and the level of uncertainty related to changes in the value of the investment securities, it is at least reasonably possible that changes in risk in the near term would materially affect the amounts reported in the consolidated statement of financial position and the consolidated statement of activities and changes in net assets.

14. CONTINGENCIES AND SETTLEMENT:

The Diocese is sometimes subject to the threat of litigation in the conduct of its operations. The Diocese's policy is to recognize such costs when it is both probable that a material liability has occurred and the amount can be reasonably estimated.

The Diocese received a complaint alleging misconduct by a former rector of the Diocese who was in the Western Massachusetts area in the 1970s and 1980s. The Diocese is firmly committed to the safety and well-being of everyone who attends its churches and programs, and to transparency about any misconduct or abuse that may have occurred. As such, the Diocese thoroughly investigated the allegations, publicly informed its parishes, missions and congregants, and invited anyone with information to come forward. As of the date of these statements, no one has responded. The Diocese deemed the moral and ethical response, with justice as the end result, was to settle the complaint. An amount was accrued and recognized as an other expense on the statements of activities as of December 31, 2020.

15. RISKS AND UNCERTAINTIES:

As a result of the spread of the COVID-19 coronavirus, economic uncertainties have arisen which are likely to negatively impact the Organization's support and revenue as well as its interest in net of assets of the Trustees. Other financial impacts could occur though such potential impact is unknown at this time. As such, the Diocese's financial condition and liquidity may be negatively impacted for the fiscal year 2022. However, the related financial impact and duration cannot be reasonably estimated at this time.

**THE ADMINISTRATIVE OFFICES OF THE
EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS
AND AFFILIATE**

SUPPLEMENTARY INFORMATION

DECEMBER 31, 2021 AND 2020

DRAFT COPY

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
CONSOLIDATING STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2021 WITH SUMMARIZED FINANCIAL INFORMATION FOR 2020**

	EDWMA	EMWM	Consolidating	2021 Diocese Total	2020 Diocese Total
ASSETS					
Assets					
Cash	\$ 892,321	\$ 120,716	\$ -	\$ 1,013,037	\$ 1,208,204
Accounts receivable, net	4,918	500	-	5,418	20,466
Due to/from Affiliate	-	-	-	-	-
Distribution receivable	398,675	-	-	398,675	385,173
Prepaid expenses	32,115	-	-	32,115	29,561
Due from parishes	-	-	-	-	34,089
Notes receivable	-	242,153	-	242,153	259,581
Interest in net assets of the Trustees for the Diocese of Western Massachusetts	35,168,573	-	-	35,168,573	32,792,653
Property and equipment, net	<u>79,752</u>	<u>750,000</u>	<u>-</u>	<u>829,752</u>	<u>841,982</u>
Total assets	<u>\$ 36,576,354</u>	<u>\$ 1,113,369</u>	<u>\$ -</u>	<u>\$ 37,689,723</u>	<u>\$ 35,571,709</u>
LIABILITIES AND NET ASSETS					
Liabilities					
Accounts payable and accrued expenses	\$ 21,968	\$ -	\$ -	\$ 21,968	\$ 218,450
Refundable advances	3,000	-	-	3,000	-
Deferred revenue	-	-	-	-	1,242
Agency obligations	90,787	-	-	90,787	95,750
Amounts held on behalf of others	22,322	-	-	22,322	5,533
Other postretirement benefit obligations	<u>1,178,841</u>	<u>-</u>	<u>-</u>	<u>1,178,841</u>	<u>1,178,841</u>
Total liabilities	<u>1,316,918</u>	<u>-</u>	<u>-</u>	<u>1,316,918</u>	<u>1,499,816</u>
Net assets					
Without donor restrictions					
Unrestricted	24,647	1,113,369	-	1,138,016	827,787
Unrestricted - board designated	10,152,187	-	-	10,152,187	9,804,480
With donor restrictions					
Time and purpose restricted	20,990,762	-	-	20,990,762	19,347,786
Perpetual in nature	<u>4,091,840</u>	<u>-</u>	<u>-</u>	<u>4,091,840</u>	<u>4,091,840</u>
Total net assets	<u>35,259,436</u>	<u>1,113,369</u>	<u>-</u>	<u>36,372,805</u>	<u>34,071,893</u>
Total liabilities and net assets	<u>\$ 36,576,354</u>	<u>\$ 1,113,369</u>	<u>\$ -</u>	<u>\$ 37,689,723</u>	<u>\$ 35,571,709</u>

**THE ADMINISTRATIVE OFFICES OF THE EPISCOPAL DIOCESE
OF WESTERN MASSACHUSETTS AND AFFILIATE
CONSOLIDATING STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2021
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2020**

	EDWMA	EMWM	Consolidating	2021 Diocese Total	2020 Diocese Total
Support and revenues					
Common ministry	\$ 1,139,884	\$ -	\$ -	\$ 1,139,884	\$ 1,142,435
Other income	<u>111,873</u>	<u>39,948</u>	<u>-</u>	<u>151,821</u>	<u>480,777</u>
	<u>1,251,757</u>	<u>39,948</u>	<u>-</u>	<u>1,291,705</u>	<u>1,623,212</u>
Operating expenses					
Program activities					
Agency administration and HR services	180,188	-	-	180,188	167,900
Bishop's ministry	642,515	-	-	642,515	599,534
Congregational development	654,919	-	-	654,919	499,466
Fanning the Flames	-	-	-	-	49,851
Human to Human	220,518	-	-	220,518	208,636
Leadership development and clergy support	133,873	-	-	133,873	173,318
Mission in the world	<u>556,532</u>	<u>-</u>	<u>-</u>	<u>556,532</u>	<u>552,285</u>
Total program activities	<u>2,388,545</u>	<u>-</u>	<u>-</u>	<u>2,388,545</u>	<u>2,250,990</u>
Supporting services					
Administrative and finance	301,839	-	-	301,839	380,513
Episcopal missions activity	-	16,515	-	16,515	136,349
Fundraising and development	54,310	-	-	54,310	69,640
Governance	<u>152,855</u>	<u>-</u>	<u>-</u>	<u>152,855</u>	<u>321,250</u>
	<u>509,004</u>	<u>16,515</u>	<u>-</u>	<u>525,519</u>	<u>907,752</u>
Total operating expenses	<u>2,897,549</u>	<u>16,515</u>	<u>-</u>	<u>2,914,064</u>	<u>3,158,742</u>
Change in net assets before other changes	(1,645,792)	23,433	-	(1,622,359)	(1,535,530)
Other changes					
Change in net assets of the Trustees for the Diocese of Western Massachusetts - investment activity net of release of restrictions	3,829,230	-	-	3,829,230	2,275,399
Gain on sale of assets	-	201,797	-	201,797	-
Transfer of property and equipment	239,297	(347,053)	-	(107,756)	1,100
Adjustment to employee benefit obligations	-	-	-	-	-
Other expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(180,000)</u>
Change in net assets	2,422,735	(121,823)	-	2,300,912	560,969
Net assets, beginning of year	<u>32,836,701</u>	<u>1,235,192</u>	<u>-</u>	<u>34,071,893</u>	<u>33,510,924</u>
Net assets, end of year	<u>\$ 35,259,436</u>	<u>\$ 1,113,369</u>	<u>\$ -</u>	<u>\$ 36,372,805</u>	<u>\$ 34,071,893</u>

EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS

Policy Concerning the Parish Loan Program

Congregations in the diocese are eligible to apply for a loan of up to \$50,000 at an interest rate determined as appropriate on a case by case basis at the time of the request. The repayment term will be commensurate with the purpose and size of the loan and the parish's ability to repay it. In most cases, parishes will be encouraged to conduct a capital campaign to repay loans used for capital purposes. In some cases, the term of the loan will be consistent with the payment of capital campaign pledges.

Loan request applications will be reviewed by the Parish Loan Committee, the Chancellor, and the Treasurer, and if approved by them, presented to the Standing Committee, the Bishop and Council for approval.

Prior to making application for a loan under this program, any parish making inquiry is encouraged to consider the following options:

- The Episcopal Church Building Fund, especially for larger loans
- The parish's own local bank especially if the parish has sufficient endowment to secure the loan itself
- Borrowing the funds unrestricted endowment or other investments, if available
- Capital Campaign to retire the loan

PROCESS: Parishes that wish to apply for a loan under the Parish Loan Program shall request and complete an application form. The application requires the parish to identify the purpose for the loan and the manner in which the loan will be repaid. Upon receiving all required information as specified on the loan application, the Loan Committee will make an effort to process the request within ninety (90) days of receipt.

If approved, loans will be secured by a note or suitable written agreement between the Diocese and the parish. Loan payments (principal and interest) are to be made monthly in a fixed amount according to an amortization schedule that will accompany the note.

In order to be eligible for a loan under this program, a parish must meet the following requirements:

- Filing its Parochial Report in a timely manner for the most recent reporting year
- Demonstrate the evidence of a parish audit for the most recent year

The Episcopal Diocese of Western MA

Treasurer's Office
Parish Loan Committee Chair
37 Chestnut Street
Springfield, MA 01103

DIOCESAN PARISH LOAN APPLICATION

DATE OF APPLICATION: _____

Contact Person Name: _____

Church Name: _____
Street Address _____
City/Town/Zip _____
Phone: _____

Address: _____
Phone _____
Email Address: _____

Senior Warden Name: _____
Address: _____
Phone: _____
Email Address: _____

Treasurer Name: _____
Address: _____
Phone: _____
Email Address: _____

PROJECT BUDGET (estimate)	
DIOCESAN LOAN FUND REQUEST *Term Requested: _____	
ENDOWMENT FUNDS	\$
OTHER SOURCES	\$
TOTAL PROJECT FUNDING SOURCES	

**Term commensurate with purpose and size of loan and Parish's ability to repay*

LOAN PURPOSE / REPAYMENT PLAN: *Please answer the following questions and attached a separate page as necessary:* **1.** Describe the purpose of this loan and scope of work to be done. **2.** What are the sources to be used for repayment? **3.** Do you believe the project is eligible for a loan from the Episcopal Church Building Fund?

The Episcopal Diocese of Western MA

PLEASE ANSWER THE FOLLOWING QUESTIONS

- ☐ Yes ☐ No 1. Does the parish have a Diocesan loan? *Amount:* _____ *Term:* _____
- ☐ Yes ☐ No 2. Is Diocese guarantor of any financial obligations? *Amount:* _____
- ☐ Yes ☐ No 3. Are Assessments paid in full to date? *If not, % paid?* _____
- ☐ Yes ☐ No 4. Has the Parish Vestry approved this application?
- ☐ Yes ☐ No 5. Has the request been submitted to the Episcopal Church Building Fund?
- ☐ Yes ☐ No 6: Has the Parish completed a financial audit for the most recent year ended?

If further explanation is needed, please add comments below. (Attach separate page if needed)

REQUIRED INFORMATION WITH THIS APPLICATION:

Please attach to this Application and label....

- 1) Current year-to-date and prior 2 yrs financial statements (Statements of Income & Expense and Balance Sheet)
- 2) Projected parish annual budget
- 3) Project budget including fees and contingencies
- 4) Contractor bids (at least two required)
- 5) Plot plan or a sketch of parish property
- 6) A vote of the Vestry authorizing this request.

Additional Information Required Prior to Close / Funding of a New Loan:

Not required as part of the Application for a loan.

- 1) Provide a copy of the most recent Financial Audit including the Statement of Income & Expense and a Balance Sheet identifying any restriction on assets.
- 2) Provide copies of Parochial Reports for the past two years.
- 3) Comprehensive Property Insurance: Provide a copy of the binder or declarations page.
- 4) Provide a copy of the Deed and Plot Plan

Motion Made and Carried by B&FP Committee on March 22, 2022:

- The B&FP Committee unanimously agreed to recommend to Council the 2022 Human to Human budget (attached) as presented by Mark Rogers

HUMAN TO HUMAN - 2022 BUDGET					
	PROPOSED				
				2021 ACTUALS	Proposed
			2021 BUDGET	THRU Dec 31st	2022 BUDGET
REVENUES					
	Use of Investment - Trustees				
01-5200-80-844	Walking Together Ministry	Use of Investment - Additional Draw			
01-5200-80-840	H2H Administration	Use of Investment - Additional Draw	\$225,000.00	\$205,100.00	\$221,000.00
		Total Use of Investment - Trustees	\$225,000.00	\$205,100.00	\$221,000.00
	Program Income				
01-4500-80-842	Building Bridges -Veteran's Ministry	Program Income	\$35,000.00	\$11,473.21	\$20,000.00
01-4500-80-844	Walking Together Ministry	Program Income	\$35,000.00	\$18,166.00	\$15,000.00
01-4500-80-840	H2H Administration	Program Income			
		Total Program Income	\$70,000.00	\$29,639.21	\$35,000.00
	Other Income and Gifts				
01-4225-80-842	Building Bridges -Veteran's Ministry	Other Gifts	\$0.00	\$463.50	\$0.00
01-4200-80-844	Walking Together Ministry	Misc Income & Gifts	\$0.00	\$0.00	\$0.00
01-4250-80-840	H2H Administration	Other Income	\$0.00	\$623.12	\$0.00
01-4225-80-840	H2H Administration	Other Gifts	\$35,000.00	\$30,565.74	\$65,000.00
		Total Other Income and Gifts	\$35,000.00	\$31,652.36	\$65,000.00
	Internal Funding				
01-4610-80-842	Building Bridges -Veteran's Ministry	Internal Funding	\$0.00	\$0.00	\$4,000.00
		Total Internal Funding	\$0.00	\$0.00	\$4,000.00
	Interest Income				
01-4300-80-840	H2H Administration	Interest Income	\$0.00	\$7.40	\$0.00
01-4300-80-842	Building Bridges -Veteran's Ministry	Interest Income		\$1.29	\$0.00
01-4300-80-844	Walking Together Ministry	Interest Income		\$1.80	\$0.00
		Total Interest Income	\$0.00	\$10.49	\$0.00
		TOTAL Human-2-Human REVENUES	\$330,000.00	\$266,402.06	\$325,000.00

	EXPENSES					
	<u>Building Bridges - Veterans Ministry</u>					
	Wages and Benefits					
	01-6010-80-842	Building Bridges -Veteran's Ministry	Salary - Clergy	\$0.00	\$0.00	\$0.00
	01-6020-80-842	Building Bridges -Veteran's Ministry	Salary - Lay	\$43,350.00	\$43,138.08	52,449.98
	01-6220-80-842	Building Bridges -Veteran's Ministry	Long-Term Disability Insurance - Lay	\$106.00	\$223.80	348.00
	01-6320-80-842	Building Bridges -Veteran's Ministry	Social Security/Medicare Taxes - Lay	\$3,316.28	\$3,300.00	\$4,012.42
	01-6420-80-842	Building Bridges -Veteran's Ministry	Pension Benefits - Lay	\$5,202.00	\$5,176.56	\$6,294.00
	01-6520-80-842	Building Bridges -Veteran's Ministry	Life Insurance - Lay	\$156.00	\$288.00	\$288.00
	01-6610-80-842	Building Bridges -Veteran's Ministry	W/C Insurance - Clergy	\$320.00	\$299.44	\$320.00
	01-6620-80-842	Building Bridges -Veteran's Ministry	W/C Insurance - Lay	\$320.00	\$299.44	\$320.00
	01-6810-80-842	Building Bridges -Veteran's Ministry	Housing & Related Expense	\$40,000.00	\$40,600.08	\$41,818.00
			Total Wages and Benefits	\$92,770.28	\$93,325.40	\$105,850.40
	Business Expenses					
	01-7015-80-842	Building Bridges -Veteran's Ministry	Continuing Education	\$0.00	\$0.00	\$0.00
	01-7020-80-842	Building Bridges -Veteran's Ministry	Food and Refreshments	\$0.00	\$0.00	\$0.00
	01-7040-80-842	Building Bridges -Veteran's Ministry	Grant	\$0.00	\$0.00	\$0.00
	01-7070-80-842	Building Bridges -Veteran's Ministry	Printing & Binding	\$750.00	\$0.00	\$750.00
	01-7075-80-842	Building Bridges -Veteran's Ministry	Program	\$15,000.00	\$12,826.37	\$20,000.00
	01-7210-80-842	Building Bridges -Veteran's Ministry	Gas Electric and Oil	\$0.00	\$0.00	\$0.00
	01-7222-80-842	Building Bridges -Veteran's Ministry	Website Expenses	\$150.00	\$192.00	\$150.00
	01-7240-80-842	Building Bridges -Veteran's Ministry	Professional Services/Consultants	\$1,500.00	\$4,476.10	\$10,000.00
	01-7290-80-842	Building Bridges -Veteran's Ministry	Telephone	\$0.00	\$79.65	
	01-7296-80-842	Building Bridges -Veteran's Ministry	Auto - Mileage & Tolls	\$12,000.00	\$6,481.44	\$12,000.00
	01-7297-80-842	Building Bridges -Veteran's Ministry	Other Travel or Meal Expense	\$0.00	\$0.00	\$0.00
	01-7315-80-842	Building Bridges -Veteran's Ministry	Bank Fees	\$0.00	\$9.52	\$0.00
	01-7370-80-842	Building Bridges -Veteran's Ministry	Legal Fees	\$0.00	\$0.00	\$0.00
			Total Business Expenses	\$29,400.00	\$24,065.08	\$42,900.00
			Total Building Bridges	\$122,170.28	\$117,390.48	\$148,750.40

	<u>Walking Together</u>				
	Wages and Benefits				
	01-6010-80				
01-6010-80-844	Walking Together Ministry	Salary - Clergy	\$20,500.00	\$17,428.08	\$9,200.02
01-6020-80-844	Walking Together Ministry	Salary - Lay	\$18,129.15	\$17,949.12	\$9,243.92
01-6110-80-844	Walking Together Ministry	Medical/Dental Insurance - Clergy	\$5,500.00	\$6,078.00	\$3,270.83
01-6220-80-844	Walking Together Ministry	Long-Term Disability Insurance - Lay	\$130.00	\$142.20	\$72.00
01-6310-80-844	Walking Together Ministry	Social Security/Medicare Taxes - Clergy	\$2,492.98	\$2,481.12	\$1,277.55
01-6320-80-844	Walking Together Ministry	Social Security/Medicare Taxes - Lay	\$1,386.88	\$1,373.05	\$707.16
01-6410-80-844	Walking Together Ministry	Pension Benefits - Clergy	\$5,942.70	\$6,283.08	\$3,235.96
01-6420-80-844	Walking Together Ministry	Pension Benefits - Lay	\$2,175.50	\$2,154.00	\$1,109.27
01-6520-80-844	Walking Together Ministry	Life Insurance - Lay	\$132.00	\$144.00	\$72.00
01-6610-80-844	Walking Together Ministry	W/C Insurance - Clergy	\$270.00	\$299.44	\$135.00
01-6620-80-844	Walking Together Ministry	W/C Insurance - Lay	\$270.00	\$299.44	\$135.00
01-6810-80-844	Walking Together Ministry	Housing & Related Expense	\$12,515.00	\$15,000.00	\$7,500.00
		Total Wages and Benefits	\$69,444.21	\$69,631.53	\$35,958.71
	Business Expenses				
01-7015-80-844	Walking Together Ministry	Continuing Education	\$0.00	\$0.00	\$0.00
01-7070-80-844	Walking Together Ministry	Printing & Binding	\$0.00	\$0.00	\$0.00
01-7072-80-844	Walking Together Ministry	Professional Conferences	\$0.00	\$0.00	\$0.00
01-7075-80-844	Walking Together Ministry	Program	\$19,500.00	\$11,879.48	\$12,000.00
01-7210-80-844	Walking Together Ministry	Gas Electric and Oil	\$3,750.00	\$2,435.60	\$1,875.00
01-7220-80-844	Walking Together Ministry	Internet - general exps	\$1,200.00	\$1,371.76	\$600.00
01-7222-80-844	Walking Together Ministry	Website Expenses	\$0.00	\$192.00	\$0.00
01-7245-80-844	Walking Together Ministry	Rent	\$10,800.00	\$10,800.00	\$5,400.00
01-7280-80-844	Walking Together Ministry	Supplies - Office	\$0.00	\$0.00	\$0.00
01-7290-80-844	Walking Together Ministry	Telephone	\$0.00	\$79.65	
01-7296-80-844	Walking Together Ministry	Auto - Mileage & Tolls	\$1,500.00	\$104.84	\$750.00
01-7298-80-844	Walking Together Ministry	Conference Travel & Meals	\$0.00	\$0.00	\$0.00
01-7299-80-844	Walking Together Ministry	Continuing Education Travel & Meals	\$0.00	\$0.00	\$0.00
01-7315-80-844	Walking Together Ministry	Bank Fees	\$0.00	\$22.68	\$0.00
		Total Business Expenses	\$36,750.00	\$26,886.01	\$20,625.00
		Total Walking Together	\$106,194.21	\$96,517.54	\$56,583.71

	H2H Administration				
	Wages and Benefits				
01-6010-80-840	H2H Administration	Salary - Clergy	\$0.00	\$0.00	\$0.00
01-6020-80-840	H2H Administration	Salary - Lay	\$64,053.10	\$32,310.10	\$11,076.00
01-6110-80-840	H2H Administration	Medical/Dental Insurance - Clergy	\$0.00	\$0.00	\$0.00
01-6120-80-840	H2H Administration	Medical/Dental Insurance - Lay	\$9,245.25	\$7,912.90	\$5,770.20
01-6220-80-840	H2H Administration	LTD Insurance - Lay	\$260.00	\$326.67	\$54.00
01-6310-80-840	H2H Administration	Social Security/Medicare Taxes - Clergy	\$0.00	\$0.00	\$0.00
01-6320-80-840	H2H Administration	Social Security/Medicare Taxes - Lay	\$4,900.06	\$2,466.18	\$847.31
01-6410-80-840	H2H Administration	Pension Benefits - Clergy	\$0.00	\$0.00	\$0.00
01-6420-80-840	H2H Administration	Pension Benefits - Lay	\$7,686.37	\$3,877.21	\$1,329.12
01-6520-80-840	H2H Administration	Life Insurance - Lay	\$216.00	\$146.40	\$72.00
01-6610-80-840	H2H Administration	W/C Insurance - Clergy	\$0.00	\$0.00	\$0.00
01-6620-80-840	H2H Administration	W/C Insurance - Lay	\$240.00	\$160.09	\$240.00
		Total Wages and Benefits	\$86,600.78	\$47,199.55	\$19,388.63
	Business Expenses				
01-7015-80-840	H2H Administration	Continuing Education	\$0.00	\$480.00	\$0.00
01-7020-80-840	H2H Administration	Food & Refreshments	\$0.00	\$0.00	\$0.00
01-7055-80-840	H2H Administration	Memberships/Dues/Subscriptions	\$0.00	\$0.00	\$0.00
01-7070-80-840	H2H Administration	Printing & Binding	\$6,000.00	\$0.00	\$6,000.00
01-7072-80-840	H2H Administration	Professional Conferences	\$0.00	\$0.00	\$0.00
01-7075-80-840	H2H Administration	Program	\$0.00	\$0.00	\$0.00
01-7220-80-840	H2H Administration	Internet - general exps	\$0.00	\$0.00	\$0.00
01-7222-80-840	H2H Administration	Website Expenses	\$0.00	\$192.00	\$0.00
01-7240-80-840	H2H Administration	Professional Svcs/Consultants	\$4,000.00	\$1,325.00	\$64,500.00
01-7250-80-840	H2H Administration	R/M Network Hardware & Software	\$2,500.00	\$1,986.40	\$2,500.00
01-7280-80-840	H2H Administration	Supplies - Office	\$0.00	\$115.80	\$0.00
01-7290-80-840	H2H Administration	Telephone/Zoom	\$0.00	\$676.17	\$0.00
01-7296-80-840	H2H Administration	Auto - Mileage & Tolls	\$1,200.00	\$0.00	\$1,200.00
01-7298-80-840	H2H Administration	Conference Travel & Meals	\$0.00	\$0.00	\$0.00
01-7310-80-840	H2H Administration	Payment Processing Fees	\$750.00	\$476.04	\$750.00
01-7370-80-840	H2H Administration	Legal Fees	\$0.00	\$0.00	\$0.00
		Total Business Expenses	\$14,450.00	\$5,251.41	\$74,950.00
	Program Grants				
01-7040-80-840	H2H Administration	Grants to Parishes	\$0.00	\$0.00	\$25,000.00
		Total Program Grants	\$0.00	\$0.00	\$25,000.00

			Total H2H Administration	\$101,050.78	\$52,450.96	\$119,338.63
			TOTAL Human-2-Human EXPENSES	\$329,415.27	\$266,358.98	\$324,672.74
			<u>SUMMARY of H2H:</u>			
			INCOME:			
		Building Bridges - Vets Ministry	Total Income	\$35,000.00	\$11,938.00	\$24,000.00
		Walking Together Ministry	Total Income	\$35,000.00	\$18,167.80	\$15,000.00
		H2H Administration	Total Income	\$260,000.00	\$236,296.26	\$286,000.00
			TOTAL INCOME	\$330,000.00	\$266,402.06	\$325,000.00
			EXPENSES:			
		Building Bridges - Vets Ministry	Total Wages and Benefits	\$122,170.28	\$117,390.48	\$148,750.40
		Walking Together Ministry	Total Wages and Benefits	\$106,194.21	\$96,517.54	\$56,583.71
		H2H Administration	Total Wages and Benefits	\$101,050.78	\$52,450.96	\$119,338.63
			TOTAL EXPENSES	\$329,415.27	\$266,358.98	\$324,672.74
			NET INC (LOSS) by Dept:			
		Building Bridges - Vets Ministry	Net Income (Loss)	(\$87,170.28)	(\$105,452.48)	(\$124,750.40)
		Walking Together Ministry	Net Income (Loss)	(\$71,194.21)	(\$78,349.74)	(\$41,583.71)
		H2H Administration	Net Income (Loss)	\$158,949.22	\$183,845.30	\$166,661.37
				\$584.73	\$43.08	\$327.26
			GRAND TOTAL Human-2-Human INCOME (LOSS)	\$584.73	\$43.08	\$327.26

Minutes of the Episcopal Missions of Western Massachusetts

May 12, 2022

via Zoom

Present

The Rt. Rev. Doug Fisher, President
Richard Delorme
Richard Gore
Frank Minasian
The Rev. Eliot Moss
Mary Frances Rozak
The Rev. Dcn. Beth Washburn
Reynolds Whalen
Wende Wheeler, Secretary
Janet Young
The Rev. Janet Zimmerman

Absent

The Rev. Tom Callard
The Rev. Charlotte LaForest
Mark Rogers, Treasurer
The Rev. Rich Simpson
The Rev. Tanya Wallace, Vice-President

The meeting was called to order at 2:42p.m.

The two following votes follow on the recent merger of Trinity Church/Chicopee into EMWM. The church is being sold to the preschool which has been operating in the church.

Vote for the sale of Trinity Church in Chicopee's Rectory

Motion: to approve the sale of the property located at 15 Old Farm Road, Chicopee, MA for a gross sales price of \$325,000 to Brett Crosby and Oriel Strong pursuant to a Purchase and Sale Agreement dated April 26, 2022; and

To authorize the President, or the Treasurer, or either of them acting alone, to execute such deeds, agreements, assignments and other documents which, in their sole judgment, are necessary or appropriate to carry out these votes.

Vote for the sale of Trinity Church in Chicopee

Motion: to approve the sale of the property located at 27 Streiber Drive, Chicopee, MA, known as Trinity Episcopal Church, pursuant to a Purchase and Sale Agreement dated April, 2022, to Stephen Martin and Lisa Martin or their nominee for a gross sales price of \$200,000; and

To authorize the President, or the Treasurer, or either of them acting alone, to execute such deeds, agreements, assignments and other documents which, in their sole judgment, are necessary or appropriate to carry out these votes.

After brief discussion, the two items were moved together, seconded and passed unanimously.

The meeting was **adjourned** at 2:56 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary