

February-2-2019-Council-Retreat-2	2
November-15-2018-Council-Minutes	4
December-18-2018-Council-Minutes	7
Financial-Report-thru-Nov.-2018	8
TD-Ameritrade-resolution	24
Report-from-the-Assessment-Reduction-Request-taskforce	25
Report-from-Shareholder-Advocacy-task-force	27
November-15-2018-EMWM-Minutes	31
December-18-2018-EMWM-minutes	32
Certificate-of-Vote-to-approve-lease-N.-Grafton	33

February 2, 2019 Diocesan Council Retreat
St. Andrew's, Longmeadow

9 AM - 3 PM Retreat facilitated by Mitch Anthony

Who is Mitch Anthony? Mitch Anthony says that he came of age when being a hippie was still a career option, and so he chose that. His career goal was to figure out how to help spread peace, love and understanding. His first business was a natural foods restaurant in Amherst, MA. Then he built an award winning advertising agency, and helped start a regional whole-systems thought magazine. He helped introduce tofu to the American consumer, and then built an international brand design firm that brought him to four continents. Mitch is responsible for the design and implementation of branding, identity, positioning and messaging programs for a long list of clients that include the United Methodist Church, FX Networks, Church World Service, Bloomberg Television and the Northeast Sustainable Energy Association. It was while facilitating high-stakes design for highly-leveraged companies that he realized that too many senior leaders could not understand, let alone tell, their organization's story. This insight gave him a clear and obvious focus for his career. Today Mitch helps leaders and their teams to understand their mission, vision and values. And then he helps them use this understanding as guiding lights, with peace, love and understanding as operating principles.

3:00 PM **Diocesan Council and EMWM Business meeting**

Council Agenda

1. Consent Agenda (*see documents on the portal*)
 - a. Approve Minutes from November 15 and December 18, 2018 Meeting
 - b. Financial Report through Nov. 2018
2. TD Ameritrade resolution (*on portal*)
3. Request for Assessment Reduction
4. Update from Shareholder Advocacy task force (*on portal*)

EMWM Agenda

1. Approve Minutes from November 15 and December 18, 2018 Meeting (*on portal*)
2. Approve lease agreement with town of North Grafton (*on portal*)

Closing Prayer

UPCOMING COUNCIL MEETING SCHEDULE

April 11, 2019, 2:00 - 4:30 PM Diocesan House

June, 13, 2019, 2:00 - 4:30 PM Diocesan House

COUNCIL MEMBERSHIP

Officers and Appointed Members:

The Rt. Rev. Douglas Fisher, President

The Rev. Nancy Webb Stroud, Vice President

Ms. Wende Wheeler, Secretary

Mr. Wayne Gass, Treasurer

Mr. Frank Minasian, Trustee Representative

Term of Office Expires:

Convention of 2019 - Janet Zimmerman, Jesse Abell, Janet Young

Convention of 2020 - Heather Blais, Donna Christian, Richard Delorme

Convention of 2021 - José Reyes Pérez, Mark Rogers, Eliot Moss, Rick Gore

Minutes of the meeting of Diocesan Council

November 15, 2018

Diocesan House, Christ Church Cathedral

Present in person:

The Rt. Rev. Doug Fisher, President
The Rev. Nancy Webb Stroud, Vice-President
Steve Abdow
The Rev. Heather Blais
Donna Christian
Richard Delorme
Frank Minasian
The Rev. Eliot Moss
The Rev. Pam Mott
Mark Rogers
Wende Wheeler
Janet Young

Present via Zoom :

The Rev. Jesse Abel
The Rev. José Reyes
The Rev. Janet Zimmerman

Absent

Richard Gore

2:00 p.m. Opening prayer

Parish Assessment and Coaching Program

Janet Young reported on the status of the Parish Assessment and Coaching Program. The Rev. Mac Murray and John Cheek will continue with the project despite the end of their terms on Council. The group is working through the list to categorize parishes, after which conversation with select parishes will take place. Adding Sts. James and Andrew's Greenfield, All Saints Berskshires, and St. Michael's in Worcester to the initial list.

The subcommittee is looking for suggestions of people who will be able to help with the next step, which will include assigning coaches to work with parishes. The Revs. Pam Mott and Mac Murray are being trained in Natural Church Development. Pam will send out information about Natural Church Development to Council.

Council Retreat Planning

Bishop Fisher requested a committee of three from Council to work on retreat planning. The Revs. Pam Mott and José Reyes and Mark Rogers will take this on.

BUSINESS PORTION

Consent Agenda *(may be found in Diocesan Council Archives)*

- a. Approve Council Minutes from September 20, 2018 Meeting
- b. Treasurer's Report Q3 2018
- c. Real Estate Update
- d. Development plan update

Moved, seconded. Accepted and passed unanimously.

Human Resource Report for 2018

Moved, seconded. Discussion: Parishes are using it to bring salaries to comparable levels. At Church of the Atonement in Westfield, the vestry has used the report to bring the salary of the Rev. Nancy Stroud to a level comparable with male clergy.
Report accepted.

Vote to approve clergy housing allowances for 2019

Moved and seconded. No discussion. Motion carried unanimously.

Vote to approve revised Investment Policy Statement.

The policy statement is being revised, therefore, Steve Abdow will schedule a special, brief phone meeting for the purpose of voting on the revised statement when it is complete. The plan is to purchase 200 shares of American Outdoor Brands (the minimum needed to have a "voice at the table".) Purchase will be made out of budgeted mission funds, not through trustees and investment channels as that would require a change of bylaws. Mark Rogers asked what would happen if we made money on the investment. Bishop Fisher responded that, should that happen over time, we could talk about how profit might be used. An example might be that funds could be put toward efforts on behalf of victims of gun violence. Additional discussion around concern that it's clear that the Diocese is doing this for the right reasons. Bishop Fisher reminded that GC Resolution B007 (Ethical Investing in Gun Manufacturers) makes clear intent to invest in order to effect change to minimize the lethal and criminal uses of guns.

Special phone meeting will take place on Tuesday, December 12 at 8:30 a.m.

Notice of vote to approve loan to Grace Church in Oxford

Vote will be taken during special phone meeting noted above. Discussion about vote to approve loan to Grace Oxford to be taken at Special Meeting. EMWM will provide the loan of \$30,000 to fund repairs needed before winter.

Assessment Reduction Request

Steve Abdow is expecting a request from one parish this year (All Saints, Worcester).
Subcommittee for review is composed of Steve Abdow, Dick Delorme and the Rev. Nancy Stroud.
Committee will come to Council with recommendation.

Council meeting adjourned at 2:54 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary

UPCOMING COUNCIL MEETING SCHEDULE

February 2, 2019, 9 AM - 3 PM Annual Retreat (Location TBD)

April 11, 2019, 2:00 - 4:30 PM Diocesan House

June, 13, 2019, 2:00 - 4:30 PM Diocesan House

COUNCIL MEMBERSHIP

Officers and Appointed Members:

The Rt. Rev. Douglas Fisher, President

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Mr. Wayne Gass, Treasurer

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Convention of 2019 - Janet Zimmerman, Jesse Abell, Janet Young

Convention of 2020 - Heather Blais, Donna Christian, Richard Delorme

Convention of 2021 - José Reyes Pérez, Mark Rogers, Eliot Moss, Rick Gore

Minutes of the meeting of Diocesan Council

December 18, 2018, 8:30 a.m. via phone

Present on phone:

The Rt. Rev. Doug Fisher, President
The Rev. Nancy Webb Stroud, Vice-President
Steve Abdow
The Rev. Heather Blais
Richard Delorme
Frank Minasian
The Rev. José Reyes
Mark Rogers
Wende Wheeler
Janet Young
The Rev. Janet Zimmerman

Absent

The Rev. Jesse Abel
Donna Christian
Wayne Gass
Richard Gore
The Rev. Eliot Moss
The Rev. Pamela Mott

8:32 a.m. Council called to order

Opening Prayer – Bishop Fisher

Vote to approve revision of Diocesan Investment Policy (as per documentation presented prior to vote).

Moved and seconded. Clarification that the revised policy has language added throughout to include Shareholder Engagement as an aim.

Discussion around use of potential profits. Bishop Fisher noted that we would realize no gain unless we sell, and that we plan to hold the shares for a long time. Suggestions made again that any profits realized in the future could be used for victims of gun violence, or perhaps to purchase stocks in other companies for the purposes of shareholder engagement.

A subgroup of Steve Abdow, Heather Blais, Mark Rogers and Janet Young will work on a statement that could be used in case of press inquiries to ensure clarity of our purpose.

Vote passed unanimously.

Vote to approve purchase of 200 shares of American Outdoor Brands

Moved, seconded and passed unanimously.

Council meeting adjourned at 8:48 a.m.

Notes on the November 2018 YTD Income Statement of the Administrative Offices of the Diocese of Western MA

Summary

As of the end of November we are over budget by \$47K. I expect that the deficit will shrink a little in December, but we had a number of expenses which are detailed below which will put us at a 1.9% (\$50,000) deficit for year end.

Revenues

- Revenues for the year are \$96,000 ahead of the budgeted amount of \$2.5 million.
- Income from the Assessment for common ministry is right on target, as is income from investments.
- We received greater than expected income from donations to Walking Together and Building Bridges of around \$7500.
- We received a grant of \$10,000 from TEC towards our expenses related to the Revival.
- We made an additional draw on investments of \$50K to finish the \$100,000 diocesan match of the Mission Enterprise Zone grant from The Episcopal Church which was used to start Walking Together three years ago.
- We received \$18,000 more than budgeted in Other Income and Gifts

Bishop's Ministry

- We are over budget in this category by \$35K on a budget to date of \$417K.
- We incurred unbudgeted expenses of \$10,000 for the visit of Bishop Cyril from the Diocese of Mampong.
- Medical insurance expense for lay employees is \$8000 over budget. We did not anticipate this extra expense when the budget was made.
- Payroll expense for lay staff is over budget by \$15K due to a severance payment that had to be made.

Mission with Congregations

- In total, this area of the budget is \$20,000 under our projection of \$485K.
- \$19K of that surplus is in the line for Ministry Development Initiative grants. \$61,000 of that \$80K budget was distributed this year.
- \$13,000 that had been budgeted for Stewardship formation will not be spent in 2018. There had been a diocesan wide event planned that was postponed until 2019.
- Numerous lines were over or under by a few thousand dollars. This is how things work in our budgets.

Leadership Development for the Baptized

- This area of the budget is under projection by \$18,000 on a budget of \$237K.
- We've incurred only \$4000 in expenses for seminarian assistance which was budgeted at \$12K.
- We were under budget by a few thousand on parish leadership day, clergy conference expenses, diaconate formation, and strategic leadership development. We were over budget a few thousand on personnel expenses

Mission with the Larger Church/World

- This category shows expenses exceeding a budget of \$637,000 by \$46,000.
- We are over budget by \$11,000 for expenses related to our Outdoor Worship Communities. This is due mostly to an additional grant of \$8000 that was allocated to Cathedral in the Light in Greenfield after the budget was created.
- We are under budget on the Global Mission line by \$15,000. I expect that this will be disbursed in December.
- We've spent \$35.5K above the budget of \$76K on our Veteran's Ministry, Building Bridges. The budget for this work increased since the budget was set in late 2017 as the ministry added two locations. We are serving veterans in eight communities now. Fundraising has brought in \$7300 towards the extra expenses.
- Walking Together is \$11,000 over its \$66,000 budget thus far. The program expanded and staffing was increased. They have met their fundraising goal of \$20,000.
- The budgets for Building Bridges and Walking Together will be accounted for in the new charitable entity that the diocese will launch in early 2019.

Governance

- This is a new category with an annual budget of \$200,000. The cost of being a Diocese in The Episcopal Church.
- Through November this category is \$8000 over budget.
- We are under budget by \$21K for retiree benefits and over budget by \$24K on Title IV Disciplinary Committee work.

Administration and Finance

- This area of the budget is over by \$51K over the budget of \$391K.
- We are over budget by \$6000 for interest payments on our line of credit and insurance expenses.
- Legal expenses are over by \$8000
- We spend \$10K over budget on IT hardware
- Personnel costs are \$20,000 over budget. In October we hired a Financial Controller in anticipation of a retirement on the financial services staff and the CFO's move into working in the Fundraising entity half the time. We also increased staffing slightly during the year which accounted for \$5000 of the overage.

Fundraising and Development

- This category is temporary until we create the new entity in 2019. We have booked an unbudgeted expenses of \$24K for consulting work in 2018.

Agency Function

- Expenses YTD are \$16,000 over budget. The overage is due to increased personnel expense as we have a new administrative assistant on staff getting trained to take over payroll administration and manage our database.

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
2018 Summary Statement as of November 30, 2018

01 - Operations Unrestricted

REVENUES	1st Qtr 2018	2nd Qtr 2018	3rd Qtr 2018	October 2018	November 2018	4th Qtr 2018	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	Actual YTD % of Annual Budget
Assessment for Common Ministry	\$281,214	\$280,977	\$281,477	\$93,659	\$93,659	\$187,318	\$1,030,986	\$1,025,662	\$5,324	\$1,118,904	92%
Use of Investment - actual distribution received at end of qtr	\$350,250	\$349,015	\$348,278	\$0	\$0	\$0	\$1,047,543	\$1,280,617	(\$233,074)	\$1,397,037	75%
Other Investment Income (Additional Draws)	\$0	\$19,192	\$80,808	\$0	\$0	\$0	\$100,000	\$47,401	\$52,599	\$51,710	193%
Program Income	\$7,462	\$30,658	\$3,269	\$15,894	\$13,808	\$29,702	\$71,091	\$58,875	\$12,216	\$61,000	117%
Other Income and Gifts	\$37,268	\$7,557	\$10,383	\$1,813	\$2,451	\$4,264	\$59,472	\$41,660	\$17,812	\$42,720	139%
Internal Grant Funding	\$14,125	\$19,126	\$14,333	\$417	\$13,917	\$14,333	\$61,918	\$54,000	\$7,918	\$54,000	
Interest Income	\$54	\$81	\$109	\$14	\$28	\$42	\$286	\$550	(\$264)	\$600	48%
TOTAL REVENUES	\$690,374	\$706,606	\$738,658	\$111,796	\$123,863	\$235,659	\$2,371,296	\$2,508,765	(\$137,469)	\$2,725,971	87%
**based on 1/12th Annual Budget for Distribution	\$0	\$0	\$0	\$116,420	\$116,420	\$232,840	\$232,840				
	\$690,374	\$706,606	\$738,658	\$228,216	\$240,282	\$468,498	\$2,604,136	\$2,508,765	\$95,371	\$2,725,971	96%
EXPENSES											
BISHOP's MINISTRY	\$118,798	\$137,607	\$115,501	\$48,171	\$32,129	\$80,300	\$452,207	\$416,905	\$35,302	\$452,851	100%
CONGREGATIONAL DEVELOPMENT: for Congregations	\$125,115	\$152,725	\$99,815	\$54,121	\$32,558	\$86,679	\$464,334	\$484,855	(\$20,522)	\$516,057	90%
LEADERSHIP DEVELOPMENT: for Clergy and Lay Leaders	\$58,159	\$74,035	\$49,837	\$17,519	\$19,833	\$37,352	\$219,383	\$237,467	(\$18,084)	\$255,564	86%
MISSION IN THE WORLD	\$190,375	\$183,223	\$174,180	\$76,763	\$58,908	\$135,671	\$683,449	\$637,277	\$46,172	\$697,741	98%
GOVERNANCE	\$52,475	\$29,057	\$51,331	\$54,423	\$10,663	\$65,086	\$197,949	\$189,801	\$8,148	\$201,651	98%
ADMINISTRATION & FINANCE: Support of Diocesan Operations	\$107,823	\$109,570	\$127,920	\$50,961	\$45,031	\$95,992	\$441,305	\$390,626	\$50,679	\$424,267	104%
FUNDRAISING DEVELOPMENT	\$0	\$100	\$10,204	\$5,265	\$9,050	\$14,315	\$24,619	\$0	\$24,619	\$0	#DIV/0!
DIOCESAN AGENCY: Agency functions provided to Congregations	\$47,686	\$46,917	\$49,053	\$18,344	\$16,161	\$34,505	\$178,160	\$161,621	\$16,539	\$176,154	101%
TOTAL EXPENSES	\$700,432	\$733,233	\$677,841	\$325,567	\$224,332	\$549,899	\$2,661,406	\$2,518,552	\$142,853	\$2,724,285	98%
NET SURPLUS/(DEFICIT)	(\$10,058)	(\$26,627)	\$60,816	(\$97,351)	\$15,950	(\$81,401)	(\$57,270)	(\$9,787)	(\$47,483)	\$1,686	-3397%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

		1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
01 - Operations Unrestricted											
REVENUES											
Assessment for Common Ministry											
01-4000-99	Common Ministry - Parishes and Missions										
999 - Default		\$281,214.00	\$280,977.00	\$281,477.00	\$93,659.00	\$93,659.00	\$1,030,986.00	\$1,025,662.00	\$5,324.00	\$1,118,904.00	92.1%
Total Assessment for Common Ministry		\$281,214.00	\$280,977.00	\$281,477.00	\$93,659.00	\$93,659.00	\$1,030,986.00	\$1,025,662.00	\$5,324.00	\$1,118,904.00	92.1%
Use of Investment - Trustees											
01-5100-99	Use of Investment - Spending Rule										
999 - Default		\$350,250.06	\$349,015.41	\$348,277.65	\$0.00	\$0.00	\$1,047,543.12	\$1,280,617.25	(\$233,074.13)	\$1,397,037.00	75.0%
01-5200-50	Use of Investment - Additional Draw										
059 - Walking Together Ministry		\$0.00	\$19,192.03	\$80,807.97	\$0.00	\$0.00	\$100,000.00	\$47,400.83	\$52,599.17	\$51,710.00	193.4%
Total Use of Investment - Trustees		\$350,250.06	\$368,207.44	\$429,085.62	\$0.00	\$0.00	\$1,147,543.12	\$1,328,018.08	(\$180,474.96)	\$1,448,747.00	79.2%
Program Income											
01-4500-20	Program Income										
270 - Communications		\$90.00	\$25.00	\$0.00	\$0.00	\$0.00	\$115.00	\$0.00	\$115.00	\$0.00	0.0%
01-4500-25	Program Income										
252 - Diocesan Convention		\$0.00	\$0.00	\$25.00	\$13,435.00	\$0.00	\$13,460.00	\$18,000.00	(\$4,540.00)	\$18,000.00	74.8%
01-4500-30	Program Income										
315 - Youth Ministry		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)	\$8,000.00	0.0%
324 - Christian Formation Missione		\$0.00	\$200.00	\$200.00	\$0.00	\$10,200.00	\$10,600.00	\$0.00	\$10,600.00	\$0.00	0.0%
326 - Safe Church Training & Preve		\$580.00	\$450.00	\$25.00	\$490.00	\$550.00	\$2,095.00	\$3,666.66	(\$1,571.66)	\$4,000.00	52.4%
355 - Latino Ministries		\$0.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$5,500.00	\$0.00	0.0%
01-4500-40	Program Income										
103 - Parish Leadership Developmen		\$2,865.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,865.00	\$3,000.00	(\$135.00)	\$3,000.00	95.5%
124 - Clergy Conferences		\$0.00	\$9,475.62	\$0.00	\$0.00	\$0.00	\$9,475.62	\$6,500.00	\$2,975.62	\$6,500.00	145.8%
130 - Diaconate Formation		\$0.00	\$1,334.00	\$0.00	\$0.00	\$0.00	\$1,334.00	\$1,375.00	(\$41.00)	\$1,500.00	88.9%
01-4500-50	Program Income										
050 - Veteran's Ministry		\$1,521.00	\$1,450.00	\$805.00	\$1,600.00	\$1,954.00	\$7,330.00	\$0.00	\$7,330.00	\$0.00	0.0%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

		1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
059 - Walking Together Ministry		\$2,406.02	\$12,223.22	\$2,214.22	\$368.84	\$1,103.84	\$18,316.14	\$18,333.33	(\$17.19)	\$20,000.00	91.6%
Total Program Income		\$7,462.02	\$30,657.84	\$3,269.22	\$15,893.84	\$13,807.84	\$71,090.76	\$58,874.99	\$12,215.77	\$61,000.00	116.5%
Internal Grant Funding											
01-4610-20 Internal Grant Funding											
225 - Special Diocesan Events		\$625.11	\$5,625.99	\$833.48	\$416.74	\$416.74	\$7,918.06	\$0.00	\$7,918.06	\$0.00	0.0%
01-4610-50 Internal Grant Funding											
037 - Creation Care		\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	\$18,000.00	\$18,000.00	\$0.00	\$18,000.00	100.0%
050 - Veteran's Ministry		\$9,000.00	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00	\$36,000.00	\$36,000.00	\$0.00	\$36,000.00	100.0%
Total Internal Grants Funding		\$14,125.11	\$19,125.99	\$14,333.48	\$416.74	\$13,916.74	\$61,918.06	\$54,000.00	\$7,918.06	\$54,000.00	114.7%
Other Income and Gifts											
01-4100-99 Bequests & Estate Gifts											
999 - Default		\$2,042.64	\$0.00	\$5,000.00	\$0.00	\$0.00	\$7,042.64	\$0.00	\$7,042.64	\$0.00	0.0%
01-4200-99 Other Income and Gifts											
999 - Default		\$5,697.00	\$2,285.25	\$2,983.23	\$1,013.00	\$1,650.88	\$13,629.36	\$0.00	\$13,629.36	\$0.00	0.0%
01-4600-30 Other Grants											
355 - Latino Ministries		\$27,128.58	\$2,871.42	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00	100.0%
01-4700-10 Accounting Services											
499 - Finance Personnel Expense		\$240.00	\$240.00	\$240.00	\$80.00	\$80.00	\$880.00	\$1,198.08	(\$318.08)	\$1,307.00	67.3%
01-4700-30 Accounting Services											
399 - CongDev Canon Personnel		\$1,080.00	\$1,080.00	\$1,080.00	\$360.00	\$360.00	\$3,960.00	\$5,261.66	(\$1,301.66)	\$5,740.00	69.0%
01-4700-40 Accounting Services											
199 - LeadershipDev Canon Personne		\$1,080.00	\$1,080.00	\$1,080.00	\$360.00	\$360.00	\$3,960.00	\$5,200.25	(\$1,240.25)	\$5,673.00	69.8%
Total Other Income and Gifts		\$37,268.22	\$7,556.67	\$10,383.23	\$1,813.00	\$2,450.88	\$59,472.00	\$41,659.99	\$17,812.01	\$42,720.00	139.2%
Interest Income											
01-4300-99 Interest Income											
999 - Default		\$54.25	\$81.23	\$109.07	\$13.51	\$28.13	\$286.19	\$550.00	(\$263.81)	\$600.00	47.7%
Total Interest Income		\$54.25	\$81.23	\$109.07	\$13.51	\$28.13	\$286.19	\$550.00	(\$263.81)	\$600.00	47.7%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
TOTAL REVENUES	\$690,373.66	\$706,606.17	\$738,657.62	\$111,796.09	\$123,862.59	\$2,371,296.13	\$2,508,765.06	(\$137,468.93)	\$2,725,971.00	87.0%
EXPENSES										
BISHOP'S MINISTRY: Programs										
PROGRAMS										
203 - Special Clergy Gatherings	\$627.00	\$2,087.69	\$529.75	\$1,726.61	\$0.00	\$4,971.05	\$0.00	\$4,971.05	\$0.00	0.0%
225 - Special Diocesan Events	\$2,106.38	\$9,541.38	\$0.00	\$0.00	\$236.00	\$11,883.76	\$0.00	\$11,883.76	\$0.00	0.0%
227 - Social Justice	\$780.17	\$1,050.68	\$0.00	\$0.00	\$0.00	\$1,830.85	\$3,437.48	(\$1,606.63)	\$3,750.00	48.8%
270 - Communications	\$31,318.18	\$35,858.65	\$31,188.53	\$8,820.97	\$8,164.01	\$115,350.34	\$108,831.07	\$6,519.27	\$117,043.00	98.6%
275 - Bishop Wanderings	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$2,749.99	(\$2,747.99)	\$3,000.00	0.1%
Total PROGRAMS	\$34,833.73	\$48,538.40	\$31,718.28	\$10,547.58	\$8,400.01	\$134,038.00	\$115,018.54	\$19,019.46	\$123,793.00	108.3%
PERSONNEL EXPENSES										
291 - Bishop Business Expenses	\$6,117.42	\$11,785.17	\$8,533.67	\$2,580.90	\$2,310.91	\$31,328.07	\$27,839.81	\$3,488.26	\$30,098.00	104.1%
299 - Bishop Personnel Expenses	\$77,847.34	\$77,283.55	\$75,249.12	\$35,042.36	\$21,418.27	\$286,840.64	\$274,046.62	\$12,794.02	\$298,960.00	95.9%
Total PERSONNEL EXPENSES	\$83,964.76	\$89,068.72	\$83,782.79	\$37,623.26	\$23,729.18	\$318,168.71	\$301,886.43	\$16,282.28	\$329,058.00	96.7%
Total BISHOP'S MINISTRY: Programs	\$118,798.49	\$137,607.12	\$115,501.07	\$48,170.84	\$32,129.19	\$452,206.71	\$416,904.97	\$35,301.74	\$452,851.00	99.9%
CONGREGATIONAL DEVELOPMENT: Mission with Congregations										
GRANTS and SCHOLARSHIPS										
302 - Clergy Children Educationa	\$4,500.00	\$0.00	\$3,000.00	\$1,500.00	\$750.00	\$9,750.00	\$5,500.00	\$4,250.00	\$6,000.00	162.5%
312 - Deanery Programs	\$0.00	\$731.50	\$120.49	\$0.00	\$0.00	\$851.99	\$2,383.33	(\$1,531.34)	\$2,600.00	32.8%
313 - Ministry Development Initiat	\$500.00	\$60,265.00	\$0.00	\$0.00	\$0.00	\$60,765.00	\$80,000.00	(\$19,235.00)	\$80,000.00	76.0%
314 - Bement/Waterfield Edu. Grant	\$18,584.50	\$3,630.00	\$17,775.00	\$0.00	\$0.00	\$39,989.50	\$39,602.60	\$386.90	\$42,500.00	94.1%
322 - Continuing Education Grant	\$0.00	\$566.00	\$1,000.00	\$0.00	\$0.00	\$1,566.00	\$3,666.66	(\$2,100.66)	\$4,000.00	39.2%
328 - Sabbatical Grants	\$0.00	\$5,628.39	\$1,332.00	\$0.00	\$0.00	\$6,960.39	\$4,642.84	\$2,317.55	\$5,000.00	139.2%
Total GRANTS and SCHOLARSHIPS	\$23,584.50	\$70,820.89	\$23,227.49	\$1,500.00	\$750.00	\$119,882.88	\$135,795.43	(\$15,912.55)	\$140,100.00	85.6%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
OPERATIONAL EXPENSES										
301 - Spec. Assist. Congreg.	\$0.00	\$7,087.50	\$1,595.21	\$375.00	\$400.00	\$9,457.71	\$4,583.33	\$4,874.38	\$5,000.00	189.2%
315 - Youth Ministry	\$4,768.38	\$6,670.46	\$4,768.38	\$1,637.59	\$1,637.59	\$19,482.40	\$30,189.02	(\$10,706.62)	\$32,934.00	59.2%
320 - Stewardship	\$1,307.00	\$19.00	\$1,430.00	\$15.00	\$15.00	\$2,786.00	\$14,700.00	(\$11,914.00)	\$14,700.00	19.0%
324 - Christian Formation Missione	\$8,954.75	\$10,900.60	\$10,463.06	\$31,902.21	\$7,036.24	\$69,256.86	\$60,363.30	\$8,893.56	\$65,760.00	105.3%
326 - Safe Church Training & Preve	\$1,947.68	\$374.34	\$825.01	\$196.70	\$1,124.34	\$4,468.07	\$4,079.16	\$388.91	\$4,450.00	100.4%
329 - Transition Ministry	\$2,250.00	\$698.57	\$1,584.29	(\$129.37)	\$330.37	\$4,733.86	\$4,687.50	\$46.36	\$4,750.00	99.7%
355 - Latino Ministries	\$30,937.05	\$2,366.16	\$2,884.82	\$516.49	\$2,828.64	\$39,533.16	\$40,999.99	(\$1,466.83)	\$42,000.00	94.1%
TOTAL CONGREGATIONAL EXPENSES	\$50,164.86	\$28,116.63	\$23,550.77	\$34,513.62	\$13,372.18	\$149,718.06	\$159,602.30	(\$9,884.24)	\$169,594.00	88.3%
PERSONNEL EXPENSES										
391 - CongDev Canon Business Ex	\$1,377.59	\$3,774.97	\$2,958.71	\$1,125.31	\$867.52	\$10,104.10	\$9,543.58	\$560.52	\$10,093.00	100.1%
399 - CongDev Canon Personnel	\$49,987.58	\$50,012.39	\$50,078.47	\$16,982.17	\$17,567.92	\$184,628.53	\$179,914.13	\$4,714.40	\$196,270.00	94.1%
TOTAL PERSONNEL EXPENSES	\$51,365.17	\$53,787.36	\$53,037.18	\$18,107.48	\$18,435.44	\$194,732.63	\$189,457.71	\$5,274.92	\$206,363.00	94.4%
TOTAL CONGREGATIONAL DEV: Mission with Congregations	\$125,114.53	\$152,724.88	\$99,815.44	\$54,121.10	\$32,557.62	\$464,333.57	\$484,855.44	(\$20,521.87)	\$516,057.00	90.0%
LEADERSHIP DEVELOPMENT for Clergy and Lay										
OPERATIONAL EXPENSES										
103 - Parish Leadership Developmen	\$6,506.49	\$224.15	\$0.00	\$13.63	\$0.00	\$6,744.27	\$9,950.00	(\$3,205.73)	\$9,950.00	67.8%
120 - Comm. on Ministry	\$1,013.00	\$401.15	\$1,385.41	\$215.88	\$309.00	\$3,324.44	\$4,124.99	(\$800.55)	\$4,500.00	73.9%
121 - Seminarian Assistance	\$452.00	\$405.00	\$700.00	\$0.00	\$2,461.00	\$4,018.00	\$11,458.33	(\$7,440.33)	\$12,500.00	32.1%
124 - Clergy Conferences	\$1,071.57	\$14,826.86	\$989.61	\$82.83	\$100.13	\$17,071.00	\$20,783.32	(\$3,712.32)	\$20,900.00	81.7%
127 - Fresh Start Program	\$470.42	\$122.85	\$1,647.47	\$354.45	\$397.32	\$2,992.51	\$3,950.00	(\$957.49)	\$3,950.00	75.8%
128 - Strategic Leadership Dvlpmn	\$0.00	\$2,621.41	\$0.00	\$631.57	\$0.00	\$3,252.98	\$5,958.33	(\$2,705.35)	\$6,500.00	50.0%
129 - Education for Ministry	\$300.00	\$2,275.00	\$374.69	\$0.00	\$0.00	\$2,949.69	\$4,533.33	(\$1,583.64)	\$4,900.00	60.2%
130 - Diaconate Formation	\$825.60	\$0.00	(\$1,234.00)	\$0.00	\$0.00	(\$408.40)	\$3,300.00	(\$3,708.40)	\$3,600.00	(11.3)%
160 - David Allen Seminars	\$0.00	\$2,119.45	\$0.00	\$0.00	\$0.00	\$2,119.45	\$0.00	\$2,119.45	\$0.00	0.0%
TOTAL OPERATIONAL EXPENSES	\$10,639.08	\$22,995.87	\$3,863.18	\$1,298.36	\$3,267.45	\$42,063.94	\$64,058.30	(\$21,994.36)	\$66,800.00	63.0%
PERSONNEL EXPENSES										

The Episcopal Diocese of Western Massachusetts
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YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

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191 - LeadershipDev Canon Busines	\$2,572.71	\$6,066.77	\$935.10	\$918.42	\$677.67	\$11,170.67	\$10,549.07	\$621.60	\$11,099.00	100.6%
199 - LeadershipDev Canon Personne	\$44,947.52	\$44,972.35	\$45,038.42	\$15,302.13	\$15,887.90	\$166,148.32	\$162,859.55	\$3,288.77	\$177,665.00	93.5%
TOTAL PERSONNEL EXPENSES	\$47,520.23	\$51,039.12	\$45,973.52	\$16,220.55	\$16,565.57	\$177,318.99	\$173,408.62	\$3,910.37	\$188,764.00	93.9%
TOTAL LEADERSHIP DEVELOPMENT	\$58,159.31	\$74,034.99	\$49,836.70	\$17,518.91	\$19,833.02	\$219,382.93	\$237,466.92	(\$18,083.99)	\$255,564.00	85.8%
MISSION IN THE WORLD										
OPERATIONAL EXPENSES										
001 - Nat'l Church Apportionmen	\$85,707.75	\$85,707.75	\$85,707.75	\$28,569.25	\$28,569.25	\$314,261.75	\$314,261.75	\$0.00	\$342,831.00	91.7%
011 - Lambeth Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,833.33	(\$1,833.33)	\$2,000.00	0.0%
012 - Province of N.E.	\$2,437.26	\$4,937.26	\$2,437.26	\$812.42	\$812.42	\$11,436.62	\$8,936.58	\$2,500.04	\$9,749.00	117.3%
020 - Ecumenical Officer	\$0.00	\$1,669.03	\$0.00	\$0.00	\$0.00	\$1,669.03	\$2,250.00	(\$580.97)	\$2,250.00	74.2%
021 - Interfaith Council	\$300.00	\$50.00	\$0.00	\$0.00	\$0.00	\$350.00	\$300.00	\$50.00	\$300.00	116.7%
026 - Mass Council of Churches	\$3,750.00	\$3,750.00	\$3,750.00	\$1,250.00	\$1,250.00	\$13,750.00	\$13,750.00	\$0.00	\$15,000.00	91.7%
028 - Berkshire Organizing Projec	\$625.00	\$625.00	\$625.00	\$625.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	100.0%
029 - Cathedral of The Beloved	\$31,263.18	\$19,763.19	\$19,763.19	\$14,337.73	\$6,587.73	\$91,715.02	\$80,411.00	\$11,304.02	\$87,279.00	105.1%
030 - Global Mission	\$500.00	\$3,159.97	\$0.00	\$1,800.00	\$2,000.00	\$7,459.97	\$22,916.66	(\$15,456.69)	\$25,000.00	29.8%
033 - Anglican Communion Partner	\$625.11	\$625.11	\$833.48	\$416.74	\$416.74	\$2,917.18	\$2,291.66	\$625.52	\$2,500.00	116.7%
035 - Sustainable Development Goa	\$4,718.00	\$4,718.00	\$4,718.00	\$0.00	\$0.00	\$14,154.00	\$14,154.00	\$0.00	\$18,872.00	75.0%
037 - Creation Care	\$9,615.23	\$9,253.18	\$8,045.64	\$5,768.88	\$2,880.35	\$35,563.28	\$32,347.32	\$3,215.96	\$35,288.00	100.8%
050 - Veteran's Ministry	\$31,570.56	\$28,107.07	\$25,374.94	\$16,360.32	\$9,740.80	\$111,153.69	\$75,591.05	\$35,562.64	\$82,463.00	134.8%
059 - Walking Together Ministry	\$19,263.05	\$20,857.16	\$22,925.11	\$6,822.42	\$6,650.78	\$76,518.52	\$65,733.21	\$10,785.31	\$71,709.00	106.7%
Total OPERATIONAL EXPENSES	\$190,375.14	\$183,222.72	\$174,180.37	\$76,762.76	\$58,908.07	\$683,449.06	\$637,276.56	\$46,172.50	\$697,741.00	98.0%
Total MISSION IN THE WORLD	\$190,375.14	\$183,222.72	\$174,180.37	\$76,762.76	\$58,908.07	\$683,449.06	\$637,276.56	\$46,172.50	\$697,741.00	98.0%
GOVERNANCE										
OPERATIONAL EXPENSES										
250 - Chancellor's Expenses	\$10,631.41	\$11,912.00	\$15,610.00	\$3,500.00	\$3,500.00	\$45,153.41	\$41,750.00	\$3,403.41	\$45,250.00	99.8%
252 - Diocesan Convention	\$2,279.85	\$2,378.35	\$2,613.85	\$45,959.48	\$772.85	\$54,004.38	\$41,676.24	\$12,328.14	\$42,465.00	127.2%
253 - Diocesan Council	\$1,574.86	\$234.66	\$15.92	\$18.62	\$14.78	\$1,858.84	\$1,383.33	\$475.51	\$1,400.00	132.8%

The Episcopal Diocese of Western Massachusetts
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YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

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254 - General Convention	\$0.00	(\$556.00)	\$15,159.05	\$0.00	\$0.00	\$14,603.05	\$15,000.00	(\$396.95)	\$15,000.00	97.4%
255 - House of Bishops	\$2,235.37	\$0.00	\$0.00	\$0.00	\$0.00	\$2,235.37	\$7,000.00	(\$4,764.63)	\$7,000.00	31.9%
256 - Retired Clergy Benefits	\$7,733.75	\$7,998.75	\$7,998.75	\$2,666.25	\$2,666.25	\$29,063.75	\$34,679.33	(\$5,615.58)	\$37,832.00	76.8%
257 - Retired Lay Benefits	\$6,835.35	\$6,835.35	\$6,835.35	\$2,278.45	\$2,278.45	\$25,062.95	\$46,020.33	(\$20,957.38)	\$50,204.00	49.9%
258 - Standing Committee	\$16.46	\$11.78	\$22.85	\$0.00	\$486.09	\$537.18	\$458.33	\$78.85	\$500.00	107.4%
259 - Title IV Disciplinary Committe	\$21,168.00	\$242.06	\$3,075.00	\$0.00	\$944.80	\$25,429.86	\$1,833.33	\$23,596.53	\$2,000.00	1,271.5%
TOTAL OPERATIONAL EXPENSES	\$52,475.05	\$29,056.95	\$51,330.77	\$54,422.80	\$10,663.22	\$197,948.79	\$189,800.89	\$8,147.90	\$201,651.00	98.2%
TOTAL GOVERNANCE	\$52,475.05	\$29,056.95	\$51,330.77	\$54,422.80	\$10,663.22	\$197,948.79	\$189,800.89	\$8,147.90	\$201,651.00	98.2%
DIOCESAN FINANCE & ADMINISTRATION EXPENSES										
ARCHIVE EXPENSES										
450 - Archives	\$1,725.22	\$1,676.23	\$1,575.20	\$537.35	\$614.06	\$6,128.06	\$6,360.04	(\$231.98)	\$6,931.00	88.4%
Total ARCHIVE EXPENSES	\$1,725.22	\$1,676.23	\$1,575.20	\$537.35	\$614.06	\$6,128.06	\$6,360.04	(\$231.98)	\$6,931.00	88.4%
OPERATIONAL EXPENSES										
400 - General Operation Expense	\$9,054.53	\$6,111.54	\$7,177.50	\$2,758.51	\$5,124.54	\$30,226.62	\$28,077.46	\$2,149.16	\$30,630.00	98.7%
420 - General Property Expenses	\$32,004.21	\$30,604.45	\$31,006.12	\$9,663.61	\$9,736.09	\$113,014.48	\$102,576.81	\$10,437.67	\$111,902.00	101.0%
430 - Financial Management Expense	\$3,991.78	\$7,626.33	\$4,341.41	\$8,928.88	\$583.42	\$25,471.82	\$9,258.33	\$16,213.49	\$10,100.00	252.2%
440 - Accounting Expenses	\$0.00	\$0.00	\$19,500.00	\$0.00	\$0.00	\$19,500.00	\$19,500.00	\$0.00	\$19,500.00	100.0%
TOTAL OPERATIONAL EXPENSES	\$45,050.52	\$44,342.32	\$62,025.03	\$21,351.00	\$15,444.05	\$188,212.92	\$159,412.60	\$28,800.32	\$172,132.00	109.3%
PERSONNEL EXPENSES										
491 - Finance Business Expenses	\$2,150.42	\$2,911.96	\$2,461.97	\$2,541.22	\$1,150.14	\$11,215.71	\$8,878.73	\$2,336.98	\$9,595.00	116.9%
499 - Finance Personnel Expense	\$58,897.13	\$60,639.49	\$61,857.92	\$26,531.51	\$27,822.36	\$235,748.41	\$215,974.89	\$19,773.52	\$235,609.00	100.1%
TOTAL PERSONNEL EXPENSES	\$61,047.55	\$63,551.45	\$64,319.89	\$29,072.73	\$28,972.50	\$246,964.12	\$224,853.62	\$22,110.50	\$245,204.00	100.7%
TOTAL DIOCESAN FINANCE & ADMINISTRATION EXPENSES	\$107,823.29	\$109,570.00	\$127,920.12	\$50,961.08	\$45,030.61	\$441,305.10	\$390,626.26	\$50,678.84	\$424,267.00	104.0%
FUNDRAISING DEVELOPMENT										
OPERATIONAL EXPENSES										

The Episcopal Diocese of Western Massachusetts

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	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
840 - Fundraising Development	\$0.00	\$99.98	\$10,203.97	\$5,265.10	\$9,049.99	\$24,619.04	\$0.00	\$24,619.04	\$0.00	0.0%
Total OPERATIONAL EXPENSES	\$0.00	\$99.98	\$10,203.97	\$5,265.10	\$9,049.99	\$24,619.04	\$0.00	\$24,619.04	\$0.00	0.0%
Total FUNDRAISING DEVELOPMENT	\$0.00	\$99.98	\$10,203.97	\$5,265.10	\$9,049.99	\$24,619.04	\$0.00	\$24,619.04	\$0.00	0.0%
DIOCESAN AGENCY EXPENSES FOR CONGREGATION SUPPORT										
OPERATIONAL EXPENSES										
700 - Agency Administrative Cost	\$4,648.24	\$2,404.12	\$2,448.94	\$896.88	\$793.45	\$11,191.63	\$9,509.49	\$1,682.14	\$10,214.00	109.6%
Total OPERATIONAL EXPENSES	\$4,648.24	\$2,404.12	\$2,448.94	\$896.88	\$793.45	\$11,191.63	\$9,509.49	\$1,682.14	\$10,214.00	109.6%
PERSONNEL EXPENSES										
791 - Agency Business Expenses	\$184.45	\$10.00	\$791.00	\$2,125.00	\$5.00	\$3,115.45	\$2,291.65	\$823.80	\$2,500.00	124.6%
799 - Agency Personnel Expenses	\$42,853.14	\$44,502.60	\$45,812.81	\$15,322.49	\$15,362.30	\$163,853.34	\$149,819.99	\$14,033.35	\$163,440.00	100.3%
Total PERSONNEL EXPENSES	\$43,037.59	\$44,512.60	\$46,603.81	\$17,447.49	\$15,367.30	\$166,968.79	\$152,111.64	\$14,857.15	\$165,940.00	100.6%
Total DIOCESAN AGENCY EXPENSES FOR CONGREGATION SUPPORT	\$47,685.83	\$46,916.72	\$49,052.75	\$18,344.37	\$16,160.75	\$178,160.42	\$161,621.13	\$16,539.29	\$176,154.00	101.1%
TOTAL EXPENSES	\$700,431.64	\$733,233.36	\$677,841.19	\$325,566.96	\$224,332.47	\$2,661,405.62	\$2,518,552.17	\$142,853.45	\$2,724,285.00	97.7%
NET SURPLUS/(DEFICIT)										
001 - Nat'l Church Apportionment	(\$85,707.75)	(\$85,707.75)	(\$85,707.75)	(\$28,569.25)	(\$28,569.25)	(\$314,261.75)	(\$314,261.75)	\$0.00	(\$342,831.00)	91.7%
011 - Lambeth Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,833.33)	\$1,833.33	(\$2,000.00)	0.0%
012 - Province of N.E.	(\$2,437.26)	(\$4,937.26)	(\$2,437.26)	(\$812.42)	(\$812.42)	(\$11,436.62)	(\$8,936.58)	(\$2,500.04)	(\$9,749.00)	117.3%
020 - Ecumenical Officer	\$0.00	(\$1,669.03)	\$0.00	\$0.00	\$0.00	(\$1,669.03)	(\$2,250.00)	\$580.97	(\$2,250.00)	74.2%
021 - Interfaith Council	(\$300.00)	(\$50.00)	\$0.00	\$0.00	\$0.00	(\$350.00)	(\$300.00)	(\$50.00)	(\$300.00)	116.7%
026 - Mass Council of Churches	(\$3,750.00)	(\$3,750.00)	(\$3,750.00)	(\$1,250.00)	(\$1,250.00)	(\$13,750.00)	(\$13,750.00)	\$0.00	(\$15,000.00)	91.7%
028 - Berkshire Organizing Project	(\$625.00)	(\$625.00)	(\$625.00)	(\$625.00)	\$0.00	(\$2,500.00)	(\$2,500.00)	\$0.00	(\$2,500.00)	100.0%
029 - Cathedral of The Beloved	(\$31,263.18)	(\$19,763.19)	(\$19,763.19)	(\$14,337.73)	(\$6,587.73)	(\$91,715.02)	(\$80,411.00)	(\$11,304.02)	(\$87,279.00)	105.1%
030 - Global Mission	(\$500.00)	(\$3,159.97)	\$0.00	(\$1,800.00)	(\$2,000.00)	(\$7,459.97)	(\$22,916.66)	\$15,456.69	(\$25,000.00)	29.8%
033 - Anglican Communion Partners	(\$625.11)	(\$625.11)	(\$833.48)	(\$416.74)	(\$416.74)	(\$2,917.18)	(\$2,291.66)	(\$625.52)	(\$2,500.00)	116.7%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
035 - Sustainable Development Goals	(\$4,718.00)	(\$4,718.00)	(\$4,718.00)	\$0.00	\$0.00	(\$14,154.00)	(\$14,154.00)	\$0.00	(\$18,872.00)	75.0%
037 - Creation Care	(\$5,115.23)	(\$4,753.18)	(\$3,545.64)	(\$5,768.88)	\$1,619.65	(\$17,563.28)	(\$14,347.32)	(\$3,215.96)	(\$17,288.00)	101.6%
050 - Veteran's Ministry	(\$21,049.56)	(\$17,657.07)	(\$15,569.94)	(\$14,760.32)	\$1,213.20	(\$67,823.69)	(\$39,591.05)	(\$28,232.64)	(\$46,463.00)	146.0%
059 - Walking Together Ministry	(\$16,857.03)	\$10,558.09	\$60,097.08	(\$6,453.58)	(\$5,546.94)	\$41,797.62	\$0.95	\$41,796.67	\$1.00	4,179,762.0%
103 - Parish Leadership Development Da	(\$3,641.49)	(\$224.15)	\$0.00	(\$13.63)	\$0.00	(\$3,879.27)	(\$6,950.00)	\$3,070.73	(\$6,950.00)	55.8%
120 - Comm. on Ministry	(\$1,013.00)	(\$401.15)	(\$1,385.41)	(\$215.88)	(\$309.00)	(\$3,324.44)	(\$4,124.99)	\$800.55	(\$4,500.00)	73.9%
121 - Seminarian Assistance	(\$452.00)	(\$405.00)	(\$700.00)	\$0.00	(\$2,461.00)	(\$4,018.00)	(\$11,458.33)	\$7,440.33	(\$12,500.00)	32.1%
124 - Clergy Conferences	(\$1,071.57)	(\$5,351.24)	(\$989.61)	(\$82.83)	(\$100.13)	(\$7,595.38)	(\$14,283.32)	\$6,687.94	(\$14,400.00)	52.7%
127 - Fresh Start Program	(\$470.42)	(\$122.85)	(\$1,647.47)	(\$354.45)	(\$397.32)	(\$2,992.51)	(\$3,950.00)	\$957.49	(\$3,950.00)	75.8%
128 - Strategic Leadership Dvlpmnt	\$0.00	(\$2,621.41)	\$0.00	(\$631.57)	\$0.00	(\$3,252.98)	(\$5,958.33)	\$2,705.35	(\$6,500.00)	50.0%
129 - Education for Ministry	(\$300.00)	(\$2,275.00)	(\$374.69)	\$0.00	\$0.00	(\$2,949.69)	(\$4,533.33)	\$1,583.64	(\$4,900.00)	60.2%
130 - Diaconate Formation	(\$825.60)	\$1,334.00	\$1,234.00	\$0.00	\$0.00	\$1,742.40	(\$1,925.00)	\$3,667.40	(\$2,100.00)	(83.0)%
160 - David Allen Seminars	\$0.00	(\$2,119.45)	\$0.00	\$0.00	\$0.00	(\$2,119.45)	\$0.00	(\$2,119.45)	\$0.00	0.0%
191 - LeadershipDev Canon Business Exp	(\$2,572.71)	(\$6,066.77)	(\$935.10)	(\$918.42)	(\$677.67)	(\$11,170.67)	(\$10,549.07)	(\$621.60)	(\$11,099.00)	100.6%
199 - LeadershipDev Canon Personnel E	(\$43,867.52)	(\$43,892.35)	(\$43,958.42)	(\$14,942.13)	(\$15,527.90)	(\$162,188.32)	(\$157,659.30)	(\$4,529.02)	(\$171,992.00)	94.3%
203 - Special Clergy Gatherings	(\$627.00)	(\$2,087.69)	(\$529.75)	(\$1,726.61)	\$0.00	(\$4,971.05)	\$0.00	(\$4,971.05)	\$0.00	0.0%
225 - Special Diocesan Events	(\$1,481.27)	(\$3,915.39)	\$833.48	\$416.74	\$180.74	(\$3,965.70)	\$0.00	(\$3,965.70)	\$0.00	0.0%
227 - Social Justice	(\$780.17)	(\$1,050.68)	\$0.00	\$0.00	\$0.00	(\$1,830.85)	(\$3,437.48)	\$1,606.63	(\$3,750.00)	48.8%
250 - Chancellor's Expenses	(\$10,631.41)	(\$11,912.00)	(\$15,610.00)	(\$3,500.00)	(\$3,500.00)	(\$45,153.41)	(\$41,750.00)	(\$3,403.41)	(\$45,250.00)	99.8%
252 - Diocesan Convention	(\$2,279.85)	(\$2,378.35)	(\$2,588.85)	(\$32,524.48)	(\$772.85)	(\$40,544.38)	(\$23,676.24)	(\$16,868.14)	(\$24,465.00)	165.7%
253 - Diocesan Council	(\$1,574.86)	(\$234.66)	(\$15.92)	(\$18.62)	(\$14.78)	(\$1,858.84)	(\$1,383.33)	(\$475.51)	(\$1,400.00)	132.8%
254 - General Convention	\$0.00	\$556.00	(\$15,159.05)	\$0.00	\$0.00	(\$14,603.05)	(\$15,000.00)	\$396.95	(\$15,000.00)	97.4%
255 - House of Bishops	(\$2,235.37)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,235.37)	(\$7,000.00)	\$4,764.63	(\$7,000.00)	31.9%
256 - Retired Clergy Benefits	(\$7,733.75)	(\$7,998.75)	(\$7,998.75)	(\$2,666.25)	(\$2,666.25)	(\$29,063.75)	(\$34,679.33)	\$5,615.58	(\$37,832.00)	76.8%
257 - Retired Lay Benefits	(\$6,835.35)	(\$6,835.35)	(\$6,835.35)	(\$2,278.45)	(\$2,278.45)	(\$25,062.95)	(\$46,020.33)	\$20,957.38	(\$50,204.00)	49.9%
258 - Standing Committee	(\$16.46)	(\$11.78)	(\$22.85)	\$0.00	(\$486.09)	(\$537.18)	(\$458.33)	(\$78.85)	(\$500.00)	107.4%
259 - Title IV Disciplinary Committee	(\$21,168.00)	(\$242.06)	(\$3,075.00)	\$0.00	(\$944.80)	(\$25,429.86)	(\$1,833.33)	(\$23,596.53)	(\$2,000.00)	1,271.5%
270 - Communications	(\$31,228.18)	(\$35,833.65)	(\$31,188.53)	(\$8,820.97)	(\$8,164.01)	(\$115,235.34)	(\$108,831.07)	(\$6,404.27)	(\$117,043.00)	98.5%
275 - Bishop Wanderings	(\$2.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2.00)	(\$2,749.99)	\$2,747.99	(\$3,000.00)	0.1%
291 - Bishop Business Expenses	(\$6,117.42)	(\$11,785.17)	(\$8,533.67)	(\$2,580.90)	(\$2,310.91)	(\$31,328.07)	(\$27,839.81)	(\$3,488.26)	(\$30,098.00)	104.1%
299 - Bishop Personnel Expenses	(\$77,847.34)	(\$77,283.55)	(\$75,249.12)	(\$35,042.36)	(\$21,418.27)	(\$286,840.64)	(\$274,046.62)	(\$12,794.02)	(\$298,960.00)	95.9%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
301 - Spec. Assist. Congreg.	\$0.00	(\$7,087.50)	(\$1,595.21)	(\$375.00)	(\$400.00)	(\$9,457.71)	(\$4,583.33)	(\$4,874.38)	(\$5,000.00)	189.2%
302 - Clergy Children Educational Grant	(\$4,500.00)	\$0.00	(\$3,000.00)	(\$1,500.00)	(\$750.00)	(\$9,750.00)	(\$5,500.00)	(\$4,250.00)	(\$6,000.00)	162.5%
312 - Deanery Programs	\$0.00	(\$731.50)	(\$120.49)	\$0.00	\$0.00	(\$851.99)	(\$2,383.33)	\$1,531.34	(\$2,600.00)	32.8%
313 - Ministry Development Initiatives ((\$500.00)	(\$60,265.00)	\$0.00	\$0.00	\$0.00	(\$60,765.00)	(\$80,000.00)	\$19,235.00	(\$80,000.00)	76.0%
314 - Bement/Waterfield Edu. Grants	(\$18,584.50)	(\$3,630.00)	(\$17,775.00)	\$0.00	\$0.00	(\$39,989.50)	(\$39,602.60)	(\$386.90)	(\$42,500.00)	94.1%
315 - Youth Ministry	(\$4,768.38)	(\$6,670.46)	(\$4,768.38)	(\$1,637.59)	(\$1,637.59)	(\$19,482.40)	(\$22,189.02)	\$2,706.62	(\$24,934.00)	78.1%
320 - Stewardship	(\$1,307.00)	(\$19.00)	(\$1,430.00)	(\$15.00)	(\$15.00)	(\$2,786.00)	(\$14,700.00)	\$11,914.00	(\$14,700.00)	19.0%
322 - Continuing Education Grants	\$0.00	(\$566.00)	(\$1,000.00)	\$0.00	\$0.00	(\$1,566.00)	(\$3,666.66)	\$2,100.66	(\$4,000.00)	39.2%
324 - Christian Formation Missioner	(\$8,954.75)	(\$10,700.60)	(\$10,263.06)	(\$31,902.21)	\$3,163.76	(\$58,656.86)	(\$60,363.30)	\$1,706.44	(\$65,760.00)	89.2%
326 - Safe Church Training & Preventio	(\$1,367.68)	\$75.66	(\$800.01)	\$293.30	(\$574.34)	(\$2,373.07)	(\$412.50)	(\$1,960.57)	(\$450.00)	527.3%
328 - Sabbatical Grants	\$0.00	(\$5,628.39)	(\$1,332.00)	\$0.00	\$0.00	(\$6,960.39)	(\$4,642.84)	(\$2,317.55)	(\$5,000.00)	139.2%
329 - Transition Ministry	(\$2,250.00)	(\$698.57)	(\$1,584.29)	\$129.37	(\$330.37)	(\$4,733.86)	(\$4,687.50)	(\$46.36)	(\$4,750.00)	99.7%
355 - Latino Ministries	(\$3,808.47)	\$6,005.26	(\$2,884.82)	(\$516.49)	(\$2,828.64)	(\$4,033.16)	(\$10,999.99)	\$6,966.83	(\$12,000.00)	33.6%
391 - CongDev Canon Business Expense	(\$1,377.59)	(\$3,774.97)	(\$2,958.71)	(\$1,125.31)	(\$867.52)	(\$10,104.10)	(\$9,543.58)	(\$560.52)	(\$10,093.00)	100.1%
399 - CongDev Canon Personnel Expense	(\$48,907.58)	(\$48,932.39)	(\$48,998.47)	(\$16,622.17)	(\$17,207.92)	(\$180,668.53)	(\$174,652.47)	(\$6,016.06)	(\$190,530.00)	94.8%
400 - General Operation Expenses	(\$9,054.53)	(\$6,111.54)	(\$7,177.50)	(\$2,758.51)	(\$5,124.54)	(\$30,226.62)	(\$28,077.46)	(\$2,149.16)	(\$30,630.00)	98.7%
420 - General Property Expenses	(\$32,004.21)	(\$30,604.45)	(\$31,006.12)	(\$9,663.61)	(\$9,736.09)	(\$113,014.48)	(\$102,576.81)	(\$10,437.67)	(\$111,902.00)	101.0%
430 - Financial Management Expenses	(\$3,991.78)	(\$7,626.33)	(\$4,341.41)	(\$8,928.88)	(\$583.42)	(\$25,471.82)	(\$9,258.33)	(\$16,213.49)	(\$10,100.00)	252.2%
440 - Accounting Expenses	\$0.00	\$0.00	(\$19,500.00)	\$0.00	\$0.00	(\$19,500.00)	(\$19,500.00)	\$0.00	(\$19,500.00)	100.0%
450 - Archives	(\$1,725.22)	(\$1,676.23)	(\$1,575.20)	(\$537.35)	(\$614.06)	(\$6,128.06)	(\$6,360.04)	\$231.98	(\$6,931.00)	88.4%
491 - Finance Business Expenses	(\$2,150.42)	(\$2,911.96)	(\$2,461.97)	(\$2,541.22)	(\$1,150.14)	(\$11,215.71)	(\$8,878.73)	(\$2,336.98)	(\$9,595.00)	116.9%
499 - Finance Personnel Expenses	(\$58,657.13)	(\$60,399.49)	(\$61,617.92)	(\$26,451.51)	(\$27,742.36)	(\$234,868.41)	(\$214,776.81)	(\$20,091.60)	(\$234,302.00)	100.2%
700 - Agency Administrative Costs	(\$4,648.24)	(\$2,404.12)	(\$2,448.94)	(\$896.88)	(\$793.45)	(\$11,191.63)	(\$9,509.49)	(\$1,682.14)	(\$10,214.00)	109.6%
791 - Agency Business Expenses	(\$184.45)	(\$10.00)	(\$791.00)	(\$2,125.00)	(\$5.00)	(\$3,115.45)	(\$2,291.65)	(\$823.80)	(\$2,500.00)	124.6%
799 - Agency Personnel Expenses	(\$42,853.14)	(\$44,502.60)	(\$45,812.81)	(\$15,322.49)	(\$15,362.30)	(\$163,853.34)	(\$149,819.99)	(\$14,033.35)	(\$163,440.00)	100.3%
840 - Fundraising Development	\$0.00	(\$99.98)	(\$10,203.97)	(\$5,265.10)	(\$9,049.99)	(\$24,619.04)	\$0.00	(\$24,619.04)	\$0.00	0.0%
999 - Default	\$639,257.95	\$632,358.89	\$637,846.95	\$94,685.51	\$95,338.01	\$2,099,487.31	\$2,306,829.25	(\$207,341.94)	\$2,516,541.00	83.4%
TOTAL NET SURPLUS/(DEFICIT)	(\$10,057.98)	(\$26,627.19)	\$60,816.43	(\$213,770.87)	(\$100,469.88)	(\$290,109.49)	(\$9,787.11)	(\$280,322.38)	\$1,686.00	(17,207.0)%

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
YTD NOV 2018 LEVEL 3 (Ops-Agency only) (Summary 2018 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2018	2018 Budget as of 11/30/2018	Variance YTD to Budget YTD	2018 Annual Budget	% of ANNUAL BUDGET USED
02 - Operations Temp. Restricted										
REVENUES										
Other Income and Gifts										
02-4200-99										
999 - Default	\$0.00	\$0.00	\$0.00	\$0.00	\$7,095.82	\$7,095.82	\$0.00	\$7,095.82	\$0.00	0.0%
Total Other Income and Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$7,095.82	\$7,095.82	\$0.00	\$7,095.82	\$0.00	0.0%
TOTAL REVENUES	\$0.00	\$0.00	\$0.00	\$0.00	\$7,095.82	\$7,095.82	\$0.00	\$7,095.82	\$0.00	0.0%
EXPENSES										
CONGREGATIONAL DEVELOPMENT: Mission with Congregations										
GRANTS and SCHOLARSHIPS										
999 - Default	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.0%
Total GRANTS and SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.0%
TOTAL CONGREGATIONAL DEV: Mission with Congregations	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.0%
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	0.0%
NET SURPLUS/(DEFICIT)										
999 - Default	\$0.00	\$0.00	\$0.00	\$0.00	\$5,595.82	\$5,595.82	\$0.00	\$5,595.82	\$0.00	0.0%
TOTAL NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$0.00	\$0.00	\$5,595.82	\$5,595.82	\$0.00	\$5,595.82	\$0.00	0.0%

The Episcopal Diocese of Western Massachusetts
Unaudited Comparative Balance Sheet - All Funds - IvI3
as of November 30, 2018

	OPERATIONS	AGENCY	FTF	EMWM	2018 All Funds 11/30/2018	2017 All Funds 12/31/2017	Difference \$
Assets							
Cash and Other Non-Property Assets							
Cash and Cash Equivalents	\$861,837.84	\$0.00	\$0.00	\$44,454.01	\$906,291.85	\$904,940.25	\$1,351.60
Accounts Receivable - Common Ministry	\$12,695.00	\$0.00	\$0.00	\$0.00	\$12,695.00	\$5,335.00	\$7,360.00
Accounts Receivable, other	\$30,859.56	(\$395.10)	\$0.00	\$11,531.00	\$41,995.46	\$36,236.07	\$5,759.39
Due From/To Funds	(\$591,800.64)	\$115,691.89	\$0.00	\$476,108.75	\$0.00	\$0.00	\$0.00
Distribution Receivable	\$22,483.02	\$0.00	\$0.00	\$0.00	\$22,483.02	\$387,400.16	(\$364,917.14)
Other Assets	\$26,489.73	\$2,408.71	\$0.00	\$20.42	\$28,918.86	\$14,908.88	\$14,009.98
Interest in net assets of the Trustees/Diocese of WMA	\$32,802,052.48	\$0.00	\$0.00	\$0.00	\$32,802,052.48	\$33,061,366.52	(\$259,314.04)
Bishop's Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$230,401.40	(\$230,401.40)
Total Cash and Other Non-Property Assets	\$33,164,616.99	\$117,705.50	\$0.00	\$532,114.18	\$33,814,436.67	\$34,640,588.28	(\$826,151.61)
Property & Equipment used in Operations							
Buildings and Improvements	\$137,897.72	\$0.00	\$0.00	\$750,000.00	\$887,897.72	\$875,388.29	\$12,509.43
Equipment	\$52,516.90	\$0.00	\$0.00	\$0.00	\$52,516.90	\$49,554.40	\$2,962.50
Furniture and Fixtures	\$22,098.88	\$0.00	\$0.00	\$0.00	\$22,098.88	\$22,098.88	\$0.00
Vehicle	\$31,155.00	\$0.00	\$0.00	\$0.00	\$31,155.00	\$31,155.00	\$0.00
Accumulated Depreciation	(\$126,178.37)	\$0.00	\$0.00	\$0.00	(\$126,178.37)	(\$112,816.89)	(\$13,361.48)
Total Property & Equipment used in Operations	\$117,490.13	\$0.00	\$0.00	\$750,000.00	\$867,490.13	\$865,379.68	\$2,110.45
Mortgage on 166 Holden Street							
	\$0.00	\$0.00	\$0.00	\$273,080.25	\$273,080.25	\$284,030.59	(\$10,950.34)
Steve's GAAP	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
Total Assets	\$33,312,107.12	\$117,705.50	\$0.00	\$1,555,194.43	\$34,985,007.05	\$35,789,998.55	(\$804,991.50)
Liabilities and Net Assets							
Liabilities							
Accounts Payable and Accrued Expenses	\$23,965.66	\$0.00	\$0.00	\$0.00	\$23,965.66	\$30,925.38	(\$6,959.72)
Refundable Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	(\$30,000.00)
Deferred Income	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
Agency Obligations	\$0.00	\$117,705.50	\$0.00	\$0.00	\$117,705.50	\$123,752.29	(\$6,046.79)
Amounts Held on Behalf of Others	\$7,379.60	\$0.00	\$0.00	\$0.00	\$7,379.60	\$26,702.82	(\$19,323.22)
Line of Credit	\$280,000.00	\$0.00	\$0.00	\$0.00	\$280,000.00	\$275,000.00	\$5,000.00

The Episcopal Diocese of Western Massachusetts
Unaudited Comparative Balance Sheet - All Funds - Ivl3
as of November 30, 2018

		OPERATIONS	AGENCY	FTF	EMWM	2018 All Funds 11/30/2018	2017 All Funds 12/31/2017	Difference \$
Retirement Benefit Obligations		\$0.20	\$0.00	\$0.00	\$0.00	\$0.20	\$0.20	\$0.00
Other Postretirement Benefit Obligations		\$1,909,182.00	\$0.00	\$0.00	\$0.00	\$1,909,182.00	\$1,909,182.00	\$0.00
Amounts Pd by Agent on Behalf of Resale Activity		\$0.00	\$0.00	\$0.00	(\$31,620.13)	(\$31,620.13)	(\$55,839.50)	\$24,219.37
Total Liabilities		\$2,232,527.46	\$117,705.50	\$0.00	(\$31,620.13)	\$2,318,612.83	\$2,339,723.19	(\$21,110.36)
Net Assets								
01-3000-99	Net Assets	\$8,486,910.82	\$0.00	\$0.00	\$0.00	\$8,486,910.82	\$8,912,896.60	(\$425,985.78)
02-3000-99	Net Assets	\$18,500,828.38	\$0.00	\$0.00	\$0.00	\$18,500,828.38	\$18,670,197.07	(\$169,368.69)
03-3000-99	Net Assets	\$4,091,840.46	\$0.00	\$0.00	\$0.00	\$4,091,840.46	\$4,093,340.46	(\$1,500.00)
06-3000-99	Net Assets	\$0.00	\$0.00	\$0.00	\$1,586,814.56	\$1,586,814.56	\$1,773,841.23	(\$187,026.67)
Total Net Assets		\$31,079,579.66	\$0.00	\$0.00	\$1,586,814.56	\$32,666,394.22	\$33,450,275.36	(\$783,881.14)
Total Liabilities and Net Assets		\$33,312,107.12	\$117,705.50	\$0.00	\$1,555,194.43	\$34,985,007.05	\$35,789,998.55	(\$804,991.50)
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS		\$31,676,434.13	\$0.00	\$0.00	\$1,773,841.23	\$33,450,275.36	\$30,890,489.64	\$2,559,785.72
NET SURPLUS/(DEFICIT)		(\$596,854.47)	\$0.00	\$0.00	(\$187,026.67)	(\$783,881.14)	\$2,559,785.72	(\$3,343,666.86)
ENDING NET ASSETS		\$31,079,579.66	\$0.00	\$0.00	\$1,586,814.56	\$32,666,394.22	\$33,450,275.36	(\$783,881.14)

best of my knowledge that the information provided on this application is complete and correct.

All Authorized Agents and Officers must provide their signatures below.

If an options account has been requested, we (Authorized Agents) agree to abide by the rules of the listed options exchanges and the Options Clearing Corporation, and will not violate current position and exercise limits. We are aware of the risks involved in options trading and represent the fact that the Entity is financially able to bear such risks and withstand options-trading losses.

If this is a Sole Proprietorship account, I certify that I am engaged in business under the assumed name, tax ID, and address listed in Section 3 of this application. I am the sole proprietor of the business so conducted, and no other person, partnership, or corporation has any ownership interest therein. All securities and other property in the name of the sole proprietorship are owned solely by me.

If I am a U.S. person for tax purposes:

Under penalties of perjury, I certify that: (1) the number shown on this form is my correct taxpayer identification number; (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; (3) I am a U.S. citizen or other U.S. person; and (4) the FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.




If I have been notified by the IRS that I am subject to backup withholding because I have failed to report all interest and dividends on my tax return, I must cross out (2) in this certification.

If I am not a U.S. Person for tax purposes:

I am submitting the applicable Form W-8 with this form to certify my foreign status.

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

The Client Agreement applicable to this brokerage account contains a predispute arbitration clause. By signing this agreement, the parties agree to be bound by the terms of the Client Agreement, including the arbitration agreement located in Section 12 of the Client Agreement on page 8.

 President's Signature:	Date:
 Vice President's Signature:	Date:
 Treasurer's Signature:	Date:


Original signatures required; electronic signatures and/or signature fonts are not authorized.

I hereby certify I am the Secretary of the above-named corporation (or nonincorporated association) duly organized and existing under the laws of the above-named state, and that the following is a true copy of a resolution duly adopted by the board of directors of said corporation (or nonincorporated association) at a meeting held on the date stated in Section 3, at which meeting a quorum was present and acting throughout, or by unanimous consent of the board of directors, and that such resolution has not been rescinded or modified and is in full force and effect.

RESOLVED, that the President, Vice President, and the Treasurer of this corporation (or nonincorporated association), or any one of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over, and deliver any and all shares of stock, bonds, debentures, notes, evidences of indebtedness, or other securities (including short sales) now or hereafter standing in the name of or owned by this corporation (or nonincorporated association), to purchase stocks, bonds, debentures, notes, evidences of indebtedness, and other securities (on margin or otherwise), and to make, execute, and deliver, under the corporate seal of this corporation, any and all written instruments necessary or proper to effectuate the authority hereby conferred.

I further certify that the authority hereby conferred is consistent with the charter or bylaws of this corporation (or nonincorporated association). Unless indicated above that I am a sole officer, the previous is a true and correct list of the officers of this corporation (or nonincorporated association) as of the present date and a record of the officers' signatures:

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said corporation (or nonincorporated association) this date:

 Secretary's Signature (or sole officer):	Date:
Printed Name of Secretary:	

Original signature required; electronic signatures and/or signature fonts are not authorized.

Investment Products: Not FDIC Insured * No Bank Guarantee * May Lose Value

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January 29, 2019
Re: All Saints' Worcester

Dick Delorme and Steve Abdow met with leadership from All Saints' Worcester Tuesday, January 22, to discuss their request for a reduction in their annual assessment to our Diocese. The incoming and outgoing senior wardens, the treasurer, a longtime member of Vestry, and the bookkeeper were in attendance. The priest in charge, Bernie Poppe, was taken ill and unable to attend the meeting.

To review, assessments are calculated by averaging a parish's most recent three years' income as reported on the Parochial Report (2015, 2016, 2017) and applying a progressive formula. Churches with higher incomes are assessed at a higher average. In 2019, All Saints' assessment rate is 12.4%.

Using this formula, the assessment for All Saints' for 2019 is **\$92,395**. This was \$10,000 higher than the 2018 assessment. This was due to inadequate oversight and controls by ordained and lay staff that required adjusting the operating income for 2017 upward by \$200,000 which drastically increased the average which the assessment is calculated on. All staff involved have since been replaced.

The task force feels it is reasonable reduce the income reported for 2017 by that \$200,000 for purposes of the calculation which would bring the assessment to **\$83,561**.

In the meeting, Steve and Dick heard clearly that the parish leadership is addressing issues of financial transparency and the need for year-round stewardship. And they heard that the leadership is looking for every possible way to reduce a projected deficit of \$50,000.

Parish leadership stressed that this is a one-time request, and that they feel it their responsibility to look for every possible way to reduce the deficit. They acknowledged the time, care, and financial support of the Diocese in the last two years of parish turmoil. They requested that the assessment for 2019 be reduced to \$60,000.

We studied the past assessments paid by the parish, and looked at their financial statements. The parish has an unrestricted endowment of slightly less than \$4 million. The assessment for 2018 was \$82,500 and was paid in full.

An average of their assessments for 2016-2018 is **\$78,500**. \$78,500 is a reduction of \$4000 from the 2018 assessment, and a reduction of \$13,895 from the assessment made by strict adherence to our formula.

Our suggestion takes into account the stewardship work that parish leadership is beginning, the importance of All Saints' to the life and ministry of our Diocese, and the financial realities seen on their balance sheet.

We recommend that Diocesan Council reduce the assessment of All Saints' Worcester for 2019 from \$92,395 to \$78,500 in recognition of their request and of the efforts they are showing to improve their stewardship and accounting.

1.17.19 8:30 a.m. Zoom Meeting
Steve Abdow, Heather Blais, Janet Young

Subject: Discuss establishing a policy for use of realized gains on investments made for the purpose of shareholder advocacy.

Heather shared a document (attached) on some options for use of dividends, income, or realized gains on the Diocese's investment in American Outdoor Brands, parent company of Smith & Wesson.

There was discussion around whether the investment will pay dividends and/or interest at all. The Diocese bought 200 shares which is the minimum amount to have a voice at shareholder meetings, the purpose of their investment. It was agreed to have a basic policy stating that any income or realized investment gains will be donated to larger entities focused on Stopping Gun Violence or Victim Advocacy rather than community specific groups established when an occasion of gun violence occurs. Some examples are:

- Gun Violence Survivors Foundation
- Brady Campaign to Prevent Gun Violence
- Everytown for Gun Safety
- Coalition to Stop Gun Violence

Bishop Fisher would like to have another voice from Council willing to speak, when necessary, about the Diocese's position on investment as a means to stop gun violence. Heather volunteered to do this.

A few Shareholder Advocacy Policy Ideas:

- 1) Reinvesting profits into the same group (though if I understood +Doug correctly, we don't need a bigger buy in, just enough to buy a vote/voice at the table).
- 2) Reinvesting profits into another company that produces guns or sells them (not sure which one would make sense).
- 3) Taking profits and investing them in a fund that supports victims of gun violence, such as:

- [Gun Violence Survivors Foundation](#)

- Gun Violence Survivors Foundation supports survivors and their families through the emotional and physical aftermath of a crime involving a firearm in America. Our Foundation eases the financial impact placed upon them as a result of this crime. The GVS Foundation exists to aid survivors and their families by providing resources and services, and to assist in the funding required to promote mental and emotional healing.

If you are a survivor of a crime involving a firearm, you may be eligible to create a campaign TODAY, and crowdfund to support a variety of expenses. Gun violence in America is ever-present, shows no prejudice, and it is impossible to tell who may fall victim to its heinous prowess. Survivors often need physical and/or mental health care, assistance with funeral expenses and household support. And that's just the start.

- The groups below, I believe, also help with donating to victims.

- 4) Taking profits and investing them in a fund that supports gun control reform, such as (there are more, but here are three to consider):

- [Brady Campaign to Prevent Gun Violence](#)

- **Mission Statement**

The mission of the Brady organization and its many local chapters is to create a safer America by ending America's gun violence epidemic.

Brady's Unique Approach

As the oldest and boldest organization in the gun violence prevention movement, Brady knows what must be done to end gun violence, and it requires a laser focus on three key truths.

Gun ownership demands responsibility.

Laws in existence must be upheld by those empowered to do that job.

Gun violence is a uniquely American problem. Only when Americans unite and work together will it be solved.

Brady's multi-pronged approach of education, litigation, and legislation will ensure that every community is safe, not only from mass shootings, but from the daily urban gun violence that plagues so many American cities. It's time we unite people from coast to coast, liberal and conservative, young and old, fed up and fired up, to work with us and end the gun violence epidemic.

Learn about Brady's Three-Point Plan to reduce gun deaths in America.

- [Everytown for Gun Safety:](#)

- **We Are Everytown for Gun Safety**

Everytown is a movement of Americans working together to end gun violence and build safer communities. Gun violence touches every town in America. For too long, change has been thwarted by the Washington gun lobby and by leaders who refuse to take common-sense steps that will save lives.

But something is changing. More than 5 million mayors, moms, cops, teachers, survivors, gun owners, and everyday Americans have come together to make their own communities safer. Together, we are fighting for the changes that we know will save lives.

Everytown starts with you, and it starts in your town.

- [Coalition to Stop Gun Violence \(CSGV\):](#)

- The Coalition to Stop Gun Violence (CSGV) is a 501(c)(4) organization founded in 1974.

CSGV's guiding principle is simple: We believe that all Americans have a right to live in communities free from gun violence. We pursue this goal through policy development, strategic engagement, and effective advocacy.

CSGV is a thought leader in the modern gun violence prevention movement. Drafting, passing, and implementing evidence-based legislation is our number one priority. While legislative gridlock has largely stymied gun legislation at the federal level, CSGV has worked hard to secure major victories in the states. In recent

years, we have worked with scientific experts to develop the Gun Violence Restraining Order (GVRO), a law that allows law enforcement and family members to temporarily remove firearms from a loved one in crisis.

The GVRO is based on data-driven behavioral risk factors for dangerousness rather than a diagnosis. Focusing on behavior helps identify individuals at risk of violence towards themselves or others without unfairly stigmatizing those living with mental illness, the vast majority of whom will never be violent.

Our commitment to addressing gun violence in all its forms — from suicide to intimate partner homicide to the shootings that never make headlines — sets us apart.

In addition to our data-driven policy development, CSGV is dedicated to taking on the National Rifle Association (NRA) and their toxic agenda. We were the first gun violence prevention group to use the term “insurrectionism” to describe the NRA’s dangerous interpretation of the Second Amendment. By exposing the hypocrisy of the NRA’s messaging, CSGV has reframed the debate and put the gun lobby on the defensive.

Through a combination of data-driven policy development and aggressive lobbying, CSGV is leading the way forward. We invite you to explore our website, learn more about our initiatives, and help us fight for a safer America.

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Minutes of the meeting of the Episcopal Missions of Western Massachusetts

November 15, 2018

Diocesan House, Christ Church Cathedral

Present in person:

The Rt. Rev. Doug Fisher, President
The Rev. Nancy Webb Stroud, Vice-President
Steve Abdow
The Rev. Heather Blais
Donna Christian
Richard Delorme
Frank Minasian
The Rev. Eliot Moss
The Rev. Pam Mott
Mark Rogers
Wende Wheeler
Janet Young

Present via Zoom :

The Rev. Jesse Abel
The Rev. José Reyes
The Rev. Janet Zimmerman

Absent

Richard Gore

Called to order at 2:55 p.m.

Approve EMWM Minutes from September 20, 2018 Meeting

Moved, seconded, approved unanimously.

Vote to approve sale of Chapel of St. Andrew, Blackinton

Moved and seconded. Steve Abdow now has needed signature on deed. Sale will be to a neighbor. The Methodist congregation that has been worshipping in the chapel have been given notice; it's been several years since the last service of the Diocese was held there. The building will need to be secularized. The former parish community would like to direct the use of the assets, subject to the approval of Council. Motion carried unanimously.

Adjourned at 3:05 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary

Meeting of the Episcopal Missions of Western Massachusetts
December 18, 2018, 8:30 a.m. via phone

8:49 a.m. Called to order

Vote to loan up to \$30,000 to Grace Church, Oxford (as per documentation presented prior to vote).

Moved, seconded and passed unanimously.

Meeting adjourned 8:51 a.m.

**EPISCOPAL MISSIONS OF WESTERN MASSACHUSETTS
BOARD OF DIRECTORS
CERTIFICATE OF VOTE**

The undersigned duly elected Officer of Episcopal Missions of Western Massachusetts (the "Corporation") does hereby certify that at a duly called meeting of the Board of Directors of the Corporation held on _____, 2019, at which a quorum was at all times present and voting, the following votes were adopted:

VOTED: To approve the lease of the property located at 53 North Main Street, Grafton, Massachusetts, known as St. Andrew's Church to the Town of Grafton, as per the lease agreement;

To authorize the President, the Treasurer or the Assistant Treasurer, or any one 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.

I further certify that the duly elected President, Treasurer and Assistant Treasurer of the Corporation are, respectively, the Rt. Rev. Douglas J. Fisher, Wayne Gass, and Steven P. Abdow; and

I further certify that as of the date hereof, said votes are unchanged and remain in full force and effect.

Executed as a sealed instrument under the penalties of perjury, this _____ day of _____, 2019.

Signature_____

Print Name:

Office:

Episcopal Missions of Western Massachusetts

LEASE AGREEMENT

1. PARTIES
Episcopal Missions of Western Massachusetts, with a principal office located at 37 Chestnut Street, Springfield, MA 01103, hereafter **LANDLORD**, which expression shall include its heirs, successors, and assigns where the context so admits, does hereby lease to the **Town of Grafton**, 30 Providence Road, Grafton, MA 01519, hereafter **TENANT**, the following described premises:
2. PREMISES
The building located at 53 North MainStreet, Grafton, MA 01536 consisting of approximately 8,000 sf+/- of space as shown on Exhibit A attached hereto and incorporated herein by reference, together with the right to use the parking lot(s), hereafter **the Premises**.
3. TERM
The term of this lease shall be for **seventeen months** commencing on **April 1, 2019 and ending August 31, 2020**.
4. RENT
Rent: \$6,000 per month
 - a.) Tenant agrees to pay Landlord at the address provided in the Section of the Lease entitled "Notices", or such other place or to such other person as Landlord may designate, Rent for the Premises, as follows:
 - b.) Monthly payments of the Rent shall be paid in advance, on the first day of each month during the term of the Lease. The rental payment for any fractional month or fractional Lease Year at the commencement, termination or expiration of the Lease term will be prorated.
5. SECURITY DEPOSIT
INTENTIONALLY OMMITTED.
6. UTILITIES
Tenant will pay all charges incurred for all water, gas, heating fuel, electricity, telephone and all other utility services used on or from the Premises and, subject to Paragraph 10(A), any regular maintenance charges for utilities, and will furnish all electric light bulbs and tubes. If any utility services are not separately metered to Tenant, the cost thereof shall be separately billed to Tenant by Landlord, such bills payable by Tenant on each rental payment date. Landlord will in no event be liable for any interruption or failure of utility services on the Premises.
7. USE OF LEASED PREMISES
Use: The TENANT shall use the Premises during the term of the lease only for municipal purposes, provided there is no change in use triggered by building code.

Common Areas: Landlord grants to Tenant, during the term of this Lease, an exclusive license to use the Common Areas. The Common Areas include all areas and facilities outside the Premises that are provided and designated for general use and convenience of Tenant and include, but are not limited to, sidewalks, landscaped areas, roadways, driveways and parking areas. Landlord shall provide a minimum of 10 unreserved parking spaces for Tenant's use. Landlord has the right, which Landlord may exercise from time to time, to alter, reconfigure, enlarge, reduce and/or relocate the parking areas and other Common Areas or any part or parts thereof.

Access and Security: Tenant shall have access to the Premises twenty-four (24) hours a day, seven (7) days a week.
8. COMPLIANCE WITH LAWS
The TENANT acknowledges that no trade or occupation shall be conducted in the Premises or use made thereof which will be unlawful, improper, noisy or offensive, or contrary to any law or any municipal by-law or ordinance in force in the city or town in which the Premises are situated. Without limiting the generality of the

foregoing (a) the TENANT shall not bring or permit to be brought or kept in or on the Premises or elsewhere on the LANDLORD's property any hazardous, toxic, inflammable, combustible or explosive fluid, material, chemical or substance, including without limitation any item defined as hazardous pursuant to Chapter 21E of the Massachusetts General Laws; and (b) the TENANT shall be responsible for compliance with requirements imposed by the Americans with Disabilities Act relative to the layout of the leased premises and any work performed by the TENANT therein.

9. INSURANCE

The TENANT shall maintain with respect to the Premises and the property of which the Premises are a part comprehensive public liability insurance in the amount of \$1,000,000 and property damage insurance in limits of \$3,000,000 with a responsible company qualified to do business in Massachusetts and in good standing therein.

10. MAINTENANCE

A. TENANT'S
OBLIGATIONS

The TENANT agrees to maintain the Premises in good condition, damage by fire and other casualty only excepted, and whenever necessary, to replace plate glass and other glass therein if glass is damaged by TENANT, acknowledging that the Premises are now in good order and the glass whole. The TENANT shall not permit the Premises to be overloaded, damaged, stripped or defaced, nor suffer any waste. TENANT shall obtain written consent of LANDLORD before erecting any sign on the Premises.

The TENANT is responsible for the normal maintenance and replacement of the sink, toilets, doors, HVAC system, hot water heater, and any other equipment or fixtures not installed by the TENANT or TENANT'S agents to the extent that any damages requiring repair or full replacement of any equipment or fixtures were not caused directly by the LANDLORD'S negligent acts or omissions.

The TENANT agrees to maintain the structure and common areas of the building of which the Premises are a part in the same condition as it is at the commencement of the term or as it may be put in during the term of this lease, reasonable wear and tear, damage by fire and other casualty only excepted.

Snow Removal and Grounds Care:

A. The removal of snow and ice from the Building, the parking areas, access drives and loading areas bordering upon the Premises shall be the Tenant's responsibility. The removal of snow and ice from the Building sidewalks and/or walkways bordering the Premises shall be the Tenant's responsibility.

B. The care and maintenance of the grounds, including lawns, trees, shrubs and planted areas bordering upon the Premises shall be the Tenants' responsibility.

C. The Tenant shall be solely responsible for the removal of snow from the roof, including the cost thereof.

B. LANDLORD'S
OBLIGATIONS

The LANDLORD shall maintain and repair the exterior walls (exclusive of glass and doors and exclusive of the interior surfaces of the exterior walls, all of which the TENANT shall maintain and repair); roof; foundation; structural supports of the Building; and, to the extent that the LANDLORD shall elect from time to time, the Building and Premises heating, plumbing, electrical, air-conditioning, and mechanical systems.

The LANDLORD may at any time take down and change any sign at his expense to coordinate the appearance of the building.

In the event the LANDLORD shall fail to properly maintain the Premises and the systems serving the Premises and all general systems in accordance with the terms

of this Lease, appropriate for use as municipal operations of the Town, or such that the condition of the Premises cannot allow TENANT to provide continuous operations in accordance with applicable regulations and standards, then after TENANT provides notice to LANDLORD of any deficiencies or in the event of an emergency in the sole discretion of the TENANT, TENANT shall be permitted to undertake any repair or reconstruction in a reasonable manner so as to prevent further damage or assure safe and healthy continuing operations of the uses of the Premises. In the event the TENANT must so undertake these repairs or reconstruction, the TENANT may offset the costs for same against the next monthly Rent charges until such time as TENANT is made whole. Further, in the event that the LANDLORD shall fail to maintain the Premises in accordance with the terms of this Lease such that the Premises are not useable in the manner contemplated herein for sixty (60) days, then the TENANT shall provide notice of said deficiency(ies) to the LANDLORD who then shall have seven (7) days from receipt of notice to cure same. In the event the deficiencies are not cured then the TENANT shall have the right to terminate this Lease and no further amounts due hereunder shall be due to the LANDLORD.

11. ALTERATIONS –
ADDITIONS

The TENANT shall be entitled to make alterations to the Premises as set forth in the Request for Proposals (“RFP”) issued by the Tenant, which is attached as **Exhibit B** and the terms of which are specifically incorporated herein. All such allowed alterations shall be at TENANT’s expense and shall be in quality at least equal to the present construction. TENANT shall not permit any mechanics’ liens, or similar liens, to remain upon the Premises or labor and material furnished to TENANT or claimed to have been furnished to TENANT in connection with work of any character performed or claimed to have been performed at the direction of TENANT and shall cause any such lien to be released of record forthwith without cost to LANDLORD. TENANT agrees that it will procure all necessary permits before making any repairs, installations, additions, improvements or removals. With the written consent of the LANDLORD not unreasonably withheld or delayed, the TENANT shall apply for and obtain such permits. TENANT agrees to restore property to original state and in broom clean condition at the termination of the lease.

12. ASSIGNMENT -
SUBLEASING

The TENANT shall not assign or subject the whole or any part of the Premises without LANDLORD’s prior written consent. Notwithstanding such consent, TENANT shall remain liable to LANDLORD for the payment of all rent and for the full performance of the covenants and conditions of this lease.

13. TERMINATION:

Notwithstanding any term herein to the contrary, either Party may terminate this Lease upon sixty (60) days’ written notice to the other party at which time all obligations of either party shall cease and this Lease shall no longer be of force and effect and neither party shall have further recourse at law or in equity.

14. INDEMNIFICATION
AND LIABILITY

To the extent permitted by the laws of the Commonwealth of Massachusetts, the TENANT shall save the LANDLORD harmless from all loss and damage occurring in the Premises, occasioned by any omission, fault, neglect or other misconduct of the TENANT.

To the extent permitted by the laws of the Commonwealth of Massachusetts, the LANDLORD shall save the TENANT harmless from all loss and damage occurring in the Premises, occasioned by any omission, fault, neglect or other misconduct of the LANDLORD.

17. FIRE, CASUALTY –
EMINENT DOMAIN

Should a substantial portion of the Premises, or of the property of which they are a part, be substantially damaged by fire or other casualty, or be taken by eminent domain, the LANDLORD may elect to terminate this Lease. When such fire, casualty, or taking renders the Premises substantially unsuitable for their intended use, a just and proportionate abatement of rent shall be made, and the TENANT may elect to terminate this lease if:

(a) The LANDLORD fails to give written notice within thirty (30) days of intention

- to restore Premises, or
- (b) The LANDLORD fails to restore the Premises to a condition substantially suitable for their intended use within ninety (90) days of said fire, casualty or taking.

The LANDLORD reserves, and the TENANT grants to the LANDLORD, all rights which the TENANT may have for damages or injury to the Premises for any taking by eminent domain, except for damage to the TENANT's fixtures, property, or equipment.

18. NOTICE

Any notice from the LANDLORD to the TENANT relating to the Premises or to the occupancy thereof, shall be deemed duly served, if mailed to the Premises, registered or certified mail, return receipt requested, postage prepaid, addressed to the TENANT at: Town Administrator, Grafton Municipal Center, 30 Providence Road, Grafton MA 01519. Any notice from the TENANT to the LANDLORD relating to the Premises or to the occupancy thereof, shall be deemed duly served, if mailed to the LANDLORD by registered or certified mail, return receipt requested, postage prepaid, addressed to the LANDLORD at such address as the LANDLORD may from time to time advise in writing. All rent notice shall be paid and sent to the LANDLORD at Episcopal Dioceses, Attn: Steve Abdow, 37 Chestnut Street, Springfield, MA 01103, or to whomever or wherever the LANDLORD may designate in writing in the future.

19. OPTION TO
PURCHASE

INTENTIONALLY OMITTED.

20. CONDITION OF
PREMISES

Except as may be otherwise expressly set forth herein, the TENANT shall accept the Premises "as is" in their condition as of the commencement of the term of this Lease, and the LANDLORD shall be obligated to perform no work whatsoever in order to prepare the Premises for occupancy by the TENANT unless otherwise agreed in writing.

21. FORCE MAJEURE

In the event that the TENANT is prevented or delayed from making any repairs or performing any other covenant hereunder by reason of any cause reasonably beyond the control of the TENANT, the TENANT shall not be liable to the LANDLORD therefore nor, except as expressly otherwise provided in case of casualty or taking, shall the TENANT be entitled to any abatement or reduction of rent by reason thereof.

22. LIABILITY OF OWNER

No owner of the property of which the Premises are a part shall be liable hereunder except for breaches of the LANDLORD's obligations occurring during the period of such ownership. The obligations of the LANDLORD shall be binding upon the LANDLORD's interest in said property, but not upon other assets of the LANDLORD, and no individual partner, agent, trustee, stockholder, officer, director, employee or beneficiary of the LANDLORD shall be personally liable for performance of the LANDLORD's obligations hereunder.

23. CONFLICT OF
INTEREST

Both the TENANT and the LANDLORD acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A), and this Lease expressly prohibits any activity which shall constitute a violation of that law. The LANDLORD shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Lease; and by executing the Lease documents the LANDLORD certifies to the TENANT that neither it nor its agents, employees, or subcontractors are thereby in violation of General Laws Chapter 268A.

24. INTEGRATION

This Agreement contains the full and complete understanding of the parties. It

CLAUSE	supersedes any and all prior written agreements, negotiations, representations, understandings and discussions by or between the Parties.
25. BINDING EFFECT	The Parties represent and warrant that they have executed the Agreement by persons authorized to bind them to its terms. This Agreement shall be binding upon and inure to the benefit of the Parties and their heirs, legal representatives, attorneys, shareholders, officers, directors, employees, agents, divisions, parent companies, subsidiaries or affiliated corporations, successors, and assigns.
26. ACCESS	The TENANT shall permit the LANDLORD and its agents to enter into the Premises at reasonable times and upon reasonable notice to examine the Premises; make such repairs and replacements as LANDLORD may elect, without however, any obligation to do so; and show the Premises to prospective purchasers, tenants, and lenders, and, during the last year of the term, to keep affixed in suitable places notices of availability of the Premises.
27. OTHER PROVISIONS	INTENTIONALLY OMITTED
28. WAIVER AND AMENDMENT:	Amendments, or waivers of any additional term, condition, covenant, duty or obligation contained in this Agreement may be made only by written amendment executed by all signatories to the original Agreement, prior to the effective date of the amendment. To the extent allowed by law, any conditions, duties, and obligations contained in this Agreement may be waived only by written Agreement by both parties. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any manner limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach of a similar or different matter.
29. FORUM AND CHOICE OF LAW:	This Agreement and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth or the federal district court sitting in the Commonwealth, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

IN WITNESS WHEREOF, the said parties hereunto set their hands and seals this ____ day of January, 2019.

Town of Grafton

TENANT: Town Administrator

LANDLORD

By: _____
(Print)