

Metropolitan Council Meeting
Spring 2013
Officers' Reports



**Meeting of the Metropolitan Council
February 26 to February 28, 2013
Officers' Reports
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Orthodox Church in America
Metropolitan Council Meeting
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Chancellor's Report

Introduction

This is the first meeting of the Metropolitan Council since the election of His Beatitude, Metropolitan Tikhon on November 13, 2012 at the special All American Council in Parma, Ohio. We are still facing big issues, but in these past four months I can say that Metropolitan Tikhon's leadership has had a reassuring and calming effect in every one of the areas he has been involved. Everyone in the Chancery will attest to the welcome fresh air that came in with His Beatitude's move to the Metropolitan's apartment (with his dog Max) and his presence in the working and liturgical life of the OCA's Central Church Administration. I and the other officers meet with him as needed, often daily, and at least once a month he meets with the full staff. After all the difficulties of the past eighteen months it gives me great pleasure to finally be able to exercise my main job as chancellor, which is to "serve the Metropolitan as a trusted assistant."

I won't rehearse again all the troubles of the past, but as we assess where we are right now and our plans going forward it is salutary to remember where we were at this time last year, and how much we have gone through together in these short twelve months that brought turmoil to our internal life and strained our relations with other churches. Think about all the events leading up to and following Metropolitan Jonah's resignation last July, the All-American Council and election in November, the enthronement of a new Primate just one month ago. It has been quite a roller-coaster of a year.

When I began as chancellor in October 2011 I had three key goals.

1. Create good working relationships.
2. Build a stable and effective central church administration.
3. Work at overcoming a culture of negativity.

As you know from previous reports, there has been significant progress on all three in the last year, especially since July 2012 and after the election of Metropolitan Tikhon. I am pleased to say that this progress continues.

However, already following the AAC in 2011 it became clear that two other goals had to be added, because we urgently needed to address:

4. Pastoral misconduct
5. Financial development

The latter has been the special focus of OCA Treasurer Melanie Ringa, the Finance Committee, the Financial Development Committee and the two meetings that we've had of diocesan Chancellors and Treasurers (Jan 2012 and Feb 2013). The discussions have centered specifically on reducing the OCA assessments, introducing proportional giving throughout the church and finding alternative means of financial support for the Central Church Administration. I will have a lot more to say about this below. But first I will address the good progress since the last MC meeting on dealing with pastoral misconduct.

Pastoral Misconduct

1. *Appointment of a Coordinator for the Office for Review of Sexual Misconduct Allegations (ORSMA)*. After a lengthy process the Sexual Misconduct Policy Advisory Committee (SMPAC) unanimously recommended to the Holy Synod the appointment of Ms Cindy Davis, a licensed social worker, long-time parishioner of St Tikhon's monastery and current member of a misconduct Response Team. She met with the Holy Synod on 1/28/13, was approved, moved to Long Island and began work on a part-time basis (3 days per week) on February 19th. She reports to me as director of the Office.

As it happened, her first day of work was also the day that the diocesan treasurers and chancellors were at the Chancery, so she had the opportunity to meet them. Later that day one of the chancellors spoke with her about the initial fact-finding in a new case, and since then she has been working on this with ORSMA consultants.

Priorities for the initial few weeks include the following:

- a.) Compiling an update on current cases and creating a secure filing system in the Coordinator's office.
 - b.) Reviewing the status and progress on current cases with Response Teams and diocesan bishops.
 - c.) Creating a plan for distribution and training (a webinar?) in the new *Procedures, Policies and Standards on Sexual Misconduct* and a summary for parish use once they are approved by the Legal Committee and the Holy Synod.
 - d.) Looking at the initial review of past investigations and the relevant files and plan for the next steps to implement a full protocol for review, in cooperation with the SMPAC review team.
2. *Review of past files*. After agreement with SMPAC on a protocol for reviewing files, on 1/8/13 Fr Alexander Garklavs and Robert Koory came to the Chancery to

begin looking at files of past sexual misconduct investigations. The review will continue with the assistance of the ORSMA Coordinator.

3. Revised *Procedures, Policies and Standards on Sexual Misconduct*. Once SMPAC completed its revisions, Robert Koory did the work of integrating the changes into a single document. In January the text was sent to canonical experts for their review, as well as to GC and Legal Committee. Once they are finished then the Holy Synod hopes to be able to review the revised text at their Spring meeting and then approve it for distribution.

4. The Holy Synod had extensive discussions about ORSMA and SMPAC at its meeting in October 2012 and mandated that they “establish clear protocols for the efficient and just handling of sexual misconduct cases.” As part of this the bishops also directed ORSMA to seek additional investigators and mental health professionals to work in an advisory capacity.

5. Archpriest Dr Ian Pac-Urar, director of the new Department of Continuing Education, conducted a pilot seminar on healthy boundaries and sexual misconduct that he delivered to the clergy of the Romanian Episcopate Feb 11-14, 2013.

Financial Development and Mission

Last year I attended a meeting of the New Jersey Deanery clergy. When I reported that we were in the process of appointing an ORSMA coordinator, Fr Joseph Lickwar, the NY-NJ Chancellor, asked what I would be doing once the coordinator was appointed and the OCA’s internal administration settled down. I said I would turn my attention to mission and financial development. In fact, we know that mission is the basis of financial health in the long run. The more people are alive in Christ, the more they are willing to offer of themselves in sacrificial service to the mission of Christ’s Church.

I am a member of the OCA because I believe in the vision of an Orthodox Church in and for North America. A church that looks at its surrounding neighborhoods, sees the people who are there and adapts itself as far as the Tradition allows to bring the Gospel in word and deed. A church that is accessible, where anyone who is seeking a spiritual home can feel welcome and at home. My simple dream is that every county would have at least one such parish. Right now, 90% do not. Also, surveys of our parishes show that mission and evangelism are way down on the list of parishioner interests, far displaced by the desire for beautiful, meaningful, joyful worship. That’s the obvious place to begin, but for the future I hope we can inspire our people and parishes with the desire to look beyond the parish walls so others can share in this too.

When the diocesan chancellors and treasurers met last week there was general agreement that for the long term we need to focus on outreach, mission and evangelism, making the Orthodox Christian message known and planting new parish communities. But the dioceses work at different paces, and so the immediate issue facing the Metropolitan Council is how to adequately fund the Central Church Administration, working toward a workable resolution that makes sense in each of the very different dioceses. There are also many misconceptions out there about “Syosset,” and Metropolitan Council members are in a unique position to dispel misconceptions and make a convincing case for supporting a strong central administration.

Identity and Administration

The first purpose of any administration is to foster a sense of identity and connection, whether it is “The Orthodox Church in America” or an individual diocese. As members of the OCA we share a vision about being Orthodox Christians *here*—in the US, Canada and Mexico. We have planted roots *here*, we love the culture, people and history *here*. Orthodoxy throughout its history distinguished itself by embracing local cultures, learning from them but also transforming them. We are a tiny minority and we may never “make America Orthodox,” but then Jesus never said we had to. “You are the salt of the earth,” and it only takes a tiny amount of salt to make a difference. That mission in and for America is a central aspect of our identity as the Orthodox Church in America. We could name other features: *sobornost*, how our bishops, clergy and laity work together in hierarchical order and respectful conciliar deliberation and decision-making. Our All American Councils. Our *Statutes*. Our history of saints: martyrs, missionaries, pastors, teachers. Our pan-Orthodox, multicultural parishes. Our monasteries and seminaries. All these help make us who we are as people who value what it means to be a member of the Orthodox Church in America.

No diocese on its own can be “The Orthodox Church in America.” This is antithetical to the whole experience of the ecumenical councils, which insisted on the interconnection of bishops and their dioceses, on the need for coming together regularly even when it was difficult to do so. Sticking closely together in our OCA identity and with a strong central administration is all the more important when we are only about 100,000 souls scattered across fifty states and three countries (our census for assessment purposes is much less, about 21,000.)

Beyond forging and reinforcing a common identity and purpose, we need administration to work in the background to keep the machinery running. Communications, a website. Clergy assignments. Insurance. Pensions. Legal concerns. Meetings of bishops, clergy and laity and visits to other churches to build brotherhood in Christ, to take care of the good order of the Church as a whole and iron-out problems. Administration is also the sewer department that deals with the bad stuff most people don’t need to see. St Paul includes

“administrators” among those whom God has appointed for the building up of the Body of Christ (1 Cor 12:28). It’s humble work but should not be denigrated or discounted. We are all—whatever our form of service—working for the same God to build up the same Body.

The cost of having an OCA

The practical questions that are front-and-center are how do we promote the outreach and growth of our parishes? How do we balance the needs of a central church with those of dioceses and parishes? In funding the central church, what combination of stewardship (tithing, pledging, proportional giving), assessments and fundraising is reasonable?

The central church administration has responsibility for administration of the whole OCA, covering some 700 parishes in the United States, Canada and Mexico. It provides a central administration for all the dioceses, including the six dioceses that do not pay formal assessments (Romanian, Bulgarian, Albanian, Canada, Mexico, Alaska). While the central church does collect funds for departments, mission and outreach—this is the purpose of the Fellowship of Orthodox Stewards—its main work is administration.

What should the cost of that central administration be, as a percentage of income? The Better Business Bureau advises that charities should be spending less than 35% on administration.

We don’t have income statements for most parishes, but let’s take a very conservative average figure of say \$100,000 per parish annually. Some will have less income, many will have much more. That means that the total annual income for parishes across the OCA is roughly \$70,000,000 (700 x \$100,000=\$70,000,000.)

The central administration projected budget for 2013—a decrease of 28% over the last 5 years—is \$1.974 million (by comparison, consider that the Greek Archdiocese budget is \$25 million). As a percentage of total OCA parish income of \$70 million, the estimated cost of having an OCA is therefore less than 3% (2.82% to be exact). That means that OCA-wide, more than 97% of parish income stays in the parishes and dioceses. And we should feel pretty good about that. Even if my estimate for average annual parish income is cut in half--\$50,000 instead of \$100,000—and if the number of true parishes (in contrast to missions) is closer to 600 than 700, we still have a central administration that costs us less than 7%.¹

Nevertheless, while some parishes and dioceses are doing well financially, others are not. And therefore we have to look at ways to share the burdens and

¹ \$50,000 x 600=\$30,000,000; \$1.974m/30m=6.58%

come up with creative ways the OCA as a whole can be sustained and developed. The Metropolitan Council's Financial Development Committee met last week in a conference call to discuss a number of proposals, including reviving the existing Fellowship of Orthodox Stewards.

The Fellowship of Orthodox Stewards

I spoke earlier this week with David Yeosock, chair of the FDC. As an engineer, he understands numbers and the numbers above make sense to him. But he reminded me that asking for help takes more than rational numbers. "We need a compelling story. We need to feel it from the *heart*. We need warmth and the building of relationships. We need to sense that what we are contributing to is genuine and authentic and real."

I believe we have that. But FOS is in a sad state right now. There's been no active effort to reach out over the last few years. At its height, with all the good work done by Fr Sergei Glagolev, Fr Eugene Vansuch and Fr Basil Summer, there were years when over \$300,000 was collected and distributed to OCA ministries and outreach. But in 2012 only \$10,000 came in from 23 faithful individuals and parishes, and one diocese (New England).

Is it too much to hope that with God's grace and a little effort from all of us **300 new members** might join this year?

I will join, and all the officers have pledged to do so as well. We have no extra staff being hired to take this on. Our campaign will be pretty basic. You won't get a tote bag or a coffee mug. But you will be part of "rebuilding the walls of Jerusalem."

It goes without saying that none of the progress in the last year could have been accomplished without the leadership of the Holy Synod, the energy, perseverance and good humor of the OCA officers and chancery staff, and the many people throughout the church who give of themselves to keep us moving forward. I am grateful to all of you.

Respectfully submitted,

Fr John A. Jillions
February 25, 2013

Secretary's Report
Archpriest Eric G. Tosi
Spring 2013 Metropolitan Council Meeting
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1. Overview

We have had an incredible six months since the last Metropolitan Council meeting. The Chancery was able to plan and execute two unscheduled events: an extraordinary All-American Council with an election of a new primate, and an enthronement of that new Metropolitan. These represented a major allocation of time and resources and much gratitude should go the Chancery staff, advisors and volunteers.

With the election of a new Metropolitan, there were ancillary actions that needed to happen including preparing and moving the new Metropolitan into his residence and briefing him and acting on many major decisions that have been delayed during the *locum tenens* period. Many of these actions could only be done by a properly constituted Holy Synod with a Metropolitan. We have been systematically working through these many issues that include clergy assignments, parish legal issues and ordination reviews.

The Chancery was affected by the Superstorm Sandy with many trees down throughout the property. Thankfully there was no major damage but rather a disruption of work just prior to the 17th AAC. The insurance was informed and we received payment on the damage. Much of the clean-up is now complete with some items to be addressed in the Spring.

2. Human Resources

There were a few staffing changes at the Chancery. First, of course, was the election of the new Metropolitan. He brought his personal assistant, Roman Ostash. Roman is a St. Tikhon's Seminary graduate and an experienced subdeacon. He was on a student visa while at Seminary (from the Ukraine) and now has to be put on an R-1 Religious Worker's visa. He had been working with a company to obtain this visa prior to him coming on staff so we are continuing that process. The visa is on track and should be finalized before the summer.

We also have gone through the search and interview process for the new Coordinator of the Office of Sexual Misconduct Allegations. After a lengthy process, and with the approval of both the Holy Synod, SMPAC, and the Metropolitan Council Human Resource Committee, we have hired Cindy Davis. She will begin work in the next few weeks as she moves here from Pennsylvania. She has an excellent resume including a MSW degree. Fr John Jillions can speak in more detail about her. She will be working three days a week at the Chancery.

We also did the six month review of Andrew Boyd as the Metropolitan's secretary as per the his employment assignment. His work has been excellent and he was offered the position on a permanent basis.

Two final notes for information. The first is that the annual reviews have been delayed. His Beatitude is currently going through all of the HR policies and job descriptions so that he has a better familiarity with the operations. Once he has completed that we will begin the annual reviews. Secondly, is the expected need in the coming months to begin the process for a replacement for Jessica Linke. Jessica will be getting married after her fiancé returns from Afghanistan. He is expected to start St. Tikhon's Seminary and they will be moving. It will be difficult to replace her as she does so much work including accounts payable, receptionist, maintaining the websites and social media sites, and directs the choir. We will begin to work on this over the summer.

3. Operations

There is a renewed and positive work environment at the Chancery since the arrival of Metropolitan Tikhon. He takes an interest in our work and has created a home for himself here. We are very thankful that he has weekly officer's meetings and monthly staff meetings. He is discovering the rapid, voluminous and varied pace of the work at the Chancery.

As part of cost saving measures and continuing monitoring of the budget we have changed the phone system and the copiers. The contracts for both systems were due in October so we looked at various options to reduce costs and increase efficiency. It was decided that the cost of maintaining the old phone system was more costly than getting a new system installed. New phones were purchased on contract, eliminating unused phones and a new system installed with Avaya. The monthly costs were significantly less than what we were paying.

Likewise, the copiers' contracts were also completed. We changed copiers with Canon and again decreased our monthly expense in this area. Finally, as warned about numerous times, the old server was in danger of crashing. We contracted Rich Tirpak, our IT person, to purchase and install a new server that would eliminate the danger and finally bring the system up to standard. The old server had been used for over ten years and seriously degraded. We now have a new server which should last us for a number of years and is integrated into the entire network. There were some problems with the transition due to the age of the old system, including the loss of some files but we have recovered or reconstructed all of them.

4. Council and Synods

The usual rounds of meetings continue at the Chancery. These have included meeting with the legal team to brief the new Metropolitan, meeting with SMPAC to begin the process of review and to brief the new Metropolitan. Other planned meetings are the annual chancellors/treasurers meeting, a meeting with department chairs, Pension Board,

OCF, and military chaplains. We have also hosted meetings with Metropolitan Hilarion of ROCOR, Archbishop Justinian of the Moscow Patriarchate as well as other local dignitaries and guests. We expect more of these through the coming months as His Beatitude hosts different luncheons to meet other Orthodox bishops and dignitaries in the area. All of these meetings are critical in the life of the Church.

Of course the major event was the 17th All-American Council. I must give thanks to my team of Fr. Myron Manzuk, Peter Ilchuk and, of course, the local committee chaired by Fr. Alexander Garklavs, Barry Gluntz and Mary Jane Lucak. There was much work by local volunteers to put this together in such a short time and they worked magnificently. I also want to thank the many volunteers from the local committee as well as the many volunteers from the Council itself. The AAC was smooth and well-run and accomplished its goal of an election. Furthermore, costs for this unplanned event were kept close to the budget.

Following the AAC was the planning and execution of the enthronement of the new Metropolitan. Again this was an unplanned and unbudgeted event. This was much more problematic due to the location, costs in Washington DC, and certain extenuating circumstances which included the situation in the Cathedral. However due to the good work of Fr. John Perich and the Cathedral community including Marina Poutiatine and others, we were able to have a successful event. We had planned this event around the March for Life so there was significant participation. It also happened to be the same weekend as the enthronement of the new Metropolitan for the Ukrainian Church in the United States in Maryland which also allowed for our participation. So we were able to accomplish much on such short planning and time frames.

It must be noted that Conference Direct was involved with assisting in planning both events. They have assisted us in a number of All-American Councils and events and their good work enabled us to plan these successfully. In addition, when we ran into issues we could not resolve, the power of the company aided us greatly. We will be using them again for the planning of the next All-American Council.

Finally, the regular Holy Synod, Lesser Synod and Metropolitan Council meetings proceeds as planned. We do plan to continue to rotate them in different locations over the next few years. However, it must be stressed that the costs are greatly reduced by having them locally at the Chancery. We plan to have a Metropolitan Council retreat for the Fall session.

5. Archives

The archives continues to do great work and have many visitors. However, we are running out of space as the archives continues to grow. I have asked Alex Liberovsky to work on a plan for cleaning and rearranging the archives so we are using the space to maximal efficiency. I expect this to be completed by the late Spring.

However, we do need to begin the process for researching alternative plans for the archives. Two years ago, a small committee looked at the possible relocation of the archives. It was decided that the needs would not meet the available space and locations at both the seminaries or any other possible location. I believe the time has come to establish a committee to research and find funding including grants for a new archives building. There are grants out there for this invaluable asset but there needs to be someone who understand the grants process to find the funding. Initially, I believe a new building should be erected on the chancery property that would include office and storage space, a large meeting room so we can host larger meetings such as seminars and Metropolitan Council meetings and the plan should include digitizing the archives for access to the many researchers around the world. I ask the Metropolitan Council to appoint and gather people who can make this happen.

6. Estate Management

Superstorm Sandy inflicted some property damage on the estate. While nothing on the building was effected other than a downed power line, there were well over 30 trees down including some ancient Linden trees which fell across the driveway. These are irreplaceable as they were planted with the original estate. New ones will be planted but it will take many years before they grow to the same beauty. Because some of these trees restricted access, the insurance company covered their removal. After five bids, I contracted a local tree removal company to do the major work on the most visible areas. This, combined with our normal groundskeeper, enabled us to get the grounds back in order under the budgeted amount.

We have begun some of the needed renovations in the Chancery building. The interior has not been painted for over 15 years and was showing cracks in the plaster and general shabbiness. We first had three companies bid on the painting of the Metropolitan's apartment. This was painted and refurbished so that it is now in a more livable and comfortable state. This same company gave us an excellent bid to paint the first two floors which was far under the other bids. I also contacted a local interior decorator who worked with the staff on a *pro bono* basis to pick colors for the building. The work will be completed in the next few months.

We have moved offices around the building so now the Pension Office is in the same section as the other offices. This greatly contributed to the overall good office atmosphere. The third floor will now be dedicated to bedrooms and in the coming months we will have four newly renovated bedrooms for guests to stay. We also moved the sacristy room from the third floor to the old finance office off of the kitchen. We now have more space and easier access to the liturgical items. Eventually we will more fully renovate the kitchen area and the third floor.

Finally, we are pleased that after some discussion, we are dedicating the living room to "The Metropolitan Leonty Room." His portrait as well as personal items from the archives will now decorate the room as a tribute to his pastoral leadership. His family has been involved in the process and are donating some of his personal items. We are

very excited to dedicate this room prior to the next Holy Synod meeting. There are some plans to dedicate other rooms in the Chancery.

7. Communications

As always, there is a special thanks for my communications team of Fr. John Matusiak, Jessica Linke and Ryan Platte. They really do work above and beyond even though they are part-time. Our news is timely and accurate and they often work late into the evening and on weekends to fulfill sudden demands. We owe them a debt of gratitude for their good work (and their humor).

The website has been revised and updated according to the plan. There have been some minor visual and operational changes which makes it more effective. We have been making more use of social media and other mediums including picture and video galleries. In fact, the picture gallery on Theophany around the OCA broke all records for submissions and viewing. In addition, thanks goes to Roman Ostash who also takes many photos of the Metropolitan's visits and submits them in a timely manner.

We have developed a stronger pool for submissions for features and now have a rotating list of contributors. We also have been working on updating the department sites making them more robust and informative. We also continue to update the liturgics and feast and saints sections. More material will be posted in the coming months as other sections are brought online. We also migrated the entire HUB website to the OCA website. There is much work to be done as we continue to upgrade the website and the social media.

We have been working with different outside media agencies to continue to bring interviews and features to the public. For example, His Beatitude was interviewed on Orthodox Christian Network and will be running a feature through Great Lent. Ancient Faith Radio hosted the 17th All-American Council webcast as well as other important interviews. Likewise we partnered with the Communications Department of the Eastern American Diocese of ROCOR to videotape the enthronement weekend. We also have done other interviews with newspapers and television stations both here and abroad. We are cautious as to who we allow to interview because of the heightened tension over the past few months, but we are determined to continue to present the Church to the world in a positive and rational manner.

His Beatitude made his first video address to the Church after his election. This was produced in house with volunteers. It was well received and we are exploring other options for the very near future for His Beatitude to address the Church.

The Orthodox Church continues to be published both online and in print three times a year. We continue to explore how to best use this medium to reach the Faithful of the Church. But clearly we are evolving towards more use of electronic media. Of critical importance is to update the mailing list which has not been done in some time.

8. Other Issues

We did complete our annual insurance review to ensure that the building and people are covered. There will be the annual review of the Orthodox Health Plans in the coming months. This will continue to be a matter of discussion as rising rates are necessitating a serious look at how we cover our clergy and their families. Other issues such as the renewal of the 501 3 C status for the OCA, dioceses, and parishes continue.

Many of the legal issues will be discussed during that section of the meeting. This continues to involve a lot of our time as we work through the issues. In addition, Thaddeus Wojcik has been working with AT&T to finalize the contract for the cell tower on the Chancery property. It is now at the phase where their plan will be submitted to us for approval and then to the city for rezoning and permission to proceed.

Finally, I just wanted to report that I have been selected to be the Orthodox chaplain for the Boy Scouts National Jamboree in West Virginia this July. This annual event brings in thousands of Scouts from around the country and overseas. Usually there are at least 400 Orthodox Scouts and we will be holding classes, services and counseling for the Scouts. His Beatitude is planning on coming and serving Liturgy during the first weekend. It is a great witness for our Church to be at this wonderful event.

I also have led a few lectures and seminars for the Church on such topics as evangelization and parish administration. I had the honor of being part of the oral comprehensive exams for graduating students of St. Vladimir's Seminary. I ask your prayers as I have completed my oral comprehensive exams for my doctoral studies at the University of Toronto and begin my dissertation on evangelism in the Orthodox Church with case studies on three parishes and their application to the theology of evangelism.

As always, I ask for your prayers and thank you for your support over the past six months. I apologize if I missed reporting on the many items I work through on a daily basis.

February 2013 report to the Metropolitan Council

Ryan Platte, Technical Manager, Orthodox Church in America

Dear members of the Metropolitan Council,

I'm pleased to report to you about the extensive work done since last August to develop and maintain our website. First I'll outline the work completed since August, then what's now in progress and the important work I hope to tackle in the coming months if you find it possible to fund.

Work completed

Site availability issues and progress

I dealt with a severe and lengthy set of hosting issues involving repeated slowdowns and outages. Our provider was to blame, but the issues revealed several issues with our own systems and readiness. In dealing with these problems I worked to remove as many root causes for failures as possible, and minimize the impact of any that do occur. Work I completed:

- Set up extensive system monitoring.
- Tuned database and several problem areas of code.
- Installed Varnish cache, an extremely powerful solution. We now serve popular pages extremely rapidly and can handle huge traffic surges. (We suffered zero issues from 3x-normal traffic at the election of Metropolitan Tikhon, and could sustain much more.)
- Added a measure of geographic redundancy. The Varnish “front server” is running on a low-cost but potent host in a Dallas location. Due to our setup in two distant locations, we can now ride out hosting outages with minimal impact. We got through a 6-hour outage in a peak period of the week with few users noticing and were reasonably ready for a loss of our Washington, DC data center due to Hurricane Sandy.
- Worked out a simple “purging” mechanism Chancery staff can use when it's important to refresh a page before the cached copy naturally expires.
- Set up nightly remote backups to the Strongspace file-storage service. (We already had nightly backups in place, but are now copying them to an additional location for added safety.)
- Added website code development tracking in Git so any unintended consequences of changes can be undone easily.
- Added automatic DNS failover so if our primary service stops working correctly we can switch over to our secondary server in minutes. This has happened once and worked smoothly—there was no evidence that anyone noticed at all.

Design and “What's New”

I implemented the new design changes delivered from the designer. The biggest part of this process was creating entirely new software to drive the new “What’s New” listing in the right column of the home page. This was a full development cycle, incorporating input from the team, research, and rather complex code. The result is a steadily updating column of new and featured items from an even mix of areas across the site. The new design reduces the size of the top banner and allocates it to the feast or saint of the day. This turns the banner area into a “liturgical block” at the top of the home page, then the rest of the page contains news on the left and updates and features on the right. The response to all of these changes has been uniformly positive. There have also been various smaller changes to the design of the interior pages that have also been helpful.

As part of this work, I also integrated a print stylesheet. Printing pages from oca.org now yields higher-quality results.

Department of Youth, Young Adult and Campus Ministry

As part of retiring yya.oca.org, Andrew Boyd asked me to move *The Hub* from its static files at that site to its new home at oca.org. The final result has 300 articles organized among 74 different sections—the source website had many more, all of them in an inconsistent format with inline styles, nonstandard markup, even hard-to-find special characters that caused several tools to fail when processing the data in batches. The content is very inspiring and useful...and I am glad I don’t have too many projects as hairy as this one!

Other major projects and activities

- Served as analytics liaison, sharing data and educating stakeholders including departments on insights from the data we collect. I feel this is a crucial area that warrants increased and formal attention to make our technical spend as focused and effective as possible.
- Helped plan and set up the pre-17th-AAC fund drive.
- Edited several DVDs of video from the 17th All-American Council into a brief montage for web viewing.
- Organized documents page & planned development of Q&A section
- Set up weekly reports of “page not found” errors that more than one user experiences, and fixed items that appeared.
- Upgraded the many pieces of software that run the site, including installing a tool that makes such upgrades faster and smoother
- Made many, many small changes and fixes to a multitude of areas of the site and operations, in addition to “interrupts” from time-sensitive requests

Now in progress

The Feasts & Saints migration has been preempted several times by other projects but is now fully underway. The new implementation will expose a heavily-referenced section of our site to Google that is currently not indexed. This will make our site much more available to people researching the saints worldwide.

Work planned in coming months

An important note

My role at the OCA has had two parts to date: 1) core “webmaster” activities that appear in my job description, and 2) software development project work. The number of hours currently allocated for the “webmaster” work is based on reality over the past two years, and continues to be just right. But that does not account for any significant new development work on the website. At this writing, I have just learned that there is a question mark over the entire 2013 web project budget that you will be considering at your meeting.

The planned project work is targeted toward making our website as powerful a witness as possible, as cost-effectively as possible. Our efforts to connect the Internet-using public with the rich content we offer are paying off and benefiting the Church. We could easily keep two senior full-time staff members busy with the kinds of projects desired by many of our stakeholders, but we have carefully managed the planned work to just those items that directly impact the OCA’s true needs and its mission, and that will provide lasting value. I urge you to consider funding this work.

Consolidation and efficiency

The Feasts & Saints project will enable considerable consolidation of our web efforts when it is complete. There are a number of systems and subdomain names from past versions of the website that we will be able to retire, along with their hosting bills. The home page banner will be at least partially integrated with the liturgical-calendar system. This will take time and effort but will eliminate a significant source of “drag” that makes our current site more complex and wastes time and money.

Interactions with the Assembly of Bishops team

In March I will be meeting with my technical peers among the Assembly of Bishops jurisdictions to discuss the growing range of collaborative efforts happening in the Assembly.

“Find a Parish” map for inquirers and travelers

A unified “find a parish” Google map will provide a richer and simpler experience for one of the most important steps to entering the Church. It will also communicate the OCA’s national presence and make it easier for users close to state lines to find parishes near them.

Site search and related content

Our analytics show that the bare-bones quality of our current site search too often keeps people from engaging as deeply as they would like to. A hosted search-engine service can provide us with a deeper, professional-quality site search engine, as well as powering a “related content” block that can appear at the end of articles on the site to draw interested users further into the volumes of rich content we have. Both of these additions would mark great improvements to our users’ benefit from our site/

Improving our presence on Google and Facebook

Also key to drawing in new visitors, we are planning small but significant changes to the “face” we show Google and Facebook so that our search engine result snippets and social network shared-link previews are a better representation of our content. I am hoping to work with Andrew Boyd to develop pages for our liturgical services so that we can draw traffic from the many people curious about these topics but not finding relevant enough oca.org pages in their search. Google Webmaster Tools indicates that this is a substantial and underserved need.

Strategy of investment

There is also an enormous list of minor improvements, updates, and bug fixes beyond the substantial day-to-day work of keeping up with ongoing changes. I am striving to do everything in a way that moves our position forward and minimizes rework and babysitting. In a website with such a tight budget, so many moving parts and stakeholders, and such demanding user expectations, that is at once a tall order and absolutely necessary.

Respectfully submitted,
Ryan Platte
Technical Manager

**Orthodox Church in America
Treasurer's Report
February 2013**

Your Beatitude, Your Eminences, Your Graces, Reverend Fathers, and members of the Metropolitan Council:

This report presents the internal financial results for the year ended December 31, 2012, the final 17th AAC Financial Report, a report on the Enthronement held in Jan 2013, update on issues involving bequests and restricted accounts, a review of the recent diocesan Chancellors/Treasurers meeting on assessment methodology and finally proposed additions to the operating budget for 2013 based on changes that have occurred since the budget was approved in September 2012.

Financial Results for the year ended December 31, 2012 (Exhibits A & B):

2012 Financial Results (Exhibits A & B)

Exhibit A – Comparative Balance Sheets: Our balance sheet as of December 31, 2012 shows total assets of \$3,011,126, total liabilities of \$905,171 and net assets of \$2,133,671, a decrease of \$27,716 for the year. We have total cash of \$939,806, of which \$96,143 is unrestricted. Of the total accounts receivable of \$191,350, \$77K represents Nov/Dec assessments due from the Diocese of the Midwest, and \$67K represents Dec assessments due from other dioceses, all of which were received in January 2013. Other current assets include a note receivable from a retired member of the clergy of \$16,208, payroll reimbursement from the OCA Pension Office of \$103, and prepaid expenses of \$14,742 for 2013 Blackbaud maintenance. We also have a balance on a Bequest Receivable in the amount of \$407,690, which is being received in increments as the estate is settled. Our restricted investments and trusts show a balance of \$1,132,561, a decrease of \$57,008 from Q4-2011 due to the required distributions from the York Trust. Our current liabilities include \$227,562 in accounts payable and accrued expenses, \$21,016 in accrued 4th quarter annuity distributions which were made in January 2013, and \$59,616 as the current portion of the Honesdale loan. The long term portion of the Honesdale loan is \$250,000, for a total loan balance as of Dec 31, 2012 of \$309,616

Our net assets at the beginning of the year were \$2,133,674, and with the net deficit for the year, the balance at December 31, 2012 is \$2,105,955.

Exhibit B – Detailed Actual versus Budget

The 2012 budget projected a net Deficit before principal payments on the Honesdale loan of \$24,970 and after principal of \$146,106. Our actual net operating result was a Surplus of \$93,145 before the principal payments and a deficit of \$85,803 after, for a positive variance of **\$60,303**. The "Detailed Actual versus Budget" report for 2012 follows as Exhibit B. Highlights of the main revenue and expense category actual results for the year are:

- Revenues – Total revenues were under budget by \$38,088 in the assessments category.
- Expenses
 - Executive Office – Salaries and Benefits under budget by \$20,224, the difference between accrued severance pay for Fr Garklavs and the additional pay for Metropolitan for 1.5 months, not in original budget. Benefits were budget by \$13,743, due to increases in the medical insurance premiums.
 - Administrative Office – Administration was under budget by \$50,574, with the largest variances in salaries & benefits (\$24,985) due to vacancies in several positions; \$35,206 in mortgage interest, and \$20,000 due to delay in the Blackbaud conversion project. Travel was over budget by \$18,369 due to increased travel to/from Washington DC by the Chancellor/Treasurer and for Chancellor travel to diocesan assemblies and councils.
 - Metropolitan Expenses – Total expenses were over budget by \$4,124.
- Holy Synod – The Holy Synod was over budget by \$10,945, mainly in the travel category.
- Metropolitan Council – Travel and Meetings were under budget by \$594.
- Property Support – These expenses were under budget by \$17,645, mainly in the repairs category.
- Department of Communications (and TOC) – The department's expenses were under budget by \$36,688, with all of this falling in the TOC Printing category.
- Department of External Affairs – The department was under budget by \$15,018, mainly due to the vacancy at St Catherine's.
- Department of History and Archives – This department was over budget by \$991.
- Other Special Commissions:
 - ORSMA – Expenses of \$34,624 were under budget by \$69,543, as the position included in the budget was not filled until 2013.
 - Strategic Planning – This committee spent \$8,024 of their \$25,200 annual budget.
 - Psychological Testing for Ordination Candidates – This area was overbudget by \$14,200. This was the first year we submitted all candidates to testing and the original budget was simply an estimate. The budgets going forward will need to be increased.
 - Funding for Planting Grants and AAC:
 - Church Planting Grants: We awarded \$80,000 in Church Planting Grants. Appeals raised \$5,251 in funding. Therefore, we funded the balance of \$74,749 from operations.
 - The 17th AAC in Parma produced a \$23,794 deficit. The details are attached as Exhibit C. This deficit was funded from operations.
 - Transfer to Repairs Reserve for 2013: In December 2012 we received an insurance settlement from Hurricane Sandy. The settlement was for

\$23,140. In 2012 we spent only \$11,562. We would like to transfer the balance of the funds from the settlement to the 2013 Property Support Budget for repairs and maintenance.

- FOS Revenue and Expenses
- There was no FOS appeal, therefore activity in this area was minimal with \$11,231 in FOS revenues and no expenses.
- Departmental expenses were \$98,345 compared to a budget of \$150,000.
- Temporarily Restricted Funds: Total revenues were \$104,031, including \$68,761 in AAC Assessments and appeals. Expenses of \$ 230,507 included the required annuity payments and \$124,070 in AAC expenses, including the \$55K distributed back to the dioceses from the 16th AAC surplus.
- Permanently Restricted Funds: We had revenues of \$10,336 and distributions of \$4,721 for a net surplus of \$5,615.

17th All-American Council Finance Report (see Exhibit C):

This budget for this council was prepared based on our experience with the 16th council in Seattle. However, we came in over budget on the expense side in the following areas:

- Supplies - \$4,928. This included items such as Parma Auxiliary Police, dumpster rental, binders and copying for choir books, gold curtain for altar, banners and signage for street, donation to neighboring church for parking privileges.
- Travel, lodging and meals: \$15,850. The cost of airfare to Ohio exceeded the budget, plus we decided to rent buses to run routes from the hotels to the church (\$3,000). The budget had anticipated a greater portion of "comped" rooms at the hotel.
- The details of the budget and actual are included on Exhibit C.

Enthronement of Metropolitan TIKHON, Jan 27, 2013 (see Exhibit D)

The Enthronement of his Beatitude on January 27, 2013, was another event that was not anticipated in the annual budget. The event cost \$46,555, with revenues from the Banquet at \$8,550, resulting in a deficit of \$38,005. The details of the expenses are included in Exhibit D.

Other Items:

- a. Spending Policy for Youth Ministry Fund: The Youth Department would like to initiate a Grant Program for youth and young adults. The funds available for Youth Ministries would be administered by a committee which would receive applications, review the contents, check documentation and make awards. A copy of their proposed program is included as **Exhibit E**.
- b. Spending Policy for other Restricted Funds: This is a major project and has just begun. It involves reviewing and categorizing all 75 temporarily and permanently restricted funds; identifying what can be distributed (principal and earnings or earnings only), who can receive the distributions, and finally setting up policy and procedures and committees similar to the Youth Grant Program referenced above.

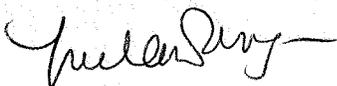
c. Bequest Updates

- i. Estate of Charles Morse – Value is \$960K and is restricted for use in “establishing and maintaining mission churches”. This value was accrued by our outside auditors in 2011 income. To date we have received \$553K of this bequest.
- ii. Estate of Xenia Wiegel – Value is estimated between \$400-\$600K and is UNRESTRICTED. This estate has not been distributed as yet.
- iii. Estate of Suzanne Kushner - \$50,000 unrestricted, plus 1/5 of any residual estate. Notification received Jan 11, 2013. Estate has not been settled as yet.

d. **Progress on Assessments and Church Funding Methodology:** The second annual Chancellors/Treasurers meeting was held in Syosset on February 19th. In preparation for the meeting an analysis was made of assessments by diocese from 2010 to projected 2013. This analysis is included as **Exhibit F**. This analysis shows a continuing decline in our membership and therefore in diocesan and OCA revenues. It was the majority consensus that the health of our Church is dependent on more than a change in assessment methodology. While all dioceses are committed to transitioning to a tithing model, there are vast differences in the length of time anticipated it will take all to achieve this goal. Arriving at an Assessment Resolution for the next All-American Council that will accommodate the needs of all dioceses will be a real challenge. However, the treasurers of our dioceses have done a lot of great work on this issue, and all are committed to working together during the next year to advance the progress in this area.

- **Additions to 2013 Budget:** Included on this analysis is an update on our 2013 budget. The assessment budget did not anticipate the extent of our census decline. The revenue budget for 2013 is \$2,077,790, while the projected 2013 assessments is now \$1,974,134 based on the January reports from the dioceses. This is a shortfall of \$103,656. The original budgeted deficit was \$37,005. In addition, the Finance Committee approved the Holy Synod’s request to extend Metropolitan JONAH’s compensation through Feb 28, 2013 at a reduced rate equal to \$40,000 annually. The total cost of salary and pension is \$8,148, with medical insurance coverage for the two months costing \$1,986. With the enthronement expense of \$38,005, our total anticipated deficit for 2013 is now projected at \$188,800.

Respectfully submitted,



Melanie Ringa
Treasurer

Orthodox Church in America
Comparative Balance Sheets
As of Dec 31, 2012 and Dec 31, 2011

EXHIBIT A

	December 31, 2012	December 31, 2011
ASSETS		
Current Assets		
<i>Unrestricted</i>		
Commerce Checking- Operating	\$ 51,697.00	\$ 153,059.00
Commerce Checking- Operating - due to Restricted	\$ -	\$ -
Commerce Bank- Payroll	\$ 4,443.00	\$ 716.00
Astoria Bank- St.Sergius Chapel	\$ 23,010.00	\$ 22,390.00
Honesdale Bank Checking	\$ 15,701.00	\$ 15,701.00
Keybank OCPC	\$ -	\$ -
Petty Cash- Chancery Office	\$ 1,292.00	\$ 1,200.00
	\$ 96,143.00	\$ 193,066.00
<i>Temporarily Restricted</i>		
Commerce Bank- All American Council	\$ 8,095.00	\$ 71,390.00
Commerce Bank - Restricted	\$ 221,140.00	\$ 216,929.00
Commerce Bank- Reserved	\$ 39,346.00	\$ 39,327.00
Honesdale Bank Money Market	\$ 575,082.00	\$ 223,588.00
Honesdale Bank Money Market -due from Operating	\$ -	\$ -
	\$ 843,663.00	\$ 551,234.00
Total Cash	\$ 939,806.00	\$ 744,300.00
Accounts Receivable		
Accounts Receivable	\$ -	\$ -
Assessments Receivable	\$ 191,350.00	\$ 123,345.00
Pledges Receivable	\$ -	\$ -
Desk Calendar Receivable	\$ -	\$ -
Total Accounts Receivable	\$ 191,350.00	\$ 123,345.00
Other Current Assets		
Bequest Receivable	\$ 407,690.00	\$ 946,595.00
Due from OCA Pension Dept	\$ 103.00	\$ 6,033.00
Due from Wash/NY for Salary Reimbursements	\$ -	\$ -
Notes Receivable	\$ 16,208.00	\$ 16,508.00
Prepaid Expense	\$ 14,742.00	\$ 16,235.00
A/R Employee Assistance Program	\$ -	\$ -
Due from Employees	\$ -	\$ -
Total Other Current Assets	\$ 438,743.00	\$ 985,371.00
Total Current Assets	\$ 1,569,899.00	\$ 1,853,016.00
Fixed Assets		
Plant Fund Building & Improve	\$ 531,783.00	\$ 531,783.00
Plant Fund Furniture & Equip	\$ 50,847.00	\$ 50,847.00
Plant Fund Auto & Garden Equip	\$ 64,423.00	\$ 64,423.00
Plant Fund Computer Equip	\$ 328,206.00	\$ 314,981.00
Plant Fund Software	\$ 33,000.00	\$ 33,000.00
Plant Fund Chapel Equip & Furn	\$ 25,000.00	\$ 25,000.00
Plant Fund Capitalized Closing	\$ 87,682.00	\$ 116,178.00
Accum Deprec Bld & Improvements	\$ (315,002.00)	\$ (301,707.00)
Accum Deprec Furn & Equip	\$ (50,847.00)	\$ (50,847.00)
Accum Deprec Auto & Garden Equi	\$ (64,423.00)	\$ (64,423.00)

Orthodox Church in America
Comparative Balance Sheets
As of Dec 31, 2012 and Dec 31, 2011

EXHIBIT A

	December 31, 2012	December 31, 2011
Accum Deprec Computer Equip	\$ (316,603.00)	\$ (310,801.00)
Accum Deprec Computer Software	\$ (13,000.00)	\$ (8,000.00)
Accum Deprec Chapel Equip & Fur	\$ (25,000.00)	\$ (25,000.00)
Accum Amort Capital Close Cost	\$ (27,400.00)	\$ (51,512.00)
Total Fixed Assets	\$ 308,666.00	\$ 323,922.00
 Restricted Investments and Trusts		
Fellowship of Orthodox Stewards	\$ 68,662.00	\$ 68,014.00
A & B York Trust	\$ 72,271.00	\$ 147,252.00
J McGuire Trust	\$ 211,610.00	\$ 211,746.00
Kavalenko Nimerut	\$ 79,833.00	\$ 72,786.00
St. Andrew's	\$ 102,567.00	\$ 101,602.00
Antonia Rotko	\$ -	\$ -
Honesdale Main Endowment	\$ 471,591.00	\$ 466,943.00
HVIZD Annuity	\$ 98,765.00	\$ 98,765.00
Wells Fargo - Quasi Restricted Bequests	\$ 27,262.00	\$ 22,461.00
Total Restricted Investments and Trusts	\$ 1,132,561.00	\$ 1,189,569.00
 TOTAL ASSETS	 \$ 3,011,126.00	 \$ 3,366,507.00
 LIABILITIES & EQUITY		
Current Liabilities		
Accounts payable and accrued Expenses	\$ 227,562.00	\$ 154,611.00
Deferred Revenue	\$ -	\$ 25,568.00
Auto loan - Ford Motor Credit	\$ -	\$ 6,744.00
Accrued endowment distributions	\$ 21,016.00	\$ 21,464.00
Other	\$ 326.00	\$ 326.00
Current portion of Long term debt	\$ 59,616.00	\$ 121,136.00
Total Current Liabilities	\$ 308,520.00	\$ 329,849.00
 Long Term Liabilities		
Deferred Compensation and annuities		
Hvizd Annuity liability	\$ 89,686.00	\$ 89,686.00
Unitrust liability	\$ 104,593.00	\$ 104,593.00
York trust liability	\$ 152,372.00	\$ 152,372.00
Total Deferred compensation and annuities	\$ 346,651.00	\$ 346,651.00
Honesdal National Bank, Long term portion	\$ 250,000.00	\$ 556,333.00
Total Liabilities	\$ 905,171.00	\$ 1,232,833.00
 Equity		
Unrestricted Net Assets	\$ (705,121.00)	\$ (843,460.00)
Temporarily Restricted Net Assets	\$ 1,818,363.00	\$ 808,027.00
Permanently Restricted Net Assets	\$ 1,020,429.00	\$ 1,019,075.00
Total Net Assets	\$ 2,133,671.00	\$ 983,642.00
Current Year Activity	\$ (27,716.00)	\$ 1,150,032.00
Total Net Assets	2,105,955.00	2,133,674.00
Total Equity	\$ 2,105,955.00	\$ 2,133,674.00

Orthodox Church in America
 Comparative Balance Sheets
 As of Dec 31, 2012 and Dec 31, 2011

EXHIBIT A

	December 31, 2012	December 31, 2011
TOTAL LIABILITIES & EQUITY	\$ 3,011,126.00	\$ 3,366,507.00
Unrestricted Surplus/(Deficit)	\$ 93,145.00	\$ 138,342.00
Temp Restricted Surplus/(Deficit)	\$ (126,476.00)	\$ 1,010,336.00
Perm Restricted Surplus/(Deficit)	\$ 5,615.00	\$ 1,354.00
	\$ (27,716.00)	\$ 1,150,032.00

**Orthodox Church in America
Statement of Activities vs Budget
For the Year Ended 12/31/12**

EXHIBIT B

	Actual Q1 2012	Actual Q2 2012	Actual Q3 2012	Actual Q-4 2012	Actual Thru 12/31/2012	Budget 12/31/2012	Variance 12/31/2012
Unrestricted Funds:							
REVENUES							
Diocesan Assessments	\$ 576,336	\$ 574,279	\$ 484,601	\$ 625,922	\$ 2,261,138	\$ 2,310,000	\$ (48,862)
Contributions and Bequests	\$ 190,415	\$ -	\$ (188,905)	\$ 3,008	\$ 4,518	\$ 6,000	\$ (1,482)
St. Sergius Chapel	\$ 1,719	\$ 1,869	\$ 2,957	\$ 6,565	\$ 13,110	\$ 5,000	\$ 8,110
Investment Income	\$ 1,372	\$ 560	\$ -	\$ 524	\$ 2,456	\$ 1,500	\$ 956
Unrealized Gains/Losses	\$ -	\$ -	\$ 3,509	\$ (1,414)	\$ 2,095	\$ -	\$ 2,095
Other (Yearbook/Desk Calendar/OCPC Royalty)	\$ 385	\$ 205	\$ 60	\$ 445	\$ 1,095	\$ -	\$ 1,095
TOTAL REVENUES	\$ 770,227	\$ 576,913	\$ 302,222	\$ 635,050	\$ 2,284,412	\$ 2,322,500	\$ (38,088)
EXPENSES							
Executive Offices							
Salaries	\$ 80,804	\$ 80,803	\$ 49,137	\$ 92,246	\$ 302,990	\$ 323,214	\$ (20,224)
Clergy Housing	\$ 10,304	\$ 10,304	\$ 10,304	\$ 10,304	\$ 41,216	\$ 41,216	\$ (0)
Payroll Taxes	\$ 4,253	\$ 1,290	\$ 1,235	\$ (2,660)	\$ 4,118	\$ 4,118	\$ 0
Benefits(Medical, Unemployment, Pension)	\$ 20,408	\$ 22,858	\$ 19,372	\$ 29,985	\$ 92,623	\$ 78,880	\$ 13,743
	\$ 115,769	\$ 115,255	\$ 80,048	\$ 129,875	\$ 440,947	\$ 447,427	\$ (6,480)
Administrative Offices							
Salaries	\$ 41,128	\$ 38,176	\$ 30,336	\$ 40,068	\$ 149,708	\$ 172,579	\$ (22,871)
Payroll Taxes	\$ 4,300	\$ 2,875	\$ 600	\$ 3,313	\$ 11,088	\$ 13,202	\$ (2,114)
Benefits(Medical, Unemployment, Pension)	\$ 13,035	\$ 13,376	\$ (28,348)	\$ 62,176	\$ 60,239	\$ 54,062	\$ 6,177
Legal	\$ 30,000	\$ 36,331	\$ 60,886	\$ 21,138	\$ 148,355	\$ 150,000	\$ (1,645)
Outside contractors	\$ 24,833	\$ 25,434	\$ 8,705	\$ 24,107	\$ 83,079	\$ 81,200	\$ 1,879
Mortgage interest	\$ 13,458	\$ 12,014	\$ (12,393)	\$ 2,179	\$ 15,258	\$ 50,464	\$ (35,206)
Accounting/Audit	\$ -	\$ 26,300	\$ 13,000	\$ -	\$ 39,300	\$ 40,000	\$ (700)
Blackbaud Conversion Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ (20,000)
Travel & meetings - central admin	\$ 4,966	\$ 4,969	\$ 7,888	\$ 6,546	\$ 24,369	\$ 6,000	\$ 18,369
Telephone	\$ 6,217	\$ 4,361	\$ 2,585	\$ 3,918	\$ 17,081	\$ 13,400	\$ 3,681
Equipment leasing	\$ 5,627	\$ 2,677	\$ 12,493	\$ 3,960	\$ 24,757	\$ 24,666	\$ 91
Postage, mailing services	\$ 2,100	\$ (372)	\$ (651)	\$ 5,697	\$ 6,774	\$ 9,250	\$ (2,476)
Computer expense	\$ 1,935	\$ 1,896	\$ 1,656	\$ 1,430	\$ 6,917	\$ 6,000	\$ 917
Stipend (Mat. Glagolev)	\$ 2,850	\$ 2,850	\$ 2,850	\$ 2,890	\$ 11,440	\$ 11,400	\$ 40
Office Supplies	\$ 2,295	\$ -	\$ 1,779	\$ 2,304	\$ 6,378	\$ 5,100	\$ 1,278
Food	\$ 2,705	\$ 844	\$ 645	\$ 1,324	\$ 5,518	\$ 5,500	\$ 18
Other administrative expenses	\$ 934	\$ 1,057	\$ 1,102	\$ 2,290	\$ 5,383	\$ 5,000	\$ 383
Amortization expense	\$ 1,096	\$ 1,096	\$ 1,096	\$ 1,096	\$ 4,384	\$ 4,384	\$ -
Insurance - D&O	\$ 3,541	\$ -	\$ -	\$ -	\$ 3,541	\$ 7,324	\$ (3,783)
Payroll processing fees	\$ 1,040	\$ 645	\$ 629	\$ 304	\$ 2,618	\$ 3,210	\$ (592)
Bank fees, registration fees	\$ 560	\$ 1,031	\$ 1,894	\$ 846	\$ 4,331	\$ 1,800	\$ 2,531
Books, subscriptions, dues & other	\$ 1,355	\$ 369	\$ 152	\$ 2,134	\$ 4,010	\$ 560	\$ 3,450
Total Administrative Offices	\$ 163,975	\$ 175,929	\$ 106,904	\$ 187,720	\$ 634,528	\$ 685,101	\$ (50,574)
Metropolitan Expenses							
Metropolitan Travel	\$ 7,388	\$ 13,144	\$ 8,238	\$ 1,838	\$ 30,608	\$ 35,000	\$ (4,392)
Office expense	\$ 1,669	\$ 1,320	\$ 461	\$ 2,103	\$ 5,553	\$ 1,500	\$ 4,053
Office of Military Chaplaincy - Stipends	\$ 1,350	\$ 1,650	\$ 1,500	\$ 1,500	\$ 6,000	\$ 6,000	\$ -
Office of Military Chaplaincy - Expenses	\$ -	\$ 2,085	\$ -	\$ 1,330	\$ 3,415	\$ 7,200	\$ (3,785)
Total Metropolitan Expenses	\$ 10,407	\$ 18,199	\$ 10,199	\$ 6,771	\$ 45,576	\$ 49,700	\$ (4,124)
Holy Synod							
Travel	\$ 6,684	\$ 16,530	\$ 10,099	\$ 21,380	\$ 54,693	\$ 44,000	\$ 10,693
Office expenses	\$ -	\$ 4	\$ 71	\$ (75)	\$ -	\$ 100	\$ (100)
Special Episcopal Stipends	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 14,400	\$ 14,400	\$ -
Food	\$ -	\$ -	\$ 4	\$ 2,504	\$ 2,508	\$ 4,000	\$ (1,492)
Legal	\$ -	\$ 300	\$ -	\$ -	\$ 300	\$ -	\$ 300
Office supplies, Postage	\$ 102	\$ 1,164	\$ 345	\$ 75	\$ 1,686	\$ -	\$ 1,686
Books, publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ 375	\$ -	\$ 2,501	\$ (2,518)	\$ 358	\$ 500	\$ (142)
Total Holy Synod	\$ 10,761	\$ 21,598	\$ 16,620	\$ 24,966	\$ 73,945	\$ 63,000	\$ 10,945
Metropolitan Council							
Travel and Meetings - MC	\$ 15,379	\$ 873	\$ 3,444	\$ 15,571	\$ 35,267	\$ 25,000	\$ 10,267
Internal Audit - Travel, Lodging and Meals, Supplies	\$ -	\$ -	\$ -	\$ 1,139	\$ 1,139	\$ 12,000	\$ (10,861)
	\$ 15,379	\$ 873	\$ 3,444	\$ 16,710	\$ 36,406	\$ 37,000	\$ (594)
Property Support							
Salaries	\$ 11,588	\$ 11,587	\$ 11,587	\$ 11,588	\$ 46,350	\$ 46,350	\$ -
Payroll Taxes	\$ 1,296	\$ 920	\$ 443	\$ 887	\$ 3,546	\$ 3,546	\$ 0
Lawn/Grounds Upkeep	\$ 5,050	\$ 5,115	\$ 11,500	\$ (2,340)	\$ 19,325	\$ 26,600	\$ (7,275)
Benefits(Medical, Unemployment, Pension)	\$ 6,395	\$ 6,204	\$ 7,259	\$ 5,017	\$ 24,875	\$ 23,946	\$ 929

	Actual Q1 2012	Actual Q2 2012	Actual Q3 2012	Actual Q-4 2012	Actual Thru 12/31/2012	Budget 12/31/2012	Variance 12/31/2012
Insurance	\$ 8,614	\$ 8,186	\$ 9,069	\$ 4,995	\$ 30,864	\$ 28,188	\$ 2,676
Depreciation	\$ 3,711	\$ 3,711	\$ 11,171	\$ 5,504	\$ 24,097	\$ 13,295	\$ 10,802
Town Services Fee	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 25,000	\$ 25,200	\$ (200)
Auto expense	\$ 994	\$ 983	\$ 1,646	\$ 984	\$ 4,607	\$ 6,000	\$ (1,393)
Electricity	\$ 3,006	\$ 2,322	\$ 2,176	\$ 2,384	\$ 9,888	\$ 12,000	\$ (2,112)
Heating oil	\$ 7,068	\$ 3,309	\$ -	\$ 5,152	\$ 15,529	\$ 21,000	\$ (5,471)
Equipment Repairs and Rental	\$ -	\$ -	\$ 1,525	\$ (1,130)	\$ 395	\$ 2,000	\$ (1,605)
Garbage removal	\$ 479	\$ 479	\$ 479	\$ 480	\$ 1,917	\$ 1,920	\$ (3)
General repairs	\$ -	\$ -	\$ -	\$ 10,343	\$ 10,343	\$ 25,000	\$ (14,657)
Janitorial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outside contractors	\$ -	\$ 78	\$ -	\$ -	\$ 78	\$ 515	\$ (437)
Gas & Water	\$ 244	\$ 64	\$ 252	\$ 466	\$ 1,026	\$ 1,680	\$ (654)
Travel	\$ -	\$ -	\$ 117	\$ 225	\$ 342	\$ -	\$ 342
Supplies	\$ 154	\$ -	\$ 1,358	\$ 348	\$ 1,860	\$ 454	\$ 1,406
Other	\$ -	\$ -	\$ 6	\$ -	\$ 6	\$ -	\$ 6
Total Property Support	\$ 54,849	\$ 49,208	\$ 64,838	\$ 51,153	\$ 220,048	\$ 237,693	\$ (17,645)
Department of Communications and Ministries							
Salaries - Communications	\$ 5,250	\$ 5,250	\$ 3,500	\$ 10,500	\$ 24,500	\$ 21,000	\$ 3,500
Clergy Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing, copying and postage "TOC"	\$ -	\$ -	\$ 15,208	\$ -	\$ 15,208	\$ 52,800	\$ (37,592)
The Orthodox Church - Salaries	\$ 14,153	\$ 14,153	\$ 14,753	\$ 15,054	\$ 58,113	\$ 56,613	\$ 1,500
Benefits(Medical, Unemployment, Pension)-Commun	\$ 1,749	\$ (954)	\$ 832	\$ 916	\$ 2,543	\$ 6,997	\$ (4,453)
Contract web master	\$ 12,351	\$ 10,365	\$ 12,875	\$ 13,030	\$ 48,621	\$ 48,700	\$ (79)
Website hosting and maintenance	\$ 237	\$ 345	\$ 1,189	\$ 727	\$ 2,498	\$ 2,100	\$ 398
Benefits(Medical, Unemployment, Pension)-TOC	\$ 1,290	\$ 829	\$ 569	\$ 1,222	\$ 3,910	\$ 3,872	\$ 38
Internet/Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel & Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office supplies & postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Department of Communications and Ministries	\$ 35,030	\$ 29,988	\$ 48,926	\$ 41,449	\$ 155,393	\$ 192,081	\$ (36,688)
Department of External Affairs							
Salaries - External Affairs	\$ 8,823	\$ 8,823	\$ 8,824	\$ 8,823	\$ 35,293	\$ 35,293	\$ 0
Payroll Taxes - External Affairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
St. Catherines - Salaries/Stipends	\$ -	\$ 1,650	\$ -	\$ 12,786	\$ 14,436	\$ 28,441	\$ (14,005)
Payroll Taxes -St Catherines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,176	\$ (2,176)
Interchurch travel	\$ 3,991	\$ 5,093	\$ 11,264	\$ 5,265	\$ 25,613	\$ 18,000	\$ 7,613
St. Catherines - Benefits(Medical, Unempl, Pension)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,891	\$ (11,891)
St. Catherines - Travel	\$ 4,817	\$ -	\$ -	\$ 9,582	\$ 14,399	\$ 6,000	\$ 8,399
Telephone & office expense	\$ 2,277	\$ 2,833	\$ 4,000	\$ 2,762	\$ 11,872	\$ 7,800	\$ 4,072
Benefits - External Affairs(Medical, Unempl, Pension)	\$ 811	\$ 517	\$ 353	\$ 735	\$ 2,416	\$ 2,593	\$ (177)
Bank Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cable, Postage & Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ (120)
Episcopal Assembly	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other interchurch organizations	\$ 5,141	\$ -	\$ -	\$ (565)	\$ 4,576	\$ 11,400	\$ (6,824)
Total Department of External Affairs	\$ 25,860	\$ 18,916	\$ 24,441	\$ 39,388	\$ 108,605	\$ 123,713	\$ (15,108)
Department of History and Archives							
Salaries	\$ 15,887	\$ 15,887	\$ 15,887	\$ 15,887	\$ 63,548	\$ 63,548	\$ (0)
Payroll Taxes	\$ 1,777	\$ 1,261	\$ 608	\$ 1,215	\$ 4,861	\$ 4,861	\$ (0)
Benefits(Medical, Unemployment, Pension)	\$ 6,645	\$ 6,462	\$ 7,597	\$ 7,364	\$ 28,068	\$ 24,978	\$ 3,090
Supplies/Travel	\$ -	\$ -	\$ 1,500	\$ (99)	\$ 1,401	\$ 3,500	\$ (2,099)
Total Department of History and Archives	\$ 24,309	\$ 23,610	\$ 25,592	\$ 24,367	\$ 97,878	\$ 96,887	\$ 991
Chuch Planting Grants(2012)	\$ -	\$ -	\$ -	\$ 74,749	\$ 74,749	\$ -	\$ 74,749
All American Council Expense(2012)	\$ -	\$ -	\$ -	\$ 23,794	\$ 23,794	\$ -	\$ 23,794
Transfer to Repairs/Maint Res (2013)	\$ -	\$ -	\$ -	\$ (11,500)	\$ (11,500)	\$ -	\$ (11,500)
Transfer to Auto Replacement Res	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Theological Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ (4,000)
St Sergius Chapel	\$ 1,963	\$ 1,654	\$ 3,633	\$ 3,811	\$ 11,061	\$ 5,000	\$ 6,061
Ordination Candidate Psychological Testing	\$ 10,861	\$ 7,227	\$ 3,083	\$ 8,029	\$ 29,200	\$ 15,000	\$ 14,200
Repayment of Perm Restricted Funds	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000	\$ 100,000	\$ -
Repayment of 9/11 Funds	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250	\$ 25,000	\$ 25,000	\$ -
ORSMA	\$ 14,963	\$ 2,844	\$ 1,943	\$ 14,874	\$ 34,624	\$ 104,167	\$ (69,543)
Strategic Planning	\$ 633	\$ 298	\$ 1,543	\$ 5,550	\$ 8,024	\$ 25,200	\$ (17,176)
TOTAL OPERATING EXPENSES	\$ 516,009	\$ 496,849	\$ 422,464	\$ 672,956	\$ 2,108,278	\$ 2,210,970	\$ (102,692)
NET OPERATING SURPLUS(DEFICIT)	\$ 254,218	\$ 80,064	\$ (120,242)	\$ (37,906)	\$ 176,134	\$ 111,530	\$ 64,604
FOS Income & Expenses							
FOS Individual Membership	\$ 1,248	\$ 1,906	\$ 3,254	\$ 4,823	\$ 11,231	\$ 25,000	\$ (13,769)
Diaconal Vocations Revenue	\$ 500	\$ 1,750	\$ -	\$ 1,875	\$ 4,125	\$ 3,500	\$ 625

	Actual Q1 2012	Actual Q2 2012	Actual Q3 2012	Actual Q-4 2012	Actual Thru 12/31/2012	Budget 12/31/2012	Variance 12/31/2012
Youth Conference Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dividends & Interest(net of investment fees)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total FOS Income	\$ 1,748	\$ 3,656	\$ 3,254	\$ 6,698	\$ 15,356	\$ 28,500	\$ (13,144)
FOS Expenses							
Ministries Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FOS Printing and Mailing Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ (15,000)
TOTAL FOS Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ (15,000)
Net FOS Income(Deficit)	\$ 1,748	\$ 3,656	\$ 3,254	\$ 6,698	\$ 15,356	\$ 13,500	\$ 1,856
Departmental Expenses							
Department of Institutional Chaplaincy	\$ 1,979	\$ 1,351	\$ 2,173	\$ 2,164	\$ 7,667	\$ 15,500	\$ (7,833)
Department of Evangelization	\$ 1,988	\$ 2,169	\$ 2,177	\$ 4,710	\$ 11,044	\$ 18,500	\$ (7,456)
Department of Liturgical Music & Translations	\$ 2,452	\$ 2,742	\$ 2,941	\$ 3,817	\$ 11,952	\$ 20,800	\$ (8,848)
Department of Pastoral Life & Vocational Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,200	\$ (12,200)
Department of Christian Education	\$ 1,500	\$ 2,288	\$ 6,314	\$ 10,338	\$ 20,440	\$ 25,000	\$ (4,560)
Department of Youth and Young Adults	\$ 2,483	\$ 2,349	\$ 10,727	\$ 9,051	\$ 24,610	\$ 25,000	\$ (390)
Diaconal Vocations Program	\$ 3,000	\$ 3,263	\$ 2,999	\$ 5,328	\$ 14,590	\$ 18,000	\$ (3,410)
Department of Christian Service	\$ 1,500	\$ 1,935	\$ 2,203	\$ 2,404	\$ 8,042	\$ 15,000	\$ (6,958)
Total Departmental Expenses	\$ 14,902	\$ 16,097	\$ 29,534	\$ 37,812	\$ 98,345	\$ 150,000	\$ (51,655)
HONESDALE LOAN PRINCIPAL PAYMENTS	\$ 29,442	\$ 30,044	\$ 56,135	\$ 40,866	\$ 156,487	\$ 121,136	\$ 35,351
Total Net Income(Deficit)	\$ 211,622	\$ 37,579	\$ (202,657)	\$ (109,886)	\$ (63,342)	\$ (146,106)	\$ 82,764
Extraordinary Items:							
- Extra Principal Payment on Honesdale Loan	\$ (211,366)	\$ -	\$ 188,905	\$ -	\$ (22,461)	\$ -	\$ (22,461)
Total Net Income(Deficit)	\$ 256	\$ 37,579	\$ (13,752)	\$ (109,886)	\$ (85,803)	\$ (146,106)	\$ 60,303
Unrestricted Funds:							
Net Operating Surplus/(Deficit)	\$ 256	\$ 37,579	\$ (13,752)	\$ (109,886)	\$ (85,803)	\$ (146,106)	\$ 60,303
Add Back Non-Cash Items (Depreciation & Amort)	\$ 4,807	\$ 4,807	\$ 12,267	\$ 6,600	\$ 28,481	\$ 17,679	\$ 10,802
Add Back Transfers (Not P&L Items)	\$ -	\$ 6,250	\$ 6,250	\$ 6,250	\$ 25,000	\$ 25,000	\$ -
Add Back Mortgage Principal Payment	\$ 240,808	\$ 30,044	\$ 56,135	\$ 40,866	\$ 178,948	\$ 121,136	\$ 57,812
Total Operating Surplus/(Deficit) - Unrestricted	\$ 245,871	\$ 78,680	\$ 60,900	\$ (56,170)	\$ 146,626	\$ 17,709	\$ 128,917
Temporarily Restricted Funds:							
Revenues:							
- Charity	\$ 227	\$ 726	\$ 136	\$ 11,467	\$ 12,556	\$ 5,000	\$ 7,556
- Missions & Church Planting Grants	\$ 1,458	\$ 1,427	\$ 154	\$ 2,212	\$ 5,251	\$ 60,000	\$ (54,749)
- Youth Ministry Bequest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400	\$ (4,400)
- Seminary	\$ 25	\$ 105	\$ 672	\$ 397	\$ 1,199	\$ 5,000	\$ (3,801)
- North America Saints Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Kavalenko Trust	\$ 3,757	\$ 2,164	\$ 182	\$ 5,973	\$ 12,076	\$ 8,000	\$ 4,076
- McGuire Trust	\$ 811	\$ 683	\$ 1,236	\$ (143)	\$ 2,587	\$ 3,500	\$ (913)
- Rotko Trust	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- York Trust	\$ 342	\$ 696	\$ 576	\$ (13)	\$ 1,601	\$ 3,000	\$ (1,399)
- All American Council/Inc Transfer from Operating	\$ -	\$ -	\$ 51,800	\$ 16,961	\$ 68,761	\$ -	\$ 68,761
- Other Bequests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Temporarily Restricted Revenues	\$ 6,620	\$ 5,801	\$ 54,756	\$ 36,854	\$ 104,031	\$ 88,900	\$ 15,131
Expenses:							
- Charity	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
- Church Planting Grants	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	\$ 60,000	\$ 20,000
- Church Planting Grant expe transfer to Operating	\$ -	\$ -	\$ -	\$ (74,749)	\$ (74,749)	\$ -	\$ (74,749)
- Seminary	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ 5,000	\$ 1,000
- Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Kavalenko Trust	\$ 1,370	\$ 1,880	\$ 221	\$ 1,431	\$ 4,902	\$ 8,000	\$ (3,098)
- McGuire Trust	\$ 1,249	\$ 438	\$ 924	\$ 441	\$ 3,052	\$ 3,400	\$ (348)
- Rotko Trust	\$ 325	\$ -	\$ -	\$ -	\$ 325	\$ -	\$ 325
- York Trust	\$ 19,470	\$ 19,146	\$ 19,145	\$ 19,146	\$ 76,907	\$ 77,232	\$ (325)
- All American Council (net of tfr to Operating)	\$ 10,882	\$ 55,132	\$ 6,211	\$ 51,845	\$ 124,070	\$ -	\$ 124,070
- Other (Release from Restrictions)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Temporarily Restricted Disbursements	\$ 53,296	\$ 96,596	\$ 46,501	\$ 34,114	\$ 230,507	\$ 163,632	\$ 66,875
Net Temporarily Restricted Surplus/(Deficit)	\$ (46,676)	\$ (90,795)	\$ 8,255	\$ 2,740	\$ (126,476)	\$ (74,732)	\$ (51,744)
Permanently Restricted Funds:							
Revenue:							
- St Andrew's Endowment	\$ 208	\$ 679	\$ 452	\$ 355	\$ 1,694	\$ 1,000	\$ 694
- Main Endowment	\$ 1,275	\$ 2,483	\$ 1,539	\$ 2,159	\$ 7,456	\$ 5,000	\$ 2,456

	Actual Q1 2012	Actual Q2 2012	Actual Q3 2012	Actual Q-4 2012	Actual Thru 12/31/2012	Budget 12/31/2012	Variance 12/31/2012
- FOS Endowment	\$ 214	\$ 334	\$ 319	\$ 319	\$ 1,186	\$ 500	\$ 686
Total Revenues	\$ 1,697	\$ 3,496	\$ 2,310	\$ 2,833	\$ 10,336	\$ 6,500	\$ 3,836
Funds Released:							
- St Andrew's Endowment	\$ 144	\$ 145	\$ 295	\$ 791	\$ 1,375	\$ 1,000	\$ 375
- Main Endowment	\$ 663	\$ 664	\$ 815	\$ 667	\$ 2,809	\$ 3,500	\$ (691)
- FOS Endowment	\$ 96	\$ 97	\$ 247	\$ 97	\$ 537	\$ 500	\$ 37
Total Funds Released	\$ 903	\$ 906	\$ 1,357	\$ 1,555	\$ 4,721	\$ 5,000	\$ (279)
Net Permanently Restricted Surplus/(Deficit)	\$ 794	\$ 2,590	\$ 953	\$ 1,278	\$ 5,615	\$ 1,500	\$ 4,115
Total Change in Net Assets	\$ 195,182	\$ (14,332)	\$ 57,841	\$ (58,752)	\$ (27,716)	\$ (98,202)	\$ 70,486
					\$ (27,716)		
					\$ -		

	Enthronement of Metropolitan TIKHON		Exhibit D
	Washington, D.C.		
	1/27/2013		
			Actual <u>2/21/2013</u>
	<u>Revenues:</u>		
	Special Event - Banquet Sales	\$	8,550.00
	Other	\$	-
	Total Revenues	\$	8,550.00
	<u>Expenses:</u>		
	Flowers/Candles/Lit Items	\$	750.00
	Video/Audio	\$	2,000.00
	Postage and Mailing	\$	-
	Supplies/Copying	\$	322.33
	Travel	\$	4,902.86
	Lodging	\$	17,507.60
	Meals/Banquet	\$	19,113.04
	Wifi/Parking/Outlet Charges	\$	1,959.37
	Total Expenses	\$	46,555.20
	Net Surplus/(Deficit)	\$	(38,005.20)
	**Not included in original 2013 Budget.		

Procedures for awarding the Saint Peter the Aleut Grant
Department of Youth, Young Adult, and Campus Ministry
Orthodox Church in America

At the beginning of each Fiscal Year, the Treasurer of the Orthodox Church in America informs the grant committee their total budget for the year based on the Department's current endowed funds and the policies for spending those funds as adopted by the Metropolitan Council.

1. Applications (publically available on the OCA website) are received by the Director of Youth, Young Adult, and Campus Ministries.
2. It is the norm for a response ("You are awarded the Grant" or "You are not awarded the Grant") to be given to the applicant within 10 business days of receipt of application.
3. The Director of Youth, Young Adult, and Campus Ministries reviews the application and checks documentation, and contacts parish priest (if applicable). The Director should also gather relevant information about the event that the applicant would like to attend, and verify that the applicant is registered for the event with the event coordinator.
4. In a timely fashion, the Director will inform the two other members of the grant committee (usually a member of the Metropolitan Council and another Volunteer) that there is an outstanding application. The Director will share all relevant material with the Committee.
5. Together, and by consensus, the committee will decide if the applicant receives funding and for how much. Normal awards are between \$100-\$500 dollars. The Director may make recommendations at the onset of this discussion, but decisions will be reached by consensus.
6. The applicant is informed by the Director if he/she will receive funding or not. If he/she is to receive funding, the Director will make arrangements to find out the payable details (to whom the check should be issued, etc.)
7. The Treasurer of the OCA is informed of the committee's decision and presented with the payable details and supporting documentation to pay out the grant.
8. The Director adds the relevant information to the grant applicant master list.
9. The Director follows up with the applicant after the event and asks for impressions, take-aways, and if he/she is willing to share his/her experiences with others.

Written by: A. Boyd 11/3/2012

Adopted by Grant Committee:

The Orthodox Church in America
Department of Youth, Young Adult, and Campus Ministries
Saint Peter the Aleut Individual Grant Program

This Grant Program is awarded on a rolling basis to youth and young adults to help offset the cost of attendance for eligible youth/young adult: retreats, pilgrimages, conferences, events and workshops. It may also be used to offset the costs of attending a seminary or monastery program for the exploration of a vocation. This grant may also be awarded to clergy and lay people seeking to attend continuing education events in the area of youth ministry.



This Grant is administered by:
The Orthodox Church in America
Department of Youth, Young Adult and Campus Ministries:
Mr. Andrew Boyd (Director)
PO Box 675
Syosset, NY 11791
yyacm@oca.org

Deadline

All applications must be submitted electronically to: yyacm@oca.org with the subject "St. Peter the Aleut Grant". There is no deadline, as grants are awarded throughout the year, although there is a budgetary limit to how many grants can be awarded in a given year. Please allow ten business days for your grant request to be processed.

Eligibility

Any person may apply for a grant to aid in expenses (travel, lodging, and/or registration) incurred attending an eligible youth or young adult program. Eligible programs include (but are not limited to):

- Retreats and Workshops sponsored by the Orthodox Church in America (OCA) or its dioceses, deaneries, or parishes
- Vocation discernment programs sponsored by OCA Seminaries and Monasteries
- Any program, retreat, conference, or workshop sponsored by The Orthodox Christian Fellowship (OCF), one of its regions or chapters
- Approved continuing education event in the field of Youth Ministry
- Any event sponsored by SYNDESMOS, the World Fellowship of Orthodox Youth
- Any youth program or event sponsored by the National Council of Churches (NCC) or the World Council of Churches (WCC)

Award Process

Applications are awarded on a rolling basis throughout the year. Applicants who are members of the Orthodox Church in America will be given first priority. Priority will also be given to applicants that demonstrate the financial support of a local OCA parish. All award decisions are made by a committee composed of Mr. Andrew Boyd (Youth Department Director), Father Christopher Rowe and Mr. Jeremy Pletnikoff. Awards are typically between \$100 and \$500 and are intended to help cover certain expenses like travel and registration, not to eliminate them totally. Please allow ten business days for your application to be processed and reviewed.

Saint Peter the Aleut Grant Program Application

Contact Information:

Full Name of Applicant:

Telephone: _____

Mailing Address:

Email Address: _____

Home Parish (If Applicable): _____

Occupation (If "Student" please list where and what program):

Program Information:

In the section below, please tell us which program (OCF's College Conference, Seminary Visit, WCC Assembly, etc.) you would like to attend, what the program entails, and why you would like to attend it. Feel free to link to online information

Please list the specific expenses associated with your participation in this program (such as airline tickets, registration costs, lodging, and/or car mileage). **Please also send documentation for these expenses (receipts, mileage demonstrated via google maps, payment confirmation from registration) with your application:**

Please list any other organizations or institutions (including parishes) that are assisting you financially in attending this event and the amount of their assistance. Please be as detailed as possible. Preference will be given to applications that demonstrate support from local parishes or other Church institutions (deaneries, dioceses, etc.)

Would you be willing to write up a short summary of your experience after the event?

Yes

No

I hereby attest that the above information is correct and accurate:

Signature

Date

OCA - Diocesan Financial Information

Exhibit F

Diocese	2010	2011	2012	2013	2010	2011	2012	Projected	Est % of	Total
	Census	Census	Census	Census	OCA Dues	OCA Dues	OCA Dues	2013 OCA Dues		
New York/New Jersey	3618	3,616	3,517	3,416	\$ 402,780	\$ 379,680	\$ 369,285	\$ 324,516	63%	\$ 515,105
Eastern Pennsylvania	2957	2,961	2,922	2,806	\$ 319,725	\$ 310,905	\$ 306,810	\$ 266,570	68%	\$ 392,015
New England	1894	1,741	1,774	1,823	\$ 203,957	\$ 182,813	\$ 186,270	\$ 173,184	57%	\$ 303,832
South	2432	2,432	2,461	2,471	\$ 254,415	\$ 255,360	\$ 258,405	\$ 234,744	31%	\$ 757,239
West	2460	2,460	2,396	2,460	\$ 259,516	\$ 258,300	\$ 251,580	\$ 233,700	38%	\$ 615,000
Washington, DC	950	950	902	757	\$ 113,295	\$ 99,750	\$ 94,710	\$ 71,915	72%	\$ 99,882
Western PA	2205	2,182	2,109	2,079	\$ 233,310	\$ 229,110	\$ 221,445	\$ 197,505	59%	\$ 334,754
Midwest	5226	4,896	4,449	4,400	\$ 528,798	\$ 514,103	\$ 467,146	\$ 418,000	50%	\$ 836,000
Subtotal	21742	21,238	20,530	20,212	\$2,315,796	\$2,230,021	\$2,155,651	\$1,920,134	50%	\$3,853,826
Alaska					\$ 20,882	\$ 17,015	\$ 16,392	\$ 15,000		
Albanian					\$ 21,600	\$ 21,600	\$ 22,000	\$ 22,000		
Romanian					\$ 22,000	\$ 12,000	\$ 12,000	\$ 12,000		
Bulgarian					\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		
Totals					\$2,385,278	\$2,285,636	\$2,211,043	\$1,974,134		
Increase/decrease in census		(504)	(708)	(318)		\$ (99,642)	\$ (74,593)	\$ (236,909)		
		-2%	-3%	-2%		-4%	-3%	-11%		
Cumulative increase/(decrease)			(1,212)	(1,530)				\$ (411,144)		
			-6%	-7%				-18%		

The Budget for 2013 for assessments is	\$ 2,077,790
Projected assessments per above	\$ (1,974,134)
Shortfall in Assessments	\$ 103,656
Operating deficit from 2013 Budget	\$ 37,005
Revised Projected Deficit - 2013	\$ 140,661

Proposed Additions to Budget:

Enthronement Expenses	\$ 38,005
Former Primate Comp -Jan & Feb 2013	\$ 8,148
Former Primate- Health InsJan & Feb 2013	\$ 1,986
	\$ -
Revised Projected Operating Deficit	\$ 188,800

Orthodox Church in America

Audit Committee

Michael S. Strelka, CPA, CVA, Chair
Karen L. Simons-Durkish, CPA, Member
Vera Bozko-Summer, Member

February 18, 2013

The Holy Synod of Bishops and Metropolitan Council
Orthodox Church in America
P.O. Box 675
Syosset, New York 11791

Your Beatitude, Your Eminences, Your Graces, Brothers and Sisters in Christ:

Most Blessed Master Bless!

The Audit Committee spent August 17-18, 2012 on Long Island to perform its statutory review of the books and records at the Chancery. We reviewed the period from July 1, 2011 through June 30, 2012. Due to the tax season schedules of Karen Durkish and me, we made just one trip to Syosset in 2012 instead of a semi-annual visit. We will also likely make just one visit in 2013, sometime in the summer, unless circumstances dictate otherwise.

After two days of work, the three committee members noted the following:

The items below were processed through the Cash Management portion of the new accounting system (Blackbaud). The items highlighted showed no transaction description:

- Item on 7/12/2011 for \$34,653.87, was found to be a transfer to payroll on the same date.
- Item on 7/15/2011 for \$30,000.00 was a donation for the Rector of the St Catherine's, the OCA's Representational Church in Moscow. Before it was transferred, the Rector, Fr. Zachaeus, was relieved of his duties. Since there was now no Rector, the original donor was consulted and the donation was returned on 8/24/2011. At some future time when there is a new Rector at the Representational church, the intention is to contact the donor about reinstating the donation.
- Item on 7/27/2011 for \$34,922.50 was found to be a transfer to payroll on the same date.

- Check #12364, payable to Melanie Ringa for \$5,000.00, dated 11/30/2011 was flagged as unusual. A donor had designated that this amount was to go to the Transfiguration Church in Moscow for operational expenses. The monies were to be hand carried by Fr. Garklavs. This unusual situation resulted from the OCA not having an International bank account to transfer funds in non US currency, and the receiving church not being able to receive a transfer in US currency. In the future monies will not be sent overseas unless the receiving church has an account that can receive US dollars as a wire transfer.

Other procedures performed, and our findings:

Each balance sheet account ending balance at 12/31/11 was reviewed in comparison with prior year's ending balance at 12/31/11. No unusual or unexpected variances were noted.

Each income statement account for the first six months of 2012, ending 6/30/12, has been reviewed in comparison with the first six month's budget for 2012. No unusual or unexpected variances were noted, which were not explained and supported.

The approved stipends for 2011 were compared to the 1099-MISC statements issued at the conclusion of 2011. Two individuals with stipends over \$600, while their stipends were approved, did not have 1099-MISC forms generated on their behalf. In reviewing the circumstances, it appears that something unexpected happened in the computer system between the setup for printing and when the actual printing occurred. Both 1099-MISC forms are being mailed to each individual.

The 1099-MISC forms, which were generated for payments to non-corporate vendors exceeding \$600 in aggregate for the year, were each vouched back to the actual invoices and checks written during 2011. One vendor, Vladimir Morosan, had a 1099-MISC for \$1,300, but aggregate invoices and checks for him totaled \$1,550. It appears one of his \$250 payments happened without being captured by the 1099-MISC program.

Each of the eight cash accounts unrelated to investments was reviewed at both 12/31/11 and 6/30/12. The bank statement, the bank reconciliation and the general ledger for each account were reviewed to ensure agreement between these sources of information. The reconciling items cleared in all accounts except for a few older items in the operating account. There are five uncleared items with dates back to 2008, the total for these items is immaterial, but it is recommended that they be cleared.

The quarterly payroll reports for both the federal and New York State, both wage withholding and unemployment, were reviewed for third and fourth quarters 2011 and first and second quarters 2012. Nothing unusual or unexpected was noted.

Pension payments for the first and second quarters 2012 were reviewed with respect to the support for each participant of the pension. Nothing unusual or unexpected was noted.

Our committee is also mandated by the OCA Statute to examine the audited financial statements of the two Stavropegial seminaries, and report any noted items. We have reviewed the audited financial report of St. Vladimir Orthodox Theological Seminary for

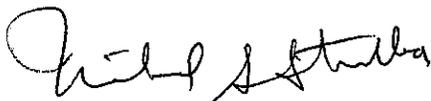
the year ended June 30, 2012, and have noted nothing unusual in the report. As of the date of this report, St. Tikhon Seminary's audited financial report has not been posted on their website, although I was told by phone that the auditors had completed their work.

One other note. As we discussed with Melanie Ringa during our visit, the OCA National Office continues to struggle with parishes that do not provide complete reporting. Statistical data on general membership and financial data are vitally important to make year-over-year comparisons for each particular parish and diocese, to effectively determine where resources will make the strongest impact and to evaluate if additional time and attention is required by a parish that may not even be cognizant of the availability of assistance. It is important for parishes to be able to provide this data in order to ensure that proper administration of each parish is maintained at a given level of service. Additionally, the OCA, as an autocephalous Orthodox Church, cannot appear to the other autocephalous Orthodox Churches worldwide or to other Christian denominations in the United States to be operating effectively when parishes do not provide the minimum required information on a timely basis. Parishes that cannot or will not provide this information leave themselves open to additional concerns that may or may not be appropriate, but without providing the minimum data sets in a timely, orderly fashion that the other parishes in a hierarchical setting are providing clearly indicates a general lack of consideration for their peers and for the hierarchy. We as the Audit Committee strongly request parishes that are not reporting their data on a timely manner to begin reporting; if assistance is needed in setting up reporting parameters, that can be arranged.

The Committee would like to thank the Chancery staff, particularly Melanie Ringa and Jessica Linke, for their help cooperation in performing our audit.

On behalf of the Committee, please accept our thanks for allowing us to use our professional skills and abilities for the benefit of the Church.

Yours in Christ,



Michael S. Strelka, CPA
Chair