

# **St. Tikhon's Orthodox Monastery**

Financial Statements and  
Supplementary Information

December 31, 2017 and 2016



**BAKER TILLY**

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# **St. Tikhon's Orthodox Monastery**

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December 31, 2017 and 2016

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## **Independent Accountants' Review Report**

Board of Directors  
St. Tikhon's Orthodox Monastery

We have reviewed the accompanying financial statements of St. Tikhon's Orthodox Monastery, which comprise the statement of financial position as of December 31, 2017 and 2016, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

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

### **Accountants' Responsibility**

Our responsibility is to conduct the review engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountants' Conclusion**

Based on our reviews, except for the issue noted in the Known Departure From Accounting Principles Generally Accepted in the United States of America paragraph, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

## **Known Departure From Accounting Principles Generally Accepted in the United States of America**

As disclosed in Note 1 to the financial statements, accounting principles generally accepted in the United States of America require that a portion of the revenue from the sale of cemetery property be deferred until the interment services are performed, and that a portion of these revenues be deferred to recognize a liability for the perpetual care. Management has informed us that revenue from the sale of cemetery property is recognized when received. The effects of this departure from accounting principles generally accepted in the United States of America on financial position, changes in net assets, and cash flows have not been determined.

## **Other Matter**

The departmental schedules of financial position, activities and operating, personnel and administrative expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. Except for the effects of the matter described in the Known Departure From Accounting Principles Generally Accepted in the United States of America paragraph, if any, we are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*Baker Tilly Virchow Krause, LLP*

Wilkes-Barre, Pennsylvania  
April 23, 2018

## St. Tikhon's Orthodox Monastery

### Statement of Financial Position

December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 374,663	\$ 414,102
Accounts receivable	63,188	55,145
Due from related party	-	25,000
Inventories	333,376	369,349
	<hr/>	<hr/>
Total current assets	771,227	863,596
<b>Property and Equipment, Net</b>	1,671,082	1,672,043
<b>Deferred Financing Costs, Net</b>	11,720	12,558
	<hr/>	<hr/>
Total assets	<u>\$ 2,454,029</u>	<u>\$ 2,548,197</u>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Current portion of long-term debt	\$ 22,274	\$ 17,949
Accounts payable	24,559	35,276
Payroll taxes payable	2,861	2,169
Deferred revenue	979	1,024
Accrued interest	1,340	1,595
Sales tax payable	748	730
	<hr/>	<hr/>
Total current liabilities	52,761	58,743
<b>Long-Term Debt</b>	328,223	345,421
	<hr/>	<hr/>
Total liabilities	380,984	404,164
<b>Net Assets</b>		
Unrestricted	2,073,045	2,144,033
	<hr/>	<hr/>
Total liabilities and net assets	<u>\$ 2,454,029</u>	<u>\$ 2,548,197</u>

See notes to financial statements

## St. Tikhon's Orthodox Monastery

### Statement of Activities

Years Ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
<b>Changes in Unrestricted Net Assets</b>		
<b>Support and Revenue</b>		
Bookstore	\$ 729,436	\$ 690,663
Contributions	484,815	514,337
Iconography projects	104,000	56,900
Bequests	77,572	21,125
Cemetery plots	56,924	64,177
Activities	46,850	55,382
Assessment and dues	10,530	13,175
Investment income	2,446	505
	<u>1,512,573</u>	<u>1,416,264</u>
<b>Expenses</b>		
Operating	627,313	585,888
Cost of goods sold	428,067	358,406
Personnel	332,082	291,349
Administrative	126,281	117,018
Fundraising - special events	55,007	41,036
Interest	14,811	18,066
Loss on disposal of equipment	-	1,622
	<u>1,583,561</u>	<u>1,413,385</u>
(Decrease) increase in net assets	(70,988)	2,879
<b>Net Assets, Beginning</b>	<u>2,144,033</u>	<u>2,141,154</u>
<b>Net Assets, Ending</b>	<u><u>\$ 2,073,045</u></u>	<u><u>\$ 2,144,033</u></u>

See notes to financial statements

## St. Tikhon's Orthodox Monastery

### Statement of Cash Flows

Years Ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
<b>Cash Flows from Operating Activities</b>		
(Decrease) increase in net assets	\$ (70,988)	\$ 2,879
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Depreciation and amortization	116,752	104,455
Bad debt expense	-	162
Loss on sale of equipment	-	1,622
Changes in assets and liabilities:		
Accounts receivable	(8,043)	(362)
Inventories	35,973	27,372
Accounts payable	(10,717)	11,025
Payroll taxes payable	692	179
Deferred revenue	(45)	(376)
Accrued interest	(255)	(89)
Sales tax payable	18	100
	<u>63,387</u>	<u>146,967</u>
Net cash provided by operating activities		
<b>Cash Flows from Investing Activities</b>		
Purchases of property and equipment	(95,473)	(100,424)
Advance to related party	25,000	(25,000)
	<u>(70,473)</u>	<u>(125,424)</u>
Cash used in investing activities		
<b>Cash Flows used in Financing Activities</b>		
Repayments of long-term debt	(32,353)	(59,203)
	<u>(39,439)</u>	<u>(37,660)</u>
Decrease in cash and cash equivalents		
<b>Cash and Cash Equivalents, Beginning</b>	<u>414,102</u>	<u>451,762</u>
<b>Cash and Cash Equivalents, Ending</b>	<u>\$ 374,663</u>	<u>\$ 414,102</u>
<b>Supplemental Disclosure of Cash Flow Information</b>		
Interest paid	<u>\$ 15,066</u>	<u>\$ 17,919</u>
<b>Supplemental Disclosure of Noncash Investing Activities and Financing Activities</b>		
Vehicle acquisition financed with manufacturer	<u>\$ 19,480</u>	<u>\$ -</u>

See notes to financial statements

# **St. Tikhon's Orthodox Monastery**

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Notes to Financial Statements  
December 31, 2017 and 2016

## **1. Nature of Operations and Summary of Significant Accounting Policies**

### **Nature of Operations**

St. Tikhon's Orthodox Theological Monastery (the "Monastery") was founded in 1905 by St. Tikhon, Patriarch of Moscow.

The Monastery is a brotherhood of Orthodox Christian monks leading a life of prayer and repentance. The primary mission of the Monastery lies in providing the necessary theological, liturgical, spiritual, and moral foundations for its members.

The Monastery also owns and operates a cemetery. The Monastery sells the right to be buried on its land and this service is restricted to the Monastery's members and their relatives.

In addition, the Monastery operates a bookstore selling religious books and icons to customers throughout the world.

### **Subsequent Events**

The Monastery evaluated subsequent events for recognition or disclosure through April 23, 2018, the date the financial statements were available to be issued.

### **Use of Estimates**

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

### **Cash and Cash Equivalents**

Cash and cash equivalents include certain investments in highly liquid debt instruments with a maturity of three months or less when purchased.

### **Accounts Receivable**

Accounts receivable are reported at net realizable value. There is no provision for doubtful accounts as management believes all amounts are collectible.

### **Inventories**

Inventories consist primarily of religious books and icons available for sale. Inventories are valued at the lower of cost (first-in, first-out method) or net realizable value.

### **Property and Equipment**

Property and equipment acquisitions are recorded at cost. Depreciation is computed using the straight-line method based on the estimated useful life of each classification of depreciable asset.



## **St. Tikhon's Orthodox Monastery**

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Notes to Financial Statements  
December 31, 2017 and 2016

Gifts of long-lived assets such as land, buildings, or equipment are reported as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, expirations of donor restrictions are reported when the donated or acquired long-lived assets are placed in service.

### **Revenue Recognition**

Revenue from the sale of burial plots is recognized when funds are received. Accounting principles generally accepted in the United States of America require that a portion of the revenue received from the sale of cemetery property be deferred until interment services are performed, and that a portion of these revenues be deferred to recognize a liability for the perpetual care. The effect of these departures on the financial position, changes in net assets and cash flows of the Monastery have not been determined. Funds set aside for perpetual care are required to be held in a separate trust. Management has not established a separate trust account for these funds.

Bookstore revenue is recognized when the sale of merchandise occurs.

Revenue from Iconography projects is recognized when funds are received.

### **Sales and Similar Taxes**

The Monastery collects sales and similar taxes imposed on nonexempt customers by various states. The Monastery's policy is to exclude the tax collected and remitted from sales and cost of sales.

### **Shipping and Handling Fees and Costs**

Inbound and outbound freight costs are included in cost of sales.

### **Temporarily and Permanently Restricted Net Assets**

Temporarily restricted net assets are those whose use by the Monastery has been limited by donors to a specific time period or purpose.

Permanently restricted net assets have been restricted by donors to be maintained by the Monastery in perpetuity.

### **Donor-Restricted Gifts**

Unconditional promises to give cash and other assets are reported at fair value at the date the promise is received. The gifts are reported as either temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

## **St. Tikhon's Orthodox Monastery**

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Notes to Financial Statements  
December 31, 2017 and 2016

### **Collections of Religious Artifacts**

The Monastery has elected not to capitalize its collection of religious artifacts. These items include religious clothing, books, statues and related jewels. The Monastery protects and preserves these items. These items have lasting historical significance and, as such, appreciate with age. No appreciation has been provided for these items.

### **Deferred Financing Costs, Net**

Deferred financing costs are amortized using the straight-line method over the term of the related debt. Amortization expense was \$838 in 2017 and 2016. This amount is reported net of accumulated amortization of \$5,023 in 2017 and \$4,185 in 2016.

### **Income Taxes**

The Monastery is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes on its exempt income under Section 501(a) of the Internal Revenue Code.

The Monastery accounts for uncertainty in income taxes by prescribing a recognition threshold of more-likely-than-not to be sustained upon examination by the appropriate taxing authority. Measurement of the tax uncertainty occurs if the recognition threshold has been met. Management determined that there were no tax uncertainties that met the recognition threshold in 2017 and 2016.

### **Reclassifications**

Certain reclassifications have been made to the 2016 amounts to conform to the 2017 presentation.

### **New Accounting Standard**

During May 2014, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*. ASU No. 2014-09 establishes principles for recognizing revenue upon the transfer of promised goods or services to customers, in an amount that reflects the expected consideration received in exchange for those goods or services. During 2015 and 2016, the FASB also issued ASU No. 2015-14, which defers the effective date of ASU No. 2014-09; ASU No. 2016-08, *Principal versus Agent Considerations (Reporting Revenue Gross versus Net)*, which clarifies the implementation guidance on principal versus agent considerations in Topic 606; ASU No. 2016-10, *Identifying Performance Obligations and Licensing*, which clarifies the identification of performance obligations and the licensing implementation guidance; ASU No. 2016-12, *Narrow-Scope Improvements and Practical Expedients* and ASU No. 2016-20, *Technical Corrections and Improvements to Topic 606*, which both affect narrow aspects of Topic 606. Topic 606 (as amended) is effective for fiscal years, and interim periods within those years, beginning after December 15, 2017. The company may elect to apply the guidance earlier, but no earlier than fiscal years beginning after December 15, 2016. The amendments may be applied retrospectively to each prior period presented or retrospectively with the cumulative effect recognized as of the date of initial application. The Monastery has not yet determined the impact of adoption of ASU 2014-09 on its financial statements.

## St. Tikhon's Orthodox Monastery

Notes to Financial Statements  
December 31, 2017 and 2016

During July 2015, the FASB issued ASU No. 2015-11, *Simplifying the Measurement of Inventory*. ASU No. 2015-11 requires entities to measure inventory, other than inventory measured using the last-in, first-out or retail inventory methods, at the lower of cost and net realizable value. Net realizable value is the estimated selling price in the ordinary course of business, less reasonable predictable costs of completion, disposal, and transportation. ASU No. 2015-11 is effective for the Monastery's year beginning January 1, 2017. The Monastery's adoption of ASU No. 2015-11 did not have a material effect on the its results of operations, financial position or cash flows.

In August 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The new guidance is intended to improve and simplify the current net asset classification requirements and information presented in financial statements and notes that is useful in assessing a not-for-profit's liquidity, financial performance and cash flows. ASU 2016-14 is effective for the Monastery for fiscal 2019, with early adoption permitted. ASU 2016-14 is to be applied retroactively with transition provisions. The Monastery is assessing the impact this standard will have on its financial statements.

### 2. Property and Equipment, Net

Property and equipment, net as of December 31 are as follows:

	<u>2017</u>	<u>2016</u>
Land	\$ 5,300	\$ 5,300
Land improvements	7,699	-
Buildings and improvements	3,307,104	3,250,187
Furniture	37,306	37,306
Equipment	56,255	41,058
Vehicles	94,408	101,143
	<u>3,508,072</u>	<u>3,434,994</u>
Total		
Less accumulated depreciation	<u>1,836,990</u>	<u>1,762,951</u>
Property and equipment, net	<u>\$ 1,671,082</u>	<u>\$ 1,672,043</u>

Depreciation expense was \$115,914 in 2017 and \$103,618 in 2016.

## St. Tikhon's Orthodox Monastery

Notes to Financial Statements  
December 31, 2017 and 2016

### 3. Long-Term Debt

Long-term debt consists of the following at December 31:

	<u>2017</u>	<u>2016</u>
<b>Bookstore</b>		
<u>Honesdale National Bank</u>		
Mortgage loan, monthly payment of \$2,887 including interest at 4.70% for 84 months then adjusting to the prime rate plus 1.45%, maturing January 2032; secured by real estate	\$ 331,464	\$ 363,370
<u>Kia Finance</u>		
Note payable in monthly installments of \$326, including interest at 6.29% for 72 months, maturing October 2023; secured by personal property	19,033	-
Total	350,497	363,370
Less current portion	22,274	17,949
Long-term debt	<u>\$ 328,223</u>	<u>\$ 345,421</u>

Scheduled principal repayments for periods subsequent to December 31, 2017 are as follows:

Years ending December 31:	
2018	\$ 22,274
2019	23,389
2020	24,562
2021	25,795
2022	27,090
Thereafter	227,387
Total	<u>\$ 350,497</u>

### 4. Functional Expenses

The Monastery provides theological teachings and services to individuals within its geographic area. Expenses related to providing these services are as follows (in thousands):

	<u>2017</u>	<u>2016</u>
Program services	\$ 1,402	\$ 1,255
General and administrative	126	117
Fundraising	55	41
Total	<u>\$ 1,583</u>	<u>\$ 1,413</u>

## St. Tikhon's Orthodox Monastery

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Notes to Financial Statements  
December 31, 2017 and 2016

### 5. Related Party Transactions

The Monastery made payments to St. Tikhon's Orthodox Theological Seminary ("Seminary"), an entity related through church affiliation. Payments were expensed as follows:

	<u>2017</u>	<u>2016</u>
General insurance reimbursement	\$ 38,400	\$ 37,000
Contributions	12,582	31,600
Health insurance reimbursement	<u>19,550</u>	<u>14,574</u>
Total	<u>\$ 70,532</u>	<u>\$ 83,174</u>

In 2016, the Monastery advanced to the Seminary \$50,000 for working capital purposes. At December 31, 2016, the management of the Monastery decided to contribute \$25,000 of this advance to the Seminary. The balance due to the Monastery at December 31, 2016 was \$25,000. This advance was repaid at December 31, 2017.

### 6. Contingencies

As a not-for-profit corporation in the Commonwealth of Pennsylvania, the Monastery qualifies for an exemption from real property taxes; however, a number of cities, municipalities, and school districts in the Commonwealth of Pennsylvania have started and continue to challenge the real estate tax exemption of not-for-profit corporations. The possible future effects of this matter, if any, are not presently determinable.

### 7. Concentrations

Amounts on deposit with any one financial institution are insured up to the Federal Deposit Insurance Corporation limits. The Monastery periodically has cash and cash equivalents on deposit in excess of insured amounts.

# St. Tikhon's Orthodox Monastery

## Schedule of Financial Position by Department

December 31, 2017

	<u>Monastery</u>	<u>Bookstore</u>	<u>Totals</u>
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ 354,306	\$ 20,357	\$ 374,663
Accounts receivable	-	63,188	63,188
Inventories	-	333,376	333,376
Total current assets	354,306	416,921	771,227
<b>Property and Equipment, Net</b>	989,171	681,911	1,671,082
<b>Deferred Financing Costs, Net</b>	-	11,720	11,720
Total assets	<u>\$ 1,343,477</u>	<u>\$ 1,110,552</u>	<u>\$ 2,454,029</u>
<b>Liabilities and Net Assets</b>			
<b>Current Liabilities</b>			
Current portion of long-term debt	\$ 2,789	\$ 19,485	\$ 22,274
Accounts payable	8,016	16,543	24,559
Due (from) to related party	(965,804)	965,804	-
Payroll taxes payable	-	2,861	2,861
Deferred revenue	-	979	979
Accrued interest	-	1,340	1,340
Sales tax payable	-	748	748
Total current liabilities	(954,999)	1,007,760	52,761
<b>Long-Term Debt</b>	16,244	311,979	328,223
Total liabilities	(938,755)	1,319,739	380,984
<b>Net Assets</b>			
Unrestricted (deficit)	2,282,232	(209,187)	2,073,045
Total liabilities and net assets	<u>\$ 1,343,477</u>	<u>\$ 1,110,552</u>	<u>\$ 2,454,029</u>

**St. Tikhon's Orthodox Monastery**

## Schedule of Financial Position by Department

December 31, 2016

	<u>Monastery</u>	<u>Bookstore</u>	<u>Totals</u>
<b>Assets</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ 373,524	\$ 40,578	\$ 414,102
Accounts receivable	-	55,145	55,145
Due from related party	25,000	-	25,000
Inventories	-	369,349	369,349
	<hr/>	<hr/>	<hr/>
Total current assets	398,524	465,072	863,596
<b>Property and Equipment, Net</b>	947,340	724,703	1,672,043
<b>Deferred Financing Costs, Net</b>	-	12,558	12,558
	<hr/>	<hr/>	<hr/>
Total assets	<u>\$ 1,345,864</u>	<u>\$ 1,202,333</u>	<u>\$ 2,548,197</u>
<b>Liabilities and Net Assets</b>			
<b>Current Liabilities</b>			
Current portion of long-term debt	\$ -	\$ 17,949	\$ 17,949
Accounts payable	12,134	23,142	35,276
Due (from) to department	(996,354)	996,354	-
Payroll taxes payable	-	2,169	2,169
Deferred revenue	-	1,024	1,024
Accrued interest	-	1,595	1,595
Sales tax payable	-	730	730
	<hr/>	<hr/>	<hr/>
Total current liabilities	(984,220)	1,042,963	58,743
<b>Long-Term Debt</b>	-	345,421	345,421
	<hr/>	<hr/>	<hr/>
Total liabilities	(984,220)	1,388,384	404,164
<b>Net Assets</b>			
Unrestricted (deficit)	<u>2,330,084</u>	<u>(186,051)</u>	<u>2,144,033</u>
	<hr/>	<hr/>	<hr/>
Total liabilities and net assets	<u>\$ 1,345,864</u>	<u>\$ 1,202,333</u>	<u>\$ 2,548,197</u>

## St. Tikhon's Orthodox Monastery

Schedule of Activities by Department  
Year Ended December 31, 2017

	<u>Monastery</u>	<u>Bookstore</u>	<u>Totals</u>
<b>Changes in Unrestricted Net Assets</b>			
<b>Support and Revenue</b>			
Bookstore	\$ -	\$ 729,436	\$ 729,436
Contributions	425,506	59,309	484,815
Iconography projects	-	104,000	104,000
Bequests	77,572	-	77,572
Cemetery plots	56,924	-	56,924
Activities	46,850	-	46,850
Assessment and dues	10,530	-	10,530
Investment income	2,433	13	2,446
	<u>619,815</u>	<u>892,758</u>	<u>1,512,573</u>
<b>Expenses</b>			
Operating	391,059	236,254	627,313
Cost of goods sold	-	428,067	428,067
Personnel	179,546	152,536	332,082
Administrative	80,468	45,813	126,281
Fundraising - special events	16,391	38,616	55,007
Interest	203	14,608	14,811
	<u>667,667</u>	<u>915,894</u>	<u>1,583,561</u>
Total support and revenue	<u>619,815</u>	<u>892,758</u>	<u>1,512,573</u>
Total expenses	<u>667,667</u>	<u>915,894</u>	<u>1,583,561</u>
Decrease in net assets	<u>\$ (47,852)</u>	<u>\$ (23,136)</u>	<u>\$ (70,988)</u>



## St. Tikhon's Orthodox Monastery

Schedule of Activities by Department  
Year Ended December 31, 2016

	<u>Monastery</u>	<u>Bookstore</u>	<u>Totals</u>
<b>Changes in Unrestricted Net Assets</b>			
<b>Support and Revenue</b>			
Bookstore	\$ -	\$ 690,663	\$ 690,663
Contributions	499,337	15,000	514,337
Cemetery plots	64,177	-	64,177
Iconography projects	-	56,900	56,900
Activities	55,382	-	55,382
Bequests	21,125	-	21,125
Assessment and dues	13,175	-	13,175
Investment income	491	14	505
	<u>653,687</u>	<u>762,577</u>	<u>1,416,264</u>
<b>Expenses</b>			
Operating	401,862	184,026	585,888
Cost of goods sold	-	358,406	358,406
Personnel	164,488	126,861	291,349
Administrative	67,010	50,008	117,018
Interest	-	18,066	18,066
Fundraising - special events	11,857	29,179	41,036
Loss on disposal of equipment	1,622	-	1,622
	<u>646,839</u>	<u>766,546</u>	<u>1,413,385</u>
Increase (decrease) in net assets	<u>\$ 6,848</u>	<u>\$ (3,969)</u>	<u>\$ 2,879</u>

## St. Tikhon's Orthodox Monastery

### Schedule of Operating, Personnel, and Administrative Expenses by Department Year Ended December 31, 2017

	<u>Monastery</u>	<u>Bookstore</u>	<u>Totals</u>
<b>Operating</b>			
Repairs and maintenance	\$ 118,241	\$ 11,183	\$ 129,424
Depreciation and amortization	70,123	46,629	116,752
Iconography projects	-	96,240	96,240
Utilities	55,739	9,434	65,173
Contributions and stipends	39,426	-	39,426
Insurance	-	38,400	38,400
Supplies	26,993	4,712	31,705
Equipment	24,765	-	24,765
Liturgical	23,177	-	23,177
Credit card fees	-	18,959	18,959
Assessments and dues	12,606	1,522	14,128
Telephone	6,524	7,205	13,729
Cemetery costs	10,717	-	10,717
Bank fees	2,748	1,970	4,718
	<u>\$ 391,059</u>	<u>\$ 236,254</u>	<u>\$ 627,313</u>
<b>Personnel</b>			
Salary and wages	\$ -	\$ 137,724	\$ 137,724
Maintenance and support	96,605	-	96,605
Health insurance	82,941	4,703	87,644
Payroll taxes	-	10,109	10,109
	<u>\$ 179,546</u>	<u>\$ 152,536</u>	<u>\$ 332,082</u>
<b>Administrative</b>			
Office supplies	\$ 23,870	\$ 15,139	\$ 39,009
Automobile	18,912	207	19,119
Other expenses	18,173	-	18,173
Salary and wages	-	14,400	14,400
Professional fees	7,963	6,347	14,310
Travel	10,935	-	10,935
Advertising	615	8,618	9,233
Payroll taxes	-	1,102	1,102
	<u>\$ 80,468</u>	<u>\$ 45,813</u>	<u>\$ 126,281</u>

## St. Tikhon's Orthodox Monastery

### Schedule of Operating, Personnel, and Administrative Expenses by Department Year Ended December 31, 2016

	<u>Monastery</u>	<u>Bookstore</u>	<u>Totals</u>
<b>Operating</b>			
Depreciation and amortization	\$ 57,484	\$ 46,971	\$ 104,455
Repairs and maintenance	68,470	4,869	73,339
Contributions and stipends	121,026	-	121,026
Utilities	46,439	8,867	55,306
Iconography projects	-	50,330	50,330
Insurance	-	37,000	37,000
Equipment	34,166	-	34,166
Liturgical	28,431	-	28,431
Supplies	13,038	5,334	18,372
Credit card fees	-	17,703	17,703
Telephone	7,272	9,898	17,170
Assessments and dues	12,658	874	13,532
Cemetery costs	11,900	-	11,900
Bank fees	1,214	2,018	3,232
Bad debt expense	-	162	162
	<u>          </u>	<u>          </u>	<u>          </u>
Total operating	<u>\$ 402,098</u>	<u>\$ 184,026</u>	<u>\$ 586,124</u>
<b>Personnel</b>			
Salary and wages	\$ -	\$ 116,008	\$ 116,008
Maintenance and support	87,405	-	87,405
Health insurance	77,083	2,406	79,489
Payroll taxes	-	8,447	8,447
	<u>          </u>	<u>          </u>	<u>          </u>
Total personnel	<u>\$ 164,488</u>	<u>\$ 126,861</u>	<u>\$ 291,349</u>
<b>Administrative</b>			
Office supplies	\$ 19,824	\$ 15,924	\$ 35,748
Travel	24,674	-	24,674
Automobile	22,496	300	22,796
Salary and wages	-	14,700	14,700
Advertising	16	9,094	9,110
Professional fees	-	8,865	8,865
Payroll taxes	-	1,125	1,125
	<u>          </u>	<u>          </u>	<u>          </u>
Total administrative	<u>\$ 67,010</u>	<u>\$ 50,008</u>	<u>\$ 117,018</u>