

## St. Luke Serbian Orthodox Church

10660 River Road, Potomac, MD 20854

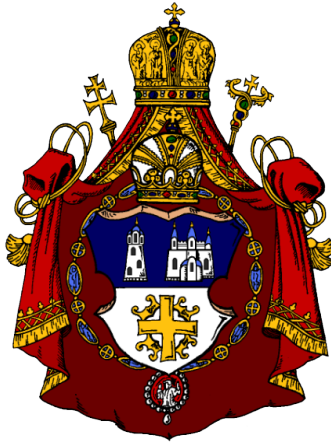
Tel: 301.299.2704 Fax: 301.576.5664

[www.svluka.org](http://www.svluka.org)

# Annual Assembly December 4, 2022

## AGENDA

1. Opening Prayer
2. Reading of the minutes from the 2021 Annual Assembly
3. Report of the Parish Priest
4. Report of the President
5. Report of the Treasurer
6. Report of the Candle Shop
7. Report of the Sunday School
8. Report of the Serbian Singing Society "Lira"
9. Report of the Children's Choir
10. Report of the Circle of Serbian Sisters
11. Report of the Serbian School
12. Report of the Folklore Ensemble "Prelo"
13. Report of the Youth Group "Zmaj"
14. Report of the Auditing Board
15. New Business; Questions & Answers
16. Closing Prayer



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### **2022 ANNUAL ASSEMBLY PRESIDENT'S REPORT**

December 4, 2022

Dear Fellow Parishioners:

2022 continued as a transitional year for our St. Luke Parish with the ending of COVID restrictions. On behalf of the Trusteeship, I have the following to report about our parish from the last year:

1. 2022, brought increased optimism and esprit de corps as COVID restrictions were lifted. Our parish began experiencing growth in church attendance, stewardship and participation in activities and programs.
2. Live streaming of all liturgical and special services continues.
3. In January we joyously celebrated Christmas. The St. Sava Akademija program and Slava celebration was once again celebrated in person, unlike the previous year when this celebration was conducted as a Zoom program.
4. Father Vasilije conducted lectures on our faith and is always available to minister to individual needs of parishioners.
5. The Parish Assistance Committee stands ready to help our parishioners get groceries, prescriptions, etc. It can be contacted by emailing [outreach@svluka.org](mailto:outreach@svluka.org) or contacting Father Vasilije.
6. With the Blessing of His Grace, Bishop Irinej, there were changes to the Trusteeship Board as a result of shifting positions and resignations. With the resignation of Maja Lojanica as Financial Secretary, Predrag Jokic moved from

Member-at-Large to Financial Secretary and Alexander Dukic was appointed as Member-at-Large.

7. The Church Beautification Project is being met with overwhelming participation. The Iconostasis, Throne for the healing Trojerucica Icon, Bishop's Throne and new altar table were ordered and are expected to arrive by the middle of December, prior to construction modification and their installation.

8. In May, a delegation of 8 pilgrims from our parish, led by Father Vasilije and who traveled at their own expense, traveled to Hilandar Monastery on Mount Athos to take possession of the healing Trojerucica Icon and personally escort it to our St. Luke Church. I want to thank these pilgrims for their efforts and wish them many years!

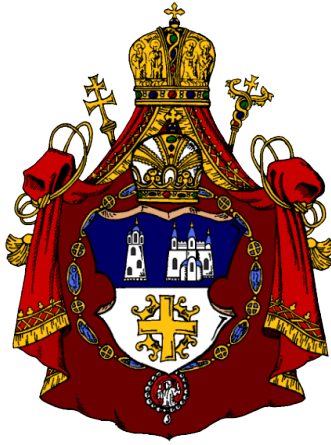
9. To protect and safeguard the precious and expensive improvements resulting from the Church Beautification Project, a state-of-the-art security system was installed for the entire facility plus a water/moisture sensor for the sanctuary. The two break-ins and water seepage experienced earlier this year underscored the necessity of these actions.

10. Unfortunately and with great regret, we were unable to hold SerbFests in June and October. We will make every effort to restart SerbFests in 2023. We will hold a planning meeting in early 2023 with the entire parish invited to participate and demonstrate their commitment to execute these critical fundraisers.

11. On June 26, we held a Vidovdan Luncheon prepared by our Kolo. Our special speaker was Milenko Bogajcevic, formerly of Kosovo and husband of Danielle Sremac. Milenko's presentation was on the significance of Vidovan, how it is currently observed in Kosovo and the conditions the residents must endure. A beautiful brochure was prepared by Danielle and put at each place setting.

12. After Labor Day:

- Sunday Religious Education Program resumed with in-person classes, kicked-off with registration and a welcome back picnic.
- Serbian School, Folklore and Children's Choir resumed classes and practices.
- Kolo celebrated their Slava and hosted a Slava Luncheon.



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- We held two Zurkas in September and November plus a Zurka in April. All three were financial and social successes.
- On October 30, we celebrated our 61st Anniversary and church Slava, St. Luke. The day began with Hierarchical Divine Liturgy celebrated by His Grace, Bishop Irinej, followed by a delicious Slava Luncheon prepared by our Kolo. In addition to His Grace, we were honored to have the Deputy Chief of Mission of the Republic of Serbia and staff with us.

13. We congratulate Dobrila Lojanica, Kolo President, on receiving a Diocesan Gramata for her many years of dedicated service to the Kolo and our Church. This distinguished award was presented by His Grace, Bishop Irinej during our St. Luke Slava celebration.

14. We congratulate Father Vasilije on being appointed Dean of the Washington Deanery by His Grace, Bishop Irinej. This appointment also reflects honorably on our parish.

15. We thank Mark Rasevic for leading a small team of 3 to 4 volunteers who hosted a St. Luke food booth at the Ukrainian and Chestnut Festivals and Potomac Day. This initiative greatly augmented our fundraising efforts.

16. Coffee and light refreshments are served after Liturgy on Sundays when there are no designated luncheons.

17. The top two floors of our facility were completely painted for the first time in more than 8 years, and we are looking to paint the entire lower level when funds permit.

18. The committee structure that we implemented two years ago continues to provide more efficient board administration. Items are first vetted through the responsible committee and then brought before the board for final action or with interim updates. Those committees are: \*Liturgical \*Building & Grounds \*Communications \*Events Management \*Loan & Finance \*Strategic Planning \*Bookstore \*Volunteer Recruitment.

19. We commemorated all major Orthodox feast days – particularly the Feasts of St. Sava and our St. Luke Slava.

20. The parish auxiliary groups – Kolo Srpskih Sestara, the Bratstvo, SSS “Lira”, Parish Religious Education Program, Children’s Choir, Folklore Group “Prelo,” the Serbian School ‘Nikola Tesla’ and the Zmaj Youth Group – continue to do their good work to support the parish; the details of their activities are contained in separate reports (attached). I would like to thank all the auxiliary groups for their work in supporting our parish and representing our faith & culture in an exemplary fashion.

21. The parish e-mail distribution list keeps growing and continues to be the primary means of communication in the parish; e-mail distribution lists also continue to be used by the parish auxiliary groups. Social media has grown significantly as a means of communication as well.

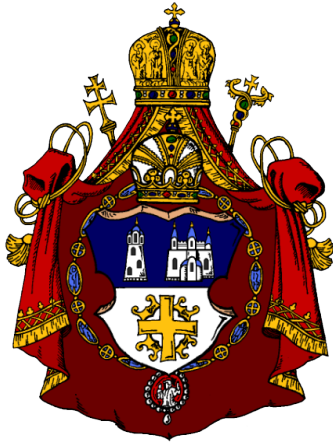
22. The mailing list for the monthly donation envelopes continues to be updated.

23. All parish communications continue to be posted on the web site for access to all our parishioners.

24. Policies and procedures to ensure compliance with Article 26 of the Uniform Rules & Regulations of the Serbian Orthodox Church in North & South America which were drafted and implemented in January 2011, continue to be used.

25. A stewardship plan with annual pledges for the ongoing care and maintenance of our parish and facilities which was drafted and implemented in January 2011 continues to be used. A pledge form for 2023 will be made available later this month and everyone is encouraged to participate.

26. The importance of stewardship cannot be over emphasized. It is a mechanism to show our commitment to this parish by pledging our financial support and



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sharing the talents that God has blessed us with by volunteering and participating on committees and projects.

27. Candle Business – through the initiative of Dejan Bujak, we continue the process of making our own beeswax candles, which is currently in limited production. A separate report is attached. We are hopeful that this business will create much-needed revenue for the parish. Thank you to Dejan Bujak and his team for all their work on this project.

28. After 8 years in our parish facility, while improving, our parish still continues to struggle to make ends meet financially. The parish leadership continues to explore ways to try and generate additional income and to control expenses, but the single most important source of financial support needs to come directly from our parishioners.

29. The Trusteeship is committed to ultimately moving this parish from a Trusteeship to an elected Board of Directors. Before this can happen, we must have the monthly funding gaps eliminated, build a financial reserve for contingencies and loan paydown and a continued increase in demonstrated support and commitment to this parish by its parishioners. Continued and increased participation in the life of our parish is vital to making this happen.

30. As parish life continues to return to pre-COVID conditions, I encourage all parishioners to participate in parish life as fully as possible as any community is only as strong as the level of participation of its members. Come to church, bring your children to Sunday School, join one of our parish groups, volunteer for an event – or even better yet – come to the parish leadership with a new idea which you would like to implement.

In closing, I would like to thank the members of the Parish Trusteeship for their continued work on behalf of the parish and our Kolo in their dedicated support of the parish. But most importantly, I wish to recognize Proto Vasilije and Protonica Jelena for their 5 years of energetic and transformative service to this parish. They have selflessly shared their gifts and talents with us and made a profound difference in our spiritual health. May God bless them and grant them many years!

Respectfully submitted,

Milan Visnick

President, Trusteeship St. Luke Serbian Orthodox Church



## St. Luke Serbian Orthodox Church of Washington, DC

*John Buffalini, Treasurer*

10660 River Road  
Potomac, MD 20854  
www.serbianchurch.org

Sunday, December 4, 2022

Dear Brothers and Sisters in Christ,

From a financial perspective, Fiscal Year 2022 was one that showed both strengths and challenges for our church. While we progressed more towards pre-pandemic normalcy, inflation, unanticipated expenses, and our inability to host SerbFest this year were financially taxing. Even though we held three Zurkas, participated in area festivals, and had our Church Slava banquet, it is clear that we rely on the proceeds from SerbFest. We continued to raise money towards the Church Beautification Project, where all funds raised (and expenses incurred) remain completely independent of the Church's operational activities.

### Income:

As we started last year, our annual income is broken into two categories:

- 1) Operational Income - all income besides funds explicitly for the Beautification Project
- 2) Beautification Income - all donations and funds raised for the Beautification Project

This section will deal with only operational income, as the Beautification project will be discussed in detail below.

Fiscal Year 2022 operational income is broken out into the following categories:

Church Worship (Tasa/Candles/Bookstore):	\$208,330.44
Donations (In Memory/Building Fund/Slavas):	\$95,113.43
Social Events and Fundraisers:	\$51,604.95

Total operational income for Fiscal Year 2022 was **\$355,048.82**.

In comparison to the previous fiscal year, operational income in fiscal year 2022 was approximately \$28,000 *lower* than fiscal year 2021. Interestingly, our Church Worship (tasa/candles) income was over \$25,000 higher this year than last year. Thus, the obvious conclusion is that the difference in our income for 2021 compared to 2022 is heavily driven by smaller (and less profitable) social events and fundraisers (i.e., no SerbFest).



Expenses:

Just as with income, expenses must also be broken out into Operational and Beautification expenses. This section deals with operational expenses only.

Fiscal Year 2022 operational expenses break down as follows:

Mortgage:	\$156,495.72
Administrative, Building, Maintenance:	\$163,224.63
Other Expenses and Events:	\$24,290.00
Liturgical Needs, Church Supplies, Candles:	\$14,637.38

Total operational expenses for Fiscal Year 2022 were **\$358,647.73**.

Expenses in fiscal year 2022 were lower than fiscal year 2021 because we did not host SerbFest. However, focusing only on the mortgage, administrative/building/maintenance, and liturgical expenses, compared to Fiscal Year 2021, our 2022 expenses were approximately \$6,500 higher.

Church Beautification Project:

As previously mentioned, the Church Beautification project, while shown in our budget for 2022 and 2023, should be considered separate from the operational budget, as the funds collected for this project are used only for the beautification of our church. Further, no operational funds will be used towards towards the Beautification project.

In fiscal year 2022, donations for the Beautification project totaled \$52,579.46, while expenses for the Beautification project totaled \$43,983.18. Expenses in 2022 for the Beautification project were paid to Monastery Hilandar for the Trojerucica - Icon of the Holy Mother of God and to our stone mason as an advance for the new altar table.

The list below shows all Beautification Project income and expenses to date (2021 and 2022).

	Estimated Cost	Amount Disbursed
Pantocrator	\$7,000	\$11,375
Iconostasis	\$25,000	\$9,648.06
Trojerucica	\$42,500	\$41,096.06
Altar Table	\$5,000	\$1,634.12
Bishop's Throne	\$5,000	\$328
Trojerucica Throne	\$5,000	\$0
Shipping	\$10,000	\$0
Installation	\$5,000	\$0
	Project Funds Remaining:	\$78,620.39

As a reminder, the Pantocrator was over budget due to the cost of scaffolding needed for the project. Expenses paid to Monastery Hilandar for the Trojerucica were under budget due to favorable exchange rate conditions between the Euro and U.S. Dollar. The Iconostasis, thrones, and Altar table are nearly days from completion. We will be working to send wires to our partners in Serbia once they notify us that work is completed and ready for shipment.

At this point, we have a solid estimate of what shipping will cost, and we anticipate that it will be well under the budgeted \$10,000. Additionally, while we are budgeting \$5,000 for installation expenses, we are unsure of what those costs will actually be. Any funds remaining after Phase One has concluded will remain in savings and be used for subsequent phases of the Beautification Project.

#### Trends and Reminders:

In previous years, the Trusteeship undertook as many cost-cutting measures as possible. However, we've come to a point where we cannot cost-cut much further. The church continues to have no viable savings and any financial cushions we typically build in our Operating Accounts are depleted to cover unexpected expenses, of which there are many, ranging from HVAC maintenance to kitchen equipment repairs and beyond.

Furthermore, we continue to experience very lean summer months, when most of our parishioners are on their summer vacations. July and August 2022 were very tight months financially for our parish. Church attendance was very low and donations were down, while expenses remained constant, in addition to some necessary repairs that were made. Without SerbFest, Summer 2022 was financially difficult for our parish.

I would also like to take this opportunity to again remind everyone of easy ways to support our church:

Amazon Smile: By shopping at [smile.amazon.com](https://smile.amazon.com) and adding St. Luke Serbian Orthodox Church (Potomac, MD) as your preferred charity, a small portion of your purchase will be donated back to our church. In Fiscal Year 2022, we received \$674 from this program.

Employer Matches: Many employers provide a matching program for donations that their employees make to eligible non-profit organizations. Check with your employer if such a program exists, and if it does, we can help facilitate any documentation necessary.

SerbFest: I've already mentioned multiple times that not having SerbFest presented a financial challenge for us this year. SerbFest is an opportunity to not only generate income, but it is an opportunity to attract visitors and the community to our events. One of the biggest reasons SerbFest was cancelled this year was due to lack of volunteers. Please, if we as a parish try to host SerbFest in 2023, consider volunteering your time to help make SerbFest a success for us, especially in the weeks preceding the festival.

In closing, even though 2022 was an operational loss for our community, the story isn't all bad. We continue to be a resilient and faithful community of Serbs living and worshipping in the Capital of the New World. With God's Blessing, we continue to navigate the financial challenges of operating a church in the Washington Metropolitan area.

With thankfulness to God, I would like to express my sincere and deepest appreciation to all of you, our parishioners and friends, who helped our church over the past year. Whether through donations, participating in Divine Services, or attending our fundraisers, your support has enabled us to keep our doors open for the Serbian Orthodox faithful here. Your continued support is vital for us to continue our mission. We are grateful for you.

May God Bless all of you during the Advent season and in the new year.

Yours in Christ,

Reader John Buffalini  
Treasurer  
[treasurer@svluka.org](mailto:treasurer@svluka.org)

# St. Luke Serbian Orthodox Church of Washington, DC

## Balance Sheet

As of November 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Altar Fund	4,149.03
Cash on hand	0.00
Church Beautification Savings	77,981.13
EIDL Money Market	113,460.87
Operating Account (John Marshall)	12,458.51
Serbian School	5,654.52
Sunday School	3,114.50
United Bank Checking	5,103.92
<b>Total Bank Accounts</b>	<b>\$221,922.48</b>
Accounts Receivable	<b>\$0.00</b>
Other Current Assets	<b>\$21,293.81</b>
<b>Total Current Assets</b>	<b>\$243,216.29</b>
Fixed Assets	
10660 River Road - Building	3,000,000.00
10660 River Road - Land	1,000,000.00
Furniture & Fixtures	35,000.00
<b>Total Fixed Assets</b>	<b>\$4,035,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$4,278,216.29</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	<b>\$5,046.72</b>
Credit Cards	<b>\$4,037.43</b>
<b>Total Current Liabilities</b>	<b>\$9,084.15</b>
Long-Term Liabilities	
EIDL Loan	150,000.00
Frozen Diocesan Assessments	23,839.60
John Marshall Bank Mortgage	1,995,623.56
Refinance Parishioner Loans	<b>96,500.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$2,265,963.16</b>
<b>Total Liabilities</b>	<b>\$2,275,047.31</b>
Equity	
Opening Balance Equity	1,828,538.46
Retained Earnings	168,877.21
Net Income	5,753.31
<b>Total Equity</b>	<b>\$2,003,168.98</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,278,216.29</b>

# St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss  
December 2021 - November 2022

	TOTAL
<b>Income</b>	
01-I Church / Worship	
Candles	28,179.01
Christmas Candle Sales	2,449.00
Easter Candle Sales	2,856.10
<b>Total Candles</b>	<b>33,484.11</b>
Christmas Offering	9,287.00
Church Slava Offering	4,394.00
Easter Offering	10,533.00
Offerings	
Online Donations	61,444.00
Weekly Offerings / Tasa	88,797.33
<b>Total Offerings</b>	<b>150,241.33</b>
Sales	
Religious Items / Bookstore	391.00
<b>Total Sales</b>	<b>391.00</b>
<b>Total 01-I Church / Worship</b>	<b>208,330.44</b>
02-I - Congregation	
Building Fund	2,281.00
Online Donation	65,825.00
<b>Total Building Fund</b>	<b>68,106.00</b>
Donations	
Altar Fund	1,290.00
Employer Match	4,950.05
Family Slavas	1,355.00
In Memory Of	5,796.40
Ann Visnick	50.00
Gostimir Rajic	6,720.00
Marija/Mile Tisma, Dragan/Krinka Zivkovic,	120.00
Mirko Vranes	1,000.00
Zarko Zukic	800.00
<b>Total In Memory Of</b>	<b>14,486.40</b>
Sunshine Fund	200.00
<b>Total Donations</b>	<b>22,281.45</b>
Refunds / Reimbursements	2,490.57
Processing Fee Reimbursement	727.41
<b>Total Refunds / Reimbursements</b>	<b>3,217.98</b>
Rentals	1,508.00
<b>Total 02-I - Congregation</b>	<b>95,113.43</b>

# St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss  
December 2021 - November 2022

	TOTAL
03-I - Socials / Fund Raising	
Banquets / Socials	
Church Slava Banquet	2,619.00
DC Zurka	8,191.19
Bar Sales	9,001.00
Candles	703.00
Food Sales	9,245.00
Tips	2,497.05
<b>Total DC Zurka</b>	<b>29,637.24</b>
Pig Roast	200.00
St. Sava Celebration	
Day of Event Admission/Bar	39.00
Donations	1,546.00
<b>Total St. Sava Celebration</b>	<b>1,585.00</b>
<b>Total Banquets / Socials</b>	<b>34,041.24</b>
Interest Earned	740.52
Ongoing Fundraising Activity	
Amazon Smile Donation	674.43
Other Festivals	754.00
Food/Drink Sales	10,686.00
Tips	1,191.76
<b>Total Other Festivals</b>	<b>12,631.76</b>
Sunday Lunches	2,777.00
<b>Total Ongoing Fundraising Activity</b>	<b>16,083.19</b>
Other	
Vrbica Retreat	740.00
<b>Total Other</b>	<b>740.00</b>
<b>Total 03-I - Socials / Fund Raising</b>	<b>51,604.95</b>
<b>Total Income</b>	<b>\$355,048.82</b>
<b>GROSS PROFIT</b>	<b>\$355,048.82</b>
Expenses	
01-E - Church / Worship	
Altar Inventory Acquisitions	250.83
Candles, Icons, Incense	1,500.00
Candles	
Altar Candles	1,828.42
Slava Candles	1,882.50
Small Candles	8,912.58
<b>Total Candles</b>	<b>12,623.50</b>

# St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss  
December 2021 - November 2022

	TOTAL
<b>Total Candles, Icons, Incense</b>	<b>14,123.50</b>
Purchases of Salable Items, Religious Articles	
Calendars	263.05
<b>Total Purchases of Salable Items, Religious Articles</b>	<b>263.05</b>
<b>Total 01-E - Church / Worship</b>	<b>14,637.38</b>
02-E - Religious Education	814.14
Church School Materials	70.51
Vrbica Retreat	377.84
<b>Total 02-E - Religious Education</b>	<b>1,262.49</b>
03E - Diocese	
Diocesan Assessment	2,400.00
<b>Total 03E - Diocese</b>	<b>2,400.00</b>
05-E - Priest	
Benefits	
FICA	6,612.57
Insurance	7,851.36
Pension	3,678.00
<b>Total Benefits</b>	<b>18,141.93</b>
Car Allowance	6,000.00
Salary	43,200.00
Substitute / Vacation Pay	1,750.00
<b>Total 05-E - Priest</b>	<b>69,091.93</b>
07-E - Office/Administration	
Delegates/Travel	165.75
Other	225.00
Bank Charges	2,676.74
Construction Bonds	1,278.00
Donations	233.00
Government Fees	1,843.88
Legal & Professional Fees	350.00
Parishioner Loan Interest	575.00
<b>Total Other</b>	<b>7,181.62</b>
Postage/E-Mail	779.90
Supplies	442.42
Donation Envelopes	3,762.31
Kitchen/Lunch Supplies	1,762.76
Software Subscriptions	1,057.31
<b>Total Supplies</b>	<b>7,024.80</b>
<b>Total 07-E - Office/Administration</b>	<b>15,152.07</b>

# St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss  
December 2021 - November 2022

	TOTAL
08-E - Building and Grounds	
Equipment	9,068.04
Improvements	36,465.42
Insurance	9,643.86
Mortgage	
Mortgage Interest	109,632.65
<b>Total Mortgage</b>	<b>109,632.65</b>
Other	
Cleaning	10,465.95
Storage	4,369.00
<b>Total Other</b>	<b>14,834.95</b>
Repair & Maintenance	26,828.60
Supplies & Materials	2,112.60
Taxes	1,363.72
Utilities	16,101.18
Gas	2,973.71
Phone/Cable/Internet	3,265.12
Refuse Collection	444.00
Water/Sewage	2,742.50
<b>Total Utilities</b>	<b>25,526.51</b>
<b>Total 08-E - Building and Grounds</b>	<b>235,476.35</b>
09-E - Socials/Fundraising	
Banquets / Socials	
Church Slava	
Cleaning	360.00
Honoraria	650.00
<b>Total Church Slava</b>	<b>1,010.00</b>
DC Zurka	
Bank Charges	494.01
Cleaning	845.00
Food/Beverages	6,083.01
Supplies and Materials	447.06
<b>Total DC Zurka</b>	<b>7,869.08</b>
St. Sava Celebration	
Food and Drink Purchases	493.19
Supplies and Materials	587.32
<b>Total St. Sava Celebration</b>	<b>1,080.51</b>
<b>Total Banquets / Socials</b>	<b>9,959.59</b>



# St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss  
December 2021 - November 2022

	TOTAL
Ongoing Enterprises	
Other Festivals	
Bank Charges	327.11
Fees and Permits	620.00
Food/Beverage Inputs	6,629.81
Other Supplies	376.46
<b>Total Other Festivals</b>	<b>7,953.38</b>
SerbFest	
Advertisement	343.44
<b>Total SerbFest</b>	<b>343.44</b>
Sunday Lunches	1,642.62
<b>Total Ongoing Enterprises</b>	<b>9,939.44</b>
Other	500.00
Special Events	236.48
<b>Total 09-E - Socials/Fundraising</b>	<b>20,635.51</b>
<b>Total Expenses</b>	<b>\$358,655.73</b>
NET OPERATING INCOME	<b>\$ -3,606.91</b>
Other Income	
Pass Through Income	
Altar Server Vestments	3,580.00
Kolo Bake Sale	100.00
Praying Shop Sales	840.00
Ukraine Relief	767.00
<b>Total Pass Through Income</b>	<b>5,287.00</b>
Serbian School Income	
Donations	600.00
Tuition	320.00
<b>Total Serbian School Income</b>	<b>920.00</b>
<b>Total Other Income</b>	<b>\$6,207.00</b>
Other Expenses	
Pass Through Expenses	
Altar Server Vestments	3,822.34
Ukraine Relief	767.00
<b>Total Pass Through Expenses</b>	<b>4,589.34</b>
Reconciliation Discrepancies	-20.00
Serbian School Expenses	873.72
<b>Total Other Expenses</b>	<b>\$5,443.06</b>
NET OTHER INCOME	<b>\$763.94</b>
NET INCOME	<b>\$ -2,842.97</b>

# St. Luke Serbian Orthodox Church of Washington, DC

Church Beautification Project  
December 2021 - November 2022

	TOTAL
Income	
02-I - Congregation	
Building Fund	
Church Beautification Project	52,579.46
<b>Total Building Fund</b>	<b>52,579.46</b>
<b>Total 02-I - Congregation</b>	<b>52,579.46</b>
<b>Total Income</b>	<b>\$52,579.46</b>
GROSS PROFIT	<b>\$52,579.46</b>
Expenses	
08-E - Building and Grounds	
Improvements	
Beautification Project	
Phase 1A - Pantocrator	875.00
Phase 1C - Trojerucica	41,096.06
Phase 1D - Trapeza and Thrones	1,962.12
Transfer/Bank Fees	50.00
<b>Total Beautification Project</b>	<b>43,983.18</b>
<b>Total Improvements</b>	<b>43,983.18</b>
<b>Total 08-E - Building and Grounds</b>	<b>43,983.18</b>
<b>Total Expenses</b>	<b>\$43,983.18</b>
NET OPERATING INCOME	<b>\$8,596.28</b>
NET INCOME	<b>\$8,596.28</b>

# St. Luke Serbian Orthodox Church of Washington, DC

Church Beautification Project  
December 2020 - November 2022

	TOTAL
Income	
02-I - Congregation	
Building Fund	
Church Beautification Project	142,332.46
Sunday School Luncheon	419.17
<b>Total Church Beautification Project</b>	<b>142,751.63</b>
<b>Total Building Fund</b>	<b>142,751.63</b>
<b>Total 02-I - Congregation</b>	<b>142,751.63</b>
<b>Total Income</b>	<b>\$142,751.63</b>
GROSS PROFIT	<b>\$142,751.63</b>
Expenses	
08-E - Building and Grounds	
Improvements	
Beautification Project	
Phase 1A - Pantocrator	11,375.00
Phase 1B - Iconostasis	9,367.04
Phase 1C - Trojerucica	41,096.06
Phase 1D - Trapeza and Thrones	1,962.12
Transfer/Bank Fees	331.02
<b>Total Beautification Project</b>	<b>64,131.24</b>
<b>Total Improvements</b>	<b>64,131.24</b>
<b>Total 08-E - Building and Grounds</b>	<b>64,131.24</b>
<b>Total Expenses</b>	<b>\$64,131.24</b>
NET OPERATING INCOME	<b>\$78,620.39</b>
NET INCOME	<b>\$78,620.39</b>

**Income for 2022****Budget for 2023**

<b>Sources of Income</b>	<b>Actual Gross Income</b>	<b>Actual Adjusted Income</b>	<b>Proposed Anticipated Income</b>
<b>1. Church / Worship</b>			
Weekly offerings – Tasa	\$150,241	\$150,241	\$160,000
Christmas Offering	\$9,287	\$9,287	\$11,000
Easter Offering	\$10,533	\$10,533	\$11,000
Church Slava – Offering	\$4,394	\$4,394	\$5,000
Rituals (Trebe) Taxes	\$0	\$0	\$0
Candles	\$33,484	* \$19,360	\$27,500
Sales-Religious Articles	\$391	* \$0	\$500
Other _____	\$0	\$0	\$0
<b>2. Congregation</b>			
Membership/Stewardship	\$0	\$0	\$0
Pledges	\$0	\$0	\$0
Donations	\$22,281	\$22,281	\$25,000
Building Fund	\$120,685	\$0	\$75,000
Rentals	\$1,508	\$1,508	\$2,000
Refunds/Reimbursements	\$3,218	\$3,218	\$3,500
Transfers from other Funds	\$37,500	\$37,500	\$0
Cemetery	\$0	* \$0	\$0
<b>3. Socials / Fund Raisings</b>			
Catering	\$0	* \$0	\$0
Banquets, Socials, etc.	\$34,041	* \$24,081	\$42,500
Special Events	\$0	* \$0	\$0
Ongoing Fundraising			
Activity <small>Area Festival Participation</small>	\$16,083	* \$6,144	\$85,000
Other (Misc) List <small>Vrbica Retreat</small>	\$740	\$800	\$800
Interest	\$741	\$741	\$850
<b>TOTALS</b>	<b>\$445,127</b>	<b>\$290,088</b>	<b>\$449,650</b>

**Note:** Figures in “Actual Adjusted Income” column are identical to those in “Actual Gross Income” except the items noted by an asterisk (\*). Also, negative amounts are to be reported as 0 (zero).

**Expenditures (Disbursements) in 2022****Budget for 2023****1. Church / Worship**

Wine, prosfora, oil, etc.	\$0	\$1,000
Altar inventory acquisitions (Vestments, utensils, books, articles, etc.)	\$251	\$1,000
Candles, icons, incense	\$14,124	\$15,500
Purchases: saleable items, religious articles	\$263	\$1,250

**2. Religious Education**

Church School Materials – Text Books	\$71	\$100
Supplies & Furnishings	\$814	\$750
School Activities	\$378	\$500
Awards & Gifts	\$0	\$0
Library purchases & Visual Aids	\$0	\$0
Subscriptions to periodicals, etc.	\$0	\$0
Teachers: Conference expenses, Travel, etc.	\$0	\$0

**3. Diocese**

9% Gross Assessment of Cong. Income	\$2,400	\$4,800
Diocese Day sponsored by Parish	\$0	\$0
Donations	\$0	\$0
Travel – Bishop / Dean	\$0	\$1,000

**4. Donations by Congregation**

St. Sava Church / Vracar	\$0	\$0
Charities	\$0	\$0
Gifts	\$0	\$0

**5. Priest**

Salary	\$43,200	\$43,200
Benefits (SS, Pen. Plan, Hospitalization, Ins.)	\$18,142	\$19,250
Gasoline allowance	\$6,000	\$6,000
Utilities / Rectory or Housing	\$0	\$0
Substitute / Vacation pay	\$1,750	\$1,750

	<b><u>Expenditures (Disbursements) in 2022</u></b>	<b><u>Budget for 2023</u></b>
<b>6. Other / Personnel</b>		
Salaries	\$0	\$0
Benefits	\$0	\$0
Other (describe) _____	\$0	\$0
<b>7. Offices / Administration</b>		
Equipment purchases & maintenance	\$0	\$0
Supplies	\$7,025	\$7,250
Postage	\$780	\$800
Delegates travel, etc.	\$166	\$200
Other (describe) <u>General Supplies, Paper products for lunches</u>	\$7,182	\$7,500
<b>8. Buildings &amp; Grounds</b>		
Mortgage payments on <u>10660 River Road Potomac, MD 20854</u>	\$156,496	\$156,496
Insurances	\$9,644	\$12,000
Taxes	\$1,364	\$1,500
Utilities (Church, Hall, School)	\$25,527	\$30,000
Supplies	\$2,113	\$2,250
Maintenance	\$26,829	\$30,000
Equipment	\$9,069	\$5,000
Improvements	\$80,449	\$50,000
Cemetery	\$0	\$0
Other (describe) <u>Storage units, Janitorial services</u>	\$14,835	\$15,000
<b>9. Social / Fund Raising Activities, etc.</b>		
Church Slava	\$1,010	\$3,000
Banquets / Dinners, etc.	\$8,950	\$28,500
Catering expenses	\$0	\$0
Special Events expenses	\$237	\$0
On-Going Activities / enterprises	\$9,940	\$50,000
Other (describe) <u>Palm Sunday</u>	\$500	\$500
<b>10. Miscellaneous</b>		
(Describe) _____	\$0	\$0
<b>T O T A L S</b>	<b>\$449,509</b>	<b>\$470,196</b>



# **РАДИОНИЦА СВЕЋА CANDLE WORKSHOP**

СРПСКА ПРАВОСЛАВНА ЦРКВА СВЕТИ ЛУКА

ST. LUKE SERBIAN ORTHODOX CHURCH

*Washington, DC*

# 2022 Candle Shop Report

(Dec 2022, by Dejan Bujak)

## Introduction

Our candleshop is established and works under the auspices of the St. Luke Serbian Orthodox Church under the Serbian Orthodox Church Diocese of Eastern America and with the blessings of His Grace Bishop Irinej of Eastern America. We aim at providing a reliable supply of quality beeswax candles.

All profits are to benefit our St. Luke, Serbian Orthodox Church in Potomac, MD.

We are still struggling to have technology and process to be able to mass produce candles.

## Candles made by dipping method

This used to be our main technology for making candles. Right now we're using it only for our candlemaking monthly workshops.

## Extraction (New) Machine

The machine is working well, we can make candles reliably. However, we do get 1 line of discoloration on candles, which doesn't make them uniform in color. Not a big deal for our church, but others might mind.

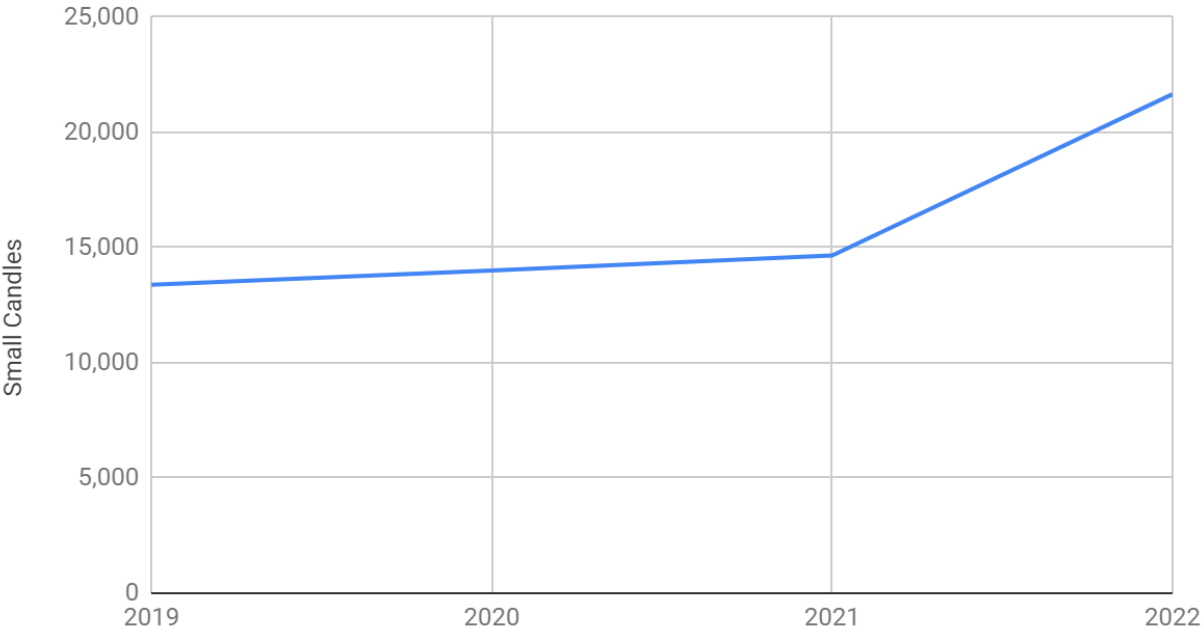


# Number of Produced candles

Table below shows how many candles were sold Nov 23 2021 to Nov 22 2022 and previous years for comparison:

	2019	2020	2021	2022
Small candles (hand dipped)	13,384	14,000	3,034	521
Small candles (new machine)	n/a	n/a	11,624	21,131
<b>Total small candles</b>	<b>13,384</b>	<b>14,000</b>	<b>14,658</b>	<b>21,652</b>
Slava candles (hand dipped)	92	207	58	n/a
Slava candles (new machine)	n/a	n/a	164	213
<b>Total Slava candles</b>	<b>92</b>	<b>207</b>	<b>222</b>	<b>213</b>

## Small Candles



Interesting fact - if we were to put all the candles made in 2022 together on top of each other they would span 3.77 miles.

## Looking for help

For tracking purposes below are tasks from previous year/s and new ones we still need to accomplish. If you have experience in any of these please let us know.

1. Cleaning of frames for hand dipped candles.  
After making hand dipped candles, metal frames have beeswax on them that needs to be cleaned before new candles can be made. Right now, we put these frames in the melter (we can pack 8 frames at the time) and it takes about 2 hrs for the wax to melt. So, it takes 8 hrs to clean 30 frames. We're hoping we could either:
  - a. Connect all frames together and heat them up within minutes to above 70F so wax can melt and fall off. Could this be done using electricity?
  - b. Build new frames using materials that would allow for quick cleaning.
2. Improve our hand dipped wicking machine. Please ask and we can show you the current design and suggested improvements.
3. We'll need somebody to help us figure out packing and shipping rates and set up a system for it.
4. We'll need a photographer and a web designer to build us a web site to sell candles.
5. If you can commit to regular volunteer hours for making candles please let us know.

Below is a list of other work we need help with:

1. Decorative candles. We could produce decorative candles which are much more profitable. If you have time to spearhead this effort please let us know.
2. We do recycle beeswax, we need help in turning out candles when they are close to the sand (if they get mixed with the sand very little to none can be recycled). Also, cleaning wax from the sand and melting it and getting it ready for production of new candles. We're also contemplating switching to containers with water instead of sand, so wax can be recycled much easier, help needed to design these containers and build them.
3. Need to weld some parts together, please let us know if you have welding experience.

Please, contact Dejan Bujak at 301-675-1682 or [DejanBujak@gmail.com](mailto:DejanBujak@gmail.com) if you can help or if you have any questions.

## 2022 Summary

In 2022, we achieved good progress both in the number of candles made and improving the technology, however, we're still not able to produce quantities to sell to many churches.

**Income Statement**  
**Praying Shop (St Luke Church)**  
*(Report Generated: November 25, 2022)*

#	Account	Jan 1 - Nov 25, 2022
<b>Income</b>		
4008	Decani - Slava Sales	\$375.00
4002	Medium Candles (Sales Income)	\$0.00
4005	New Machine - 10mm Sales	\$7,898.24
4007	New Machine - 18mm Sales	\$992.52
4006	New Machine - Slava Candle Sales	\$1,562.50
4004	Shipping and Handling	\$0.00
4003	Slava Candles (Sales Income)	\$0.00
4001	Small Candles (Sales Income)	\$213.61
Total Income		\$11,041.87
<b>Expenses</b>		
5520	Bank Charges & Interest Expense	\$0.00
5002	Beeswax	\$0.00
5010	Candlemaking Equipment	\$0.00
5009	Cooling liquid	\$0.00
5600	Meals & Entertainment Expense	\$0.00
5005	Melter Heating Oil Fluid	\$0.00
5620	Office Expense	\$0.00
5003	Office Supplies	\$0.00
5006	Packaging	\$0.00
5008	Paraffin wax	\$0.00
5640	Professional Dues/Memberships/Licenses/Subscriptions Expense	\$0.00
5660	Professional Services Expense	\$0.00
5700	Repairs & Maintenance Expense	\$100.00
5007	Sales Tax	\$0.00
5004	Shipping	\$38.69
5001	Wicks	\$2,241.00
Total Expenses		\$2,379.69
Net Income		\$8,662.18

**Balance Sheet**  
**Praying Shop (St Luke Church)**  
*(Report Generated: November 25, 2022)*

#	Account	Nov 25, 2022
<b>Assets</b>		
Current Assets		
Cash		
1021	John Marshall Bank	\$0.00
1010	Undeposited Funds	\$0.00
1020	United Bank Account	\$10,279.30
	Total Cash	\$10,279.30
Unpaid Invoices		
1100	Accounts Receivable	\$6,753.28
	Total Unpaid Invoices	\$6,753.28
	Total Current Assets	\$17,032.58
Fixed Assets		
1300	Furniture & Equipment	\$27,500.13
	Total Fixed Assets	\$27,500.13
	Total Assets	\$44,532.71
<b>Liabilities &amp; Equity</b>		
Liabilities		
Current Liabilities		
Unpaid Bills		
2100	Accounts Payable	\$0.00
	Total Unpaid Bills	\$0.00
	Total Current Liabilities	\$0.00
Long Term Liabilities		
2301	Dejan Bujak	\$26,383.08
2304	Milutin Djurickovic	\$596.67
2302	St Luke Church	\$100.00
2303	Viktor Isailovic	\$7,715.00
	Total Long Term Liabilities	\$34,794.75
	Total Liabilities	\$34,794.75
Equity		
Equity from Earnings		
Net Income		
		\$8,662.18
3000	Retained Earnings	\$1,075.78
	Total Equity from Earnings	\$9,737.96
	Total Equity	\$9,737.96
	Total Liabilities & Equity	\$44,532.71

2022 Religious Education Summary  
St. Luke Serbian Orthodox Church  
Potomac, MD

*Train up a child in the way he should go, and when he is old, he will not depart from it.  
Proverbs 22:6*

Our Sunday School & Religious Education program provides an educational opportunity for our parish children to grow and learn in their faith. The curriculum that we provide to the students is age-appropriate and encourages them to think about how they can apply the teachings of the Church and the Holy Bible to their daily lives.

The 2022-23 school year began on September 18, 2022. A welcome back picnic for the entire parish was hosted by our staff after Liturgy on that day. So far this semester there are 27 students enrolled. Our teaching team includes John Buffalini, Joyce Visnick, Natalie Visnick and Dejan Bujak. Students are divided into 4 age groups: pre-K to grade 2; grades 3 & 4; grades 5-7; grades 8-12. We are looking to recruit interested people to either teach a class or substitute teach.

We could not have any sort of religious education program without the unwavering support of our priest, the parish Trusteeship, the parishioners and especially the parents who bring their children as often as possible. As we look ahead, we hope that each of you will continue to support and nurture our program by making Divine Liturgy a priority in your weekend. When the Church Family pray together, partake of the Eucharist, and build friendships among themselves, the parish develops spiritual maturity. The children then grow in knowledge of the Lord and feel connected to the God Who loves them.

Respectfully submitted,

Joyce Visnick  
John Buffalini  
Dejan Bujak  
Natalie Visnick

**Serbian Singing Society Lira**  
**St. Luke Serbian Orthodox Church Choir**

**Director's Report - 2022**

Serbian Singing Society Lira continues to regularly sing responses at the Sunday Divine Liturgies at our church. Even though the number of active singers has been reduced since the Covid-19 pandemic, we are able to sing in 4-part harmony most of the Sundays. We have resumed our regular weekly rehearsals and have welcomed some new singers who are working hard to learn the music and master the skill of choral singing.

Since late August, the choir has moved weekly rehearsals to Sunday mornings, right before the start of the Liturgy, to accommodate different personal and work schedules and to relieve some of the singers' travel time. We are always welcoming new singers. If you have the talent and love for singing and are interested in joining us, please speak to the director or any of the choir members.

For the upcoming year, we will explore the possibility of getting more involved with the Serbian Singing Federation and participating in some of their events.

Protinica Jelena Vranic  
Choir Director

# **St. Luke Serbian Orthodox Church Children's Choir**

## **Director's Report 2022**

The Children's Choir of St. Luke Serbian Orthodox Church welcomes children ages 4 and older. The purpose of our program is to introduce our children to the Serbian sacred and secular music tradition.

During school year 2021-2022 Children's Choir resumed the in-person weekly practices. We had 16 children participating regularly in the program. The choir performed for Church Slava, Badnje vece, St. Sava children's celebration, as well as at the end of school year program together with Serbian School Nikola Tesla. The Children's choir also participated in the filming of documentary series on Serbian Kolo by the filmmaker Zeljko Mirkovic.

This school year, we are happy to report the growth of our choir program. We have a total of 30 children participating, and have formed a mini group for children 4 and 5 year old as a preparatory program. We have 7 children in the small group and 23 in the big group. We are again rehearsing weekly on Fridays. The children have already performed at our church Slava and are now preparing for Detinjci, Bozic, and St. Sava.

With the growing numbers of children, starting this school year we have recognized the need to establish a registration fee for the program in order to be able to secure the necessary supplies such as folders, copy paper, toner, etc. We are also planning to make choir t-shirts for the singers. The registration fee is combined with children's folklore program, and it is as follows:

- One child in one program (choir or folklore) - \$80
- One child in two programs (choir and folklore) - \$120
- Two children from the same family in one program - \$120
- Two children from the same family in two programs - \$180

Respectfully submitted by  
Protinica Jelena Vranic  
Children's Choir Director

St. Luke Serbian Orthodox Church  
Circle of Serbian Sisters  
2022 Summary Report

As the pandemic restrictions were lifted and people were able to return to church, the Kolo was eager to step in by preparing luncheon in June for Vidovdan and a lamb luncheon in August. We also hosted luncheons for our own Kolo Slava in September and our church's St. Luke Slava in October. Our members also supported two Zurkas to help raise money for our church. As always, the Kolo stands in readiness to assist our church in as many ways as needed.

We are happy to report that we donated \$5,000 to purchase the Bishop's Throne as part of the church's beautification program. We look forward to an even fuller return to liturgical life by our parishioners and to a vigorous social calendar in 2023.

Respectfully submitted,

Dobriła Lojanica  
President, Circle of Serbian Sisters



## **St. Luke Serbian Orthodox Church Annual Audit Report**

In accordance with the parish bylaws and Church constitution, an audit of the financial records for the St. Luke Serbian Orthodox Church of Potomac, MD, was performed virtually the week of 30 November 2022. The audit was performed by Marija Eremic and Mio Lazarevich, assisted by John Buffalini, Trusteeship Treasurer, by creating the files of the parish financial records. The reports provided to the audit team included the monthly bank records from United Bank and John Marshall bank, transaction details by month and event, major receipt copies, and answers to questions created as a result of our initial review. We performed the audit by reviewing the records for 12 months from November 2021 to October 2022 and associated receipts. We verified expenditures and gross receipts against the QuickBooks reports and found the receipts matched the summary records. All church expenditures were fully documented and substantiated with appropriate receipts, including the review of all checking/savings accounts for the various church functions, compliant with accounting rules and appropriately authorized by the Trusteeship Board, in accordance with bylaws. We very much appreciate the vast amount of work John put in to create the records for the Audit team, which was very time consuming on his part.

Our review revealed that the overall income (credits) at the end of the year (October 2021) generally met expenses (debits), and the ledgers were accurate in their accounting. We determined that the monthly collections combined with the special fund-raising events such as Christmas, St. Sava Celebration, DC Zurka, Balkan Chestnut Festival, Potomac Day and others exceeded expenses for the most part. Unfortunately, Serb Fest did not occur this year as, according to the board, there were insufficient volunteers to prepare for the two planned events, which hurt our financial status for the year. Again, we noted that it is difficult to track the income from candles from that of the bookstore, with the mingling of cash collected in the cash box at the entrance. The break-in damaged two cash boxes and necessitated us to procure multiple cash boxes, and finally install the current box deeply recessed into the wall to discourage any further attempted thefts. We continue to recommend that there be separate cash collection for candles and the bookstore to help us better understand each activity's financial position.

We again note that progress continues with paying back some of the backlog of the monthly Diocesan Assessment contributions by our Parish to the Diocese. Our financial wellness, however has not improved as much as we did last year due to reduced revenue from fund raising activities and more unexpected maintenance expenses than budgeted for. Our collections varied throughout the year, with the summer months being negative for the most part due to low attendance. If it weren't for automatic deposits and other regular giving from many of our parishioners, our financial health could have been much worse. We thank those of us who donated steadily throughout the year. We were able to attain a positive balance in our operating accounts only through borrowing from our rainy day fund (approximately \$30,000.) and look forward to paying ourselves back to bring the savings account back to the balance at the beginning of the year as risk reduction during leaner times.

Our cash position follows a seasonal cycle, with the summer months being very lean. As of May 2022, we kept even for the most part between expenses and income. However, as vacation season started, we saw a steep decline in donations and created a risk to our financial health, to the point we saw a negative balance of over \$30,000. dollars for the months of June, July, and August , again due to a lack of a buffer normally created by Serbfest revenue. During this season, we experience quarterly utility bills, and some annual bills like our insurance, creating a negative cash flow without having our average income from donations. The audit team encourages our brothers and sisters in the parish via our prayers reflect, and please remember your church as you go on vacation, and set aside your donations ahead of time and donate, or join the automatic donation from your credit cards or bank accounts, so that we don't experience such a risk to our finances. By the end of October 2022, with the help of the Zurka and other new fund raising activities, our finances were again in the black.

We also reviewed the status of the Sunday School, Serbian School, the Church Beautification Fund , and Altar expenses, and found that these ministries and activities are self-sustaining, all with positive balances in their individual checking accounts.

We also reviewed other the special events the Church Board had sponsored, such as Holiday celebrations for St. Sava and St. Luke Slava, and other fellowship activities. We recommend that we continue these events, for both social and fund-raising reasons. These events have created much needed fellowship amongst the church community, and again are self-sustaining. We pray for continued improvement in the health of our parish, so that we may continue to improve the spiritual and social well being of our church community.

Finally, we continue to encourage others in our greater Serbian community to join in and pledge support to help the St. Luke Serbian Orthodox Church grow to meet their collective spiritual needs and our faith. Now more than ever, our faith has sustained us through increased number of liturgical celebrations, coming together in church, and keeping our church's financial picture healthy, as well as each other, builds upon the progress we've made in building up our culture, our faith, and our ability to leave a legacy for our children to enjoy now and in the future. Call your Orthodox friends and family to join us to help build a stronger and larger worship community.

Your sister and brother in Christ,

Marija Eremic

Mio Lazarevich