

St. Luke Serbian Orthodox Church

10660 River Road, Potomac, MD 20854

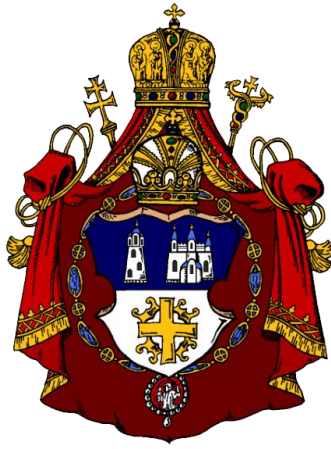
Tel: 301.299.2704 Fax: 301.576.5664

www.svluka.org

Annual Assembly December 10, 2023

AGENDA

1. Opening Prayer
2. Reading of the minutes from the 2022 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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Annual Assembly Minutes December 4, 2022

The annual meeting was called to order with a prayer at 1:05. The meeting was held in person in the Church Social Hall.

Opening Remarks. Trusteeship President, Milan Visnick, opened the meeting, welcoming those in attendance. Copies of the agenda and all reports (see attached) were distributed at the meeting and made available on-line.

Priest's Report. Father Vasilije's gave his report.

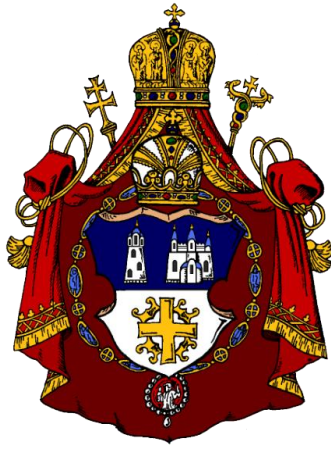
Liturgical Life: Father's report included all the liturgical events we had in 2022. We celebrated the Divine Liturgy 142 times.

Church Events. Since the last Annual Assembly, we had 51 notable events in our parish.

Church Beautification Project. Our highlight in 2022 for the Beautification project was the arrival of the Icon of the Mother of God *Trojerucica*. The icon was funded exclusively by free will donations. We thank our group of pilgrims who traveled to Greece to escort the icon. We also thank Drs. Donald and Draginja Fish for generously donating the precious stones for the icon. Our Iconostasis, Icons, Throne for the *Trojerucica*, Bishop's Throne and Altar Table are expected to be completed December 10th and will be shipped with Milsped Transportation Company. We thank Maya Mandic for coordinating the transportation.

Communication. Please visit our parish website: www.serbianchurch.org. Our email distribution is via Mailchimp. We have a Facebook page, Twitter and Instagram. Our photographs from parish events are stored on Flickr.

Thank You. Thank you to all the Parish Ministries who do so much for our church. Thank you to all of our Parishioners for their tireless help and assistance and generous donations. Thank you to Subdeacon Dejan Bujak for his assistance with the church services and the candle shop. Thank you to the choir, the kitchen, festival organizers – Mark Rasevic, Maja and Ana Lojanica, and Zurka organizer – Snezana Djokic.



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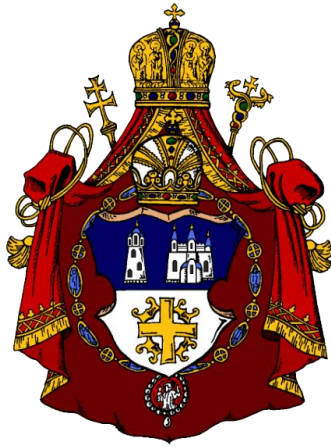
Previous Year's Minutes. The reading of minutes from last year was waived.

President's Report. Milan Visnick summarized highlights from the President's Report. Milan's report is available online. If anyone has any questions, please do not hesitate to reach out to Milan. 2022 brought increased optimism as COVID restrictions were lifted. 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 Djokic moved from Member-at-Large to Financial Secretary, and Aleksandar Dukic was appointed as Member-at-Large. We installed a state-of-the-art security system to protect and safeguard our church. We extend our heartfelt congratulations to Dobrila Lojanica, Kolo President, on receiving a Diocesan Gramata for her many years of dedicated service, and we congratulate Father Vasilije on being appointed Dean of the Washington Deanery by His Grace, Bishop Irinej. A stewardship pledge form for 2023 will be made available later this month, and everyone is encouraged to participate. Stewardship is a mechanism to show our commitment to this parish by pledging our financial support and sharing the talents that God has blessed us with by volunteering and participating in parish life. 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 have a continued increase in demonstrated support and commitment to this parish by its parishioners.

Treasurer's Report. John Buffalini presented the Treasurer's Report, including a summary of the year's major financial happenings, a review of the fiscal year-to-date income and expenses, trends, and anticipated 2022 income versus proposed budget expenditures.

Income. Our income has consisted of two parts – Operational Income and Beautification Income. Our operational income for the year was \$355,048. Our 2022 fiscal year operational income was approximately \$28,000 lower than fiscal year 2021. This is heavily driven by not having our SerbFest fundraiser.

Expenses. Our total operational expenses were \$358,647.73. Our expenses were lower than the previous year because we did not host SerbFest. However, focusing only on the mortgage, admin/building/maintenance, and liturgical expenses, our 2022 Fiscal Year expenses were approximately \$6,500 higher than 2021.



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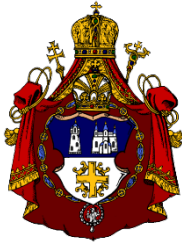
Church Beautification Project. Donations for the Church Beautification project totaled \$52,579.46 and expenses totaled \$43,983.18. Expenses for 2022 were paid to Monastery Hilandar for the Trojerucica – Icon of the Holy Mother of God and to our stone mason as an advance for the new altar table. We have \$78,620.39 funds remaining for Phase 1. Any funds remaining after Phase one has concluded, will be used for subsequent phases.

Trends and Reminders. In previous years, the Trusteeship undertook as many cost-cutting measures as possible. However, we have 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 such as repairs. Furthermore, we continue to experience very lean summer months.

Other Reports. Next, reports were presented or submitted by the leads of the following parish auxiliary organizations— Audit Board (Subdeacon Miodrag Lazarevich), Candle Shop (Dejan Bujak), Sunday School (Joyce Visnick – presented by Milan Visnick), Serbian Singing Society "Lira" (Protonica Jelena Vranic), Children's Choir (Protonica Jelena Vranic), Circle of Serbian Sisters (Nina Lojanica). All reports were distributed at the meeting and made available on-line, and parishioners had the opportunity to ask questions of all the leads.

New Business; Other Questions & Answers. Mark Rasevic provided information during New Business. We will hold SerbFest in the spring and an Old Calendar New Year's Celebration on Friday, January 13, 2023. We will be selling food, including roasted pigs, over the holidays. Our St. Sava Commemoration will be on Saturday, February 4th. His Grace will be with us on that date, and Milan Visnick let us know that he will be presenting the Order of St. Sava award to Mark Rasevic.

We closed the annual meeting with a prayer at 3:20 pm.



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2023 ANNUAL ASSEMBLY PRESIDENT'S REPORT

December 1, 2023

Dear Fellow Parishioners:

2023 continued as a growth year for our St. Luke parish. On behalf of the Trusteeship, I have the following to report regarding our status this year:

1. 2023 brought increased optimism and esprit de corps. Our community is experiencing growth in church attendance, stewardship, and participation in various activities and programs.
2. We are blessed with a baby boom.
3. All liturgical and special services continue to be livestreamed.
4. In January, we celebrated Christmas and an old calendar New Year's Eve celebration.
5. The St. Sava Akademija program and slava celebration, held on February 4, was a huge success and attendance exceeded previous years. We were honored to host our Bishop Irinej, Father Sava, Abbott of Dechani Monastery, Their Royal Highnesses Crown Prince Alexander and Princess Katherine, and the Ambassador of Serbia, His Excellency Marko Djuric.
6. Our parish was proud and overjoyed to have our lifelong member Mark Rasevic awarded the Order of Saint Sava by the Holy Synod. The highest award presented by the Serbian Orthodox Church was in recognition of Mark's elite level of vision, guidance, expertise, and accomplishment during his tenure as an officer of our parish Trusteeship from April 2010 to the present. Mark's leadership, hard work, and dedication led to the financing and building of our current church. The award

was presented to Mark by Bishop Irinej at our St. Sava Akademija program and slava celebration.

7. In February, we were visited by Bishop Grigorije of Dusseldorf and Germany. He served Hierarchical Divine Liturgy and delivered a lecture “Keep Your Mind in Hell and Do Not Despair.”

8. Father Vasilije conducted lectures on our faith and is always available to minister to the individual needs of parishioners.

9. The Parish Assistance Committee stands ready to help our parishioners get groceries, prescriptions, etc. It can be contacted by emailing outreach@svluka.org or contacting Father Vasilije.

10. With the blessing of His Grace Bishop Irinej, there was a change in the audit committee. With the resignation of Miodrag Lazarevich, Peter Bizic was approved to join current member Marija Eremic. We thank Mio for his dedication and long service on the audit committee.

11. The church beautification project is being met with overwhelming participation. The iconostasis, throne for the healing Trojeručica icon, Bishop’s throne, and new altar table arrived and have been installed in our church following the completion of needed construction modifications. We thank Ivan Ilijoski and his company for their outstanding job in handling all aspects of the installation.

12. In June and October, we held two very successful SerbFests. These fundraising events are critical to augment operating expenses. They also provide an excellent forum to share our culture with our community and a tremendous opportunity for our parishioners to work together for their church.

13. On June 25, we held a Vidovdan luncheon prepared by Danielle Sremac and her husband Milenko Bogajcevic, formerly of Kosovo. He addressed attendees about the significance of Vidovdan, how it is currently observed in Kosovo, and the conditions the residents must endure.

14. After Labor Day, we moved into high gear with activities:

- SerbFest was held the weekend of October 6.

- The Sunday religious education program, Serbian school, folklore, and children's choir resumed classes and practices. A welcome back picnic kicked off the new school year.
- The Kolo celebrated their slava and hosted a slava luncheon.
- On October 15, we hosted a screening of *Wireless*, the movie about Nikola Tesla.
- On October 20, we hosted a performance by the Diogen Folklore Ensemble. We thank Mima Marden for chairing this very successful event.
- On October 29, we celebrated our 62nd anniversary and church slava. Kumovi for this year's slava were Aleksandar Dukic and his wife Jelena Tasic. Next year's kumovi for our St. Luke slava will be Aleksandar Terzic and his wife Jasmina Milkovich. The day began with Hierarchical Divine Liturgy celebrated by His Grace Bishop Irinej, followed by a delicious Slava Luncheon prepared by our Kolo. We were entertained by Lira Choir, Lira Children's Choir, and Prelo, our children's folklore group.
- We held a Zurka on November 24 which was a financial and social success. We want to thank DC Electric Band for donating their talent for this event.

15. An account was established to receive funds collected for a new playground to replace the current one. The Trusteeship is looking for volunteers to chair this fundraising campaign.

16. We thank Mark Rasevic for leading a small team of volunteers who hosted a St. Luke food booth at the Ukrainian Festival in Baltimore. This initiative augmented our fundraising efforts.

17. We thank Ivana Ciric for accepting responsibility for coordinating Sunday Luncheons following Liturgy. We ask members of our parish to step up and volunteer to host a Sunday luncheon. This can be hosted individually or by a group and sign-up can be either on SignUp Genius or by contacting Ivana. Light refreshments are served after Liturgy on Sundays when there are no designated luncheons.

18. The committee structure that we implemented three 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 include:

- | | |
|----------------------|---------------------|
| • Building & Grounds | • Events Management |
| • Communications | • Loan & Finance |

- Candle Making Business
- Strategic Planning
- Sunday Luncheons/Coffee
- Altar
- Bookstore
- Volunteer Recruitment

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

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

22. The mailing lists for the monthly donation envelopes and master mailing list continue to be updated. **Please make sure that we have your current mailing address. Returned postal mail often incurs additional charges.**

23. All parish communications continue to be posted on the website for access to all.

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 the standards for structuring our work.

25. A stewardship plan with annual pledges for the ongoing care and maintenance of our parish and facilities was drafted and implemented in January 2011 and continues to be used. A pledge form for 2024 is included with this report package. Everyone is encouraged to participate.

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

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

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

28. After nine years in our current facility, 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 must come directly from our parishioners. If you haven't set up recurring online donations [via our website](#), please do so.** This ensures that our church receives consistent funding throughout the year, even when many of us are away for the summer.

29. The Trusteeship is committed to moving the leadership of 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. Parish life is slowly returning to pre-COVID conditions. I encourage all parishioners to participate fully. 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 Trusteeship for their work on behalf of the parish and our Kolo for their unwavering support. But most importantly, I wish to recognize Proto Vasilije and Protinica Jelena for their six 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 more years with us!

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 10, 2023

Dear Brothers and Sisters in Christ,

Over the course of the past year, our community continued to normalize towards our parish life before 2020. We hosted two SerbFests, held a Zurkas, hosted a successful St. Sava celebration (including bringing Fr. Sava and Fr. Amfilohije from Viskoi Decani monastery to our parish) and celebrated the Slava of our parish - St. Luke. We continued our Church Beautification project, seeing the installation of our stunning iconostasis and church furniture during 2023.

Income:

With the Beautification project, it is vital to think of income in two ways:

- 1) Operational Income
- 2) Beautification Project Income

Operational income refers to essentially all income, except any donations or funds raised expressly for the Beautification project. This section will deal with only operational income, as the Beautification project will be discussed in detail below.

Fiscal Year operational 2023 income is broken out into the following categories:

Church Worship (Tasa/Candles/Bookstore):	\$188,172.53
Donations (In Memory/Building Fund/Slavas):	\$99,166.32
Social Events and Fundraisers:	\$216,109.26

Total operational income for Fiscal Year 2023 was **\$503,448.11**

In comparison to the previous fiscal year, operational income in fiscal year 2023 was significantly higher than fiscal year 2022. This is mostly driven by hosting two very successful SerbFests over the course of 2023. Church worship income was approximately \$20,000 lower in 2023 compared to the previous year, while donation income was slightly higher. These numbers highlight the importance of SerbFest to our parish - it is a necessary and critical source of income.

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 2023 operational expenses break down as follows:

Mortgage:	\$156,495.72
Administrative, Building, Maintenance:	\$197,897.08
Other Expenses and Events:	\$129,540.78
Liturgical Needs, Church Supplies, Candles:	\$12,973.89

Total operational expenses for Fiscal Year 2023 were **\$496,907.47**.

Over the course of 2023, continued inflation, higher insurance costs, and other unexpected maintenance events drove up our expenses, compared to that of 2022. Our expenses were higher also due to the hosting of many events of the course of the year, primarily SerbFest, which did not occur in 2022.

Church Beautification Project:

As previously mentioned, the Church Beautification project, remains separate from our operational budget, as the funds collected for this project will be used only for the beautification of our church. Further, no operational funds will be used towards towards the beautification project.

In fiscal year 2023 donations towards the Church Beautification project totaled \$43,528.60. Expenses towards the Church Beautification project were \$53,891.11. Most of the expenses realized towards this project were from donations collected in the previous year, as we completed phase one of this project (including the installation of the iconostasis and thrones, which were completed funded via parishioner donations in 2021).

As of November 30, 2023, there remains **\$68,257.88** in donations allocated for the Church Beautification project. These funds sit in a savings account at John Marshall Bank until needed in alignment with project milestones.

Trends and Reminders:

Cost-cutting measures and improvements have helped decrease our monthly operational expenses. However, we have seen Church Worship income decrease slightly year-over-year for two consecutive years. The church continues to have no viable savings and any financial cushion we can build in our Operating Accounts is depleted used 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. During the summer of 2023, the parish was only able to sustain due to a successful Spring SerbFest. The proceeds from SerbFest continue to sustain us through the summer months when church attendance, donations, and income in general decline.

I would also like to take this opportunity to again remind everyone that our church needs you - we cannot sustain our community without your support. Whether via donations, volunteering for events, or remembering us in your Holy prayers, we need YOU. Please remember our church however you can. No donation, no hours spent volunteering are too small. We cannot continue to serve the Serbian and Orthodox faithful of the greater Washington DC area without your help.

With thankfulness to God, I would like to express my sincere and deepest appreciation to all of 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 in the Washington DC metropolitan area. 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

St. Luke Serbian Orthodox Church of Washington, DC

Balance Sheet

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Altar Fund	4,159.19
Cash on hand	0.00
Church Beautification Savings	67,876.67
EIDL Money Market	115,051.38
Operating Account (John Marshall)	894.99
Playground Money Market	5,289.97
Serbian School	10,430.94
Sunday School	3,122.13
United Bank Checking	13,891.27
Total Bank Accounts	\$220,716.54
Accounts Receivable	\$0.00
Other Current Assets	\$21,293.81
Total Current Assets	\$242,010.35
Fixed Assets	
10660 River Road - Building	3,000,000.00
10660 River Road - Land	1,000,000.00
Furniture & Fixtures	35,000.00
Total Fixed Assets	\$4,035,000.00
TOTAL ASSETS	\$4,277,010.35
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$98.50
Credit Cards	\$66.58
Total Current Liabilities	\$165.08
Long-Term Liabilities	
EIDL Loan	148,116.00
Frozen Diocesan Assessments	11,839.60
John Marshall Bank Mortgage	1,946,159.45
Refinance Parishioner Loans	96,500.00
Total Long-Term Liabilities	\$2,202,615.05
Total Liabilities	\$2,202,780.13
Equity	
Opening Balance Equity	1,828,538.46
Retained Earnings	173,156.51
Net Income	72,535.25
Total Equity	\$2,074,230.22
TOTAL LIABILITIES AND EQUITY	\$4,277,010.35

St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss

December 2022 - November 2023

	TOTAL
Income	
01-I Church / Worship	
Candles	32,411.32
Christmas Candle Sales	2,803.38
Easter Candle Sales	3,275.00
Total Candles	38,489.70
Christmas Offering	11,950.00
Church Slava Offering	2,445.00
Easter Offering	8,692.00
Offerings	
Online Donations	52,417.67
Weekly Offerings / Tasa	73,672.33
Total Offerings	126,090.00
Sales	
Religious Items / Bookstore	505.83
Total Sales	505.83
Total 01-I Church / Worship	188,172.53
02-I - Congregation	
Building Fund	1,050.00
Online Donation	73,210.00
Total Building Fund	74,260.00
Donations	300.00
Altar Fund	100.00
Employer Match	1,200.03
Family Slavas	2,495.00
In Memory Of	5,600.00
Total Donations	9,695.03
Refunds / Reimbursements	953.89
Processing Fee Reimbursement	1,716.40
Total Refunds / Reimbursements	2,670.29
Rentals	12,541.00
Total 02-I - Congregation	99,166.32

St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss

December 2022 - November 2023

	TOTAL
03-I - Socials / Fund Raising	
Banquets / Socials	
Church Slava Banquet	3,706.51
DC Zurka	895.00
Bar Sales	2,199.00
Food Sales	2,599.00
Tips	606.90
Total DC Zurka	6,299.90
Easter Bake Sale	3,582.95
Drinks	1,792.00
Total Easter Bake Sale	5,374.95
Old Calendar NYE	430.25
Drinks	4,571.00
Event Tickets	16,850.00
Total Old Calendar NYE	21,851.25
Pig Roast	5,638.45
St. Sava Celebration	
Advance Ticket Sales	11,690.00
Day of Event Admission/Bar	5,288.00
Donations	3,225.31
Total St. Sava Celebration	20,203.31
Total Banquets / Socials	63,074.37
Interest Earned	2,194.95
Ongoing Fundraising Activity	
Amazon Smile Donation	618.42
Other Festivals	
Food/Drink Sales	1,737.15
Total Other Festivals	1,737.15
SerbFest	6,096.00
50/50 Raffle	1,932.00
Bake Sale	10,944.00
Bar Sales	23,302.00
Bookstore	2,721.00
Candles	4,635.00
Donations	5,823.00
Embassy Market	1,249.00
Food Sales	58,390.50
Tips	7,735.25
Total SerbFest	122,827.75
Sunday Lunches	11,297.90
Total Ongoing Fundraising Activity	136,481.22

St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss

December 2022 - November 2023

	TOTAL
Other	150.00
Playground Fund	5,339.97
Prelo/Children's Choir	6,513.75
Vrbica Retreat	1,160.00
Total Other	13,163.72
Special Events	1,195.00
Total 03-I - Socials / Fund Raising	216,109.26
Total Income	\$503,448.11
GROSS PROFIT	\$503,448.11
Expenses	
01-E - Church / Worship	
Altar Inventory Acquisitions	267.00
Candles, Icons, Incense	358.53
Candles	600.00
Altar Candles	388.88
Slava Candles	1,389.10
Small Candles	4,739.14
Total Candles	7,117.12
Liturgical Needs	291.59
Total Candles, Icons, Incense	7,767.24
Purchases of Salable Items, Religious Articles	1,782.46
Calendars	1,537.00
Total Purchases of Salable Items, Religious Articles	3,319.46
Total 01-E - Church / Worship	11,353.70
02-E - Religious Education	
Awards and Gifts	195.03
Church School Materials	17.48
Vrbica Retreat	1,407.68
Total 02-E - Religious Education	1,620.19
03E - Diocese	
Diocesan Assessment	4,600.00
Travel Expenses	409.45
Total 03E - Diocese	5,009.45

St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss

December 2022 - November 2023

	TOTAL
05-E - Priest	
Benefits	
FICA	6,604.60
Insurance	7,851.36
Pension	3,972.00
Total Benefits	18,427.96
Car Allowance	6,000.00
Salary	43,200.00
Substitute / Vacation Pay	1,250.00
Total 05-E - Priest	68,877.96
07-E - Office/Administration	
Delegates/Travel	663.16
EIDL Interest	680.00
Equipment Purchases	2,934.02
Other	1,030.32
Bank Charges	4,027.64
Construction Bonds	1,278.00
Donations	130.00
Government Fees	230.00
Legal & Professional Fees	195.00
Parishioner Loan Interest	575.00
Total Other	7,465.96
Postage/E-Mail	661.25
Supplies	1,740.80
Donation Envelopes	2,945.04
Kitchen/Lunch Supplies	2,675.27
Software Subscriptions	907.48
Total Supplies	8,268.59
Total 07-E - Office/Administration	20,672.98
08-E - Building and Grounds	
Equipment	2,054.31
Improvements	189.00
Insurance	9,980.86
Mortgage	
Mortgage Interest	107,031.61
Total Mortgage	107,031.61
Other	
Cleaning	14,340.00
Storage	5,464.00
Total Other	19,804.00

St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss

December 2022 - November 2023

	TOTAL
Repair & Maintenance	18,230.97
Supplies & Materials	7,097.77
Taxes	1,438.62
Utilities	20,489.55
Gas	4,025.90
Phone/Cable/Internet	3,709.06
Refuse Collection	461.00
Water/Sewage	1,971.65
Total Utilities	30,657.16
Total 08-E - Building and Grounds	196,484.30
09-E - Socials/Fundraising	
Banquets / Socials	
Church Slava	3,775.25
Cleaning	1,333.13
Honoraria	650.00
Total Church Slava	5,758.38
DC Zurka	
Bank Charges	173.26
Cleaning	480.00
Entertainment	600.00
Food/Beverages	803.01
Total DC Zurka	2,056.27
Easter Bake Sale	735.99
Old Calendar New Years	3,126.87
Bank Charges	118.27
Food/Catering	9,431.23
Hall Rental / Cleaning / Labor	4,558.62
Security	480.00
Total Old Calendar New Years	17,714.99
Pig Roast	2,317.02
St. Sava Celebration	1,240.00
Bank Charges	138.51
Dignitary Travel	2,154.80
Entertainment	133.34
Food and Drink Purchases	6,522.20
Hall Rental / Cleaning / Labor	5,890.00
Honoraria	4,650.00
Supplies and Materials	3,860.76
Total St. Sava Celebration	24,589.61
Total Banquets / Socials	53,172.26

St. Luke Serbian Orthodox Church of Washington, DC

Operational Profit and Loss

December 2022 - November 2023

	TOTAL
Ongoing Enterprises	
Other Festivals	
Bank Charges	34.13
Food/Beverage Inputs	974.19
Other Supplies	127.31
Total Other Festivals	1,135.63
SerbFest	1,692.86
Advertisement	77.05
Bank Charges	2,805.95
Cleaning	5,000.00
Food/Beverages	42,996.28
Music	6,780.70
Rentals	2,113.96
Supplies	10,646.91
Total SerbFest	72,113.71
Sunday Lunches	1,558.28
Total Ongoing Enterprises	74,807.62
Special Events	1,560.90
Total 09-E - Socials/Fundraising	129,540.78
Total Expenses	\$433,559.36
NET OPERATING INCOME	\$69,888.75
Other Income	
Pass Through Income	360.00
Choir Donation	100.00
Diocesan Relief Efforts	2,374.00
Total Pass Through Income	2,834.00
Serbian School Income	4,960.00
Tuition	3,200.00
Total Serbian School Income	8,160.00
Total Other Income	\$10,994.00
Other Expenses	
Pass Through Expenses	
Choir Donation	100.00
Diocesan Relief Efforts	2,320.00
Total Pass Through Expenses	2,420.00
Total Other Expenses	\$2,420.00
NET OTHER INCOME	\$8,574.00
NET INCOME	\$78,462.75

St. Luke Serbian Orthodox Church of Washington, DC

Church Beautification Project

December 2022 - November 2023

	TOTAL
Income	
02-I - Congregation	
Building Fund	
Church Beautification Project	43,528.60
Total Building Fund	43,528.60
Total 02-I - Congregation	43,528.60
Total Income	\$43,528.60
GROSS PROFIT	\$43,528.60
Expenses	
08-E - Building and Grounds	
Improvements	
Beautification Project	
Phase 1B - Iconostasis	39,606.65
Phase 1D - Trapeza and Thrones	3,813.32
Shipping and Related Costs	10,291.14
Transfer/Bank Fees	180.00
Total Beautification Project	53,891.11
Total Improvements	53,891.11
Total 08-E - Building and Grounds	53,891.11
Total Expenses	\$53,891.11
NET OPERATING INCOME	\$ -10,362.51
NET INCOME	\$ -10,362.51

St. Luke Serbian Orthodox Church of Washington, DC

Church Beautification Project

All Dates

	TOTAL
Income	
02-I - Congregation	
Building Fund	
Church Beautification Project	185,861.06
Sunday School Luncheon	419.17
Total Church Beautification Project	186,280.23
Total Building Fund	186,280.23
Total 02-I - Congregation	186,280.23
Total Income	\$186,280.23
GROSS PROFIT	\$186,280.23
Expenses	
08-E - Building and Grounds	
Improvements	
Beautification Project	
Phase 1A - Pantocrator	11,375.00
Phase 1B - Iconostasis	48,973.69
Phase 1C - Trojerucica	41,096.06
Phase 1D - Trapeza and Thrones	5,775.44
Shipping and Related Costs	10,291.14
Transfer/Bank Fees	511.02
Total Beautification Project	118,022.35
Total Improvements	118,022.35
Total 08-E - Building and Grounds	118,022.35
Total Expenses	\$118,022.35
NET OPERATING INCOME	\$68,257.88
NET INCOME	\$68,257.88



THE SERBIAN ORTHODOX DIOCESE OF EASTERN AMERICA

**YEAR – END FINANCIAL REPORT FOR 2022
AND
PROPOSED BUDGET FOR 2023**

Name of Church School Congregation

City

Date of Annual Assembly

MEMO TO EXECUTIVE BOARD: The Church Constitution requires that the **Treasurer** prepare a **year-end Financial Report**, which the Executive Board submits to the **Annual Assembly of your Congregation**, and a **copy to the Diocese**. Your members are entitled to a copy by mail prior to your annual meeting. **Before any elections** are conducted, the Financial Report must have first been presented, reviewed and approved by the Congregational Annual Meeting. The review and approval of the Report means that all records have been **audited**, and that the Membership is satisfied that the Board has fulfilled its stewardship responsibilities during the past year.

The Congregation then also **must adopt a proposed Budget for the coming year** – which binds the newly elected Board’s activities. This too must be prepared in advance, by the out-going Board with its recommendations. Once adopted and approved, only a Special Assembly can revise the Budget to authorize larger sums beyond what the Annual assembly has authorized.

NOTE: **Both, The Financial Report for 2022 and the Adopted Budget for 2023 must be sent to the Diocese for review and approval. Please use this form.** Submissions not in this form will be returned. This form can also be downloaded at: <http://www.easterndioocese.org>

Sources of Income	INCOME FOR 2022		BUDGET FOR 2023
	Actual Gross Income	Actual Adjusted Income	Proposed Anticipated Income
1. Church / Worship			
Weekly offerings – Tasa	126,090	126,090	145,000
Christmas Offering	11,950	11,950	13,500
Easter Offering	8,692	8,692	10,000
Church Slava – Offering	2,445	2,445	5,000
Rituals (Trebe) Taxes	Ø	Ø	Ø
Candles	38,490	* 31,011	42,500
Sales-Religious Articles	500	* Ø	1,000
Other _____	Ø	Ø	Ø
2. Congregation			
Membership/Stewardship	Ø	Ø	Ø
Pledges	Ø	Ø	Ø
Donations	9,695	9,695	10,000
Building Fund	117,789	Ø	75,000
Rentals	12,541	12,541	7,500
Refunds/Reimbursements	2,670	2,670	2,400
Transfers from other Funds	Ø	Ø	Ø
Cemetery	Ø	* Ø	Ø
3. Socials / Fund Raisings			
Catering	Ø	* Ø	Ø
Banquets, Socials, etc.	63,074	* 13,660	75,000
Special Events	9,185	* 2,574	10,000
Ongoing Fundraising Activity _____	137,970	* 63,166	150,000
Other (Misc) List ^{playground} _{tribica} _{prelo}	13,164	14,750	20,000
Interest	2,195	2,195	2,200
TOTALS	556,462	303,417	569,100

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 2023

BUDGET FOR 2023

1. Church / Worship

Wine, prosfora, oil, etc.	<u>292</u>	<u>1,000</u>
Altar inventory acquisitions (Vestments, utensils, books, articles, etc.)	<u>267</u>	<u>1,000</u>
Candles, icons, incense	<u>7,470</u>	<u>8,000</u>
Purchases: saleable items, religious articles	<u>3,320</u>	<u>3,500</u>

2. Religious Education

Church School Materials – Text Books	<u>18</u>	<u>100</u>
Supplies & Furnishings	<u>Ø</u>	<u>Ø</u>
School Activities / <i>Verbica Retreat</i>	<u>1,408</u>	<u>1,500</u>
Awards & Gifts	<u>195</u>	<u>200</u>
Library purchases & Visual Aids	<u>Ø</u>	<u>Ø</u>
Subscriptions to periodicals, etc.	<u>Ø</u>	<u>Ø</u>
Teachers: Conference expenses, Travel, etc.	<u>Ø</u>	<u>Ø</u>

3. Diocese

9% Gross Assessment of Cong. Income	<u>16,600</u>	<u>16,800</u>
Diocese Day sponsored by Parish	<u>Ø</u>	<u>Ø</u>
Donations	<u>Ø</u>	<u>Ø</u>
Travel – Bishop / Dean	<u>410</u>	<u>1,000</u>

4. Donations by Congregation

St. Sava Church / Vracar	<u>Ø</u>	<u>Ø</u>
Charities	<u>Ø</u>	<u>Ø</u>
Gifts	<u>Ø</u>	<u>Ø</u>

5. Priest

Salary	<u>43,200</u>	<u>48,000</u>
Benefits (SS, Pen. Plan, Hospitalization, Ins.)	<u>18,428</u>	<u>20,000</u>
Gasoline allowance	<u>6,000</u>	<u>6,000</u>
Utilities / Rectory or Housing	<u>Ø</u>	<u>Ø</u>
Substitute / Vacation pay	<u>1,250</u>	<u>1,250</u>

EXPENDITURES (DISBURSEMENTS) IN 2022**BUDGET FOR 2023****6. Other / Personnel**

Salaries	<u>Ø</u>	<u>Ø</u>
Benefits	<u>Ø</u>	<u>Ø</u>
Other (describe) _____	<u>Ø</u>	<u>Ø</u>

7. Offices / Administration

Equipment purchases & maintenance	<u>2,934</u>	<u>3,000</u>
Supplies	<u>8,269</u>	<u>8,400</u>
Postage	<u>661</u>	<u>650</u>
Delegates travel, etc.	<u>663</u>	<u>500</u>
Other (describe) _____	<u>9,705</u>	<u>11,500</u>

8. Buildings & Grounds

Mortgage payments on <u>10660 River Rd - Potomac</u>	<u>156,496</u>	<u>171,248</u>
Insurances	<u>9,981</u>	<u>11,000</u>
Taxes	<u>1,439</u>	<u>1,750</u>
Utilities (Church, Hall, School)	<u>30,657</u>	<u>32,000</u>
Supplies	<u>7,098</u>	<u>7,100</u>
Maintenance	<u>18,231</u>	<u>20,000</u>
Equipment	<u>2,054</u>	<u>2,000</u>
Improvements	<u>54,060</u>	<u>30,000</u>
Cemetery	<u>Ø</u>	<u>Ø</u>
Other (describe) <u>cleaning storage</u>	<u>19,804</u>	<u>20,000</u>

9. Social / Fund Raising Activities, etc.

Church Slava	<u>5,758</u>	<u>6,000</u>
Banquets / Dinners, etc.	<u>47,414</u>	<u>50,000</u>
Catering expenses	<u>Ø</u>	<u>Ø</u>
Special Events expenses	<u>6,611</u>	<u>5,000</u>
On-Going Activities / enterprises	<u>74,806</u>	<u>80,000</u>
Other (describe) _____	<u>Ø</u>	<u>Ø</u>

10. Miscellaneous

(Describe) _____	<u>Ø</u>	<u>Ø</u>
TOTALS	<u>488,527</u>	<u>568,498</u>

YEAR – END BALANCE SHEET

Balance brought forward from end of 2021 _____
 Total Income in 2022 (General Treasury) _____
 Total Disbursements in 2022 _____
Balance / General treasury at the end of 2021 _____

REPORT ON ASSETS – FUNDS, SAVINGS AND OTHER ACCOUNTS INCLUDING INTEREST EARNED

Name and No. of Account	Balance	Income	Withdrawal	Total end
	2021	2022	2022	2022
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____

Submitted to the Annual Assembly Meeting of the Church School Congregation on _____ of _____, 20__.

We hereby certify that the Congregation’s Annual Assembly approved and adopted the above foregoing report:

 Chairman, Annual Assembly

 Secretary, Annual Assembly

Date submitted from Meeting to Diocese: _____



Diocesan Administrative Board
 No. ____

PRESIDENT
DIOCESAN ADMINISTRATIVE BOARD

Date: _____ Approved

New York, NY

Bishop of Eastern America

Guideline Reminders to Help You Recall The Sabor Decisions

Assessments made on basis of percentage of gross/net income as defined in motion of two Sabor Finance Committees, are based on the following principles: (See following itemized list of **which income is assessed (taxed) and which is excluded**. It also shows **which income is assessed (taxed) based on gross income and what is assessed (taxed) based on net income**.

Basis of 9% Assessment	Gross	Net
a) Membership / Stewardship	x	
b) Donations and Gifts	x	
c) Ritual Fees	x	
d) Money raising affairs such as:		
Picnics, Banquets, Bazaars		x
Festivals, Concerts, Dances, Sports		x
Tournaments, Catering, etc.		x
e) Rental of any Church Facility	x	
f) Sales of candles and Incense		x
g) Sales of religious items		x
h) Interest earned from unrestricted funds	x	
i) Income from Cemetery operation		x
j) Gifts of stocks, bonds, etc., donated without any restriction as to use	x	
k) Sale of income producing real (estate) properties (excluding sale of Churches, Halls, Parish home, parking lot and church-owned recreational areas)	x	
l) Building Fund* (See below for exclusion)	x	

All donations, contributions, gifts, and functions in the name of a Building Fund are considered an integral part of the gross/net receipts of a Congregation, but may be granted exemption, as follows:

- **Building Fund Exclusions From % (percentage) Assessments, requires written request by the Church-School Executive Board to the Diocesan Administrative Board:**

Funds collected, donations and approved **specific functions** for the erecting or effecting major capital improvements to a Church, Parish Home or Church Hall, provided that such a fund is **active**, does not extend beyond three years, and its purpose has been approved by the Diocesan Council as being with the spirit of this exclusion regulation.

- **Church Mortgage Funds (Continuation of dedicated Building Funds) collected exclusively for that purpose are also excluded.**
- **Other Exclusions:**

- a) Scholarship donations – which are expressly used for education of students;
- b) Bequests – Funds of a specific nature which do not accrue to the immediate benefit of the local Congregation or Diocese

This form can also be downloaded at: <http://www.easterndiocese.org>

THE SERBIAN ORTHODOX CHURCH SCHOOL CONGREGATION OF

_____ in _____

(Month, Day, Year – Submitted)

(Total No. of Members)

To the Diocesan Administrative Board:

Please be advised that at the Regular Annual Assembly, held on the ____ day of _____ 20__, the following persons were elected to the Executive and Auditing Boards for 2022, and whose names we hereby submit for confirmation:

Office / Position	Name	Email Address
President	_____	_____
V. President	_____	_____
2 nd V. President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Financial Secretary	_____	_____
Members at Large	_____	_____
	_____	_____
	_____	_____

Auditing Board

President	_____		
Members	_____	_____	_____
	_____	_____	_____
Vestrymen	_____	_____	_____
/Tutors	_____	_____	_____
Delegate – Diocesan Annual Assembly	_____		

Send correspondence to the following address:

_____ City _____ State _____ Zip _____

Submitted from the Annual Assembly By:

Secretary of the Assembly

Chairman / President of the Assembly

This is to certify that each of the above elected persons fulfills all of the moral and spiritual qualifications to be elected to any office in the Church School Congregation, that he/she regularly attends Divine Worship, regularly receives the Holy Sacraments in his/her parish Church, and that those who live in matrimony have been married in a Sacramental Church marriage.

(Seal)

Parish Priest / Spiritual Father

Sources of Income	INCOME FOR 2022		BUDGET FOR 2023
	Actual Gross Income	Actual Adjusted Income	Proposed Anticipated Income
1. Church / Worship			
Weekly offerings – Tasa	126,090	126,090	145,000
Christmas Offering	11,950	11,950	13,500
Easter Offering	8,692	8,692	10,000
Church Slava – Offering	2,445	2,445	5,000
Rituals (Trebe) Taxes	Ø	Ø	Ø
Candles	38,490	* 31,011	42,500
Sales-Religious Articles	500	* Ø	1,000
Other _____	Ø	Ø	Ø
2. Congregation			
Membership/Stewardship	Ø	Ø	Ø
Pledges	Ø	Ø	Ø
Donations	9,695	9,695	10,000
Building Fund	117,789	Ø	75,000
Rentals	12,541	12,541	7,500
Refunds/Reimbursements	2,670	2,670	2,400
Transfers from other Funds	Ø	Ø	Ø
Cemetery	Ø	* Ø	Ø
3. Socials / Fund Raisings			
Catering	Ø	* Ø	Ø
Banquets, Socials, etc.	63,074	* 13,660	75,000
Special Events	9,185	* 2,574	10,000
Ongoing Fundraising Activity _____	137,970	* 63,166	150,000
Other (Misc) List ^{playground} _{tribica} _{prelo}	13,164	14,750	20,000
Interest	2,195	2,195	2,200
TOTALS	556,462	303,417	569,100

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 2023

BUDGET FOR 2023

1. Church / Worship

Wine, prosfora, oil, etc.	<u>292</u>	<u>1,000</u>
Altar inventory acquisitions (Vestments, utensils, books, articles, etc.)	<u>267</u>	<u>1,000</u>
Candles, icons, incense	<u>7,470</u>	<u>8,000</u>
Purchases: saleable items, religious articles	<u>3,320</u>	<u>3,500</u>

2. Religious Education

Church School Materials – Text Books	<u>18</u>	<u>100</u>
Supplies & Furnishings	<u>Ø</u>	<u>Ø</u>
School Activities / <i>Verbica Retreat</i>	<u>1,408</u>	<u>1,500</u>
Awards & Gifts	<u>195</u>	<u>200</u>
Library purchases & Visual Aids	<u>Ø</u>	<u>Ø</u>
Subscriptions to periodicals, etc.	<u>Ø</u>	<u>Ø</u>
Teachers: Conference expenses, Travel, etc.	<u>Ø</u>	<u>Ø</u>

3. Diocese

9% Gross Assessment of Cong. Income	<u>16,600</u>	<u>16,800</u>
Diocese Day sponsored by Parish	<u>Ø</u>	<u>Ø</u>
Donations	<u>Ø</u>	<u>Ø</u>
Travel – Bishop / Dean	<u>410</u>	<u>1,000</u>

4. Donations by Congregation

St. Sava Church / Vracar	<u>Ø</u>	<u>Ø</u>
Charities	<u>Ø</u>	<u>Ø</u>
Gifts	<u>Ø</u>	<u>Ø</u>

5. Priest

Salary	<u>43,200</u>	<u>48,000</u>
Benefits (SS, Pen. Plan, Hospitalization, Ins.)	<u>18,428</u>	<u>20,000</u>
Gasoline allowance	<u>6,000</u>	<u>6,000</u>
Utilities / Rectory or Housing	<u>Ø</u>	<u>Ø</u>
Substitute / Vacation pay	<u>1,250</u>	<u>1,250</u>

EXPENDITURES (DISBURSEMENTS) IN 2022**BUDGET FOR 2023****6. Other / Personnel**

Salaries	<u>Ø</u>	<u>Ø</u>
Benefits	<u>Ø</u>	<u>Ø</u>
Other (describe) _____	<u>Ø</u>	<u>Ø</u>

7. Offices / Administration

Equipment purchases & maintenance	<u>2,934</u>	<u>3,000</u>
Supplies	<u>8,269</u>	<u>8,400</u>
Postage	<u>661</u>	<u>650</u>
Delegates travel, etc.	<u>663</u>	<u>500</u>
Other (describe) _____	<u>9,705</u>	<u>11,500</u>

8. Buildings & Grounds

Mortgage payments on <u>10660 River Rd - Potomac</u>	<u>156,496</u>	<u>171,248</u>
Insurances	<u>9,981</u>	<u>11,000</u>
Taxes	<u>1,439</u>	<u>1,750</u>
Utilities (Church, Hall, School)	<u>30,657</u>	<u>32,000</u>
Supplies	<u>7,098</u>	<u>7,100</u>
Maintenance	<u>18,231</u>	<u>20,000</u>
Equipment	<u>2,054</u>	<u>2,000</u>
Improvements	<u>54,060</u>	<u>30,000</u>
Cemetery	<u>Ø</u>	<u>Ø</u>
Other (describe) <u>cleaning storage</u>	<u>19,804</u>	<u>20,000</u>

9. Social / Fund Raising Activities, etc.

Church Slava	<u>5,758</u>	<u>6,000</u>
Banquets / Dinners, etc.	<u>47,414</u>	<u>50,000</u>
Catering expenses	<u>Ø</u>	<u>Ø</u>
Special Events expenses	<u>6,611</u>	<u>5,000</u>
On-Going Activities / enterprises	<u>74,806</u>	<u>80,000</u>
Other (describe) _____	<u>Ø</u>	<u>Ø</u>

10. Miscellaneous

(Describe) _____	<u>Ø</u>	<u>Ø</u>
TOTALS	<u>488,527</u>	<u>568,498</u>



РАДИОНИЦА СВЕЋА **CANDLE WORKSHOP**

СРПСКА ПРАВОСЛАВНА ЦРКВА СВЕТИ ЛУКА

ST. LUKE SERBIAN ORTHODOX CHURCH

Washington, DC

2023 Candle Shop Report

(Dec 2023, by Dejan Bujak)

Introduction

Our candle shop 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 trying a new model by buying wholesale candles from Serbia to sell. We offer candle making workshops as a substitute for our own candle production.

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.

Candles from Serbia

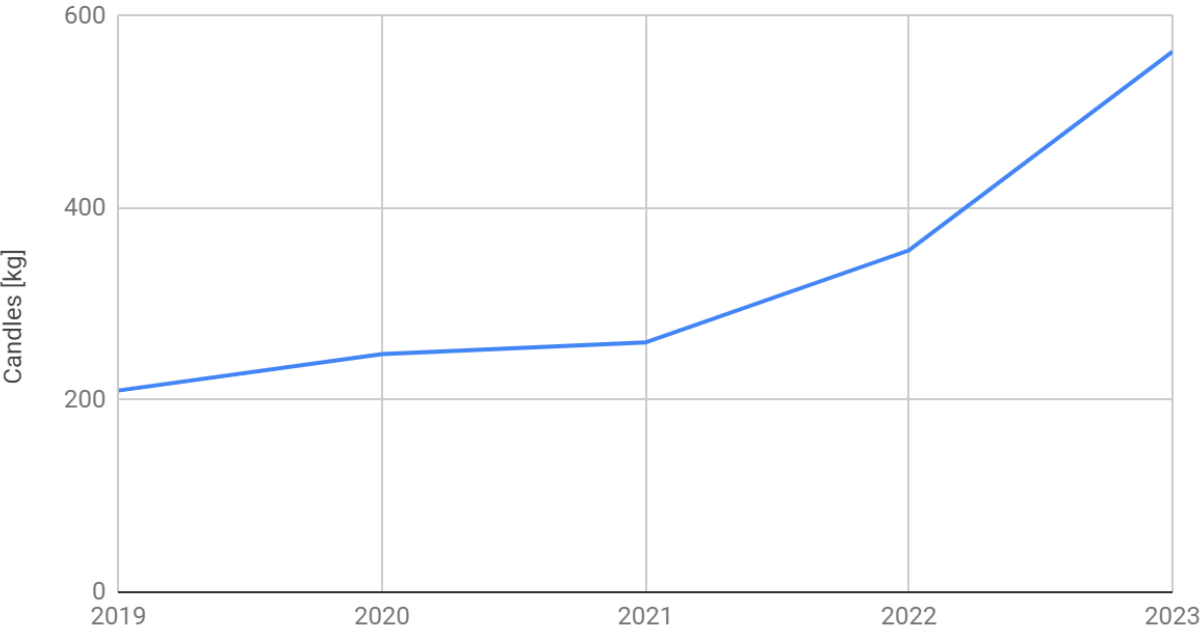
This year we're trying a new model, that is to buy candles from Serbia and sell them here. This model is very attractive since it's not nearly labor intensive as is actual candle production. We purchased 1 ton of small candles of various sizes and 1 ton of Slava candles from Decani monastery. We've had a few churches that purchased these candles from us so far, unfortunately, we haven't had a lot of time to go and meet one-on-one with Washington, DC local Orthodox churches and to try to persuade them to buy candles from us.

Number of Produced/Sold candles

Table below shows how many candles were sold Nov 23 2021 to Nov 22 2022 and previous years for comparison, expressed in kg (1kg = 2.2lbs):

	2019	2020	2021	2022	2023
Small candles (from Serbia) [kg]	n/a	n/a	n/a	n/a	259
Small candles (hand dipped) [kg]	187	196	42	7	5
Small candles (new machine) [kg]	n/a	n/a	163	296	164
Total small candles [kg]	187	196	205	303	428
Slava candles (from Serbia) [kg]	n/a	n/a	n/a	n/a	110
Slava candles (hand dipped) [kg]	23	52	14	n/a	n/a
Slava candles (new machine) [kg]	n/a	n/a	41	53	25
Total Slava candles [kg]	23	52	55	53	135
Total candles [kg]	210	248	260	356	563

Total Candles [kg]



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 if you can help or if you have any questions.

2022 Summary

In 2023, we are trying a new model, that is to buy candles in Serbia and sell them in America, thus minimizing our labor. We've been able to sell to some churches, but are hoping with time the number of customers will increase..

Income Statement
Praying Shop (St Luke Church)
(Report Generated: November 29, 2023)

Account	Nov 22 2022 - Nov 23 2023
	Income
Decani - Slava Sales	\$4,366.55
Jagodina Candles - Income	\$6,201.78
Medium Candles (Sales Income)	\$0.00
New Machine - 10mm Sales	\$4,817.50
New Machine - 18mm Sales	\$60.00
New Machine - Slava Candle Sales	\$1,275.00
Sales Income	\$72.00
Shipping and Handling	\$51.41
Slava Candles (Sales Income)	\$0.00
Small Candles (Sales Income)	\$154.98
Workshop Tickets	\$370.00
Total Income	\$17,369.22
	Expenses
Advertising & Marketing Expense	\$739.60
Bank Charges & Interest Expense	\$100.00
Beeswax	\$0.00
Candlemaking Equipment	\$681.81
Cooling liquid	\$0.00
Decani - Slava Candles - Inventory	\$14,275.00
Jagodina Candles - Inventory	\$10,059.28
Meals & Entertainment Expense	\$0.00
Melter Heating Oil Fluid	\$0.00
Office Expense	\$0.00
Office Supplies	\$0.00
Packaging	\$79.31
Paraffin wax	\$0.00
PayPal Fee	\$37.43
Professional Dues/Memberships/Licenses/Subscriptions Expense	\$331.45
Professional Services Expense	\$1,025.34
Repairs & Maintenance Expense	\$0.00
Sales Tax	\$0.00
Shipping	\$5,875.97
St Luke Charges	\$147.34
Travel Expense	\$107.56
Wicks	\$0.00
Total Expenses	\$33,460.09
Net Income	\$-16,090.87

Balance Sheet
Praying Shop (St Luke Church)
(Report Generated: November 29, 2023)

#	Account	Nov 22, 2023
Assets		
Current Assets		
Cash		
1000	Cash	\$20.00
1002	Decani Candles	\$0.00
1001	Jagodina Candles Cash	\$0.00
1021	John Marshall Bank	\$0.00
1022	Paypal	\$1,006.87
1010	Undeposited Funds	\$0.00
1020	United Bank Account	\$7,601.22
	Total Cash	\$8,628.09
Unpaid Invoices		
1100	Accounts Receivable	\$6,864.37
	Total Unpaid Invoices	\$6,864.37
	Total Current Assets	\$15,492.46
Fixed Assets		
1300	Furniture & Equipment	\$27,500.13
	Total Fixed Assets	\$27,500.13
	Total Assets	\$42,992.59
Liabilities & Equity		
Liabilities		
Current Liabilities		
2100	Unpaid Bills	
	Accounts Payable	\$0.00
	Total Unpaid Bills	\$0.00
	Total Current Liabilities	\$0.00
Long Term Liabilities		
2301	Dejan Bujak	\$27,360.28
2305	Dejan Bujak Decani Loan	\$13,760.00
2304	Milutin Djurickovic	\$596.67
2302	St Luke Church	\$100.00
2303	Viktor Isailovic	\$7,715.00
	Total Long Term Liabilities	\$49,531.95
	Total Liabilities	\$49,531.95
Equity		
Equity from Earnings		
	Net Income	\$-17,515.54
3000	Retained Earnings	\$10,976.18

Total Equity from Earnings	\$-6,539.36
Total Equity	\$-6,539.36
Total Liabilities & Equity	\$42,992.59

Religious Education Annual Report

2023

Religious education has been ongoing at St. Luke for at least 40 years. During those years a succession of priests, teachers and students have come and gone. Also, during that span of time, life styles have changed among our parishioners and the number of activities that our families are participating in on Sundays has increased. Traditionally, Sunday School classes have been taught on Sundays in English following Liturgy. However, during the last two years, so many events have been scheduled after Liturgy that holding religious education classes has grown increasingly difficult. Coffee hour, luncheons, meetings, Serbian School, and children just taking a break outside have competed with holding Sunday School. Recently, Father Vasilije suggested a change in the schedule. Children will now meet in the church hall with their teachers during the Liturgy following the sermon and returning to church in time to receive Holy Communion. The approximate time of the start of this new schedule for classes is 10:40 am.

We have several new teachers who can teach on a rotating basis, depending on how many students are present and which age group they fall into. Students all receive a lesson sheet to take home and share with a parent as reinforcement of the day's learning. Themes for each lesson are selected from our curriculum. At present there are 15 children enrolled in our program, the lowest number of children in forty years. During the Covid pandemic when church was closed, we held classes via Zoom. This method was not successful for many reasons, and we returned eagerly to in-person class. We will continue with the new format for now and evaluate its effectiveness.

During this Advent period, I will be teaching an adult Sunday School class at 9:00 am in the church hall. Many adult parishioners have told me that they need to learn many things that they missed in their past. Our Orthodox Faith is beautiful, meaningful and practical for believers of all ages and backgrounds. Come and see.

Respectfully submitted,

Joyce Visnick, Coordinator

See Curriculum on following page.

St. Luke Religious Education

Lesson Themes 2023-2024

1. The Holy Bible
 - a. The Old Testament
 - b. The New Testament
2. The Trinity – Father, Son, and Holy Spirit
3. Old Testament Stories
 - a. The Creation
 - b. Adam and Eve
 - c. Noah and the Ark
 - d. Jonah
 - e. Daniel in the Lion's Den
 - f. Moses: The 10 Commandments
 - g. David and Goliath
 - h. Joshua and the Battle of Jericho
 - i. Joseph in Egypt
 - j. The Tower of Babel
 - k. Samson and Delilah
 - l. Abraham and Isaac
 - m. 12 Sons of Jacob
 - n. Passover
4. Holy Tradition
 - a. The New Testament
 - b. The 7 Ecumenical Councils
 - c. The Creed
 - d. The Fathers of the Church
 - e. The 7 Sacraments
 - f. Icons
 - g. Liturgy
 - h. Canon Law
5. The Theotokos
6. The Sign of the Cross and the Lord's Prayer
7. The Holy Angels
8. The Personal Guardian Angel
9. Saints
10. St. Luke, our Patron Saint
11. Our Church and its Helpers
12. Feast Days we Celebrate
13. Serbian Slava Tradition
14. St. Sava
15. Jesus is the Light of the World
16. Putting on the Armor of God
17. The Fruit of the Spirit
18. Holy Week
19. The Crucifixion of Christ
20. The Resurrection of Christ
21. Pentecost
22. The Book of Acts- the Early Church
23. The Apostles and Disciples

Serbian Singing Society Lira

St. Luke Serbian Orthodox Church Choir

President's Report - 2023

The Serbian Singing Society Lira was established in 2018. This year marks our fifth anniversary, and with that, I am excited to report on a few successful activities this year.

Lira choir continues to regularly sing responses at the Sunday Divine Liturgies at our St. Luke's church. Most weeks we have robust number of both men and women in attendance, as well as teens, helping to achieve a full sound and contribute to the beauty of everyone's worship experience. The choir has begun incorporating new arrangements of orthodox liturgical music, and we hope that most of our congregation will learn to sing them alongside the choir, over time.

Post-pandemic, Lira has resumed our regular weekly rehearsals and choir schedule with remarkable consistency. We also welcomed new singers who are working hard to learn the repertoire and master the skill of choral singing. We also include advanced teenagers from the children's chorus who are making a significant contribution to our choral sound. We can always use more members, however, so if you have an interest in joining us, and have a talent or a desire to learn, please speak to the director or any of our choir members about how to join.

There are activities that take place outside of worship as well, nevertheless inspired and strengthened by the spirit of worship, which are essential for the life of Lira choir, such as appearance at SerbFests, St. Sava Slava celebration, just to name a few.

2023 accounts for a historic year for Serbian Singing Society Lira as the choir has been inducted to the Serbian Singing Federation (SSF), ushered by S.S.S. Branko Radichevich, as our honorary Kumovi. The introduction of S.S.S. Lira to federation members took place in Chicago at the S.S.F. Choral Festival this past May.

Lira was also invited by the St. Elijah Choir of Aliquippa, PA, as the honored guest choir at Fall Concert (September 15-17). Together with Children's Chorus, twenty Lira singers sang at the Saturday evening concert, as well as at the Sunday morning Liturgy.

For the upcoming year, in addition to our regular activities, Lira's goals are to make new fundraising efforts and be more visible in our community by hosting Parish lunches and presenting our first choir festival by inviting our Kumovi choir as well as local choirs.

I am grateful to p. Jelena for continuing to be our amazing choir director, to the board members of the choir for their hard work and support throughout the year, and most of all to the singers of the choir who dedicate their valuable time and energy to making our services more beautiful each week.

Respectfully submitted,

Nevena Arizanovic
President, S.S.S. Lira

Дечији хор "Лира" ~ Lira Children's Choir

Director's Report 2023

Lira Children's Choir of St. Luke Serbian Orthodox Church introduces our young singers to the Serbian sacred and secular music traditions.

During school year 2022-2023 Lira Children's Choir had a total of 30 children in two age groups (4-7 and 8-15). The choir's older group performed for Badnje vece, St. Sava children's celebration, as well as Svetosavska Akademija, and at SerbFest in May. Both older and younger groups performed at the end of school year program organized by the Serbian School Nikola Tesla.

Due to scheduling limitations, this school year our Choir again has only one age group for children 8-15. We have 20 children registered and participating in the program.

In September this year the Children's Choir joined the SSS Lira for their visit to the St. Elijah Choir of Aliquippa, PA and had a very successful performance at their annual concert. The choir also performed at our fall SerbFest and for church Slava.

Together with the SSS Lira, we are preparing for a mini Christmas concert on December 31. Please join us on that day and support our choirs.

Protinica Jelena Vranic
Choir Director

Annual Kolo Report 2023

As in previous years, in 2023 the Kolo of Serbian Sisters continued to fulfill their mission of maintaining and promoting the Serbian Orthodox religion, tradition and culture, its values and identity by providing financial, moral, and social support to worthy projects.

In 2023 the fulfillment of this mission was made possible due to KSS's fundraising efforts. The first event this year was the celebration of our Serbian Christmas Eve (Badnje Vece). The Kolo continued its tradition of preparing a light meal consisting of baked beans, salad, pogaca, dried fruits, ceremonial loaf of bread with hidden coin (cesnica) and hot brandy (vruca rakija). The sisters also prepared advanced order Christmas Day dinners for sale consisting of gibanica, stuffed cabbage rolls (sarma), pickled pig's feet (pihtija), roasted meats (pecenje), and an assortment of cookies and pastries. The Kolo derived a nice income from sales of the pre-ordered Christmas dinners.

Also in January, the Kolo was busy joyfully preparing for the Saint Sava celebration held at Saints Peter and Paul Antiochian Church. The sisters were thrilled to be hosts to such important guests as His Grace Bishop Irinej of Eastern America, TRH Crown Prince Alexander and Crown Princess Katherine of Serbia, special guest Igoman Sava of Kosovo and Metohija as well as our own Mark Rasevic, Vice-President, who received the Order of Saint Sava for all of his tireless hard work and financial contributions towards all aspects of the building project of our St. Luke Serbian Orthodox Church. This Slava was one of the most successful Slavass of our church parish. The attendance of this event was one of the largest ever, numbers exceeded 400 attendees. The Kolo was able to furnish a delicious meal for all in attendance as well as decorate the room beautifully.

The KSS also participated in community events such as the two very successful Serb Festivals, one held in the Spring and one in the Fall of 2023. As in past years, both festivals were attended by many people of different ethnic communities as well as from the Serbian community.

Although the post Covid years proved difficult to recruit volunteers to help with the festival preparations, this year was much better. A fair number of adult volunteers signed up offering their assistance as well as some Sunday school students who also look forward to helping serve the community in the future.

This year we were also blessed with the presence of His Grace Bishop Irinej for our Kolo Krsna Slava, Mala Gospojina, as well as for our church Patron Saint Slava, Holy Apostle and Evangelist Luke. His Grace Bishop Irinej celebrated the Hierarchical Divine Liturgy and blessed the kolac of both Slavass. Following the services, our Kolo of Serbian Sisters prepared a festive luncheon in our church hall.

The last fundraising event of the year, held in November, was the DC Zurka organized by parishioner, Nena Djokovic, with assistance from members of the KSS. All the attendees of the event enjoyed the music by DC band, who donated their services for the evening. A great time was had by all.

Some of the causes the Kolo supported financially in 2023 were the following: children's camp St. Sava in Shadeland, PA, Eastern Federation Kolo Board, monetary donation to Igoman Sava from Kosovo and Metohija for Soup Kitchens, St. Luke Slava Luncheon celebration.

Regardless of the uneventful Covid years, our Sisters have persevered and managed to keep the Kolo functioning and flourishing. We look forward to 2024 being the best year ever and to new members of all ages joining the organization.

Respectfully yours,

Nina Lojanica
Kolo President



Serbian School "Nikola Tesla"
Annual Report for 2023
Prepared by Bojana Andrejvić and Ljiljana Becker

The Serbian school "Nikola Tesla" in Washington continues its successful work in its ninth year of existence. As before, the goal of the school is to preserve the Serbian language in our parish, as well as to familiarize Serbian children with Serbian history, culture and tradition. One of the additional goals of the school is to enable children and parents to socialize with each other, in order to further strengthen interpersonal relationships in the parish.

Classes are held every other Sunday from 1:00-3:00pm on the premises of the Church of St. Luke in Potomac. The break between two classes is 30 minutes, during which the children have a snack and time for free play in the church yard.

From 2022, the school collective has developed a special teaching program which, in addition to language (the first three years), includes other cultural and traditional activities such as singing traditional songs, religious studies (part of teaching at all levels) and folklore, but also traditional culinary and drama sections. For more information about the program, visit this [LINK](#).

In addition to regular classes, during the school year, the teaching team also organizes workshops on making ornaments and decorating Christmas trees for Christmas, celebrating St. Sava in January, as well as painting eggs for Easter. The school year traditionally ends with the ceremonial awarding of diplomas and Serbian books to the children who attended classes during the year, with a joint celebration of the school's Slava of St. Emperor Constantine and Empress Jelena. On this occasion, the school organizes a celebration with a song and a theater performance.

Tuition for this school year is \$160 (\$20 x 8 months) per family, which covers the cost of consumables.

In the 2023/24 school year, we have 65 registered children on our list for live school attendance, although it is often the case that new children join later during the school year.

The children are currently gathered in 5 groups, according to age and level of knowledge of the Serbian language. During enrollment, each parent has the opportunity to declare their child's level of knowledge of the spoken and written Serbian language, which enables us to classify the children equally into groups. In the smallest group (3 to 5 years old), which we call the "Pacija school", we have 19 students, up from 24 last year. Teaching takes place through song and dance. We try to help children learn basic concepts and simple conversation in the Serbian language through interactive learning. At this age, in addition to the Serbian language class, children also attend folklore and singing classes. Middle group (6 to 8 years) so-called "Bukvar" is the most numerous (23 students), which is an increase from last year, when 14 students attended classes at this age. In this group, the main focus is on mastering the Cyrillic alphabet.

Older group (9 to 10 years) has 15 students, up from 9 last year. The middle (age 6-8) and older group (focus on practicing Cyrillic reading, age 9-10) have, in addition to Serbian language classes, also attend religious education classes.

In addition to these groups, we also have two older groups of students/teenagers, who regularly attend classes in the drama and culinary sections. Both groups are significantly smaller (between 4-6 students on average). These results are very encouraging for us because it is at this age that children begin to prioritize their American friendships and their obligations in American schools over Serbian schools.

Students regularly receive home assignments that they successfully master in advance. This practice has shown a significant improvement in class activity by students.

For all those who live far from the nearest Serbian school and are unable to travel, "Nikola Tesla" now offers virtual classes to Serbian children from the territory of the entire America, as well as the wider diaspora. A significant increase in interest was noted thanks to the support of the Embassy of the Republic of Serbia, which spread our proclamation throughout America. Currently, 35 students attend this type of teaching.

Our online program started as an offering during the pandemic, but to our surprise, former parishioners who currently live in other US states and around the world have joined us. For a long time, the problem was the number of teachers who could hold those classes, but now we have additional volunteers from the Faculty of Niš, which encouraged us to expand that initiative.

This year, the Serbian School in Washington received additional virtual support from lecturers/students of Serbian as a native language at the Faculty of Philosophy in Niš, who took their time to support this initiative for the preservation of the Serbian language and culture in the diaspora. It is this new partnership that is the best way to strengthen ties with the parent company. There is also the possibility of further expansion of a similar partnership with other universities, such as the University of Pristina, whose rector we contacted this fall, and there is also interest in cooperation from their side.

One of the challenges our school is currently facing is the lack of relevant literature for students, therefore our volunteers work diligently to develop literature and publish it. We are currently working on the creation of a history textbook, for which we would like to start a campaign to collect funds for its publication. More details will be presented during the annual week as part of the oral report.

We are extremely grateful to all our volunteer teachers, who work hard year after year to organize the school and develop the school program, as well as to all the parents who regularly bring their children to classes.

Sincerely,
Serbian school team

Folklore Group Prelo

The folklore group Prelo strives to preserve Serbian traditional dancing by teaching authentic kolo steps from different parts of Serbia.

This school year the children's folklore group has 22 dancers. At the church Slava the children's group performed the choreography " Shumadija" .

Presently we are working on 2 new choreographies: "Dances from Trstenik" and "Dances from Ponishavlje".

The children's group practices every Friday, and we are planning to start recreational practices with older children and adults on Sundays.

Thank you,
Rada

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 from December 2, 2023, through December 6, 2023. The audit was performed by Marija Eremic and Peter Bizic, 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 from our initial review.

We performed the audit by reviewing the records for 12 months from November 2022 to October 2023 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 work John put in to create the records for the Audit team, which is always very time-consuming and requires a big investment of personal time.

Our review revealed that the overall income (credits) at the end of the year (October 2023) 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, SerbFest and others exceeded expenses for the most part. We note that it was of significant benefit to our finances that we were able to resume SerbFest this year. While we focus on the financial aspects, it is important that all of us recognize that we cannot hold these fundraisers without the donation of people's time and labor which is equally important to our success.

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, continues to require regular attention. While our parish continues to rise to the occasion in support of specific needs, such as our Beautification Fund, we note that in terms of our regular donations versus expenses (mortgage, clergy salary/benefits, utilities, etc.), we still struggle to keep our head above water and build up more general savings for the future benefit of our parish. We remind everyone again of the cyclical nature of our donations (particularly during the summer months when many people are away), while our monthly expenses remain constant. That said, we believe the Trustees are doing well in terms of managing our money and eliminating unnecessary expenditures. 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.

Additionally, 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. In particular, as noted above, our

parishioners have supported the Beautification Fund, and the work completed this year was fully funded and ample funds remain to continue with the planned improvements.

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.

We also discussed with the Trusteeship the issue of the personal loans made to the Church by many of our parishioners and that the terms of the loans will be coming due. The audit team wants to thank all of our parishioners that have foregone interest payments as an additional effort of charity. We have encouraged the Trustees to engage with the parishioners regarding these loans as soon as possible so we are best able to manage repayments, etc. with our cash flow. We also note the smart decision to retain the majority of the funds from our government EIDL loan obtained during the pandemic, as a buffer to potentially help manage this or other needs as they might arise. The loan is a 30-year term and is on delayed repayment, so it is well within our current abilities to manage.

Finally, as we do every year, 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. As we continue to return to normalcy post-pandemic, 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.

Your Sister and Brother in Christ,

Marija Eremic

Peter Bizic III