

ITEM A.103
FOR ACTION

<i>FOR PRESBYTERIAN MISSION AGENCY EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>			
X	A. Finance	E. Corporate Property, Legal, Finance	J. Board Nominating & Governance Subcommittee
	B. Justice	F. PC(USA), A Corporation	P. Plenary
	C. Leadership	G. Audit	
	D. Worshipping Communities	H. Executive Committee	

Subject: Capital Budget Request

Recommendation: That the Finance Committee approve and recommend that the Presbyterian Mission Agency Board approve an allocation of \$352,541 from the Capital Reserve Budget.

Background:

Information Technology submitted the following request:

Citrix and Exchange Server and E-mail Consolidation Project.....\$120,000
 The current Microsoft Exchange e-mail system hasn't been replaced in 7 years which is two years beyond the normal maintenance cycle. Over the last two years, the e-mail system has experienced several major outages that can only be addressed by upgrading to the latest version of Microsoft Exchange and moving it to the new centralized data center virtual server environment put in place last year. This will result in much better e-mail response, added functionality and the ability to move all e-mail archives from user's desktops to the new data center storage system. The Citrix project entails moving five physical servers that are past warranty into the new centralized data center virtualized environment. This will result in additional savings in electrical costs, reduce equipment footprint in the data center and will provide much better Citrix application response to all users.

Mail/Print Services submitted the following request:

Electronic Cutter.....\$15,000
 Funds are being requested to replace an obsolete cutter in the Copy Center. A mechanical part for the hydraulic system has failed and the cutter is unsafe for staff to use due to the age of the equipment. Original cutter was purchased in the late 70's at the New York Riverside location and the same piece of equipment has been used at 100 Witherspoon for the last 25 years. Purchasing a new cutter will allow staff to continue to provide ongoing services to mission ministries.

Building Services submitted the following request:

Restroom Remodel (Third Floor/west side and Sixth Floor Men/Women).....\$100,000
 With the exception of routine maintenance and repairs being done in the twenty-two restrooms in the building since we occupied the building in 1988, only four restrooms have been remodeled (fourth and fifth floors men/women in 2011; total cost \$89,117.30). The plan in 2011 was then to request additional funds annually for 2012 through 2016 through completion of the restroom remodel project. However, the project was put on hold in 2012 and 2013, and additional funds

are now being requested to remodel the restrooms on the third floor/west side and the sixth floor men/women, for a total of four. The scope of work will include:

1. Demo to prepare for new equipment.
2. Furnish and install new toilets, sinks, ceramic tile, battery operated soap dispensers, Dyson hand dryers, etc.
3. Work includes electrical, painting, plumbing, and HVAC.

Purchasing Services submitted the following request:

Copier Replacement.....\$117,541

10 color and 7 black and white copiers

Purchasing Services is requesting funds for replaced aging copiers in several locations in the Center. The copiers are twelve years old, and service is being discontinued due to age of equipment. The new equipment will have the latest technology, color printing and scanning with finishing capabilities not available with previous equipment.

**2014 CAPITAL RESERVE ACTIVITY
as of 1/01/2014**

**PRESBYTERIAN MISSION AGENCY BOARD
February 5-6, 2014
Finance and Accounting
Item A.103**

	Balance 1/1/2014	Earnings/(Loss) 1/1/2014	Additions 1/1/2014	Cancellations/ Adjustments	Additional Requests	Exp 1/1/2014	Balance as of 1/1/2014
Investment	1,088,186	0	0	0	0	0	1,088,186
Commitments	373,920	0	0	0	0	0	373,920
Available (After Commitments)	714,266	0	0	0	0	0	714,266

CAPITAL RESERVE PROJECTION 2014-2018

	2014 (1/1)	2015 (1/1)	2016 (1/1)	2017 (1/1)	2018 (1/1)
Available (After Commitments)	714,266	471,725	354,725	447,725	257,725
Additions:					
- Mission Budget	388,000	388,000	388,000	388,000	388,000
- Earnings	30,000	30,000	30,000	30,000	30,000
Total Additions :	418,000	418,000	418,000	418,000	418,000
Total Available :	1,132,266	889,725	772,725	865,725	675,725
Allocations:					
- Requested	352,541	0	0	0	0
- Anticipated :					
Building Services	263,000	486,000	305,000	170,000	100,000
Finance and Accounting	0	0	0	0	0
Mail Services	0	0	0	0	0
Communication Funds Development	0	0	0	0	0
Information Technology	40,000	49,000	15,000	438,000	100,000
Presbyterian Distribution Center	5,000	0	5,000	0	0
- Total Anticipated	308,000	535,000	325,000	608,000	200,000
Total Allocations :	660,541	535,000	325,000	608,000	200,000
Projected Ending Balance (12/31)	471,725	354,725	447,725	257,725	475,725