

Finance Committee Minutes

January 27, 2022

6:00 p.m.

Members Present:

Rita Armstrong, Adam Barth, Marilyn Boyce, Christy Denham, Roger Fulp, Peter Gante (Chair), Joann Kopanski, John Liles, John McLean, Tonya Morton

Peter Gante called the meeting to order at 6:04 p.m. He lit the Christ candle and Pastor Adam opened with prayer.

Old Business

2021 Finance Summary

The committee reviewed the 2021 Finance Summary. The 2021 year ended with a deficit of \$72,226.58, but 100% of apportionments were paid. Childcare contributions totaled \$100,000. There were 115 households pledging for a total of \$465,430.

Consensus Model

Peter distributed the gradient scale for meeting “consensus,” and discussed how this is used when voting on issues coming before the Finance Committee.

December 15, 2021, Finance Committee Meeting Minutes

The committee reviewed the minutes from the December 15th meeting. The minutes were updated on January 11 to make one correction for clarification on page 2, second paragraph, last sentence to read, “Ultimately, the Finance Committee is responsible for financial oversight of the child care center only, not whether salaried employee raises are given.” There were no other changes or corrections, and the **committee approved the minutes** as amended.

Fund Analysis by Month

The committee reviewed the handout of the Fund Analysis by Month for January through December 2021. This spreadsheet shows the pledged and unpledged amounts for the year.

December Financial Report

The December 2021 Financial Summary was reviewed by the committee. December income totaled **\$168,241** and expenditures were **\$143,142**, for a surplus of **\$25,099**. The YTD total income was \$1,183,524 and expenditures were \$1,255,751 for an actual YTD deficit of **\$72,227**.

The committee reviewed the Statement of Income and Expenditures for December 2021 and the Dedicated Accounts listing. Each year the Finance Committee reviews the accounts and can make transfers as appropriate. Typically any amount over \$100,000 in the “Property Endowment” reserve fund is transferred to the “Catastrophic/Capital Reserves” general fund for use by the Trustees for building repairs and maintenance.

The balance in the “Property Endowment” line at December 31, 2021, was \$122,218.77. **The Finance Committee, by consensus, agreed to transfer \$22,218.77 to the “Catastrophic/Capital Reserves” line.**

Childcare Financial Report

The beginning GL balance for the Childcare fund for the month of December 2021 was **\$41,242** with a surplus of **\$9,255.00**. During the 2021 year \$25,000 was transferred to the church, \$1395 and \$4,846 were written off for 2019 and 2020 respectively. The ending balance for the childcare at December 31 was **\$19,256**.

Childcare Director/Assistant Director Salaries

The committee reviewed an email sent from John McLean to the Financial Administrator, Christy Denham, regarding the reduction of the increases for the Childcare Director and Assistant Director salaries. According to the email, “the amount approved is \$2,000 versus the earlier stated amount of \$3,840.”

New Business

2022 Contact List

The membership contact list for the 2022 Finance Committee was distributed for reference. Ms. Boyce noted that she and Tammy Taylor should be listed as “Lay Delegate” and not “Lay Leader.”

2022 Meeting Dates

The committee will meet in person on the last Thursday of the month in February, April, June, August, October, and December. Zoom meetings will be conducted on the last Thursday in March, May, September, and November (3rd Thursday). There will be no meeting in July. A list of meeting dates was given to the committee members.

Childcare COVID Sick Leave

The committee reviewed an email from Pastor Kevin authorizing two additional weeks of COVID sick leave for each childcare employee for the 2022 fiscal year. The pay for this leave will come from the COVID reserves/grant account.

Internal Review 1 SEP 2020-31 AUG 2021

The “Limited Study of Internal Control Structure” document was reviewed by the committee. This study was done by an outside CPA to analyze the financial internal controls of the church to include the childcare center and United Methodist Men. As a result of this review, there was a “Forensic Audit” of the childcare financials for 2019, 2020, and 2021. There were several issues discovered, and as a result there will be a meeting with Pastor Kevin, Christy Denham, Peter Gante, Allison, Ashleigh, and the Treasurer to discuss corrective action. The issues discussed at that meeting will be brought before the Finance Committee at the next meeting.

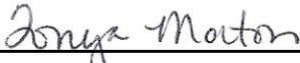
2022 Budget Revision

An additional \$685 was requested for the Nursery. **The committee approved, by consensus, to increase the budget by \$685.**

As a result of a recommendation from the SPRC at their January 26 meeting, the Finance Committee discussed the listing of specific salaries by position on the 2022 budget worksheet. Because this document is available to anyone for review, it was discussed that individual salaries should not be listed due to privacy reasons. **The committee approved, by consensus, that salaries be listed as a single line item, with a detailed listing available only for the SPRC and Finance Committee.** This item will be brought before the Church Council for approval.

Adjournment

There being no further business, the meeting adjourned at 6:52 p.m. and Marilyn closed the meeting with prayer.



Tonya Morton, Recording Secretary