

Finance Committee Minutes

February 24, 2022

6:00 p.m.

Members Present:

Kevin Baker, Marilyn Boyce, Christy Denham, Kevin Frazier, Roger Fulp, Peter Gante (Chair), Annette Harpine, Joann Kopanski, John Liles, John McLean, Tonya Morton, Buddy Rogers, Tammy Taylor, David Wilmoth

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

Old Business

Transfer of Property Endowment

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, and at the January 27, 2022 meeting, the Finance Committee, by consensus, agreed to transfer \$22,218.77 to the "Catastrophic/Capital Reserves" line. The Trustees have not yet approved this transfer as they want all new members to have an opportunity to review it.

Internal Review

This document was provided to the committee at the last meeting for review. Peter asked if there are any questions now that the committee has had an opportunity to review. Discussion was held on the necessity of an "audit" versus an "internal review." Peter and Pastor Kevin are going to inquire further with the conference as to the requirements for an actual financial statement audit.

Budget Worksheet Modification

As a result of a recommendation from the SPRC at their January 26 meeting, the Finance Committee discussed at their January 27 meeting 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. At the January 27 meeting, the Finance 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.

A revised version of the Budget Worksheet was presented to the committee to review. The revised document shows one salary line item labeled "Personnel," which includes the salaries for employees as a sum of them all (with the exception of appointed clergy).

The committee, by consensus, voted to bring the revised budget worksheet before the Church Council for final approval. A separate Budget Worksheet will be available only to the SPRC and Finance Committee members that will show a detail of salaries by position.

New Business

January 27, 2022, Finance Committee Meeting Minutes

The committee reviewed the minutes from the January 27 meeting. The minutes were updated on February 22 to make one correction on page 2, second paragraph, second sentence to read, "During the 2021 year \$100,000 was transferred to the church and \$1,395 and \$4,846 were written off for 2019 and 2020 respectively." There were no other changes or corrections, and the **committee approved the minutes** as amended.

Forensic Audit Complete

The committee reviewed the "Review and compilation of child care financial records and transactions for 2020 and 2021" report provided by H&R Block. There are 11 recommendations for improvement. The Child Care Director has provided a report to Peter with responses to the 11 recommendations. Peter will discuss the recommendations and responses with Pastor Kevin to determine how to monitor the child care financials and implement changes.

January Financial Report

The January 2022 Financial Summary was reviewed by the committee. January income totaled **\$61,275** and expenditures were **\$95,680**, for a **deficit of \$34,405**.

Fund Analysis by Month

The committee reviewed the handout of the Fund Analysis by Month for January 2022. This spreadsheet shows the pledged and unpledged amounts for the year

Child Care Financial Report

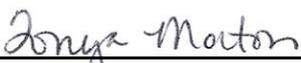
The beginning GL balance for the Child Care fund for the month of January 2022 was **\$25,497** with a surplus of **\$12,541**. The ending balance for the child care fund at January 31 was **\$38,038**.

PPP Status

In December 2021, the PPP loan fund had a balance of \$159,568. At the end of the year, \$72,226 was moved to cover the year end church deficit. The new PPP loan fund balance is \$87,341.83.

Adjournment

There being no further business, the meeting adjourned at 6:47 p.m. and Pastor Kevin closed the meeting with prayer.



Tonya Morton, Recording Secretary