

Finance Meeting Minutes April 15, 2019

Attending: Bob Bonneville, Sandy Snyder, Chris Sowers, Jim Brimmer, Pastor Jim Heath, Don Coopey, Jim Serafin, Trip McGarvey.

- Jim Brimmer opened the meeting at 7:00 P.M.
- Pastor James Heath opened with prayer.
- Minutes from the previous meeting were presented
 - Chris Sowers accepted
 - Sandy Snyder seconded
 - Minutes were approved
- **Treasurer's etc. report** was presented by Chris Sowers as of 3/31/2019
 - Expense above income +/- \$3,600. At variance with last year. See report for details.
 - Jim Brimmer noted that reserve is up +/- \$1,000.
 - Question – When were taxes remitted last year?
 - Chris Sowers indicated they may have been done in 2nd quarter.
 - In general – nothing remarkable.
- **Stewardship and Capital funds reports** were presented by Trip McGarvey
 - Capital Funds needs the addition of \$2,120. Account 400
 - Investment committee has not met
 - Endowment committee believes that they may be able to issue another distribution (+/- \$3000). Groups are being contacted.
 - Nominations and Stewardship. Pastor Jim reported that certain important spots are likely to be filled – mission's committee.
 - Capital Fund Drive – Jim Serafin has nothing to report.
- **Parsonage Rental** – Jim Serafin recommends that the rental agreement should be handled by the Administrative Board and SPRC because the present occupant is an employee.
- **SPRC report** was presented by Sandy Snyder
 - Pastor Tim Kriebel has a place to live.
 - Jim Brimmer addressed Pastor Tim's agreement.
 - Jim Brimmer asked SPRC for Pastor Tim's elections impact so budget can be determined. Jim and Chris will check out the numbers.

Old Business

1. Audit
 - a. Noel Marks has agreed to be an auditor for the Church's 2018 audit.
 - b. Others are being asked – Jill Risser and Mae Otto
2. M&T Bank – International transfers. Process is set up and it worked.
3. Financial Policies – Chris Sowers presented ideas for policy consideration.
 - a. Credit Cards – should we use the date of the statement or date of the transaction?
 - Decision – use date of the transaction.
 - b. Separation of duties – For on-line transactions where we initiate the transaction – the Treasurer does the posting to Church Windows.
 - The person that does the transaction is not the person that posts to Church Windows.
 - Decision – Agreed. Chis moved and Trip seconded.
 - c. Jim suggests for “auto-pay” accounts that the Church should be sure that the “paper trail” is clear.

- d. On-line payments – Chris tries to do as few as possible because it is easy to forget to post to Church Windows.
 - e. Check run frequency – We do payroll bi-weekly and others weekly. Chris proposes we work toward bi-weekly for all items as a long term goal.
4. Long Term Fund – No action
 5. Budget changes based on new pastor – Pastor Jim indicated that there should be little or no impact.

Note: See Treasurer's report for additional details and report part of minutes.

New Business

1. Jim reported on status of new computers. Jim blocked the latest Windows 10 updates due to a problem with the current Church Windows version.
 2. Peach Festival
 - a. Problem getting volunteers
 - b. Committee suggests dropping the Peach Festival.
 - c. Pastor Jim is working on this issue.
 3. Pastor Tim – reported by Pastor Jim
 - a. Pastor Tim has made arrangements for the new apartment and has laid out a security deposit, etc.
 - b. Concern – possible unexpected expenses. It has not been brought up.
 - c. Jim asked SPRC to lay out for finance the full financial impact and implications of the new Pastor's agreement.
 4. Telling the Story – Jim Brimmer showed a draft of the program. Good discussion.
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- Next Meeting - Monday, July 15th
 - Pastor Jim closed with prayer
 - Meeting Adjourned @ 8:55 P.M.