

Minutes of the Finance Committee
First United Methodist Church, Santa Rosa
Wednesday, June 19, 2019 — Carriage House

Present: Sam Cox (Chair), Cynthia DiBenedetto, Joan Gates, Janet Tonkin, Lynne Garrison, Janis Brewster, Church Operations Manager

Sam Cox called the meeting to order at 7:05 pm. An opening prayer was offered.

The minutes of the April meeting were approved by consensus. There was no meeting held during May.

It was reported that our positive financial performance continued in April and May; revenue exceeded expenses in April by \$2,030, and in May by \$2,689.

During April, we received a full year's pledge from one family that included an additional donation beyond the original pledge, and our donations to the mortgage line continued to be higher than budgeted. Several of our expense lines were also higher than budgeted: Contract Services included three months' billing from the bookkeeping service; our property taxes were paid in April; we had several miscellaneous maintenance and repair items; and the music program expenses included instrument maintenance and seasonal artists for the Easter season.

During May, revenues from our three main donation accounts were down compared to budget and last year (\$51,777 compared to \$57,654 in May, 2018), but our overall expenses were down from last year even more (\$60,711 compared to \$73,653 in May, 2018). May's room use was \$2,233, up from last year, but still below 2018 year to date. Personnel costs were down from budget and year to date, again due to unfilled, budgeted staff positions. Contracted services are down from previous months and budget, largely due to a change in billing schedules from our new contract janitorial firm.

Regarding the Trustee balance sheet, it was discovered when our Power Church consultant was with us earlier this year, an issue exists within the grouping of unrestricted designations; sometime during the past ten years, an expense or expenses were not properly recorded, resulting in an understated balance in this grouping of funds. As a result, \$3,204.03 will need to be transferred from some other account. After discussion, it was decided that the Trustees should discuss and hopefully resolve this matter at their next meeting.

Overall, we have excess revenues over expenses of \$25,142 for the first five months.

Sam and Janis reported that Janin Comisky has decided to phase out of the contract work she has been doing for FUMC through Cumulus Bookkeeping, so we are in hiring mode for a part-time bookkeeper. It was determined best to hire an employee instead of continuing on a contract basis. In conjunction with Pastor Lori, Janis and me, the SPRC has developed a job description. Pamala Stephens is coordinating the process for hire.

Compilation and Audit - The financial operations audit, required by the Conference, was conducted in May by Goranson and Associates CPAs. We are awaiting their report of any recommendations; the review seemed to go well. This firm also conducts our Financial Compilation as required by our mortgage holder (Bank Of The West), and this work has been difficult this year due to issues about how several accounts should be stated. We're continuing to work on this report with the CPA firm.

The meeting was adjourned with prayer at 7:55 p.m.

(Minutes taken by Sam)

