Finance Committee Meeting December 12, 2023

Present: Eva Pearson

Pete Curtin

Johnathan White

Mark Schneider

Review of November Financials:

Johnathan provided preliminary financials, since the bank statement was received shortly before the meeting. Contributions for the month appeared low. Expenses appeared to be consistent. Reducing the stated checking balance by outstanding checks, the available funds in the checking account are above $13,000. Given the expected cash flow for December, the committee did not think there is a need this month to draw additional cash from investments.

The committee noted that pledge contributions as of November are about $8,000 behind budget. Johnathan will send the parish interim contribution statements, to remind members to complete their 2023 pledge payments in December. The final contribution statements will be mailed at the end of January.

Johnathan stated that checks for the Rector’s Discretionary Fund, for St Martins and St. Michael (San Miguel) had been issued but not yet cashed. He will follow up with the Rector for the status of those checks. There are also some continuing contributions to St Martin and to St Michael. Johnathan will ask the Rector if continuing collections are planned or if these few donors can be directed to the appropriate recipients ant these churches.

Other topics:

Salary adjustment in December—Johnathan will adjust the Rector’s salary in December to correct for the fact that his August salary was not prorated.

Timecards for staff—Johnathan noted that the Parish Administrator contract stated that this position is an hourly position and was to be paid “biweekly” in contrast to the procedure of bi-monthly salary payments. The Parish Administrator inquired regarding procedures for timecards. Johnathan and Mark will discuss hourly procedures and the revision of the contractual agreement with the Rector.

Safe deposit box—Johnathan noted that an annual fee was paid for this box, but he does not know how it is accessed or what documents are contained in this box. The committee suggested started inquiries with Marty Dunlavey.

HSA for Kevin Goodman—Johnathan raised the question as to whether a 2023 HSA payment was needed. Mark will consult Kevin’s contract.

2024 Budget—In the first week of the pledge campaign, we have received 20 pledges (12 in Breeze, 8 in cards). The Finance Committee will meet on Thursday January 4 at 7 pm to prepare a draft budget. Since expense history is the primary guide for the expense portion of the budget, Johnathan will ask the Rector to determine from his staff if they expect to incur new types of expenses in 2024, either prompted by a change in programs or by a recognized need. Johnathan will also ask the Rector to propose a starting date for the Director of Youth Formation, so that expense can be built into the budget.