

St. Paul United Methodist Church
Finance Committee Meeting
Wednesday, February 20, 2013

Attendees: Terry Garvin, Chairperson, Pastor Bob Martin, Linda Benoit, Bob Scordino, Lee Mullins, Jeff Smith, Nancy Wise, Debi Schmidt and Arch Johnston.

The meeting was called to order and Pastor Bob Martin opened with prayer at 7:30 p.m.

Arch Johnston was introduced to the group. He is the new Executive Director of Church Administration. His background is 25 years with Aetna Life & Casualty as the Administration Manager. He worked in group insurance sales and service and then most recently served at Heritage as the Church Administrator for the past 13 years. He and his wife, Sue will be joining the church and making this their church home.

2012 Year-End Status - Pastor Bob reported that the books for 2012 are still open. With the change in staffing, a new Chart of Accounts and Conference year-end reports, the books have not been finalized. There are transfers that need to be made from the Trustees' restricted accounts to help offset expenses which will change the bottom line of the church. The books will be closed and brought to the committee at our next meeting. The intent is to provide deeper disclosure to the committee so each person has an understanding of where we are and can then feel confident in fielding questions from the congregation.

Chart of Accounts – Debi Schmidt passed out a copy of the Church's new Chart of Accounts. (Attachment A) It helps better account for expenses in Ministry Budgets and better aligns our reporting with the Shelby accounting system that is utilized by the church. Lee Mullins moved to approve the new Chart of Accounts as presented and Jeff Smith seconded the motion. Motion was passed.

2013 January YTD Expenses/Income Actuals – Pastor Bob presented the January data for review. (Attachment B) It was pointed out that the income for the month of January for Operating Income was \$78,162.76. In reviewing the deposits for the month of January, \$23,000 from the January 4, 2013 offerings was applied to 2012 so the month looks abnormally small. When the income and expenses were put in the system, the month finished with a \$6,681.26 deficit. Arch Johnston reviewed the other Sunday giving with Debi Schmidt and the first 3 weeks of February showed a total of \$99,000 in giving some of which was restricted funds but the month will reflect a higher income than January as a result of the 1/4/13 posting. A question was raised about the \$1,179 charge under 075/53300 Shelby Charges. Debi reported that this is the annual service charge for the system. Nancy Wise moved to accept the monthly financials as reported. Lee Mullins seconded the motion. Motion was passed.

2013 Projected Budget – This was tabled until the next meeting.

Fiscal Responsibility Policy Adoption – Arch Johnston presented the Conference Financial Controls, Policies and Procedures. This is a document that was prepared by the Conference Staff to help local churches. Arch reviewed the document and shared that he, Debi and Mary would be sitting down next week to review the responsibilities as outlined and to put them in practice. Each member was given a copy to read and review and to be able to ask specific questions at the next meeting if needed. Lee Mullins moved to approve the adoption of the Controls and Nancy Wise seconded the motion. The motion was passed. Each member of the committee signed the agreement as a statement that we are all in this together.

2013 Check Signers and Account Access – Due to the change in responsibilities, Arch Johnston brought to the group the need to add him as a check signer and to be able to access the various financial accounts on behalf of the Church. To effect those changes, Jeff Smith moved to remove Horton Townes from all accounts as a check signer and no longer have the ability to access financial accounts. Linda Benoit seconded the motion. The motion passed. Lee Mullens moved to add Arch Johnston as a check signer to all accounts and to have access to the Church's financial accounts. Bob Scordino seconded the motion. The motion was approved.

Meeting Dates – It was decided that the committee would meet on a monthly basis on the third Wednesday of each month. This will give Arch and Debi adequate time to have all income entered, expenses paid and bank reconciliations finalized prior to the meeting. The Committee will formally approve each month's financials closing out the previous month. The next meeting will be Wednesday, March 20th at 7:30.

Having no further business, the meeting was adjourned at 8:35. Pastor Bob prayed for the group as the meeting was closed.

Respectfully submitted

Arch Johnston

Attachments