

**CSUMC Finance Meeting Minutes**  
**Monday – May 18, 2020**  
**5:30 p.m. ZOOM Meeting**

**Members Present:** Jennifer August, Dan Davis, Art Gerhardt, Bonnie Hitchingham, Pastor Bill Johnson, Rose Kempf, Sid Kempf, Kathy Ries, Karen Young.

**Members Absent:** Keith Caldwell, Fred Gunnell.

**Finance Committee Members 2020**

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Karen	Young	Finance (Temp) Chair
Kathy	Ries	Member at Large
Rose	Kempf	Council Chair
Dan	Davis	Staff Parish Relations Chair
Keith	Caldwell	Lay Leader
Fred	Gunnell	Trustee Chair
Jenifer	August	Ministry Assistant/Finance Secretary
Art	Gerhardt	Treasurer
Bonnie	Hitchingham	Treasurer/Billing Clerk
Sid	Kempf	Treasurer/Payroll Clerk
Bill	Johnson	Pastor

1. Opening Prayer – Pastor Bill Johnson
2. Financial Reports/Treasurer’s Reports – Reviewed during meeting & on file in church office.
3. New Pastor
  - a. Reviewed new pastor compensation package and expense accounts for pastor related expenses in SPRC. CSUMC & Kent City will need to meet and discuss details.
  - b. Art Gerhardt will contact and discuss issues below with Kent City Governing Board & Pastor Larry as needed, regarding parsonage utilities and compensation sharing.
    - i. Wages and Health Insurance on Pastor. We have not had to deal with health insurance on the pastor for some time. We are also splitting our pastor with another church so we have some fine details to make sure we take care of:
    - ii. The Conference will bill only one church for the \$20,100 health insurance policy. Who pays and who reimburses?
    - iii. The pastor has to pay a small portion for health insurance in addition to what we pay. Who bills pastor (as withholding from wages?) for that?
    - iv. Does Pastor receive 1 or 2 W-2 forms? We certainly need to know this before the 3<sup>rd</sup> Quarter Form 940 is due
  - c. Health Insurance Premium Chart was reviewed. When clergy waives church health insurance (as Bill did) the church will be billed a smaller contribution. It had a budget amount of \$1,250 for yr2020. As noted above, we will now be paying \$20,100 for a one-person policy for the new pastor. However, we noted there might be some type of grant available of possibly as much as \$500/month for certain local churches now that we have a one person policy. Kathy Ries will look into this.

- d. Art Gerhardt will contact Kent City and update CSUMC regarding: Pastor will live in Kent City Parsonage-will we need to pay a portion of utilities and if so what types of utilities and how much? This is not in the written agreement for Pastor compensation, perhaps need a clear understanding of this with Kent City?
  - e. We have learned the Conference Board of Pension and Health Benefits is providing financial relief to congregations through a six-month Benefits Ministry Shares Holiday starting April 1, 2020. This will save us some money every month.
  - f. Pastor travel and professional development -- Minor changes.
4. VANCO costs
- a. We have started EFT for on line giving for parishioners. There is a small monthly cost of \$10/month for this as well as a 45 cents/ fee per transaction and 2.75% fee. Bill and Art will look into the fees before next meeting. This is a month-to-month – no long-term contract. Art is handling the expense end of the efts & fees. Some are already using it.
5. PPP-Payroll Protection Program loan/grant received in May 2020 for \$12,027.
- a. Money has been deposited into the bank
  - b. \$9,622 allocated for wages - most of the loan will go to wages.
  - c. \$2,406 allocated to utilities – if any left over after paying wages.
  - d. Art Gerhardt will keep documentation for the use of the funds.
    - 1. Funds have been placed in the Reserve account and Art will perform needed transactions each month for use of them.
6. Review of Current Budget
- a. Art has made projections of adjustments to the current budget for:
    - i. Reduction to contributions received (increases budget loss)
      - 1. Original budget was prepared from pledges and anticipated non-pledged amounts which anticipated average receipts of 13,772 per month. At this level the budget as adopted for YR2020 showed a loss of (30,250).
      - 2. From January thru April only one month reached that level. It is uncertain how the current closure will affect future receipts and increase the current year loss. Art has reduced projected contributions from May to Aug by \$9,088 for those 4 months.
    - ii. PPP loan/Grant (decreases budget)
      - 1. This has been included in the revised budget. This will help mitigate the effects of the loss this year, the reduced contributions and extra expenses from the new pastor and COVID related expenses so our three employees can continue to be paid.
    - iii. New Pastor Expense (increase budget)
      - 1. Current incoming Pastor comes to us with a smaller increase to the benefits package than accompanied the first pastor.
    - iv. Other Committees are reviewing additional personal protection equipment, hand sanitizers, and other items needed before in person worship begins again. We will have additional expenses in this area to add to the budget.

7. Other Items – ZOOM/Online Meetings – Pastor Bill will review costs for next meeting.
8. Date of Next Meeting: Monday, June 15 @ 5:30 p.m.
9. Meeting Adjourned at 6:40 p.m.

Respectfully Submitted by,

Jennifer August, Ministry Assistant