

## Finance Committee Meeting Minutes

Monday June 28, 2021 - 5:30pm

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- Members Present:** Mary Brown, Art Gerhardt, Lori Graham, Rose Kempf, Sid Kempf, Kathy Ries, Pastor Michelle Vallier
- Members Absent:** Jennifer August, Keith Caldwell, Pastor Larry French, Bonnie Hitchingham, Chuck Smith
- Guests:** None
- Opening Prayer:** Pastor Michelle Vallier opened meeting with prayer.

**Approval of Minutes:** Sid Kempf made a motion to accept May 2021 finance meeting minutes as presented. **Motion Approved.**

### Old Business:

1. Preliminary Audit suggestions and/or concerns received from Church Auditor, Tracy Farnsworth.
  - a. Church needs to locate the church deed. Check safe here at church first. May have to go to the register of deeds to obtain a copy. This item turned over to the Trustees to follow up on.
  - b. Pastor Discretionary Fund – Church needs a written policy on this fund and it needs to require reconciliation of all money spent. This item on hold until the next meeting.
  - c. Teusink Student Loan Fund– The monies coming in for 2020 were \$750.
  - d. Need a policy to have two signatures on checks over \$500, except payroll checks.
  - e. Pay increases for 2020 were none. Church needs a policy on how pay increases are approved and how this information is given to employee and person processing payroll.
  - f. Church needs a record retention policy. Tracy will be sending one to us.
  - g. Church needs to complete the Internal Control Checklist. Tracy will be sending.
  - h. Informed the Church that, per the District Office, the UMW, UMM, Youth, Scouts, Food Pantry and all other groups, need to be audited yearly. Discussion ensued whether Scouts were part of the church. It was noted that the Scouts come under the Church Charter. Per Art, the food pantry was included in this present audit.
  - i. Periodically audit the Simply Give cards.
  - j. The church van needs to be recorded as an asset on the church books.
2. The Front Doors were \$13,000 in cost and were over budget. Will transfer monies leftover from flooring funds. **Motion made and Approved.**
3. Debit Card for General Bank Account – To have the debit card account put under Pastor Michelle Vallier’s name, with \$1,000 spending limit at one time. **Motion made and Approved.**

4. New landline phones will be sent back per Jen. The phones need the ability to have two separate lines and the ones purchased do not have this feature.
5. New laptops have been purchased.

**New Business:**

1. New Pastor Cost Approval - council meeting on 6/2/21 has approved. No issues.
2. May Financials - No major issues.
3. Discussion of employees versus independent contractors. Art will research the IRS guidelines addressing this topic. It has been proposed to hire Douglas Gamm. He is the lawn maintenance and snow removal person that the church uses. He is currently paid as an independent contractor.
4. Live -streaming of the service - \$200 per month is too high to pay each month. This topic put on hold until church can obtain a better price from a different servicer instead of using LightCast.

Date of Next Meeting: Monday, July 19 at 5:30 p.m.  
Meeting Adjourned at 6:32 p.m.

Respectfully submitted,

Lori A. Graham, Treasurer