

Finance Committee Meeting Minutes

Monday, July 19, 2021 - 5:30pm via Zoom

Members Present: Jennifer August, Mary Brown, Keith Caldwell, Art Gerhardt, Lori Graham, Bonnie Hitchingham, Rose Kempf, Sid Kempf, Kathy Ries, Pastor Michelle Vallier.

Members Absent: Chuck Smith.

Guests Present: Helene Caldwell.

Opening Prayer: Pastor Michelle Vallier opened meeting with prayer at 5:30 p.m.

Approval of Minutes: **Motion** to accept June 2021 minutes as presented by Sid Kempf. 2nd by Rose Kempf.
Motion Approved.

Old Business:

1. Audit – Completed 03/27/2021 with Tracy Farnsworth, Methodist Church Auditor. Art Gerhardt and Lori Graham have sent everything back to Tracy. Items discussed from questions she still had: Safe Deposit Box – CSUMC does not have one. All documents are in the church safe. Deeds and vehicle paperwork in the safe. Church Van – has been set up as a fixed asset in the accounting system. No response back from Tracy, but Art & Lori have finished audit process.
2. Debit Card – Independent Bank sent debit card in Lori Graham’s name because it had to be in the name of a signer on the account. We will keep this card active until a new card can be obtained in Sid Kempf’s name. Then Lori will close the one with her name. This is for safe financial practices – Sid no longer handles the money and Lori (as treasurer) does. The debit card has a \$1,000.00 limit. The card will be kept in the church safe. **Motion** by Rose Kempf, 2nd by Bonnie Hitchingham to change debit card into Sid Kempf’s name and close the card in Lori Graham’s name. **Motion approved.**
3. Church Phones – returned the original phone system because it only could run one phone line. Purchased new two-line system and it is installed and ready to use. Pastor Michelle will get a message to Jennifer that she would like on the answering machine.
4. Church Van – has been established as a fixed asset. Art and Lori updated Church Windows and reporting systems.

New Business:

1. Church & Parsonage Grounds Keeping – Doug Gamm has been doing the mowing and upkeep of the grounds. Originally the Trustee’s approved payment of \$15.00/hour, but in order for him to be paid he either has to provide worker’s comp/liability for self-employment or the church needs to add as an employee. Doug has decided to volunteer and donate his time up keeping the grounds. Trustees are in agreement with decision. Doug will turn in volunteer hours’ slip and will be reimbursed for costs of supplies (ex. Gas, parts, etc.) for maintain equipment.

2. Financial Reports – Reports were reviewed and on file in the office. Discussion about account setup for UMC Grant received for a mission. Consensus that grants that are received should be set up in the accounting system as “in/out” not in the general area of accounting. Lori and Art will put the information into Church Windows and will be in next month’s reports.
3. Monthly Contribution Comparison – Offerings are a little below last year at the end of June (approximately \$3,500 lower). July offerings for first half of month have been above normal. Giving is still pretty much on track for budget.

New Business:

1. Treasurer – Discussion about treasurer’s hours currently being more than originally hired at. Lori Graham and Art are currently training and Lori stated current hours are closer to 5-10hours/week. Consensus of committee was for her to keep working with Art as needed and SPRC will reevaluate as needed. She is currently working Thursdays in office (about 4 hours).
2. Livestreaming – Pastor Michelle Vallier gave update on status. Purchased \$88.00/year additional CCLI licensing to cover some of the livestreaming needs. UMC has a contact who is working with her on the livestreaming and a small group will work together to learn what is involved and additional costs, if any.
3. Direct Deposit – Lori will look into this. Kathy Ries mentioned there are usually costs to go to direct deposit and for 4 people/8checks per month it would probably not be worth the cost. Lori will bring back information to next meeting.
4. Sewer Drain Assessments – first payment will be due in December. Lori contacted the city and they will be sending out bill in December. Costs approximately \$1100.00 / year.

Closing Prayer: Keith Caldwell

Date of Next Meeting: Monday, August 16 @ 5:30 p.m.

Meeting Adjourned at 6:30 p.m.

Respectfully submitted,

Jennifer August, Ministry Assistant