

## FUUSE Finance Committee Meeting Notes

December 13, 2009

1. Roll call of members and Board Liaisons – Jim Breeling, JB Gardner, Tod Rodgers, Russell Tarason, Tish Lewis
2. Approval of previous meeting minutes - approved
3. Ocean Balance – balance ~\$55K. Discussed transferring another \$10K to investment committee. The balance represents 1.5-2 months of cash after accounting for the extraordinary funds in Ocean per the Balance Sheet. Members voted to move an additional \$10K to the Investment Committee
4. Bookkeeper & Reports – Tod – discussed cash, accrual and ‘modified accrual’ methods. Accrual accounting is part of the GAAP – Generally Accepted Accounting Practices and could be annually, quarterly, or monthly. IRS would require corporations to use one or another practice but since FUUSE is a small non-profit and does not file taxes – our “hybrid” method is justifiable. Tod reports we basically use accrual – especially for ‘significant’ items like Pledges and Insurance payments (property and liability). Tod suggested if you know about a significant payment in advance – then the accrual method should be used. The definition of a materially significant item is a judgment call. Jim B raised the issue of whether Auction income should also be accrued. Tod’s opinion was this was not necessary. Jim B raised the issue of how best to convey to the bookkeeper which items should be handled in which fashion. **Tod took the action** to write up a 1 page operating procedure for the Office Admin and Bookkeeper – anticipating this will become part of an overall Operating Manual. Jim B raised the question of how best to provide information to budget managers – thru simplified ‘burn-rate’ reports or other mechanism? Tod suggested returning to the column of the P&L that showed Projected Budget – based on conversations that the FC liaisons were having with the budget managers. **Jim B took the action** to issue guidance to the budget managers.
5. Preparation of FY2011 budget – Jim B will take the action to ask the Personnel Committee about the cost of living increase for FY2011. Jim B will meet with RE tomorrow to discuss new requirements from RE and to inquire about the DRE family health insurance plan. The committee also discussed the need to hire a sexton for 8 hours/week. This will be added to the budget straw man to be developed for the meeting this week.
6. Investment Subcommittee update
  - a. Vanguard & Fidelity signature authority
  - b. Stock donation and planned sale – Jim B took the action to work with ISC on getting GE stock sold and put into Ocean.
  - c. It was noted that the draft Gift policy impacts the problems with the recent GE stock donation – in general the stock should be immediately sold but certain donors, this would not be the action. Again, judgment by an individual is needed.
7. Report to/from BOT – Deb and/or Tish
8. Meetings with Committee Chairs
  - a. Religious Education – Jim B – meeting tomorrow 12/14 in the evening. Jim B will obtain details of our health insurance policy from Office Administrator.
  - b. Program Council – JB – confirms that the Minister is donating \$1500 of her professional expense budget to the existing \$2000 sabbatical budget. JB and Inge took the action to work with Cynthia Young and the Sabbatical committee as FC liaisons.
  - c. Minister - JB
  - d. Facilities – Russell – will contact Pat to determine how much our cleaning service (Judy) charges and whether there is sufficient budget.

- e. Office - Inge
  - i. MemInfo and production of regular reports – SOP written by Jim B
  - ii. It was suggested the SOP should be amended to include error checking process (who gets notified, who researches and corrects errors, etc). Jim B noted that if a high error rate is found, a system fix might be to assign the duty of MemInfo management to the Office Administrator instead of the Bookkeeper. This would require a change in the job descriptions for these two positions. The requirements of a MemInfo mgmt role include deep knowledge of individuals in the church and a number of on-duty days that would be required to ask questions of pledgers/donors to clarify their checks.
  - iii. Jim B took action on requesting an error count from Pat/Faith for the recent pledge letters.

9. Meeting Close

- a. Discuss task assignments
- b. Review next meeting date: evening meeting at Jim B' house (7 Nelson Drive, Exeter, NH – 603-772-0815 at 6:30PM – meet over dinner)

The evening meeting to occur Tuesday or Wednesday depending on vote (on-line). Also the FC agreed to meet next Sunday Jan 3<sup>rd</sup> and Jan 10<sup>th</sup> at 10AM.