

Finance Committee Meeting Notes (Final)  
August 14, 2008

Representing Board

Tish Lewis  
Jennifer Morris

Finance Committee

Jim Breeling  
JB Gardner  
Frank Heffron  
Tod Rodger  
Russell Tarason (excused)

1. Current Board Chair and past acting Assistant Treasurer gave overview of Board and Finance Committee functions and current challenges. Bylaws for Board are currently under revision but FC operates under the sponsorship of Board, reports to the Board and suggests possible courses of action to the Board.
2. Outline of Fiscal Year 2010 – target milestones for budget planning and execution per Board Chair
  - a. FY begins July 1<sup>st</sup> and runs until June 30<sup>th</sup>
  - b. Current FY2009 began in June 2008
  - c. Church committee chairs are expected to submit operating plans & budget for their area by 1/15/09.
  - d. 1<sup>st</sup> Sunday in March – traditional “Commitment Sunday” – pledges from congregation are due
  - e. FC final budget due to Board by 4/1/09
  - f. Budget printed and distributed to Church by 5/15/2009
  - g. May 2009 – annual meeting and budget approval vote
3. Current challenges
  - a. No Treasurer – role needs coverage ASAP
  - b. No Bylaws or FC charter – Board is expecting FC to draft proposed charter and bring to Board for approval
  - c. No full time bookkeeper, no auditor, no CPA review of books
  - d. Several key policies need to be drafted – including a reimbursement policy to regulate what is allowed, minimum level of documentation required for reimbursement, and review/reconciliation process.
  - e. No annual review of insurance policy status, limits and coverage amounts
  - f. Board needs to gain sense of congregation during the October 2008 meeting regarding use of investment funds for operating budget
4. FC must decide how fiscal oversight is to be accomplished
  - a. Help set budget and translate the budget into spending ceilings for each committee
  - b. Help create regular reports (monthly? Quarterly?) to committees about their spending versus the planned budget.

- c. Determine what the role of Treasurer is in relationship to the FC and help fill the position. Some discussion over whether a bookkeeper is needed and whether an actual fiscal audit is needed as an occasional service to help advise the FC and the Board.
  - d. Help committee chairs deal with new needs or unanticipated needs during the course of the FY
- 5. Communication Plan
  - a. FC to publish its minutes and agendas on regular basis – post to web site
  - b. FC to send minutes to Board and committee chairs
  - c. ? Need to publish other communications with target audience the wider Congregation. Possible advantages would be to help persuade Congregation that the FC is firm and fair and that fiscal responsibility is well represented.
  - d. Other than agendas and minutes, FC needs to decide what other monthly, quarterly or annual reports need to be prepared and reported to various audiences (Board, Committee Chairs, Congregation, other)
- 6. Spending issues with credit cards
  - a. FC needs to develop a policy and reporting process. Current process of reconciliation of credit card expenses at the end of month when the actual bill is received is not adequate and may not comply with tax reporting requirements
  - b. Group discussed an e-mail method where any credit card holder making a purchase would send e-mail to chair of FC within 24 hours of purchase and include the date of purchase, the items purchased, the place of purchase, the reason for the purchase, and the total price of the purchase. Budget categories (office supplies, food, entertainment, gas/mileage, dues and professional expenses, other categories – to be determined). All other purchases are invoiced and approved and this method would bring that process to the area of credit card purchases.
- 7. Special issues from Tish
  - a. Board needs FC to prepare some options for October general meeting dealing with the issues discussed at the general meeting June – whether the fiscal policy of the church allows “borrowing” of interest or principle from the Investment Funds (endowment). FC will work on 2-3 option statements as our suggested options and clearly indicate our preference to one option we regard as “best practice”.
- 8. Meeting Close
  - a. Reviewed tasks and assignments
    - i. Jim Breeling to contact Miranda Lam (last year’s FC chair) for a debriefing and transfer of relevant files and information
    - ii. Identify role for Treasurer and work to fill role
    - iii. Write credit card policy and communicate to Board. Include procedure for recording purchases (e-mail notice)
    - iv. Jim Breeling to create draft charter for Finance Committee for discussion
    - v. Tod Roger to create draft Budget Policy for operations

- vi. Group to think about how a Reimbursement Policy would be framed and how it would operate (i.e., give examples of reimbursable and non-reimbursable expenses)
- b. Next meeting to be held Monday September 15<sup>th</sup>