

Finance Committee Meeting – February 13, 2012

Present: Mary Perkins, Dianne Burlew, Jack Smith, Bob Levy, Ron Kerchner & Tom Tipton, Rev. Allen

Absent: Phil Fleming and Frank Bell

A computer has been donated for use by the Treasurer.

Mary reported that the selection process expense was \$20,459.26 to date. She is waiting for one or two more reimbursement requests to finish out the expense sheet. The Diocese contributed \$2626 toward it. She noted that we originally set aside \$7500.

Nancy R. is still researching our insurance situation. This issue arose from last year's auditor report which noted that the insurance expense looked low. This may be relative to commercial rates and not the low rate we get from the Diocese Insurance Company. It was noted that a video of our property and an asset list is needed. *Ron moved and Bob seconded that the Jr. Warden or Building and Grounds Committee have the video made and asset list compiled.*

Dianne reported on the Vestry's approval regarding the recommendations of the Finance Committee: QuickBooks purchase; Rev. Allen housing; transfers to music and outreach accounts (unrestricted to restricted accounts) and Kathy's conference expense.

The Diocese will start doing payroll beginning in April. This will save us \$28 per month. Bob will notify Intuit and stop the automatic ACH actions.

Dianne reported on the progress of the capital campaign and new construction. She discussed the meeting of the Vestry with the Episcopal Fundraising representative and noted that the Vestry has approved a sum not to exceed \$40,000 for the services of the fundraising group. The funds for this were to come from the: 1) capital campaign 2008 funds (approximately \$31,000 currently in a CD at Fulton Bank), 2) the insurance funds (approximately \$37,000) and 3) operating account. *Dianne will move to the Vestry to change the order of these funds to: 1) insurance funds, 2) capital campaign 2008 and 3) operating account.* This will better enable the capital campaign 2008 funds to be used for construction efforts rather than fundraising support.

*Ron moved and Tom seconded that a separate account be established for capital campaign 2012. This account (to be designated "St. Martha's Project Account") will be at Fulton Bank and will be used for collecting funds from the capital campaign as well as disbursing funds for the construction efforts. It will be set up to have one signature needed along with approval from one person on the Construction Committee or Capital Campaign Committee as appropriate. Dianne has graciously volunteered to be the project bookkeeper. Mary moved and Bob seconded (Dianne abstained) to have Dianne be the project account bookkeeper.*

Bob, Richard J. and Bob Boebel need to do a final reconciliation of the maintenance line item and the insurance funds. Once this is complete, funds can be transferred into the project account. *Jack moved and Ron seconded that once the insurance funds are reconciled and if the motion to establish the separate account is passed, the remaining insurance funds should be moved into the project account at Fulton Bank.* Dianne will inquire at Fulton about the provisions for making withdrawals from the CD at Fulton Bank (Capital Campaign 2008 funds).

The group noted that some members of the parish have expressed concern about the source of funds for the architectural work that was done when we were planning a much larger building project. It was agreed that discussions of this issue should emphasize that the funds actually came from the money PUMH paid us to "hold" the Lighthipe property for them.

Dianne summarized the meeting she, John R and Rev. Allen had with the A&D Committee. The committee is supportive of our proposed construction effort and will entertain requests for a bridge loan and matching fund grant. These requests will be made in May.

The group discussed the pros and cons of various software packages that could be used for membership/contributions/general ledger functions. These included Quicken, Quick Books, ACS and Membership Plus. We concluded that more research and discussion is needed. The goal is to determine what software we will use and install it in time to be ready to use it at the start of 2013.

Mary led the discussion of the 2011 audit which will be conducted by an in house team(s). Mary offered up a list of potential team members and she will contact them to see if they will volunteer. She noted the relevant guidance in the Diocese Business Manual (Chapt 6 for auditor process and Chap 2 for internal controls). Mary envisions two subteams to split up the responsibilities, each to be guided by a Finance Committee representative. Jack agreed to lead one and Mary will ask Phil to lead the other. The audit is due to the Diocese in September, so the audit should be completed by June 15 so the audit report can be presented to the Finance Committee on July 9 and the Vestry on July 16.

Written policies/procedures are needed. Mary noted that she has modified a wedding procedure that she located on line and Rev Allen said she had found one in the files at St. Martha's. Rev Allen will forward hers to Mary and Mary will consolidate the content into one for St. Martha's. It was noted that the Finance Committee is responsible for the memorial book. The book currently only has contributions in it. Mary will review the book and draft a procedure that will address not only tracking contributions but also disbursements.

Dianne related a discussion she had with Wincy J. regarding brick sales. Sales are waning. Wincy would like to do a brick 'sale' for \$100 each. The Committee agreed to adjust the fee from \$150 to \$100 for the sale.

Mary noted that there is a new teller process whereby two deposits will be made, one into the unrestricted (operating) account and one into the restricted account. Currently there is one deposit into the unrestricted account and then funds are transferred as appropriate into the restricted account by the Treasurer. Under the new process, separate deposit slips will be used to help differentiate the two deposits. Mary is in the process of training the tellers and instituting the new process. This should allay some concerns that funds designated for restricted accounts are not getting transferred from the unrestricted account.

Next Scheduled Meetings: Mondays @ 7:00 pm -- 3/12, 4/9, 5/14, 6/11

Finance Committee Meeting adjourned at 9:00 pm.