

# Budget & Finance Committee

Meeting Minutes 5-17-2021

Attendees: Joan Brundage, Barbara Cranfill, Heather Edwards, Rick Gardner, Herb Holler, Keith Selbrede

Absent: Robert Brickley

Agenda/Discuss/Action items:

1. Brief review of financials through April:
  - a. Total income for April and the year was 108% and 103% of budget respectively. The increase in miscellaneous income for April was largely due to proceeds from Thrivent Choice Dollars.
  - b. Total expenses for April and the year were 97% and 89% of budget respectively. Some areas to watch are as follows:
    - i. Account 63140 Merchant Fees were 131% of budget which reflects an increase of giving done online or through Vanco.
    - ii. Account 63220 Gas usage was 170% of budget but this should come down as we go through summer.
    - iii. Account 65100 Altar Supply expenses were 188% of budget primarily due to COVID related communion supplies and a special purchase of a 3-inch follower for the altar candle.
2. Brief review of status of action items related to the internal audit as follows:
  - a. Appoint and assistant Financial Secretary: Barbara Cranfill has volunteered for the position. Training materials have been obtained for the software. Keith to obtain council approval for the appointment and for password access to the database.
  - b. Provide a credit card for the new office manager (Carol Browning): Application for the card is complete.
  - c. Credit card holders to provide backup for their expenditures: The bookkeeper provided a copy of the form being used by church credit card holders as backup for each use of their card. Although there could be a few situations where the form is not used, we concluded, per information from the bookkeeper, that this item is complete.
  - d. Treasurer to remind all committees and staff of the church policy on expenditures: See item 3 below.
  - e. CDC action item being followed up by them.
  - f. Recommend we consider engaging an outside auditor, per ELCA guidelines, for the next audit: Keith is seeking a source and cost estimate for this audit to be included in the 2022 budget for council/congregation approval.
  - g. Recommend that the pastor or treasurer provide more regular report on activities in account 35313 Pastor Discretionary. Keith provided the following summary through April:

Beginning balance:	\$3,434.03
Donations:	4,316.30
Expenses:	
Member support	2,846.10
External support	536.66
Internal recognition:	128.00
Ending balance:	\$4,239.57

Discussion: The committee agreed that the internal recognition should be part of a separate account and not included as Pastor Discretionary. Heather will setup the new account for possible council or donator funding.

- h. Record keeping should be improved to allow a more detailed audit. There are two parts to this recommendation, one each for church and CDC action. The CDC portion has been covered separately with the CDC and will be further confirmed after new personnel are in place. The church related request is for the monthly history files to be sorted for easy auditing (comparing) of checks written versus corresponding bills. **Action:** Treasurer to provide pre-organized “bank box” files selected by the audit committee to improve audit efficiency. CHURCH PORTION CONSIDERED COMPLETE
3. The last agenda item was to review and discuss the Audit Committee finding d) Recommend the treasurer remind all committees and staff of the church policy on expenditures.  
Discussion: Since the committee was not aware of this policy written and approved by council in 2011, we were please when President Riley located a copy for review. That review, left us with a lot of questions for discussion. The outcome of that discussion was that Rick Gardner will provide a new draft of the policy for our review at the next meeting. When complete, the new proposed policy will be given to council for approval and then communicated to all staff and committees for implementation.

Respectfully submitted,  
Keith Selbrede – Treasurer  
5-17-2021