

**FIRST CHRISTIAN CHURCH
FINANCE CABINET MINUTES
March 13, 2023**

ATTENDING: Matt Gordon, Bruce Cotton, Tom Garbacik, Ann Smart, Tom Frederick, Janet Chenard, Bob Young, Karen Griswold, Steve Herb.

CALL TO ORDER: Janet called the meeting to order at 7:06 p.m.

MINUTES: Bruce moved that the February 2023 minutes be approved. Ann seconded. Approved unanimously.

PROGRAM CABINET: Steve Herb

Proposed Craft Fair Project: NAMI Oregon is an independent, grassroots organization, one of 50 state organizations that comprise the National Alliance on Mental Illness. Their mission is to improve the quality of life of individuals living with mental illness and of their families and other loved ones through education, support, and advocacy. They offer programs through our 15 local chapters across Oregon, both in person and online. <https://namior.org/> - need to review and approve this choice then forward to the Board.

MOTION: Bob moved that we concur with the choice of NAMI Oregon to receive the 2023 Craft Fair donation and forward to the Board. Bruce seconded. Approved unanimously.

FINANCIAL SECRETARY: Report submitted by Tom G. via email.

We had three mis-characterized donations. That resulted in \$179 being moved from Estimates to Loose Offerings.

At the end of February, we have received \$33,708.10 that is credited to the 29 Estimates of Giving for 2023. With 17% of the year passed, this amounts to 23% of the \$146,270.00 estimated for the year. This compares to 24% collected at this same time last year.

Of the 29 estimating units:

*12 units are on target (down 1 from last month)
8 units are ahead (same as last month)
and 9 units are behind (up 1 from last month)*

There were no Faith income donations.

Church Windows still has issues. Service Release 2 was promised to be released at the end of February. It still isn't out.

Service release #2 just came in this evening. Will see if it works tomorrow.

TREASURERS REPORT: Submitted by Ann via email as a "draft estimate" 03/04/2023. (A final report submitted 03/20/2023 after the new update of Church Windows financials and payroll was installed.) Should be able to run the reports after the update is done. There was a 13-cent payment from Escript. Who uses this program? Should we "advertise" it more? Perhaps people are concerned about having to sign up with each store and provide credit card numbers.

The new renters are in on the third floor and the MOU has been approved. Matt is working with Stone Soup to set up a detailed MOU with them to spell out requirements and details of our relationship.

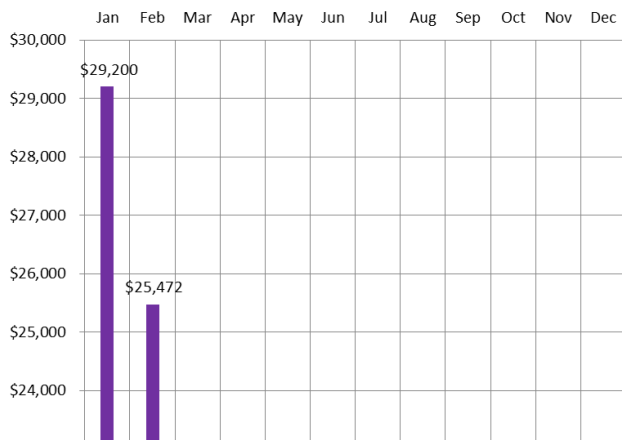
General Fund: Through February 28 we have received \$53,696 in total income and had \$ 43,519 in expenses. Pledge receipts, Loose offerings and Faith income were below our monthly targets. The general fund is down slightly to \$ 25,472. Because of a lost Dec check that was cashed in February after a second check was issued, telephone and internet appear to be over budget. It will be slightly over because of late fees. Consistent with other utilities and the pending policy change, the Comcast bill was made an autopay so that we won't receive any additional late fees. The good news is that the insurance refund from last year was received and \$4,154 was credited to the General Fund. \$12 was received in bottle deposits. Additionally, an unexpected court restitution payment was received for \$592. Also, we received office space donations from our latest MOU of \$1,950. Two agencies paid their annual amount. The other will pay \$150/mo. and the first month was received.

It has been another challenging month for payroll. Church Windows (CW) worked with the payroll treasurer and removed the Jan data, added a fix and reentered the Jan. data. They advised us not to move the payroll data into accounting until their next update is installed in our system. Payroll went smoother and all the taxes appear to be correct. The bank reconciliation for checking in Jan. was rectified with a 1 cent journal entry and is now done. Feb bank reconciliation also had a 1 cent journal entry for a payroll discrepancy and a 1 cent journal entry for an unknown overage.

The senior minister's health insurance was combined into one bill instead of 5. The amount was up \$300 over last month, and that account is at 23%. Three musicians were missed with honorariums for Christmas music so \$225 was expended for that and the streaming license was paid for the year.

CASH FLOW	2017	2018	2019	2020	2021	2022	28-Feb-23
General Fund Ending Balance	\$23,560	(\$183)	\$551	\$18,307	\$9,418	\$15,295	\$ 25,472
Checking Account Balance	\$806	\$2,267	\$4,567	\$5,005	\$4,387	\$5,000	\$ 6,882
Money Market Balance	\$162,201	\$197,707	\$40,584	\$52,515	\$48,174	\$72,542	\$ 90,050
DCEF Flex Account Balance			\$100,000	\$100,000	\$100,000	\$72,000	\$ 72,000
Checking + Savings	\$163,007	\$199,974	\$145,151	\$157,520	\$152,561	\$149,542	\$168,932

General Fund Balance



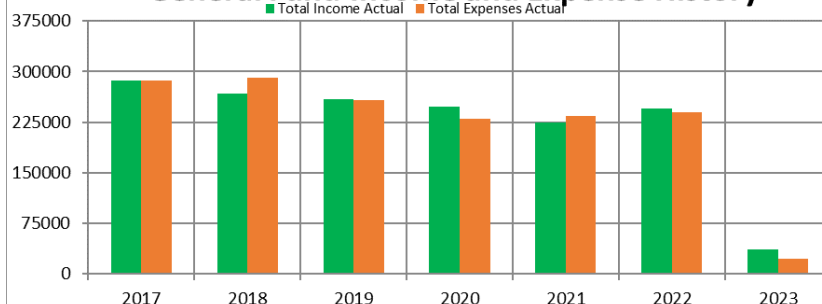
General Fund Expenditures over budget at the end of February:

(Accounts expected to be over budget because of their billing cycles are not listed. Being over budget might mean that we had unexpected expenses or did not budget appropriately.)

- Office Supplies
- Natural Gas
- Electricity

The utility overages are hopefully because of the cold weather and will be closer to budget at the end of the cycle. The gas bill had a credit on it and was still high. The water bill increase must start with the March payment.

General Fund Income and Expense History



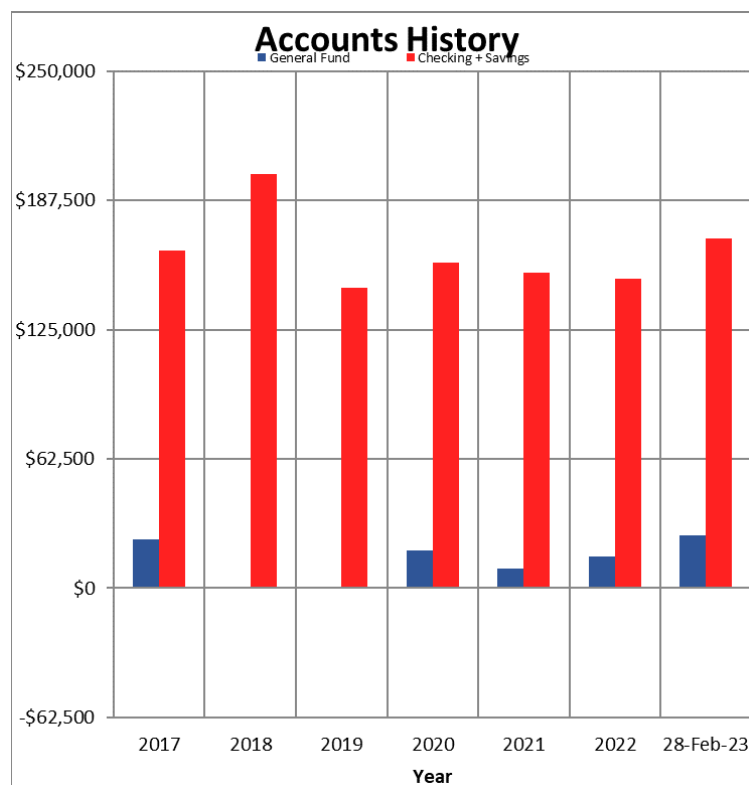
Outside the General Fund:

The solar incentive payment for Feb. was \$87. A payment of \$166 was made on the internal roofing loan to PFI Capital leaving a balance of \$5,486 which should be paid off by mid-2024.

All Church Events: The leadership luncheon cost \$236 and \$70 was donated. The fund is down to \$19. A generous family donated the exact amount needed to be listed in the GT's religious page. \$343.20 was donated to this fund and expended from this fund in February for the ad.

Disciples House: There were more expenses for the backflow valve and testing, but that is completed now. Natural gas is at 31% of the budget estimate and electricity at 24%. The insurance refund had \$974 credited to DH operations. The Feb. rent was late and we should see late fees on the March payment.

Lawyer: There were no lawyer fees this month. The total legal fees paid are \$44,155. The PFI Unbudgeted Contingency fund is down to **-\$23,532**.



Craft Fair: Twenty-three Vendor non-refundable deposits were received totalling \$434.

Capital Campaign: \$1,272 was paid for the light fixtures for the front of the building. Next month Axis Electric will be paid for installation. There will be less than \$900 left in this fund by the end of March.

Mission and PFI Mission: We received \$25 from Amazon Smile and anticipate two more payments before it ends. We also received 13 cents from escript. It might be good to learn more about this program and promote it. Out of PFI Mission we paid the annual donation to Interfaith Caregivers of \$150. This was approved by the board many years ago as an ongoing donation since it is due in February.

TRUSTEE REPORT: Submitted by Bob Y. via email.

A Certificate of Liability Insurance for TRFW (Ten Rivers Food Web) has been added to the Trustee Drawer.

The Boy Scout Bankruptcy case remains "stayed". Arguments in the appeal of that case were heard on February 9 and 10 before U.S. District Court Judge Richard Andrews in Delaware. I would not anticipate any additional activity in our local case until after this national case is settled.

I am not aware of any other trustee activity in February.

Matt was asked by someone in the congregation about the possibility of being able to withdraw from the Boy Scout case. We have been told that this would not be advisable until a determination is made in the national case which may make the local case a moot point.

PERSONNEL: Submitted by Tom F. via email.

Another pretty light month for Personnel, which is still a good thing.

- All Positions filled - awesome staff

- *Custodial Checklist - Created/Updated by Matt to support Custodial Position*

HOUSE AND GROUNDS: Submitted by Bruce C. via email.

Axis electric installed the front Pendent lights and replaced the burnt-out Sanctuary bulb

Worked with Bashful Bob's on the door locks for the church and disciple's house. Disciples house key was a result of the having a master key system if we want to rekey the whole house we could. But other keys tested did not open the door. The church front door lock had a spring that was broken, replaced from the old back door lock. Ordered a door latch for the front door that will hold the panic bar down and allow the door to open without being unlocked.

Worked with Steve Herb, Luke Cotton, Bob and Vicki Young to remove the screen/divider in McLean Hall. Still have the light fixtures to remove. Tested the fire alarm system, it worked for dust, cleared the church and talked with the fire department.

Bashful Bob's came by and checked on the rear door sidelight window and ordered new glass.

Worked on the windows room 32 and 33 to get them to close.

The front lights are in. Looking at possibly replacing the sconces at the back entrance. There should be about \$677 left in the Capital Campaign funds to do this.

Will be working on the McLean Hall project this weekend, taking out the old light fixtures. We will be without lights in McLean Hall for a time except for the wall sconces.

OTHER BUSINESS:

1) Several policies have been updated and will need to be taken to the Board for their approval.

POLICY 410: BANKING AND CHURCH EXTENSION ASSET MANAGEMENT POLICY Changes approved 2/2023.

POLICY 440: INVESTMENT AND STOCK ACCOUNT SIGNERS POLICY Approved 1/2023.

MOTION: Ann moved that POLICY 417: VENDOR APPROVAL POLICY be approved as amended. Moves the timing for completing this task to the Feb Finance Cabinet. The January Finance Cabinet is impossible because of the work needed on the budget and because the software doesn't allow us to remove a vendor we have used in the prior year until we are fully in the new year. So the work needs to happen later in January. Tom G. seconded. Approved unanimously.

MOTION: Ann moved that POLICY 420: CREDIT CARD POLICY be approved as amended. The correction reflects our current practice. Bruce C. second. Approved unanimously.

MOTION: Ann moved that POLICY 450: CASH AND MONEY HANDLING POLICY be approved as amended. The only correction is on page 4 and comes from the audit. Matt didn't have any changes to the Square at that point. Karen seconded. Approved unanimously.

Janet will present all these policies to the Board for final approval.

2) Mission trip to Ecuador: Lauri Morris hopes to do another mission trip to Ecuador this summer and would need either some scholarship money or permission to do fund raising for the project. After discussion it was decided that fund raising would be the best course of action in order to allow participation by the congregation, raise awareness of the program and possibly interest others in making the trip as well.

MOTION: Ann moved that we allow Lauri to conduct a fund raising campaign. Karen seconded. Approved unanimously.

ADJOURN: The meeting was adjourned at 7:55 p.m. and Matt led us in prayer.

Respectfully submitted,
Karen Griswold
Clerk of Finance

Approved 04/10/2023