

Westminster Presbyterian Church  
Finance Committee Meeting  
Tuesday, May 15, 2018  
6:00 pm

Todd Willis, Moderator  
\*Jeff Bornstine  
Ralph Davis, Endowment Trust  
\*Marcia Holcomb

Jon Hauerwas, Pastor  
Shelley Koutnik  
Eileen Martinez, Staff Accountant  
Alec Works

An asterisk denotes those not in attendance

AGENDA

1. Call to Order at 6:05pm with prayer led by Pastor Jon.
2. Minutes – March 20, 2018. Motion to approve carried unanimously.
3. Review of April Reports:

Analysis of Revenue and Expenses

Revenues:

- Contributions in excess of budget by \$24,000. Same as last year.
- Unpledged contributions are less than budgeted and \$3,000 less than year-to-date 2017
- Rental Income – WSVA is 2 months behind – paid January rent in December, February rent paid in March and March paid May 7. Rents for April and May are due. (Update – rent was brought up to date the day of our meeting.)

Expenses:

- Office and Admin expenses are under budget \$3,000, but a large paper and supply order recently placed will impact that figure.
- Personnel Expenses – under budget primarily due to custodian transition. Total Personnel expense equal to 2017 level.
- Properties – Snowplowing exceeds annual budgeted amount by \$3,300. Other expenses similar to last year.
- Overall – expenses under budget by \$20,114 - *Please note that year-to-date total expenses are \$9,000 more than year-to-date 2017.*

**Outreach – regarding question asked at annual congregational meeting – The expense portion of the Outreach operating budget was cut by \$6,500 from 2015 to 2016 in response to a request from Session to all committees to review and reduce their budgets. This was funding for Outreach from the church operating budget. It was not related to special asks; primarily this money in prior years had been budgeted to support Presbytery and Synod-led mission work. The elimination of Christmas in July further reduced both income and expenses by \$6,000. Thus, the Outreach Expense Budget has decreased by a total of \$12,500 since 2015.**

#### Summary of Restricted Accounts

- U40-8047 – \$63,000 expended from Rowley principal designated for Capital Improvement Projects.
- R20-9040 - \$633.74 received for website project.

#### Balance Sheet and Investment Reports

- Checking account had \$70,529.04 at April 30, 2018.
- FMV of Wells Fargo Account is \$1,761,475. As investments mature, available funds are reinvested using the same short-term and mid-term schedule adopted by Session in 2016
- Total Assets \$1,832,542 – see Summary of Restricted Accounts for specific fund balances.

#### 4. Follow-up on Agreed Upon Procedures

- Personnel Files – paperwork is updated for all but 2 choral scholars. One has elected to work without pay as she is resigning at the end of May. The second one is completing paperwork now after being told there would be no further pay without the paperwork.
- Release of Information – information and request for new release of information form was sent to Personnel on February 28.

**Motion: To implement the release of information form recommended by CPA, Hilary Beatrez, as a temporary measure to allow the Personnel Committee adequate time to research and develop a more appropriate form for use in staffing Westminster volunteer and employee positions.**

**Motion passed unanimously.**

#### 5. Payroll - clarification requested - Are lunch breaks paid or unpaid?

Eileen and Claudine receive ½ hour unpaid lunch breaks  
Sheila takes 1 hour paid lunch breaks – Is this correct?

Does Damon receive paid or unpaid lunch break and how long?

Note – Personnel Policy regarding breaks and meals has not been consistently applied since 2011 or before.

## 6. Celtic Garden Fund

History – The idea of the Celtic Garden was presented in July 1986. The garden was to supply flowers for the Chancel throughout the summer and in return the surplus from Chancel Flower income less expense would be given to the Celtic Garden Fund. The garden was to be self-sufficient.

Something changed throughout the years and by 2011, the surplus from Chancel Flowers was budgeted as operating income for the Worship Committee. There is no record of the original motion or any changes in the finance office records.

In the past 3 years the garden has experienced an increase in expenses specifically for continuing repairs to the fountain. The Celtic Garden is currently getting quotes to repair the fountain again and add an automatic water fill. Anna Marie Wilton and Marge Rearick are reluctant to spend the \$2,400 fund balance (they considerate this to be their “rainy day” fund). **They have requested that surplus Chancel Flower (weekly, Easter and Christmas) monies be given to the Celtic Garden.**

Current situation – The Celtic Garden has an annual plant sale to purchase plants and pay for garden expenses. They also receive contributions. Currently they spend approximately \$600 more per year than they raise. The church has been subsidizing the garden with approximately \$1,600 for water usage. The garden pays \$250 per summer for water.

The Properties Committee is planning to install a meter for the Celtic Garden which will eliminate sewer charges reducing the garden water expenses from \$1,800 to an estimated \$900 per summer. The garden will be responsible for the water usage billed on this meter.

The Celtic Garden currently has 3 funds to support their operations:

Celtic Garden Fund	\$2,440.30
Shaw Endowment	218.08
Capital Improvement Gift	1,535.89

The Finance Committee reviewed the Celtic Garden income and expenses for the past 3 years. If the garden were given the Chancel Flower surplus of approximately \$1,400 annually, they would barely “breakeven” given their current level of expenses plus the anticipated water usage. The committee also discussed that no other projects or committees have reserve funds for unexpected expenses. A special

“ask” to raise funds for an unexpected expense can be approved by Session at any time.

**The Finance Committee recommends that the Celtic Garden be recognized as an ongoing church ministry and be included in the operating budget of the church.** For the 2019 budget year, the Celtic Garden subcommittee will submit a proposed budget to be included with the Worship Committee’s budget. The Capital Improvement Gift will be used for capital projects such as repairs to the fountain. Once the Celtic Garden Fund is expended, the Celtic Garden will be supported through the church operating budget.

## 7. Stewardship

One less week for the 2018 campaign due to the calendar – Peacemaking Collection is October 7 and All Saint’s Day is October 28

Calendar:

Kick-Off Moment for Stewardship - October 14

Moment for Stewardship - October 21

Bulletin Announcement only - October 28 (Remembrance Sunday - All Saints’ Day)

Consecration of Pledges – November 4

8. Next Meeting – Tuesday, July 17, 2018

9. Meeting adjourned at 7:15.