Notes of January 13, 2020 Finance Committee Meeting

I. Attendees.

Bonnie Baldwin, Edwin Ing, and John Westerlund.

II. Financial Reports:

A. The committee reviewed and approved the –

1. P&L Report December 2019,

2. P&L Report January through December 2019,

3. Income/Expense vs. Budget Report, January through December 2019, and

4. Balance Sheet December 31, 2019.

B. The Finance Committee notes that the bookkeeper has not been told which budget lines cover repairs, improvements, and retreat expenses in 2019. Until the committee and the Treasurer determines how to cover those outlays, the 2019 financial reports are not final.

C. The Finance Committee notes that the 2019 Balance Sheet reports $1,172.87 in contributions to the Episcopal Relief and Development Fund. The Treasurer needs to send these donations to ERD.

III.. Committee Recommendation to Vestry on Investments of Church Reserves.

1. St. Barnabas has invested its long-term reserves in the TOTF Core-101 Fund.
2. In June, the Diocese imposed a 2-year probationary monitoring period for TOTF..
3. For the time being, the Finance Committee deems it prudent to diversify the investment of the church reserves which are not currently with TOTF.
4. The committee therefore strongly recommends that the Vestry authorize the Treasurer and Assistant Treasurer to:

1. invest these funds as is financially prudent, and

2. monitor the existing TOTF investments to act as needed.

IV. Search Committee Expenditures for 2020.

1. The Vestry had approved a 2020 budget assuming the completion in 2019 of the Rector Search Committee’s assignment.
2. The search, however, will continue into 2020 with applicant interviews.
3. The Finance Committee notes that the 2019 budget had authorized $15,000 for the committee 2019 work of which $3,706.02 was spent, leaving $11,292.98 unspent. The unspent balance enters the church’s surplus and reserves.
4. While the Search Committee’ unspent 2019 budget does not carry over into 2020, the Finance Committee notes that the church under the non-budgeted expense line, routinely covers expenses that had not received budget authorization, provided the expenses were closely related to church operation.
5. These expenses were either not foreseen at the start of the year or the exact costs were not known.
6. The responsible officers also exercised caution when incurring these unbudgeted expenses and informed the Rector and Vestry before making the expenditures.
7. To repeat, the expenditures were closely related to church operations.
8. Rather than re-open the 2020 budget for an amount that cannot be predicted at this time, the committee wishes to inform the Vestry that:
9. Reasonable expenses to interview rector candidates can be accommodated under the “Unbudgeted Expense” line, and
10. The Search Committee is asked to exercise the customary financial caution.

V. WOSB Financial Report.

A. The Treasurer was asked by the WOSB chair what reports she should present.

B. The Treasurer asked for a report of receipts and expenditures for the past 2019 year.

VI. Allocation of Plate Offering Each Sunday to the Rector’s Discretionary Fund.

1. In 2019, the Vestry allocated all plate offering to the Rector’s Discretionary Fund conditioned on:
2. The Finance Committee’s monthly review that this on-going allocation does not impair the church’s operational budget, and
3. The exclusion of
4. Christmas Eve, Christmas Day, Easter Eve, and Easter Day plate offerings which the Vestry assigns to the church’s ordinary budget receipts, and
5. Holy Week – Palm Sunday, Holy Monday, Holy Tuesday, Holy Wednesday, Maundy Thursday, and Good Friday – plate offerings which the Vestry allocates for the support of the Episcopal Diocese of Jerusalem.
6. The Treasurer will ask if the Vestry continues this allocation into 2020.

VII. Hiring of Sunday School Godly Play Instructor and Sunday Nursery Attendant.

1. The Treasurer informed the Finance Committee that the church may need to hire a:
2. Sunday school teacher for Godly Play (at $27 hourly rate), and
3. A nursery attendant (at $26 hourly rate)

for three hours each Sunday for 40 Sundays in 2020

1. The committee is currently of the view that the existing budget authorizations for 2020 programs can be applied to cover the two positions. But the Treasurer needs to obtain from the bookkeeper the full cost including FICA (Social Security and Medicare taxes) for the two workers.

VIII.2020 Projection for Journey to Adulthood Pilgrimage.

1. The Treasurer informed the committee that 2 children and 3 chaperons will undertake the 2020 Journey to Adulthood Pilgrimage. The church provides $750 for each child and $2,000 (the full cost) for each adult chaperone.
2. The Finance Committee notes that the current $24,686.83 in the Pilgrimage Fund plus the addition of $2,000 in the 2020 budget will cover this cost.
3. The committee seeks to insure adequate, advance funding of future J2A pilgrimages.:
4. A large group of 10 children for the 2023 pilgrimage will require preparation.
5. If church finances allow, the committee at the end of 2020 may recommend that Pilgrimage Fund be further augmented.
6. To this end, a Finance Committee member has volunteered to review the Pilgrimage Fund’s receipts, expenditures, and projections.

IX. Short-Term and Long-Term Disability Insurance Coverage for Church Employees.

The Treasurer will set up the required coverage for qualified church employees.

X. 2020 Committee Meetings.

The committee will meet on the 2nd Tuesday of each month in 2020.