St. Barnabas Episcopal Church

Office of Finance

Finance Committee Agenda

March 9, 2020

Agenda

* Monthly Financial Review (Profit and Loss, Balance Sheet, YTD; if available)
* Vestry Update - Feb 2020
* Vestry Requests - Feb 2020 (Appendix A)
* Discussion of Office Administrator Leave Request (Appendix B)
* Updates of Parochial Reports
* Updates of WOSB Audit
* Updates of RDF Audit
* Updates of T. Rowe Price accounts for Treasurer and Asst Treasurer
* Updates of Health Insurance for Office Staff and Clergy
* Transition Planning for new Rector
* Special Thanking of Bonnie Baldwin, and transitioning of any projects
* New Rector's LOA and benefits
* Open Forum and other issues

Appendix A

Per Vestry's question on Item 3 -- liquidating three donor-restricted funds and putting the money in the church's general fund -- the committee might consider:

(a)  The $1,500 of the Organ Replacement Fund was funded in 2010 with the surplus donations after the church bought and installed the current Roger Trillium organ.  The Organ Committee and the fundraising group decided to use the leftover as seed money towards the future replacement when the new organ becomes obsolete.  The $1,500 with imputed growth might be turned over -- not to the church general fund but to the Capital Equipment Replacement Fund in line with the donors' intent.  The $524,550 funding target set in 2014 for the Capital Equipment Replacement Fund includes $100,000 for the organ replacement.

(b)  The $1,100 of the Labyrinth Fund was a gift in 2007 from a parishioner to maintain the Labyrinth and Labyrinth Garden.  This fund might be liquidated and the $1,100 with imputed growth might be turned over to the Memorial Garden Fund, which would be renamed Memorial and Labyrinth Gardens Fund to cover maintenance and improvements for both gardens. The Treasurer or the Senior Warden will have to clear this with the donor.

(c)  The $2,500 in the Richardson Scholarship Fund is a gift from the family in 2015.  Since there is no current prospect of the church sponsoring a member to study for ordination, the church might transfer the money with imputed growth to Virginia Theological Seminary to be used for student aid.  The Treasurer or the Senior Warden will need to ask the family if the church might thus meet their intent.

Appendix B

"Carol and I have both looked over the request and explanation of Catherine, seen here as part of this letter.  Could the Finance Committee please study this request and see if granting such a request is feasible.  If the answer is yes, the Finance Committee could present it to the Vestry at our next meeting. Carol remarked after reading Catherine’s request that it would be nice for us to say yes to her request as a sign of appreciation for all the extra hours she puts in at her job.  Here is the email Catherine sent to me -

Dear Maria,

Regarding my proposed time off this summer - The sheet I prepared for Carol (attached) summarizes my time off since I was hired here. You’ll notice that I maxed out my sick leave (which tops out at 30 days) by the end of 2017.

Per my Letter of Agreement, personal leave does not accrue.  As of the end of 2019 I’ve “lost” 11.7 days of personal leave. My leave situation is generous, considering 9 Fridays off each summer (Fridays in July and August), Federal holidays, and 10 personal days offered, as well as occasional comp time. However, with our daughter’s wedding in February and our son’s graduation from USMC Officer Candidates School in March, I would only have 6 days of personal leave left for the year, which is not enough time for a trip to Europe that I’m hoping to take. I am asking for an additional 3 days of paid leave this year:  3 wedding days + 1 day for Bobby’s OCS Family Day + my 6 remaining personal days + the additional 3 days.

I am hoping to schedule my trip from July 1 through July 20, or thereabouts.  [I have not looked into plane reservations yet, so dates are approximate.]  I propose to cancel the July/August issue of the Reporter, and to have the office staffed M-Th mornings while I am out.  Staffing could be volunteers or someone hired, or a combination.  I could ask around to see if there is someone from another parish that might be available, if that’s helpful.

Carol is copied here, as well.

Thank you,

Catherine