St. Barnabas Episcopal Church

Office of Finance

Finance Committee Minutes

March 9, 2020

Members Present:

* Robin Erskine
* Mariah MacFarlane
* Norma Ricketts
* Bonnie Baldwin
* John Westerlund, Treasurer

A. Monthly Financial Review (Profit and Loss, Balance Sheet, YTD; if available)

The committee noted that income was above average for YTD 2020 and expenses were below average for YTD 2020. Mr. Erskine noted that Mrs. Bottlick did not see an action item to approve the assignment of plate offering to the RDF in the February vestry minutes.

ACTION ITEM: Treasurer to check vestry minutes and forward the approved action to Finance Committee and bookkeeper.

B. Vestry Update - Feb 2020

1. Parochial Report 2019 was conditionally passed provided Treasurer and Office Admin provide the final figures.

2. Motion FC-2020-01 where 2020 Sunday Loose Plate Offering shall fund the Rector's Discretionary Fund was passed.

3. Motion FC-2020-02 where five long term financial accounts needed to be reset to a 2020 growth (imputed) figure was submitted;

* The vestry approved such action for the Garden Memorial fund and the Long Term Capital Improvement fund;
* The vestry questioned whether the remaining three accounts could be retired and the funds returned to the general fund since the amounts were low;
* The vestry asked the Finance Committee to examine the possibility of the previous inquiry

C. Vestry Requests - Feb 2020 (Appendix A)

The committee reviewed the Vestry updates and feedback sent by Mr. Ing. The Finance Committee concurred with Mr. Ing's feedback.

ACTION ITEM: Finance Committee will submit a motion to;

* liquidate Organ Replacement Fund by transferring remaining funds ($1500) to the Capital Equipment Replacement Fund - which would be the funding source for future organ replacement;
* liquidate the Labyrinth Fund by transferring remaining funds ($1100) to the Memorial Garden Fund - which would be the funding source for future labyrinth repair;
* liquidate the Richardson Scholarship Fund remaining funds ($2500) - only after discussing the wishes and desires of the Richardson family - by issuing a scholarship to a candidate selected by the Richardson family - or if none can be found, donating the funds to Virginia Theological Seminary or other qualified educational institution.

ACTION ITEM: The Treasurer to discuss the Richardson Scholarship Fund with the surviving family of the Richardson Scholarship Fund.

D. Discussion of Office Administrator Leave Request (Appendix B)

The Finance Committee was informed that the Officer Administrator has not eleven of her vacation days in the last three years and currently is in need of extra leave to manage personal matters.

ACTION ITEM: The Finance Committee discussed and will submit a motion to the Vestry recommending that the Vestry extend eleven days of leave to the Office Administrator to compensate for lost vacation days in years past.

E. Updates of Parochial Reports and Audits

The Treasurer notified the Committee that the 2019 Audit has been completed. Mr. Erskine noted that the 2018 Audit needs to be done and Mr. Hammerschlag would volunteer if asked.

F. Updates of WOSB Audit

The Treasurer notified Mrs. Baldwin that he needed Jan 2019 through Dec 2019 bank statements to conduct a WOSB audit. Mrs. Baldwin indicated she would deliver these ASAP.

G. Updates of RDF Audit

The Treasurer notified Mrs. MacFarlane that he needed Jan 2019 through Dec 2019 bank statements to conduct a RDF audit. It was determined that Canon Flanagan has those statements so Treasurer had a task to obtain them from Canon Flanagan.

H. Updates of T. Rowe Price accounts for Treasurer and Asst Treasurer

Treasurer has an action item to contact T. Rowe Price and obtain accounts.

I. Updates of Health Insurance for Office Staff and Clergy

Office Administrator currently has STD. A choice of LTD (from Diocese web site) was offered to Office Administrator - she is currently in the process of selecting which LTD to enroll in.

J. Transition Planning for new Rector

Treasurer is developing the following;

* Rector offboarding checklist - for outgoing Rector
* Rector onboarding checklist - for incoming Rector
* Financial Briefing Package - for incoming Rector; which would include Budget, Annual Report, Parochial Report, other financial documents as needed, etc.

K. Special Thanking of Bonnie Baldwin, and transitioning of any projects

The Committee thanked Mrs. Baldwin for her enduring assistance and membership on the Finance Committee. Mrs. Baldwin turned over her notes, spreadsheets and data on the accounting of the Youth Ministries; and recommended that St. Barnabas fund 100% of costs for future pilgrimages.

L. New Rector's LOA and benefits

The Treasurer brought up that the Finance Committee would have to plan and consider various benefits of the new Rector's LOA and their financial impacts and cost. Among those are sabbatical (parish should cover 3 to 6 months every 5 to 7 years -- potentially $50,000 cost), supply during this time, vacation, STD/LTD costs, or other benefits that arise. Mr. Ing noted that there was a line item for sabbatical cost. The Committee will examine these costs in future meetings.

M. Open Forum and other issues

Mrs. Ricketts noted that St. Barnabas would be able to open a Savings Account with Sun Trust that rewarded 1% interest for 3 months, however, the rate was to be dropped to 0.25% on March 10, 2020 due to the extreme losses in the Stock Market on March 9, 2020.

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