

NBC FINANCE COMMITTEE MINUTES

Date, Time: Tuesday, Aug 23rd, 1:00pm, Zoom

Team: Rob Bunton, Rev Will Green, Karin Elofson (scribe), Karen (Lulu) Friedman, Joanne Sterling; Barring Coughlin

1) Call to Order – Karin

2) Opening Prayer – Rev Will

3) Review of Previous Minutes – July 26th, 2022 minutes approved as distributed

4) Monthly Reviews

- a) Overall finances okay; pledges and personnel expenses at 56%.
- b) Fund-raising at a good level for this time of year.

5) New Business

- a) Project Budget – Window Replacements;
 - i) Windows on order, 12-to-14-week lead time. Rob to get reimbursement paperwork to Lulu.
 - ii) Any budgeted costs that cannot be met by Capital Improvement Fund will come from the Memorial Fund.
- b) Plan for 2022 Stewardship Drive – Rob to set up pledge drive in Tithe.ly. Will to start pledge requests from the pulpit in September.
- c) Distribution of Local Mission Funds – Fund currently has \$7949.66 (end 2021) + \$2900 (budgeted for 2022) - \$1000 (transferred to CA&P) = \$9849.66. The plan is to distribute about \$4K by end of year; proposals to go through first pass review by Board. Remaining to be kept for emergency situations.
- d) Karin to present to Assembly at August 28th meeting.

6) Unfinished Business

- a) Ramp Project Budget status
 - i) Ramp itself actually cost \$2990 rather than \$4190; Rob to get reimbursement paperwork to Lulu.
 - ii) Another \$6K to Barry (starting 2nd week September) and \$6K to Kamps for curbing, terrace and steps down to street level.
 - iii) Lulu asks that there be a Plan B if Barry cannot start in September; Steve King has expressed a willingness to help the church.
- b) Annual Audit_ 2020 – status
 - i) It was confirmed that W4 forms are on file for all employees.
 - ii) Karin, with help from Lulu, to complete 2020 Audit in September 2022.
- c) Quickbooks Online –

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- i) Payroll being processed using same; do we upgrade program purchased by Butch or get our own; Lulu to talk to Butch.
 - ii) Plan to complete transition to Quickbooks online over Q4 and then go live January 2023.
 - d) UUA contribution – Due by September 10, 2022
 - i) Karin had a conversation with UUA rep, Norrie Gall; Annual Program donation amount based on **actual** operating expenditures of July 1, 2021 through June 30, 2022.
 - ii) $64,077.82 (7/21 - 12/21) + 75,664.75 (1/22 - 6/22) = \$139,732.57$ total operating expenses
 - iii) $0.0675 (APF \text{ percent}) \times 0.5 (50\% \text{ for federated church}) \times \$139,732.57 = \$4715.97$
 - iv) However, *technically*, we are only allowed to increase our previous year's donation of \$1200 by 10%, so that limits our donation to \$1320. This seems very low indeed, and an aberration due to our first year of affiliation. Karin to propose an intermediate sum of ~\$3200.
 - e) What to do about the Food Pantry
 - i) Will and Linda to talk to Susan Hanley and invite her and the Food Pantry Board (Susan, Linda C-N, Betsey, R-H) to meet with the Church Board to discuss the implications of fiscal sponsorship. They may want to start their own 501(c)3; Karin is happy to help with the paperwork.
 - f) New office printer
 - i) New printer received for the Church!
 - ii) Printer for Church office planned for October timeline.
 - g) E-mails for Church Functions
 - i) Karin to contact Squarespace to see how one gets an e-mail like 'Pastor@newbrackettchurch.org' or 'Treasurer@newbrackettchurch.org'.
 - h) Tithe.ly App Roll Out
 - i) Karin to hand out the instructions on uploading the App – let's just see what happens!!
- 7) Next Meeting** – Tuesday, September 20th at 1:00 pm
- 8) Adjournment**

Addendum – Deferred Business

- **Part-time Admin Position** – *defer discussion until September, as part of 2023 budget planning.*

Proposed responsibilities:

- a) Office management – e.g., organize files, ensure all new employees complete necessary paperwork, ensure CA&P student files are complete and copies of emergency forms made accessible to CA&P staff.
- b) Support website updates
- c) Review mail, ensure bills are collected and transferred to Treasurer
- d) Thank you notes for donations, etc.
- e) Support for financial procedures, like deposits
- f) Management of Building use

- **Church support of scholarships for Pilgrim Lodge 2023**