

Westminster Presbyterian Church
Finance Committee Meeting
Tuesday, January 21, 2020
6:00 pm

Todd Willis, Moderator
Marcia Holcomb
Shelley Koutnik

*Jon Hauerwas, Pastor
Debby Evrard, Staff Accountant
Ralph Davis, Endowment
Alec Works, Endowment

An asterisk denotes those not in attendance

MINUTES

1. Called to Order with prayer shortly after 6:00pm.
2. Minutes – November 19, 2019. A motion to approve carried.
3. Review of December Reports:

Analysis of Revenue and Expenses

Revenues:

- Overall contributions are \$1,100.24 below budget. Unpaid pledges totaled \$13,083.00 at year end.
- General Endowments for operating are \$7,252.83 excess of the amount budgeted thanks to a one-time distribution of prior year earnings in January.
- Interest and Dividends are \$11,599.79 above budget.
- Discipleship - \$599.00 in Student Mission Trip income and \$139.38 in expenses were reclassified to account R20-9009 Youth Fundraising/ Programs Grade 6-12 for a future mission trip.
- Outreach - \$10,022 was contributed to the Christmas Basket project. Expenses totaled \$9,096.83. A total of \$925.17 was transferred from income to the Restricted fund for the project next year.
- Personnel - \$11,679.25 of Rowley New Church Life funds were expended in support of the Youth Coordinator. Account G12-4703 shows the transfer of these funds into the operating account.
- OH Living vacated the premises: \$5,200 in budgeted revenues were not received in 2019.

Expenses:

- Discipleship is under budget \$5,323.06 - \$3,000.00 due to postponement of Student Mission Trip.
- Office and Admin under budget \$9,892.95 primarily from savings in copier contract and supplies, and computer equipment and support. Computer support and upgrades are significantly down in 2019.
- Outreach is under budget by \$1,793.22 – denominational collections are slightly below budget. The gift to Ohio Living and support of Helping Hands were not funded this year.

- Utilities are currently under budget by \$10,294.03 – LED lights have replaced many fluorescent bulbs.
- Properties Maintenance is over budget by \$7,465.09 due to boiler pipe repairs and new heater for WYDACA area; overdue tree trimming, and numerous repairs that were deferred in prior years.
- Personnel costs are below budget by \$36,813.25. Major savings occurred in the Music and Maintenance departments.
- Overall expenses are below budget by \$67,492.19.

No Rowley Funds were used in 2019 to support the operating.

A surplus in the amount of \$36,807.33 will be added to the Reserve Fund.

Summary of Restricted Accounts

- U40-8043 – Reserve Fund is \$63,882 before addition of 2019 surplus in the amount of \$36,807. WPC should maintain a reserve fund of \$126,000 to \$157,000.
- R20-9007 – Pentecost Fund \$371.39 available for donation to local Teen Suicide Prevention Organization.
- R20-9032 – Peacemaking – \$113.36 to be expended on a donation to a local Peacemaking organization. \$142.00 is available for a project in 2020.
- R20-9201 – Davies Food for Life Fund has been fully expended.
- R20-9721 – Line of Sight - \$500 has been received towards the project.
- R20-9801 – Steeple Fund \$5,000 given from a neighbor to help repair the Steeple.

Balance Sheet and Investment Reports

- Cash in bank at December 31 is \$71,721.09.
- Investments at FMV are \$1,620,589.85,
- At December 31, 2019, revenues exceeded expenses by \$36,807.33.
- Rowley Funds were not expended on operations in 2019.

4. Stewardship Campaign Results

The results of our 2020 Stewardship Campaign are a 5% increase in number of pledges and overall increase of 8% in pledge dollars.

Pledge Chart Comparison:

	<u>2019 Actual</u>	<u>2020 Actual</u>
\$ 0 to \$ 499	14	17
\$ 500 to \$ 999	11	10
\$ 1,000 to \$ 2,499	40	37
\$ 2,500 to \$ 4,999	20	23
\$ 5,000 to \$ 9,999	13	15
\$ 10,000 and over	2	3
Total Family Unit Pledges	100	105
Total Pledge \$	\$ 298,874	\$ 321,901

The committee also discussed reviewing the new membership packet regarding what if any additional materials (for example a letter from Ralph) might be helpful regarding the pledge process.

5. 2020 Operating Budget

- General Income – Estimated pledges \$321,901 – 8% increase
Unpledged contributions estimated to be the same
Rowley Designated Endowment estimated at \$26,600 with addition of \$200,000 in December 2018
- Office & Admin - Total budget increase - \$1,350
Miscellaneous increases and decreases.
Added \$3,000 allowance for reserve fund.
- Per Capita - Budgeted at \$32 per head for 409 members
- Discipleship - Budget increases \$400.
Miscellaneous increases and decreases.
No Godly Play training in 2020
Increased Student Mission Trip income and expense by \$1,000 each
- Outreach - Net Operating Budget increases are \$700 for Akron Pride Festival and another local event to be determined.
- Properties - Net budget increased by \$3,950.
Miscellaneous increases and decreases
- Worship - Overall budget increases by \$5,100
Addition of 2 Jazz Vespers Services - \$5,000
Add reserve for repair and replacement of instruments and equipment
- Deacons - Net budget reduced by \$175
Church Meals and Fellowship hour expenses reduced
- Investment - Interest and Dividends - \$26,821 (investments and mortgage)
Could be more depending on expenditure of Rowley Funds for projects.
- Personnel - \$8,700 budgeted for staff increases including the Pastor.
- Youth Coordinator – new position in 2019; 10 hours per week funded by Rowley New Church Life Funds. Funds to run out by end of 2020.
- Choral Scholars – proposed budget increased to \$13,320 to cover \$360 per week for 37 weeks.
- Social Media Coordinator - \$90 per week – position must be evaluated for funding by March 31 – not currently budgeted.

Due to the increase in pledged income (from a very successful stewardship campaign) all committees are funded at the levels requested.

Following the decision of Session in 2016, the amount of Rowley Funds budgeted to balance the budget decreased by at least \$10,000. Amount budgeted from the Rowley Fund for 2020 is \$20,969. There has been a surplus every year since 2017.

Motion to recommend the 2020 Operating Budget to Session.

6. Budgeting Issues for 2021:

New Church Life funding for the Youth Coordinator will be fully expended by the end of 2020. New Church Life funds support this position at a cost of approximately \$12,500 per year.

A full year of funding for Jazz Vespers will be needed in 2021. The cost of four Jazz Vespers Services per year is \$10,000.

What about Social Media Coordinator at \$4,700 per year?

7. Restricted Gifts

WPC has received \$500 for printing a history booklet, \$600 for the website and \$500 for a Line of Sight project. These are all listed in restricted funds. No project received the total funds needed for completion. The website funds will be used for additional staff training. Recently, WPC received a donation to start a New Piano Fund. The donor was contacted and graciously gave the donation to the Davies Food for Life Fund when he learned that we did not need a piano fund. Donations to existing ministries are always welcome.

A list of small projects, with costs, needs to be developed for Pastor Jon and the Finance Committee to present when asked. Ideally a donor will fully fund a project if they are aware of the total cost.

Individuals, staff or volunteers, should not be going outside of the committees to create asks for pet projects nor should WPC be placed in the position of accepting funds for projects that have not been reviewed and approved by the appropriate committees and Session. We need to keep in mind that all of these special Asks reduce the donations given to support the church's operating budget and primary ministries.

Motion: to approve that each committee be permitted to develop no more than two small projects, each costing less than \$2,500, to be approved by Session and included on a "Wish List" of approved projects. The Wish List including total project cost will be available upon request to individuals inquiring about funding needs for special projects. No project will be added to the list without written detail of the costs involved. Donors submitting funds for unapproved projects will be directed to the approved list before the donation is accepted.

8. Annual Meeting – Sunday, March 8 or Sunday, March 15, 2020

Motion: to approve March 15, 2020 for the Annual Congregational Meeting

9. Next Meeting – Tuesday, March 19, 2020

10. Adjourned at 7:40.