**FUUSM Finance Committee**

**NOTES**

**September 24, 2018, 6:30 p.m., Parlor**

Present: George Banziger (Note-taker), Andrea Bone (Treasurer), Margaret Fredericks, Gary Hamilton, John Kidd (Chairman), Mike Lang, Gwen Noe, Shari Ballantyne (Liaison to Board of Trustees)

1. Approval of notes of August 27, 2018 meeting

John moved approval, Gary seconded; approved as presented.

2. Treasurer’s report

a. Overview of P&L statement, P&L YTD, balance sheet,– Andrea Bone

Balance sheet- Andrea was asked to show the status of our checking account separately in the future; she was thanked for the report but was asked to provide less detail in the future.

George will forward future reports from Andrea to the entire committee since Andrea does not have an e-mail list of the Committee.

**Grocery Gift Cards:**

Per our meeting last month, we have implemented new spreadsheet procedures with success. Reviewed and balanced weekly. No confusion and much easier to follow and track. As to the continuing questions of prior years ‘missing’ cards: If there are missing cards, it will be impossible to track due to the poor records, corrections, deposits, and inaccurate card numbers. I also understand that there were erroneous deposits, that money was moved around, and that there is no paper trail to indicate why. At this juncture, I request, if the committee thinks this is necessary, moving the $550 (actually $275 when corrected for some errors) from plate collections of July 1 as Shari Miller says she sold grocery cards on that day in question (July 1). I am requesting this from the Board to create a paper trail.

**Committee approved this request**

Shari suggested that FUUSM sell grocery cards and buy credit cards at Giant Eagle; others noted that there is extra fee for credit cards. John - research how much fee is and send written proposal to the Committee.

P&L Statement:

**Pledge Income:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | 789.63 |  | 1,200.00 |  | -410.37 |
|  |  | 23,744.66 |  | 24,000.00 |  | -255.34 |
|  |  | 24,534.29 |  | 25,200.00 |  | -665.71 |

**Total Income YTD:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Total Income** | 35,534.78 |  | 26,250.00 |  | 9,284.78 | |

We are currently researching a dividend we have received that is part of the total.

**Total Expenses:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Expense** | | 21,153.02 | |  | | 26,134.56 | |  | -4,981.54 | |
| **Net Ordinary Income** | 14,381.76 | |  | | 115.44 | |  | 14,266.32 | |

**Split The Plate:** $164.50

**Office Supplies:** Requesting approval to create corporate/tax exempt account with Office Depot. **Committee approved this request**.

b. Other Treasurer items

*Message from Shari Ballantyne*: I just wanted to follow up the conversation that Andrea & had this morning about deposits. Andrea's current thought was that Brenda Lisk would start to handle Grocery Card deposits which is why the endorsement stamp would be needed in the office. I mentioned that  this is a change to money handling procedures and responsibility that that should probably be discussed  and agreed on by Finance committee.

**The Committee approved this change in practice.**

Andrea: Stamp (for deposit only) is in the safe with the grocery cards. Grocery card sales persons will stamp each check when people buy grocery cards.

Andrea will review deposit form that is used by Steve & Maggie Meyer.

3. Grocery cards, review/

a. Follow up of missing cards - see above

b. New schedule - one person has asked that the old schedule be reinstated. New, revised schedule will be followed

4. Service Auction update

*Message from Shari Ballantyne (prior to the meeting):*  I have asked Cory, if he and Ezra could help with the Service Auction. I am hoping that they will do the auction sales.  
  I plan on asking Brenda Lisk and Andrea Bone to do the credit cards   
  I have talked with Mike and I plan to have him train the team for the computer tasks.   
  I feel it would be easier if Mike only has to explain the process once to a group of people.  
   I would like suggestions for others to work on the computers, food, and drinks, as well as clean up. I have asked different people to donate food. Kat is going to ask Wayne to donate pizzas.   
 Dawn Hewitt and Robin Bozian will work their wonders on the silent auction and the ticket bags.     I have a decoration team set up. Jim Rapp and Randy will be working the auction as well.

*Shari's statement at the meeting:* Nine more people are needed: two for credit cards, three for food/drinks (wine, beer, soda), two for entry fee, two on the floor selling tickets

Finance Committee volunteers:

Gwen N.- floor

Margaret - entry (collect money)

Shari will ask others suggested by the committee, and committee members will ask individuals and send names to Shari.

5. Issues arising at Committee Recharge

a. Term limits for chairpersons and committee members - Do we want such limits for our committee or chairman? Consensus of the Committee - no term limit for chair or the members of this committee. People should give adequate notice if they want to resign and make an effort to find a replacement.

b. Arrangements for Committee Fair of September 30 - John will represent committee at this event. John will talk with Martha McGovern who is managing the fair.

c. Finance Committee mission statement

Draft: "*Oversee the finances of the congregation, including the operations budget and special funds, in concert with the treasurer, the financial assistants, the bookkeeper, and the Board of Trustees."*

Forward comments on this draft to GeoB by Friday, September 28; display final draft at Committee Fair

6. Review draft FUUSM financial calendar for 2018-2019

Only relevant item - Send out invitations and request for items at service auction- Shari will send out soon.

7. Other business

Craft show idea- Lori Fahn who was organizing this event, broke her foot; will do next year.

Next meeting: October 22, 2018 (6:30 in the Parlor)

Adjournment - 7:25p.m.