**FUUSM Finance Committee**

**MEETING NOTES**

**July 22, 2019, 6:30 p.m., Parlor**

Present: George Banziger (note taker), Andrea Bone (treasurer), Gary Hamilton, John Kidd (chairman), Mike Lang

Kat Hawbaker (minister)

Dave Ballantyne (visitor re: audit)

1. Approval of notes of June 24, 2019 meeting – Gary moved, John seconded. Approved unanimously as presented.
2. Treasurer’s report

a. P&L Statement, (year to date)

**Pledge Income** Total Plate Contributions $6,606/$6,700; $94 under

Total Pledge Contributions $135,106 / $128,000; $7,106 over estimate

**Total Expenses**  $148,144/$161,329-$12,845 under budget

Professional expenses were under budget this past year mainly because Kat did not attend the General Assembly; she probably will next year and these expenses will be closer to the budgeted amount.

**Net Ordinary Income** $68,718(net income for the 2018-2019 year moves to the FUUSM checking account.

b. Balance sheet

-Stained glass windows – money spent, not recovered; no plan to raise that money; Board should ask BoTGs to cover these costs (Geo relay this to the Board);

-Novak gift ($10,000) goes to General Music Fund (needs to be transferred from pledges)

c. Copier

Contract for Poynters/Cannon expired, and we will discuss monthly payments going automatically for both instead of the current 1 month per plus an additional quarterly to Poynters. Will save us money and time with an initial savings of $120.00 per year and the copier will be upgraded for contract compliance which includes wireless! This gives us an additional savings as current desk printing can go directly to the copier, no more stamps, no more envelopes, no more 71 cent charge per check and easily assessed bookkeeping. If we have an overage, this will be calculated and due at the end of the year instead of quarterly. The Committee agreed to move ahead with this copier arrangement.

Kat’s expenses have been recalculated and completed.

d. Credit card – Dave expressed a concern about oversight issues with a credit card; this concern would be addressed by a monthly report from the bank to be checked by the treasurer and the Finance Committee. Kat responded that she has got the message to be more regular with her requests for reimbursement with professional expenses. After some discussion the Committee chose the option of Kat submitting monthly expenses between now and December 2019; if that does not work out as expected, we will move to the credit-card arrangement. Kat & Andrea will discuss this arrangement as well as other financial procedures in a separate meeting.

3. Status of audit by Dave Ballantyne

-Dave has some important demands on his time in the next couple of months that prevent him from completing the audit;

-He did express some preliminary thoughts about improving the definition of our financial procedures with all relevant parties (Kat, Andrea, Steve & Maggie) and having up-to-date position descriptions.

4. New Safe (donated by Gary); should be secured on a secure stand; Joe Baker, Kat, Chris, John, Gary will get together about proper placement of the safe; closet (near Chris’ office) is recommended s one option.

5. Chalice Lighter application – long-range plan

-Joe Baker Hs asked George to help with a Chalice Lighter application to the UUA, but George discovered that a basic requirement for a Chalice Lighter grant is a long-range plan. Joe working with Buildings & Grounds on long-range plan for capital improvements.

6. Online contributions – Vanco or Paypal??

-Andrea will contact our UUA liaison Beth Casebolt (who will be here on August 4) about Paypal

7. Finance Committee calendar - review new calendar for 2019-2020

George briefly presented a draft the calendar for the Committee (previously distributed) and noted regular meeting dates that might be problems:

November meeting (during Thanksgiving week)–OK; December 23 meeting (check later on the suitability of that date); May 25 (Memorial Day)- change to May 18.

It was noted that Shari Ballantyne has arranged the date of November 9 for the Service Auction.

8. Other business – Grocery cards- process- Andrea prepares spread sheet (a running inventory) for Brenda who orders the cards; Chris gets spread sheet and puts it in grocery card binder.

**Next scheduled meeting: August 26, 2019 (6:30 in the Parlor) – GeoB out of town (Mike Lang will take notes)**

Adjournment. – 7:20 p.m.