

**HLLC Finance Team Minutes
November 9, 2021 Meeting**

Team members present: Pr. Brittany, Roger Collins, Steve Ericson, Jean Roenfeldt, Bob Apmann

Absent: Julie Hansen

Guests: None

The meeting was called to order in the youth room at 10:00 AM

Financial Secretary's/Treasurer's reports:

- See the attached YTD *Budget vs. Actual Operating Income & Expenses* and the October 31, 2021 *Cash-On-Hand* reports for details. To briefly summarize:
 - All income and expenses are up-to-date and have been recorded properly. October was a good month for the congregation's finances. On a YTD basis, total revenue is only \$2,629 less than budgeted while expenses are \$54,973 less than anticipated.

Forecast

- The team anticipates we will have approximately \$60,000 in operating cash on-hand at yearend. Once the congregation approves a '22 budget we will be better able to determine how well that cash balance will serve us in the coming year.

2022 Budget

- Recognizing that pledges are not due until December 5th and that a complete budget cannot, therefore, be compiled until pledges are received, the team spent its time today reviewing spending requests for the upcoming year. At this point, operating expense requests total \$325,000 representing an approximate 5% increase over last year's approved budget. Additionally, capital expense requests, not included above, total approximately \$52,000. The team will have a more complete budget to present to council after its December 13th meeting. As has been past practice, we anticipate conducting a congregation budget Q&A/information session, on January 9th.
- The preschool last increased its maintenance pledge to the congregation in 2017 and its basic pledge in 2014. Pastor Brittany will explore with Kay Johnson the possibility an increase in either, or both, of these pledges.
- Pastor also mentioned there are plans to re-convene a facility usage committee in the new year. At that time non-member usage fees will be discussed.
- In an effort to increase member giving, Bob will re-issue a reminder about the ability for Thrivent members to use *Choice* dollars.
- See below for requested council action concerning sabbatical funds,

Old Business

Discussion of Treasurer & Financial Secretary procedures

- While *Servant Keeper* is on-line (in the cloud) the team remains uncertain about what kind of accounts payable software might be the right-size and most cost-effective for our application.
 - As reported last month, Jean will begin using the cloud version of *Servant Keeper* in January 2022.
 - Regarding accounts payable procedures – All, once again, agreed we need to move to an on-line payables processing system. With this in mind, Steve continues exploring reasonableness of using either *Quick Books Plus On-line* or *Quick Books Simple Start On-line*. He has investigated various options and these two software applications appear as if they may have possibilities. Each requires on-line usage fees of between \$25-\$80/month, depending on the number of users. Pastor Brittany agreed to contact other area congregations to determine if any are using this software, or if not, just what they may be using.
- Last month, the team received a request to explore the Colorado Child Care Credit as it may relate to the preschool. The preschool's CPA does not conduct a tax practice and was unable to provide advice. Julie was unable to contact the Colorado Department of Revenue to determine if our preschool is even a potential recipient of gifts under this program. Bob will, therefore, follow-through to determine if and how the credit may apply to our situation.
- No further discussion about the purchase of fire rated 2-dr and 4-dr file cabinets, costing between \$2,000 - \$4,000 each.
- Jean and Roger each remain uncertain about whether or not they may continue, in the long-run, serving in their current volunteer positions.

New Business

- Jean reported that Julie Hansen no longer wishes to continue as a member of the Finance Team. We appreciate her valued input and thank her for her dedication to the congregation's finance matters.

Fellowship hour

- Jean and Roger volunteered for the team's November 21st obligation.

For Council action

- Earlier this year, council agreed to spend \$4,430.37 of the \$6,000.00 in restricted Sabbatical Funds on hand to cover pastor's moving expenses. A balance of \$1,569.63, therefore, remains in restricted funds.
- In order to offset an anticipated deficit in 2022 the Finance Team unanimously agreed to recommend to council that the remaining \$1,569.63 be transferred from restricted funds to the congregation's operating checking account and that past funds set-aside for future sabbatical not be replenished at this time. It was unanimously agreed that it has always been Holy Love's practice to "step up" when the time came to fund a sabbatical and there should be no intention to do otherwise in the years ahead.

Upcoming meetings –

- **Monday** December 13th, Youth room – regular meeting
- Congregational information session – Sunday January 9th
- January 11th – regular meeting, finalize budget for January 18th council meeting

The meeting adjourned at 1:00PM

Respectfully submitted, Bob Apmann

Attached: October 31, 2021 - *Operating Income & Expenses, Cash-On-Hand, Financial Secretary's Report*

Novminutes.doc