

HLLC Finance Team Minutes
September 14, 2021 Meeting

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

Guests: Darryl Harvey

Absent: None

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

1. General:

- a. All agreed it would be best to limit time spent discussing the Financial Secretary and Treasurer reports in order to focus more intently on the discussion of proposed changes in the manner in which each position operates each month. (See 5, below). It was also agreed that time spent discussing Forecast procedures would be kept to a minimum.

2. Financial Secretary's/Treasurer's reports:

- a. See the attached YTD *Budget vs. Actual Operating Income & Expenses* and the August 31, 2021 *Cash-On-Hand* reports for details. To briefly summarize:
 - i. All income and expenses are up-to-date and have been recorded properly. Monthly *Operating Expenses* of \$25,499 exceeded Monthly *Operating Revenue* of \$19,097 resulting in a drawdown of operating cash in checking. On a YTD basis, operating revenues and expenses are almost the same, with expenses exceeding revenue by only \$810. However, church functions are returning to a semblance of normal and it is anticipated that between September and December the congregation may operate at an approximate \$20,000 deficit, seriously reducing cash in the operating checking account. At month-end, the congregation had \$37,774 in its operating (checking) account, \$38,470 in general savings, \$30,794 in savings for capital emergencies and \$21,659 in various restricted funds.

3. Forecast

- a. Team members will work up a '21 balance of the year forecast for discussion at the October meeting.

4. 2022 Budget

- a. At next week's council meeting, Jean will advise all committees/teams, preschool, and personnel that '22 budget information will be due in the hands of the Finance Team no later than November 1st. It is important that all data provided be in as much detail as possible so the budget process can proceed on schedule.

5. Discussion of Treasurer & Financial Secretary procedures and changes proposed at last month's Finance team meeting

- a. A good, wide-ranging, discussion took place. Topics included: current and past-year storage of both accounts payable and member records, security of those same records stored either electronically and, or, on paper, permitted access (as approved) to all stored records, turnaround time when account analysis is required, scanning of documents vs. copying, documentation required for account analysis and bill paying, access issues concerning confidential member information, current and backup procedures for the Financial Secretary's, Treasurer's and office IT functions (documentation and back-up for computer access to files and software maintained on PCs and in the cloud.)
 - i. It was agreed that both Roger and Jean can continue working from their homes.
 1. In order to facilitate increased congregational use of *Servant Keeper* software, Jean will, no later than January '22, move all electronic member records from *Servant Keeper* software currently maintained on her personal computer's hard-drive to the cloud version of the same software maintained by Lori, in the church office. Lori is responsible for ensuring that confidential data can only be accessed by people approved by the Executive Committee using password and other levels of protection. Jean will also move all paper files to the office for storage.
 2. Roger will continue to file, in his home, all current and immediately preceding year's accounts payable support documentation. During January '22 he will promptly bring all '20 files to the church building for storage with the previous 7-years data (already stored in the building.)
 - ii. Office (IT) procedures will need to be implemented by Personnel (?) to ensure access to and personnel back-up for *Servant Keeper* software, passwords, Etc.
 - iii. In keeping with ELCA guidelines, church office personnel will cease copying all but selected accounts payable information and will provide only original documents to Roger for payables processing. All copies made will be clearly stamped "Copy" to avoid the possibility of finding their way back into the payables system.
 - iv. The Finance team will explore the evolving accounts payable landscape that allows payments to be made based on electronic communications, scanning, imaging, indexing and retrieval of A/P documents. Steve agreed to explore possible new procedures with his business and systems contacts.

- v. Bob agreed to explore with the Property Committee (Brian Last) the cost of fire rated file cabinets for records storage. It was estimated a 4-drawer cabinet is required for various church membership and other documents as well as for contracts, accounts payable documentation Etc. Roger will require a 2-drawer cabinet whereas Jean has no such requirement because all her records will be stored in the cloud.
- vi. Everyone acknowledged both the Financial Secretary and Treasurer functions need back-up and improved procedure documentation. It also is appropriate in the year ahead for Finance and Stewardship to start focusing on just who may be able to work with and possibly back-up and, or, replace each position. The Finance team will work to document procedures while Stewardship and Finance teams and Roger and Jean should, together, seek out volunteers to back-up or fill the two positions.

6. Fellowship hour

- a. The team is responsible for setup and breakdown on 9/26 and 11/21. Bob volunteered for 9/26.

7. Next meeting – October 12th, 10AM, Youth room.

8. The meeting adjourned at 11.20 AM.

Respectfully submitted, Bob Apmann

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