

Vicksburg United Methodist Church  
**Finance Meeting Minutes**

**Meeting held on Thursday, February 19, 2009 at 7:00pm**

**Committee Members Present:** Buff Coe, Norm Kohler, JoDee Nelson, Sue Epley, Betty Gruber, Betty Thomas, Trish VanTichelt, Rachel Freeman, Fred Nelson

**Committee Members Absent:** Bob Harper, John Cleveland

- **Pastor Buff Coe Opened with Prayer**
- **Minutes of January 15, 2009 Meeting**
  - ♦ Minutes reviewed, 1 minor grammar correction to fix
  - ♦ MOTION: by Betty Gruber to approve minutes with one correction to fix
    - Rachel Freeman 2nds
    - ALL IN FAVOR
- **Treasurer's Report**
  - ♦ We paid one ministry share from our 2008 general fund carry over
    - There was enough to pay 2, but we only paid one since funds are "tight" currently
  - ♦ We need to be aware that Building Fund only has \$41,695.84 in it as of January
    - Monthly mortgage is around \$9325, so we will need at least \$102575 to make our next 11 payments for 2009.
    - January about \$11,000 came in for bldg fund, however February only around \$4,000 has come in.
  - ♦ Pastor Buff pointed out the Church Building Expenses are sort of "random" when looking at what was paid in 2008 (i.e. no Heating bill had been paid in January this year)
    - This is due to not having enough funds to pay and bills are being paid a little late.
  - ♦ Fred Nelson concerned about no payment on Pastor's Health insurance.
    - There were no funds in January to be able to pay Pastor's Health insurance
    - Health insurance will NOT stop, as we pay the conference, who pays the "regular" insurance bill
  - ♦ Betty Gruber looked into the high Parsonage 2 Gas bill for January.
    - Consumer's claims that this WAS an actual reading.
  - ♦ Trish transferred Consumers, Indiana Power and Sewer over to Hank Stamm's name starting March 1<sup>st</sup>
  - ♦ Rent for Parsonage 2 will be deducted from Hank's paycheck.
  - ♦ MOTION: Betty Gruber moves that we approve the January Treasurer's report
    - Rachel Freeman 2nds
    - ALL IN FAVOR
- **Old Business**
  - ♦ *Back Stairs have not been fixed*
    - We could have a lawsuit?
    - Is this Finance Committee's responsibility?
    - Trustee's responsible for decision of whether to fix or not.
      - Trustee's don't know where funds should come from and have thrown the idea around of asking for donations, however this concern hasn't been high on priorities

- Fred Nelson had a few examples of “slips” that have occurred at the pharmacies and think that the issue needs more attention.
- Finance will need to present findings to Trustees for progress.
- Whatever is done to the back steps also needs to be done to the front steps where the preschoolers come in.
- ♦ *Financial Policies/Procedures*
  - Trish typed up some policies/procedures because there is nothing in writing and that was mentioned during our audit process.
  - Trish referred to an older copy of the UM Discipline book and needs to update it.
    - Mainly in the “Audit” procedure topic
  - Fred Nelson observed the time card procedures for paying employees and double checked that we are following through because time cards are the law
    - We do currently enforce time cards on hourly staff
  - Since these policies are fairly new, please review handout and we can discuss anything that needs to be addressed at our next meeting.
- ♦ *Audit*
  - Audit still in progress
  - See handout on Audit Status from Caryn Zonyk.
  - Committee in agreement Caryn is doing a good, thorough job.
- ♦ *Charging Building Rent*
  - Trustee’s may re-evaluate current Building Usage form soon.
  - We do currently ask for a fee, but hasn’t been enforced in the past.
  - Finance Committee in agreement that don’t see any harm in asking MEMBERS to pay a discounted fee for use too
    - They would be charged for use anywhere else!!
- **New Business**
  - ♦ *Past Due Bills*
    - We received a \$5000 donation, which has help us currently to stay on top of bills for a little while.
    - Only bill REALLY outstanding is for J. Fryling for the snowplowing.
      - We are paying \$1500 (our December bill) THIS WEEK
      - \$1800 is left unpaid (our January bill).
        - ♦ Trish will try to make payments and get it paid down instead of wait until we can pay one lump
        - ♦ Trish will also include a “thank you”
  - ♦ *2009 Budget*
    - We just need to “watch” our budget and may have to re-evaluate it in the next couple of months.
      - Pledges are down
  - ♦ *Publications*
    - In order to help cost for publications like Upper Room, MI Christian Advocate, etc, we may need to create a sign and an announcement in the narthex asking for donations to be dropped in plates or given to the secretary.
  - ♦ *Kitchen/Coffee Supplies*
    - Council was concerned over who’s buying supplies and if we have multiple people doing it, who’s tracking stock/costs/etc.
    - Per Trish, Janet Noel and Nina Cripps came to here and said they were “in charge” for 2009. As to how that was decided, Trish doesn’t know.
  - ♦ *Other New Business*
    - Trish mentioned the custodians came to her and expressed a concern for the need for new batteries for the floor polisher.

- Cost would be \$215
- Current batteries work, however only for 20 minutes and then have to be re-charged again.
- It's suggested the batteries be replaced every 2 years also... it has currently been over 3 years.
- Finance Committee in agreement that it's more cost-effective to go ahead and purchase the new batteries.
- ♦ Preschool Board wants duplicate vouchers
  - Years ago the church had duplicate vouchers so that the person requesting a reimbursement would be able to have a "receipt" of what they wrote the voucher for.
  - Preschool board (i.e. Rex Goecker) would like to have those duplicates back for their records.
  - No other staff members have expressed a need for them.
  - Trish requested a quote on what it would cost to have them made, but hasn't heard back from the printer yet.
  - Finance Committee in agreement that since our current systems works for employees, that the preschool board can use their own funds to pay for duplicate vouchers to be used for their record keeping purposes.
- ♦ *Next Meeting*
  - Thursday, March 19, 2009
- **Open Forum**
- **Fred Nelson Closed in Prayer**