

St. Andrew's Vestry Meeting
November 20, 2019

The meeting was called to order at 7:00 P.M. by Senior Warden Anne McCausland.

Those present: Rev. Reed Loy, Clarke Kidder, Junior Warden, Bert Cooper, Treasurer, Lucy Crichton, Chaplain, Audrey Knight, Betty Whinn, Vickie Haines, Pat Walker, Tom Burack, Peter Daley and Pam Manus, Clerk.

Unable to attend: Brian Tucker.

Guest: Jim Whinn Reporting for the Finance Committee:

Prayer and Reflection: Chaplain Lucy Crichton led us in prayer then read a passage from Eternal Echoes, Celtic Reflections on Our Yearning to Belong, by John O'Donahue. She asked how had we been encouraged to use our spiritual gifts? As a leader, how have we encouraged others? We spent time reflecting and then shared our stories about our journeys, challenges and successes in finding, using and sharing our gifts.

Anne McCausland then called for a motion to accept the minutes of the October Vestry Meeting, and the committee reports submitted at this meeting. Clarke Kidder moved and Audrey Knight seconded this. It passed unanimously.

Renewal Works: Rev. Loy reported that the Renew Works team has attended 2 workshops. They have found that the energy at these workshops has spurred them on, clarifying areas of concern, helping them to identify where they might have changed some of the language in the Renewal works survey to reflect a clearer message in the questions, but best of all renewing their hearts and minds. The next two workshops will be focused on becoming more comfortable with the picture of our church as

shown by the material put out by the survey. A key take away concept seems to be the disconnect between our successful programs/ministries and our spiritual life. We don't need more programs, we want a deeper spiritual growth opportunity. We all had the opportunity to voice support, ask questions and share our response to the RenewWorks survey.

By-Laws: Tom Burack presented the final draft of the by-laws for a vote to bring these to the parish's Annual Meeting on January 26, 2020. Clarke Kidder moved to present these By-Laws to the Annual Meeting for a vote, with the authority given to the By-Laws committee to clean up punctuation, spelling and the change of Outreach Ministry to Community Outreach Ministry prior to that. This motion was seconded by Peter Daley and it passed unanimously. A huge thank you to this committee for all it's diligence and commitment to this project.

Finance Committee:

- Jim Whinn reported that the Finance Committee had developed a policy for all groups with accounts that use St. Andrew's as an umbrella. As an example he sited the history of the Got Lunch Program that started in 2012-2013. While an active group serving the community they did not have the structure that allowed them a 501-C3 status, so St. Andrew's was used to monitor/hold the funds. The Finance committee would like St. Andrew's to offer Got Lunch a Sponsorship Agreement, giving them accountability for and access to the funds. Vickie Haines moved this and Audrey Knight seconded it. After brief discussion to clarify the use of a Sponsorship Agreement this passed unanimously.
- Jim then explained the history of The Generator Fund. It presently has a little over \$15,000.00 in it. The discussion about this centered around the question of If we can use it what can we use this for? It seems that there are no restrictions to this money, but it was strongly felt that the Building and Grounds

Committee would be the best group to take this under advisement and report back to the Vestry with suggestions on its use. The Building and Grounds is charged with this task.

- Jim then reported that the Finance Committee has developed a policy for the reimbursement of parishioners/staff when they have used their own money (not an in kind donation) to meet a need of a committee/group/ministry/parish. This will give us a clearer view of budgets and monies used.

The Vestry thanked Jim Whinn and the Finance Committee for their continued hard work . They have identified problems with our processes and presented clear solutions and policies that benefit us now and in the future.

Annual Convention: Vickie Haines reported on the Annual Convention. The opening address by Bishop Rob Hirschfeld was truly inspiring. Canons spoke about new ministries - 2 commissioned as lay Pastoral Leaders, several commissioned to distribute communion by extension. All resolutions passed. The annual budget passed. Further information on the convention can be found on the NH Episcopal Web page. Our own St. Andrew's Marti Hunt was elected as an alternate to the Episcopal Church wide 2021 General Convention. One event of note that will be celebrated in 2020 is *Earthday* - 50th Anniversary. The celebration will be church wide at Easter with the goals of reduction of carbon emission by 25% by 2025 and 50% by 2035. Vickie reported that it was a inspiring and uplifting day for all.

2020 Budget: Bert Cooper, Treasurer handed out the proposed St. Andrew's Budget for 2020, along with a report on the profit and loss budget performance from January through October 2019 for comparison. The vestry went over the proposed budget line by line, questions were asked and answered. Corrections and suggestions made and discussed. This Budget reflects the income and expenses as projected for 2020 by committee budget requests, known expenses, and salaries of St. Andrew's.

Further discussion centered around the percentages in our budget dedicated to specific ministries and the need for parish wide discussions on our outreach programs and whether they support us in fulfilling our baptismal covenant. The final budget will be presented at the December meeting for approval to present to the parish.

Annual Yearly Reports: All committee/group/guilds/program heads will be submitting their annual reports to the office for inclusion in the St. Andrew's Annual Report. A request for this will be sent out shortly, giving all time to write theirs and meet the deadline for submission. (mid December).

2020 February Vestry Meeting: Audrey Knight has offered to host the 2020 February Vestry Meeting at her home. There will be a meal, a wonderful time to welcome the new members of the Vestry, share spiritual time with all and still do some work of the parish.

Vestry Retreat: A number of dates were discussed for our annual Vestry Retreat. It is generally felt that we need to do an overnight. Anne McCausland will look into the dates suggested to see if the Barbara Harris Conference Center in Greenfield is available for any dates we suggested.

The meeting was adjourned with a closing prayer by Chaplain Lucy Crichton at 9:20 P.M.

Respectfully submitted
Pam Manus , Clerk

St. Andrew's Cash Policies & Counter Procedures, September 11, 2019
Updated 15Oct19

Policies as they relate to counters:

- At least two unrelated persons are responsible for handling money.
- Cashing of checks from currency received is prohibited.
- Cash receipts are to be counted, recorded, and deposited within five (5) days of receipt. Ideally on the first business day following the collection.
- Counters shall screen all checks to ensure the bank will accept the checks.
 - Post dated checks – Hold check(s) for later deposit
 - Incomplete check(s), (e.g. not dated, legal line not filled in or conflicting with numeric value, unsigned) will not be included in the counting by counters and returned to originator by Administrative Assistant
 - Stale checks, i.e., with a date more than six (6) months old, will not be included in the counting by counters and must be returned to originator by Administrative Assistant
- Counters
 1. Open the safe, inner and outer sections to retrieve the money bag(s).
 2. Take the money bag(s) to the church office
 3. Carefully open each bag so as not to tear or cut any of the bag contents.
 4. Separate the cash, checks, and envelopes.
 5. Together, both unrelated persons must count the cash
 6. Open pledge envelopes, remove contents, record on pledge envelope the amount of check or cash and indicate amount is either a check(s) or cash.
 7. Count any monies received via mail or otherwise left at the church office.
 8. Screen all checks,
 - a. Give post dated checks to the Administrative Assistant for later deposit.
 - b. Incomplete check(s), (e.g. not dated, legal line not filled in or conflicting with numeric value, unsigned) will not be included in the counting by counters and returned to originator by Administrative Assistant
 - c. Stale checks, i.e., with a date more than six (6) months old, will not be included in the counting by counters and returned to originator by Administrative Assistant
 9. One of the unrelated persons fills out the WEEKLY AUDIT recording sheet,
 - a. Record loose cash in Loose Plate column
 - b. Use the list of current pledgers to record cash or check amounts in the proper column (Pledge, Non-pledge, Other).
 - c. Record in the "OTHER" column special offerings: e.g., flowers, prior year or future year pledge, memorial(s), Got Lunch, Make Your Mark Camp.
 - d. Total each section (column) then the whole amount.
 10. Verify that the total monies equal the TOTAL DEPOSIT amount on the WEEKLY AUDIT recording sheet and the bank deposit slip. If the Administrative Assistant is available, she/he may enter the receipts in ServantKeeper to help validate totals.
 11. Each counter must initial the Weekly Audit sheet near the total amount.
 12. Stamp all checks for deposit using the endorsement stamp that indicates "PAY TO THE ORDER OF TD BANK 011400071 FOR DEPOSIT ONLY St. Andrew's Episcopal Church 0104012501".
 13. Photocopy front side of each check and envelopes in which there was cash.
 14. Place money, checks, and deposit slip in the bank deposit bag.
 15. Give bank deposit bag with receipts to the Administrative Assistant for deposit in the bank
 16. Give to the Administrative Assistant photocopy of envelopes and checks, WEEKLY AUDIT recording sheet, pressure sensitive copy of the deposit slip.

St. Andrew's Episcopal Church
Hopkinton, NH
Finance Committee Job Description

August 7, 2019 updated October 15, 2019

Mission and Purpose

The mission and purpose of the Finance Committee is to assist the Treasurer and Vestry in fulfilling their roles and responsibilities as stewards of the financial resources of the Congregation. While the Vestry has ultimate responsibility as stewards of all the resources of the church, the Finance Committee can support the Vestry, and the Treasurer, by bringing its knowledge and experience to bear on Congregation financial matters.

- The Finance Committee is a Committee of advice to the Vestry. The Vestry should approve its members. The Rector shall appoint the chair and all members of the Finance Committee.
- The Finance Committee should include at least one non-Vestry member.

Responsibilities

Some of the responsibilities of the Finance Committee are:

- Assist with the development of financial policies, record-keeping systems, and methods. Computer software should be reviewed annually to ensure that the reports meet the needs of the Vestry and the church. The reports provided to the Vestry and congregation should be “user-friendly.”
- Assist the Treasurer in the development of a proposed annual parish budget for the Vestry review in December of each year.
- Review and/or develop Internal Controls. Annually review existing Internal Controls to ensure they are being followed and to ascertain if there are opportunities for improvement and/or modification. For the protection of both the Treasurer and the Congregation, accepted internal control procedures should be in place. A full section of the Manual of Business Methods in Church Affairs is devoted to Internal Controls. An excellent checklist is contained therein that should be reviewed annually as part of the Committee Audit.
- The committee should review all Congregation endowment and trust funds on a quarterly basis. Communications from the Diocesan Trustees (and other portfolio managers, if any) should be reviewed. Note that other portfolio managers, other than the Diocesan Trustees or federal or state banks, must be approved in writing by Diocesan Council.
- Recommend other fiscal policies, such as Cash Management, Accountable Expense Reimbursement (see Church and Clergy Tax Guide published annually by Christian Ministry Resources), Investment/Endowment, Gift, Operating Reserve, and Capital Reserve.
- In the event the Vestry decides to undertake an in-house audit, to recruit the members of an ad hoc audit committee and review the results of the audit. It should be made clear that it is the responsibility of the Rector to appoint the members of the audit committee. The report of the audit committee should also be made directly and personally to the full Vestry. A copy of the audit committee report should be made a part of the Vestry Minutes.

Financial roles, duties, and permissions as of August 7, 2019

Updated 15Oct19

Roles and duties pertaining to financial matters

Treasurer

- Approve payments for bill and requests for reimbursements
- Prepare budget and submit financial reports to the Vestry and Congregation
- Keep the Vestry apprised of financial status of the Congregation
- In QuickBooks – create, save, and print reports

Finance Committee

- See job description

Administrative Assistant

- Oversee counting and processing all offerings, donations, and monies for use of the facility
- Deposit counted monies to appropriate account at TD Bank
- Create and modify entries in QuickBooks
- Create checks for payment of approved expenses and payroll
- Maintain stewardship records and send stewardship reports
- Submit annual proposed office budget
- Submit Diocesan reports
- Ensure payroll and related federal reporting
- Maintain Congregation financial information as required by the Treasurer.

Reconciler

- Reconcile monthly TD Bank statements to Congregation accounts in QuickBooks
- Reconcile monthly TD Bank statements to the Got Lunch program check register
- Update investment spreadsheets from quarterly statements

QuickBooks – Access and Permissions

Treasurer – Bert Cooper

- Create, save, and print reports

Martha Lovejoy –

- Make and modify entries for purpose of refining the balance sheet
- Training or assisting the Administrative Assistant

Administrative Assistant – Kim Wertz

- QuickBooks administrator
- Make and modify entries
- Create, save, and print reports
- Print checks

QBRec – Jim Whinn

- Perform reconciliations and report findings to the Finance Committee members
- Ceate, save, and print reports

Policy for handling of stale checks

Updated 15Oct19

Checks are considered stale when the date on the check is greater than six (6) months prior to the current date. The goal is to have no checks issued by St. Andrew's to become stale. It is the responsibility of the person performing the reconciliation of accounts to notify the Finance Committee of checks that are outstanding greater than one (1) month.

The Treasurer or Administrative Assistant should follow-up with the recipient of a check greater than two (2) months outstanding to determine whether or not the recipient received the check and if so, to encourage the recipient to cash the check as quickly as possible.

For checks that have become stale, 1) the recipient shall be notified the check is stale and will most likely not be accepted by a financial institution, 2) a determination made that the recipient would like a replacement check or not, 3) if the recipient would like a replacement, issue a new check based on the prior approval, 4) the stale check shall be voided in QuickBooks.

Time is of the essence to resolve stale checks at the end of the year. A check that becomes stale or is still outstanding in December needs to be resolved as quickly as possible before the end of the year.

Recommended by the Finance Committee – August 7, 2019

Approved by the Vestry – November 20, 2019

Disbursement Form "Green Ticket" Use

In the May 8, 2019 Audit report "*St. Andrew's Episcopal Church Audit Committee Findings on Policies and Procedures*" the fourth item noted states:

4. Use of the "Green Ticket" to approve expenses is inconsistent.

POLICY - Disbursement Form "Green Ticket" Use

- Required Disbursement Form use:
 - Disbursement Forms are to be used for all non-recurring invoices, requests for reimbursements, requests for payment for hours worked greater than normal hours, and cash received by the Administrative Assistant in the church office.
 - For cash received, the Disbursement Form is to be completed with both giver and receiver present. The cash received should be deposited in the bank or stored in the safe. If stored in the safe, the cash should be placed in a plastic money bag with the Disbursement Form for retrieval and action by the cash receipts counters.

Policy recommended by the Finance Committee on November 6, 2019.

Approved by the Vestry on November 20, 2019.