



**First Parish in Concord
Finance Committee**

Meeting Minutes October 10, 2017

The meeting started shortly after 8:00 am in the Brooks Room.

Present	Fifi Ball, Patty Popov, Gib Metcalf, Michelle Fortier, Kristin Haddad and Fred Van Deusen
Discussions	<p>We reviewed a chart that shows the last two fiscal year net income surpluses which account for 91% of the Cash Available at July 1, 2017 above the reserve - \$155K.</p> <p>We then reviewed a chart that summarizes four main reasons for the positive variance over the past two years. The reasons are Higher Pledges than Budgeted, Prior Year Pledge Collections higher than budgeted, Gifts and Non- Pledge Contributions Higher than Budgeted, Fuel Oil Expense Lower than budgeted.</p> <p>We then reviewed possible guidelines for the Standing Committee in how to spend/allocate. We arrived at these suggestions:</p> <ul style="list-style-type: none">-cash should be allocated in for <u>known obligations</u> such as Howard’s sabbatical.-cash should be allocated for <u>known shortfall areas in current budget</u>, such as auction moving to FY2019.-cash should be allocated for “<u>equity purposes</u>” amongst staff salaries and UUA. A long discussion ensued about how the Finance Committee could review proposals by Director of Operations and Head Minister and recommend approval to Standing Committee but Finance Committee should not be the one proposing changes. In general it was agreed that salary changes and UUA allocations should occur during the normal annual budget allocation cycle. It was suggested that Howard and Fifi propose changes in January 2018 for FY19 budget.-we also discussed the importance of allocating funds for deferred maintenance.-Kristin summarized the recent 7.5% SAC allocation discussions. We reviewed next steps about the survey from SC and potential implications for the FY19 budget. We discussed various accounting for initiatives like Share the Plate.-We then discussed the upcoming financial review (or audit) of FY18 financials, to occur in FY19. We discussed ways to coordinate with Trustees of First Parish regarding their audit cycle. Fifi expressed a concern about using outside firm that doesn’t understand church financials. We agreed to review and discuss alternatives.-We then discussed a deferred maintenance plan and next possible steps. Michelle shared a possible template from First Parish of Cambridge that helped summarize their plans and a brief discussion ensued about how to adapt for First Parish of Concord. Gib offered to work on this with Facilities committee.-We discussed briefly a longer term strategic plan but agreed that the Finance Committee work would largely be around a capital expenditure/deferred maintenance plan since that will be a large area of funds.



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Actions	<ul style="list-style-type: none">● Fifi and Howard to propose staff bonus allocation for Standing Committee approval.● Michelle, Fred, and Fifi to coordinate with Trustees and UUA on next steps regarding review/audit.● Gib to meet with Irl and Kel on maintenance plan spreadsheet.
Next Meeting	<ul style="list-style-type: none">● Tuesday, November 14 8-9:30am

The meeting was adjourned at 9:30 am.

Respectfully submitted,
Michelle Fortier