

Administration Committee - 4th Quarter 2020 Summary

The Administration Committee met on October 26, 2020, November 30, 2020 and December 26, 2020. A quorum was present at each meeting.

Financial Review:

A monthly financial review was conducted at each of the meetings reviewing the most current reports. In October we saw our last CDM reports and started moving to the Quickbook reports. We are now provided a Statement of Activity, Statement of Financial Position, and Budget v Actual and individual account Account of Quickbooks reports when appropriate, There has been ongoing discussion on how the new reports compare with the old, noting the differences in terms and accounting vocabulary with concerns and questions being investigated and resolved. We continue to see the effect of the Covid-19 Virus situation on our Church operations and finances.

It was again noted that we have received the final payment from the Pierce Estate and that all funds have been distributed, although while the Local Outreach funds show up on the reports the new dedicated investment fund does not. That matter will be resolved with the receipt of the 4th quarter Investment Fund report.

Budget Planning:

There was discussion regarding the 2021 Budget and accommodating a possible 1/2 year of Covid closure and then 1/2 year of reopening with the increase in costs to have the building open and the additional cleaning and health and safety costs. There was discussion as to whether a fiscal-year policy would be of benefit and it was decided that the committee would not consider that recommendation until we did have all of the current financial report and account issues resolved.

Committee chair and members:

Glen is stepping down as Committee Chair and a new Chair has not been selected. Donna Reitz has joined the Committee as Trustee Representative and another new member will be joining in January.

Update on Search for Audit firm:

Michael and staff members will schedule a meeting with the Jones and Roth firm accountant that handles non-profit clients to discuss the prospects of an audit or review. Concern was raised as to the need for an audit and whether it should be scheduled before all of the current system issues were resolved. Those issues will be discussed with the accountant and a determination made from there.

New Property Issues:

The property projects regarding the entry and the tunnel doors have been completed. The parts for the ventilation system upgrade have been received and installation will be scheduled in the near future. A bid to repair the the dome membrane and the flat roof over the music offices was discussed and it was decided to get an additional bid or bids before accepting the bid the approximately \$26,000 bid that was received.

Property Projects/Old Business:

The ongoing property projects have been pretty much placed on hold during the Covid shut down. There has been work done on the Helping Hands Room to assist in reopening and some of the lighting work has been done. It was reported that the Interfaith Food Hub is transitioning to St. Marys where more adequate facilities are available. They were limited here because of the cooking limitations. It was also reported that the Fire Marshall will conduct a further inspection during January.