

**Finance Committee of the Vestry  
Saint Michael and All Angels Church**

**Minutes, October 17, 2017**

**Present:** Kathy Kelley, Jeff Kilpatrick, Stacey Malcolmson, Grady Schleier (Treasurer), Jim Smith, Katie Webb, Chris Wiley

**Ex-officio present:** Rob Baber (Director of Operations), Eric Conner (Senior Warden), Rev. Chris Girata (Rector), Caroline Marak (Stewardship Manager), Margaret Spellings (Junior Warden)

**Guests:** Chase Monson (Youth Assistant Director), Jack Rubarth (IT Consultant)

**Absent:** Stuart Brown, Barry Hancock, Andy McRoberts,

**1. Approval of agenda and minutes**

The agenda was approved. The minutes from the September 19, 2017 meeting were not included in the package sent to the committee and will be circulated later by email for approval.

**2. Review of Fund Solicitation Request from Youth**

Mr. Monson presented the fund solicitation request from the Youth ministry area. During the Youth event, Saint Nick Nite held on December 6, 2017, Jingle Bell Mistletoe project will be selling bundles of mistletoe as part of their annual fundraiser to support the North Texas Food Bank. The Jingle Bell Mistletoe project was founded by a youth member of Saint Michael and All Angels. The funds will be held by the Mistletoe ministry and dispersed to the North Texas Food Bank in the first two weeks of January. The finance committee passed this request unanimously.

**3. Foundation Grant Request for 2017 Capital**

Mr. Baber presented the Foundation Grant Request for the 2017 budgeted capital expenses in the amount of \$118,000. In the Vestry approved 2017 budget, Saint Michael makes monthly contributions to the Maintenance Fund held by the Foundation in the amount of \$14,500 for an annual contribution of \$174,000. The budget also includes using \$118,000 from this Foundation fund for the budgeted capital expenses in 2017. This is a Vestry controlled fund held by the Foundation. The committee approved the grant request and will recommend the grant request to the Vestry.

**4. Review of September 2017 Financials**

Mr. Baber reviewed the results of operations for the period ending September 30, 2017. Total net operating revenue was \$4,039,740 versus a budget of \$4,242,933 resulting in a negative variance of \$203,193. Total operating expenses were \$3,706,882 versus a budget of \$3,861,305 resulting in expense savings of \$154,423. This results in a net negative variance of \$48,770. The primary reason for the variances is due to two budgeted positions have not been hired and the Saint Michael Episcopal School is showing a large positive variance year to date. Some of the positive operating expenses within departments are temporary. Small departmental accruals are not recorded on a monthly basis. If

recorded these accruals would be approximately \$40,000-\$60,000, but the positive variance from the school is anticipated to grow the rest of the year.

## **5. Review of Pledge Trends**

Mr. Schleier presented two schedules compiled by himself and Jack Rubarth. Jack Rubarth is an IT consultant Saint Michael has used for assistance with the Shelby database and other special projects over the last few months. Mr. Rubarth's expertise was monumental in the analysis of the giving data that was drawn from the Shelby database. This data was analyzed for the purpose of showing the number of parishioners that were behind from a pure timing point of view. This analysis divided parishioners into five different groups according to the pledge amount. The analysis extracted the parishioners that regularly pay their pledge in the month of December. The data suggests that approximately 525 giving units are behind on pledges based solely on the assumed equal monthly payments. The late payers were across the board with the majority of late payers in the lower two pledge groups with pledges less than \$5,000. Third quarter statements went out within the last two weeks. The committee suggested that this analysis be performed as of October 31st and perhaps sending a reminder statement to those households behind at that time.

No other discussions of new or old business was needed and no other fund solicitations were presented, the meeting was adjourned.