

**Finance Committee of the Vestry**  
**Saint Michael and All Angels Church**  
**Minutes, August 16, 2022**

**Present:** Janice Bywaters (Treasurer), Glenn Davidson, Patrick Jenevein, Bill McGannon, Becky Odlozil, Jeanie Sikes, Jim Smith, Chris Wiley

**Absent:** Kristi Hornsby, Kathy Kelley

**Ex-officio present:** Rob Baber (Director of Finance), The Rev. Ken Brannon (Vice-Rector), Caroline Law (Director of Advancement), Erica Sartain (Junior Warden), Arnold Spencer (Warden-at-Large)

**Approval of minutes** – Ms. Bywaters moved the minutes from the June 14, 2022, meeting be approved as presented and Patrick Jenevein seconded. The minutes were unanimously approved.

1. Review of Financial Commitments Policy – Ms. Bywaters presented the Financial Commitments Policy. The Committee discussed the levels of approvals given the specific commitments covered by the Policy. Clarification was proposed in cases where more than one party could be responsible for a specific duty under the Policy. Mr. Wiley moved and Ms. Sikes seconded to approve the Financial Commitments Policy as presented with a change to remove commas and front slashes (/) from the column designating responsibilities and to replace them with “or”, and to change any references of “Warden” and “Wardens” to “Senior Warden.” The motion was unanimously approved. The Committee agreed to review the Policy again in a year to identify any need for changes.
2. Stewardship – Ms. Law noted the current year-to-date pledges are \$188 thousand under budget as of July 31, and Mr. Baber added the budget amounts for each month are seasonally determined based on a three-year average. Ms. Law noted the Third Quarter Statements had been sent and 241 letters were sent to all who pledged \$5 thousand or more, but had not yet paid, resulting in a reduction in that number to 215. The forward strategy is to utilize a more personalized approach and reach targeted segments for follow-up with new analytics that are available to support that approach.
3. Review of July 2022 Financials  
Mr. Baber reviewed the results of operations for the period ending July 31, 2022.

Revenues – Total Revenue Available for the period was lower than budget by \$61 thousand.

Mr. Baber noted Total Year-to-Date Current Year Pledges were lower than budget by \$188 thousand, with all other lines close to budget. Total Year-to-date Revenue Available reflects a negative variance to budget of \$155 thousand.

Expenses – Operating Expenses for the period were \$20 thousand less than budget. Total Year-to-Date Operating Expense reflects a \$85 thousand positive variance, which when combined with the \$155 thousand negative revenue variance results in a net Year-to-Date negative variance of \$70 thousand for Revenue Over / Under Expenses. Parish Publications (part of Communications budget) overage of \$25 thousand was discussed as largely due to issues with a printer, which require outsourcing print jobs at times. Overall, the Committee discussed the possibility of the negative revenue trend continuing and any solutions on the expense side that may be available.

4. Review of Construction Project Budget – Ms. Bywaters presented the Pre-Development Costs and Project Management Preliminary Budget documents as prepared by Pritchard. The update is informational for the Committee. The Vestry approved the original documents and the variances noted on the Preliminary Budget document have been presented to the Vestry. The contract with CCS ends September and will revert to a monthly basis. The plan is to bring the work performed by CCS in-house with an internal employee to oversee.
5. Audit Update – A draft of the 2021 financial audit will be presented to the Vestry for approval on August 17 and will be presented to the Finance Committee at the September meeting.

The next Finance Committee will be September 20, 2022. The meeting was adjourned.