

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

Minutes, December 10, 2019

Present: Kathy Kelley (Treasurer), Jeff Kilpatrick, Stacey Malcolmson, Bill McGannon, Andy McRoberts, Grady Schleier, Jim Smith, Chris Wiley

Ex-officio present: Rob Baber (Director of Finance), Warren Houser (Senior Warden), Jay Lipscomb (Warden At-Large) Caroline Marak (Stewardship Manager)

Guests: Richard D'Antoni (Stewardship Co-Chair)

Absent: Janice Bywaters, Stuart Brown, Barry Hancock,

1. Approval of agenda and minutes

The agenda for the meeting and the minutes from the November 12, 2019 meeting were approved.

2. Review of November 2019 financials

Mr. Baber reviewed the results of operations for the period ending November 30, 2019. Total net year to date operating revenue was \$4,705,272 versus a budget of \$4,545,540 resulting in a positive variance of \$159,732. Total year to date operating expenses were \$4,820,805 versus a budget of \$5,139,452 resulting in expense savings of \$318,647. This results in a net positive variance of \$478,379. Year to date we are maintaining a good positive revenue variance primarily in pledge revenue. Collection of prior year pledge balances continues to show a negative variance to budget. Operational expense variances continue to run a positive variances, but a couple capital projects brought a negative variance to our overall 2019 capital budget. A forecast column was added to estimate the end of year variance by department. Overall, Mr. Baber walked through the assumptions leading to a bottom line estimate of a positive variance over \$300,000 at year end. The Saint Michael Episcopal School ran a large positive variance for the calendar year, and a couple of anticipated staff additions were not hired which led to the large positive variance year to date.

3. Stewardship update

Ms. Marak updated the committee regarding the current activity in the stewardship area. Stewardship kicked off on October 6th and is experiencing very positive results. Through December 6th, pledges in the amount of \$4,555,635 have been received. Last year at this time \$4,201,105 in pledges had been received, but the 2019 official kick off was a little later on October 22nd. Stewardship has seen a very positive response since the kick-off. The efforts will be maintained through the Christmas holidays and New Years. Calling lists will be distributed to stewardship committee members in early January to follow up with parishioners that pledged in 2019 that have not yet pledged. Additionally, thank-you note packages are being distributed to the stewardship committee, Vestry, finance committee and staff to hand write thank you notes to pledgers.

4. Budget update

Mr. Baber gave an update of the budget process since the last committee meeting. All of the budget meetings have been completed and we are currently working on assembling all of the information from the departments into the consolidated church budget. Thank you to the committee members for their input and participation. We will be now be working with stewardship and the departmental leadership through January to reach a balanced budget by the first week in February.

No other discussions of new or old business was needed and the meeting was adjourned.