

## Zion UCC Consistory Meeting Minutes, November 12, 2015

Meeting called to order

Doug King

Devotion and Lord's Prayer

Pastor Duffy

Community Building

1<sup>st</sup> order of business: Herb Hachten is unable to make the rest of the meetings. Vote to fill his vacancy by alternate Tim Schlegel was unanimous. Char Burchfield was selected as the new secretary.

October Minutes approved

Treasurer's Report approved

Alan Knowles

1 - For the month ending September 30 2015, the bank account was \$6,356.34. This reflects all activity for the month. A total of 17 outstanding checks totaling \$7,090.19 remained for the month (see "Outstanding Checks" attachment). Please note that of these 17 checks, 8 have already cleared the bank. When comparing the remaining outstanding checks to the available balance in the bank, there should be enough for these checks to clear the bank without over drafting.

2 - The total income for the month of August was \$10,748.83 and the total expenses were (\$17,795.58). This creates a loss of \$7,046.75. This is a decrease of \$7,888.75 from the previous month. The main reasons for this is the reclass of the piano expense from a suspense fund that was not previously on the expense list (\$3,988.00), the recording of expenses not previously accrued (Pastor Quarterly Travel Expense - \$811.75; OWCM Quarterly Expense- \$1,000; Pastor Quarterly FICA - \$1,148.69). These 4 items account for \$6,948.44 of the overall decrease.

3 - Compared to the YTD budget, the Church is still doing better than planned by almost \$3,500. This has decreased significantly from the August financials. Much of this is due to the increased expenses in September.

4 - From the last meeting, the In and Out account that was unable to have been tied out has been cleared out, with all funds being transferred to the Building Improvement fund. A new check was cut to Tony Fuller for his stale check, and Paychex has been contacted in regards to the outstanding stale check that does not appear to have been refunded to our account.

5 - Starting from this weekend, the new Key Bank account should be used for cutting checks. I am requesting 1 more week of deposits to be put to the Bank of America account, just to make sure that there is plenty of available funds for checks to clear. I will be in contact with Lynn Lakso to let her know how and when to change the deposits over. I will also be discussing with her the recommendations of the bank in regards to how to better secure the money count.

6 - Within the next 2 weeks, the "department managers" will be receiving reports as to the expenses for the year for their area as I begin working on the budget in the hopes to hear any suggestions. By the end of October the preliminary budget will be delivered to the Finance committee. In November, the committee will meet and make their recommendations. Following the meeting, the budget will be sent to the Consistory for their review. January will be when the Consistory adjusts and accepts the budget for the Congregation, which will be turned in the week following the meeting in order for the Congregation to have a month to review the reports before the annual meeting.

Pastor's Report

Pastor Duffy

1. Visitation: 10
2. Counseling: many
3. Boundary Awareness Training was repeated (required every 3 years).
4. Calendars: If you haven't done so, drop off a calendar for someone (calendars with address are in the narthex).
5. Advent begins Sunday, November 29.
6. I will be out of town from Friday, November 27<sup>th</sup> to December 4<sup>th</sup>. Pastoral concerns can be directed to Pastoral Care Teammate Ted Zientek (713-5792), or the Rev. Pierre Albrecht-Carrie.

Committee Reports

- Administration - no report

Doug King

