

**Palmer Memorial Episcopal Church**  
**Finance Committee Meeting**  
**Minutes of January 11, 2018**

**A. Opening**

1. Attendance: Jessica Evans, Bet Hunter, Dave Maxey, Tara McConathy, Jim Mercurio, Dick Viebig, Kirk Waldron.
2. Jim M. opened the meeting with prayer at 5:30 p.m.
3. The minutes of the December 2017 meeting of the Finance Committee were reviewed and approved through a motion made by Dick V.

**B. Financial Reports**

1. Jim M. led the Committee in a discussion of the December financial statements.
2. It was noted that if we had not received so many “prepaids” than we would have had a negative cash balance.
  - a. Dick V. stated that we use our “pre-paids” every year in December. However, this may be the first year our pre-paids exceeded our cash balance.
    - i. Jim M. said yes, it helps our cash now, but puts more pressure on December to get more pre-paids. We had \$142,000 of freely available cash at the end of Dec. This left Jim wondering what would we have had left if not for the pre-paids?
    - ii. Dave M. suggested looking at the cash balance spreadsheet –  
$$\begin{aligned} &\$388,000 \text{ (checking accounts)} + \$103,000 \text{ (receivables)} = \$491,000 \text{ (total cash)} \\ &- \$246,000 \text{ (designated funds)} = \$245,000 \text{ (operating fund cash freely available)} \\ &- \$203,000 \text{ (2018 prepaids)} = \$42,000 \text{ (cash left at the end of 2017)} \end{aligned}$$
  - b. Jim M. - What was pledged for 2017? Dick V. - \$1,591,000 but there are 3 pledges that didn't pay in 2017 that would equal \$25,000. That is important to remember when we get to the 2018 revenues (Jim M.). Kirk W. reminded the group that a lot of our designated cash will go away when we pay out the Hurricane Harvey account.
  - c. It was also noted that expenses were well controlled in 2017 and we had a positive expense variance.
3. Dave M. moved to approve submission of the December financial statements to the Vestry. The motion was seconded by Bet H. and approved by the Committee.

**C. Other Discussion Items**

1. 2018 Budget: The pledges and prepaids you see are actuals as of today - \$1506,000 - \$90,000 short of last year.
  - a. Round the unpledged parishioners to \$145,000

- b. The miscellaneous income line uses funds from “Waystation”, Palmer Place, and Alter Guild designated funds.
- c. In 2017 – we had \$1,591,000 (pledges goal) and \$1,535,000 pledges received. In 2018 so far we have \$1,506,000 – only \$90,000 difference. Bet H. said that to be within 100k of expenses and revenue is really good. Kirk W. pointed out that 23 are new pledges & \$65,000 is people who increased pledges.
- d. Jim M. made a motion that this draft budget be submitted to vestry with the 2 changes noted previously & that FC expects a balanced budget either by increased pledges or decreased expenses on an as needed basis

D. Closing

- 1. Jim M. closed with a prayer and the meeting adjourned.

Submitted by Tara McConathy