

Executive Director Report to the Board

August 9, 2017

Staffing Update: our Accounting Manager, Curtis Osborne, left at the end of July. Carolyn Morrissey was hired on a temporary basis to get the backlog of accounts payable and receipts under control. We are interviewing temp companies and expect to have a temp hired this week that Carolyn will help to train. We have moved to using QuickBooks to process payroll. **Katie Romano Griffin**, our new Assistant Minister, came on board August 1. **Tim Atkins**, our new DLRE will start on September 6. We are in search for the new Youth Coordinator. The position will be for less hours than previously and has been changed from Coordinator of Youth Ministries to Youth Coordinator. After consultation with the HR committee we will begin the search for the replacement Accounting manager.

FY 2018 Stewardship Update:

As of today we have 442 pledges from 684 people for a total of \$907,152. The average pledge is \$2,057, last year at this time we had 21 more pledges in but for \$25,553 less pledged, with a lower average pledge, \$1,904.

Tree Removal: The extensive tree work is continuing as planned. The work removing dangerous trees and overhanging branches along Cedar Lane has been completed. The \$30K was budgeted in the Endowment disbursement.

Lower Level Facelift: Volunteers and staff have continued to paint the lower level corridors white with bright accents. This work will be completed prior to the start of the RE program. New furniture is being considered for the foyer by the RE Administrator's desk.

Chart of Accounts: We are now in a position to revise the chart of accounts as recommended by the accounting consultant we worked with last year.

Move to Eagle Bank: we are moving from Wells Fargo to Eagle Bank. We have set up accounts for both the operating and endowment checking accounts in Eagle Bank. The process for moving will take about 2 months as we move the various automatic payment mechanisms to the new bank as well clear out old checks.

Our contract with the nursery school is up for renewal, we have negotiated for this next year only with a 7% increase.

End of year financial reports: we have finished entering accounting information for the 16-17 fiscal year. We ended last year with a deficit of \$79,462 instead of the budgeted deficit of \$113,645. We made our budget target for each area excepting

pledges, and that was close, 99%. Looking at the attached table you can see that while we brought in \$6,275 more than budgeted our expenses were about \$28K less than budgeted.

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Revenue				
4100 · Total Pledge	901,718.23	910,000.00	-8,281.77	99.09%
				114.36
4204 · Plate and Gifts	102,925.75	90,000.00	12,925.75	%
4206 · Fundraisers/Program income	50,628.55	50,500.00	128.55	100.26%
				101.42
4350 · Rental Income	107,002.48	105,500.00	1,502.48	%
		1,156,000.0		100.54
Total 4000 · Revenue	1,162,275.01	0	6,275.01	%
		1,156,000.0		100.54
Total Income	1,162,275.01	0	6,275.01	%
		1,156,000.0		100.54
Gross Profit	1,162,275.01	0	6,275.01	%
Expense				
5000 · Staff Salaries & Benefits	923,934.24	945,000.00	-21,065.76	97.77%
				105.88
6000 · Administrative Expenses	76,284.46	72,050.00	4,234.46	%
				100.39
7000 · Facilities Expenditures	100,342.94	99,950.00	392.94	%
8000 · Programs	141,175.57	152,645.00	-11,469.43	92.49%
		1,269,645.0		
Total Expense	1,241,737.21	0	-27,907.79	97.8%
Net Ordinary Income	-79,462.20	-113,645.00	34,182.80	69.92%
Net Income	-79,462.20	-113,645.00	34,182.80	69.92%

Where are we compared to last year? As shown in the following chart our deficit this year was \$7,000 less than last year.

	<u>Jul '16 - Jun 17</u>	<u>Jul '15 - Jun 16</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · Revenue				
4100 · Total Pledge	901,718.23	905,594.28	-3,876.05	-0.43%
4204 · Plate and Gifts	102,925.75	109,336.19	-6,410.44	-5.86%
4206 · Fundraisers/Program income	50,628.55	29,150.61	21,477.9	73.68%
4350 · Rental Income	107,002.48	108,705.43	-1,702.95	-1.57%

	1,162,275.0			
Total 4000 · Revenue	1	1,152,786.51	9,488.50	0.82%
	1,162,275.0			
Total Income	1	1,152,786.51	9,488.50	0.82%
	1,162,275.0			
Gross Profit	1	1,152,786.51	9,488.50	0.82%
Expense				
5000 · Staff Salaries & Benefits	923,934.24	932,050.91	-8,116.67	-0.87%
			11,490.1	
6000 · Administrative Expenses	76,284.46	64,794.30	6	17.73%
7000 · Facilities Expenditures	100,342.94	100,451.05	-108.11	-0.11%
8000 · Programs	141,475.57	142,516.90	-1,041.33	-0.73%
	1,242,037.2			
Total Expense	1	1,239,813.16	2,224.05	0.18%
Net Ordinary Income				
	-79,762.20	-87,026.65	7,264.45	8.35%
Net Income				
	-79,762.20	-87,026.65	7,264.45	8.35%

Membership: We certified our membership as of February 1 at **708** members, down from 738 a year ago. We are now at **721** members. Long time members Cal Baldwin, Dot Koltnow and Norman Czajkowski died. Lisa Tunick and Dave Becker resigned. No one joined during the month.

Personnel Manual: our personnel manual has been revised to include our program for employee performance evaluations.

Fire Marshal: When the fire marshal visited last fall he found several items we were out of compliance for. Some were relatively simple to correct like ordering signage to indicate where our fire panel is, others involved purchasing and installing fire doors that were completed with the HVAC renovations. The Fire Marshall returned last week and cleared us, we are completely in compliance.

Credit cards: we have been reviewing alternative choices for credit cards. At present the card we use for church business does not provide any cash or mileage back to the church.

HVAC System upgrade: We can now program the building remotely! We have been given the ability to program air and heat for both the lower and upper level, as promised. The last hurdle to cross is resolving the noise issues involved in using the air handler located behind the stage that moves outside air to the lower level. A representative from the Engineering firm is coming next week to run tests on the sound levels and determine what can be done to resolve the issues.

Respectfully submitted, Sara Deshler