

Stated Session Meeting Minutes for October 19, 2020

Session convened at 6:00 p.m. via Zoom and opened in prayer.

Examination of Potential New Members: None

A quorum was noted with the following Session members present: Jeff Abney, Elizabeth Barge, Dave Breen, Mark Fulton, Lucy Gates, Susan Girois, Barbara Haga, Valena Hoy, Rashell Matthews, Joel Phillips, Kathy Stine, Jim Thomasson, Gigi Tysinger, Page Weaver, Jim Wood

Guests:

Shelby Howard, FPC Administrator

Hunter Johnston, Preschool Director and Director of Children and Family Ministries

Devotional: Joel Phillips presented a meditation on Psalm 1:1-2 "Blessed is the one who does not walk in step with the wicked or stand in the way that sinners take or sit in the company of mockers, but whose delight is in the law of the LORD, and who meditates on his law day and night."

Financial Report: The financial report was reviewed by Shelby Howard. She reported that FPC continues to be in a good financial position. Shelby also gave an overview of the audit process and reviewed the Agreed-Upon Procedures Report.

Clerk's Communications and Reports:

- Attendance Figures for September 20 through October 11, 2020.
- Membership Gains and Losses Figures
- Upcoming Session Meetings and Calendar Reminders
- Births and Deaths Information
- Baptisms and Weddings Conducted
- New Members and Transfers Noted

Minutes for Stated Session Meeting for September 21, 2020. Reviewed by Session.

Consent Agenda: The Consent Agenda for October 19, 2020 was approved and ordered by common consent.

Staff Reports:

Hunter reported that the preschool continues to do well. Staff morale is very good.

PEVA Commissioner Report: None this month.

Team Reports / Committee Minutes:

New Business:

Merlinda Swearingen resigned from FPC Session effective October 1, 2020.

Motion: That Session approve the ministry position description for the Virtual Pastor Intern. (Attached at end of docket). The motion was made, seconded and passed unanimously.

Pastors' Reports:

Valena Hoy

Requests for use of the church building from various groups are coming in. Under the current circumstances, opening the building for other than services would pose significant challenges. Valena suggested that the Sunday Team discuss it and create a policy for the church building and the Center use. Advent and Christmas activities will be scaled down. Devotional cards will go out. There will be no live Christmas music program. Stephen is working on a video special. There will not be a poinsettia program this year. The Advent wreath will be displayed. Communion sets will go out to FPC families.

Jim Wood

The building and grounds committee has been working on a new design for the sanctuary renovation. It will be a dramatic new look. Jim has been working with the clergy group and Community Services Board to figure out how we can serve the needs of the homeless in these difficult times. He asked for input from Session regarding the N.E.S.T. program using our facility this year. He said it could be done safely with certain precautions taken. Session members asked questions about the logistics of making that happen.

MOTION: To become a host site for the N.E.S.T. program for six weeks with a clear plan about how to do it safely. The motion was made, seconded and passed unanimously.

Adjournment: Meeting was closed in prayer. It was moved, seconded and carried by common consent to adjourn at 8:30 pm.



Mark Fulton, Clerk of Session



Rev. Jim Wood, Senior Pastor

Church Administrator and Treasurer Report

Monday, October 19, 2020

- FPC Operating Revenue and Expenses (as of September 30, 2020; 9 of 12 months or 75%)

	Budget YTD	Actual YTD	Remaining	FY20	FY19	FY18
Revenue	\$1,576,950	\$1,605,400	+\$28,450	76%	68%	78%
Expenses	\$1,544,877	\$1,425,800	+\$119,077	69%	68%	73%
Net Total	+\$32,073	+\$179,600	+\$147,527			

- FPC Preschool Operating Revenue and Expenses (as of September 30, 2020; 9 of 12 months or 75%)

	Budget YTD	Actual YTD	Remaining	FY20	FY19	FY18
Revenue	\$796,500	\$603,340	-\$193,160	57%	80%	68%
Expenses	\$760,110	\$681,486	+\$78,624	67%	77%	68%
Net Total	+\$36,390	-\$78,146	-\$114,536			

- PPP Loan Amount = \$363,939

The church continues to remain profitable and in good financial standing at the end of September! Pledges & Contributions continue to be stronger (by approximately \$58.5K) in 2020 than in 2019 at this point in the year, and are approximately \$50k shy of where we were this time in 2018. Our overall expenses for this year are down by \$120k compared to this time in 2019 and down by \$153k compared to this time in 2018. Areas where we are saving include electricity and gas (particularly from the shutdown of the church and preschool earlier in the year), publishing, food service, personnel, and spiritual growth & bless the children committees. Areas where we have noticed an uptick in expenses due to covid-19 include web & technology, audio/visual equipment, facility improvements/renovation, and HVAC expenses. This month specifically we saw an increase in administrative salaries due to the installation of the 2% cost of living increase with backpay.

The preschool continues to remain in the negative due to its shut down in mid-March through mid-June. Similarly, a lower return in student attendance this summer and lower enrollment than usual for the start of the new school year has contributed to this deficit. However, in September we saw a small profit in the preschool which is noteworthy because September is generally the most expensive month of the year for the Preschool, due to the purchasing of back to school supplies. Similarly, expenses were

even greater in the Preschool this September due this month having three pay days instead of the usual two. We anticipate continued profitable months moving forward for the remainder of this year as enrollment numbers continue to grow and the preschool's doors remain open in full capacity! Hunter and her team, Gigi, and the preschool teachers have done a wonderful job creating a safe and healthy environment so that we may continue nurturing this special ministry!

- 2014 – 2018 vs. 2019 AUP Review

PBMares conducted an AUP (agreed upon procedure) of FPC for the years 2014 – 2018 (completed June 2019) and 2019 (completed June 2020). They tested, at random, samples of First Presbyterian Church bank reconciliations, cash disbursements, credit card transactions, wire & ACH transfers, payroll, restricted funds, trustee's fund, and weekly contributions from 2014 – 2019. Overall, PBMares likes what they see and saw improvement in the 2019 AUP review compared to the 2014 – 2018 AUP review. Areas of improvement included better documentation of credit card transactions and their appropriate approval (vastly improved), better personnel file documentation, and the counting of weekly contributions including dual signatures. Areas where we continue to strive for growth in is our supporting third-party documentation as well as appropriate approval for all transaction types. Although a minority of the transactions in each category lacked the appropriate supporting documentation and approval, we want to see that ALL transactions have the appropriate supporting documentation and approval. We also continue to work on better personnel file recording. PBMares continues to be a great resource for FPC.

First Presbyterian Church - CURRENT
SESSION REPORT - Summary for Sept. 30, 2020
September 2020

Accounts	This Year YTD Actual	This Year Annual Budget
Revenues		
Church Operating Fund		
Administrative Committee		
Facilities	70,355	95,000
Business/Finance	6,255	10,000
Ministries/Operations	1,489,973	1,959,600
Total Administrative Committee	<u>1,566,583</u>	<u>2,064,600</u>
Spiritual Growth Committee	798	0
Bless the Children Committee	13,800	12,000
Outreach Committee	0	0
Personnel Committee	22,307	22,000
Worship Committee	1,913	4,000
Total Church Operating Fund	<u>1,605,400</u>	<u>2,102,600</u>
Preschool Fund		
Preschool Revenues	603,340	1,062,000
Total Preschool Fund	<u>603,340</u>	<u>1,062,000</u>
Session Designated Fund	10,000	0
Total Revenues	<u><u>2,218,741</u></u>	<u><u>3,164,600</u></u>
Expenses		
Church Operating Fund		
Administrative Committee		
Facilities	257,753	280,250
Business/Finance	219,824	293,000
Total Administrative Committee	<u>477,577</u>	<u>573,250</u>
Spiritual Growth Committee	2,158	16,900
Bless the Children Committee	13,917	48,350
Government Committee	0	0
Outreach Committee		
Special Offerings Per Session	0	0
Benevolences/Offerings	0	0
Benevolences to Presbytery	0	0
International Outreach	55,172	66,000
C4C (Local Outreach)	56,639	96,000
Total Outreach Committee	<u>111,811</u>	<u>162,000</u>
Personnel Committee		
Pastor Salaries	74,808	134,913
Lay Personnel Salaries	462,034	631,420
Administrative Benefits		
Housing Allowances	64,576	108,000
FICA Support	52,854	78,904
Annuity/Insurance	69,799	118,000
Professional Expense	9,496	33,900
Continuing Education	2,899	13,200
Health/Disability	42,659	42,400
403(b) Contributions	4,125	5,500
Other Admin Benefits	24,016	56,200
Total Administrative Benefits	<u>270,424</u>	<u>456,104</u>
Total Personnel Committee	<u>807,266</u>	<u>1,222,437</u>
Worship Committee	13,071	33,900
Evangelism Committee	0	3,000
Total Church Operating Fund	<u>1,425,800</u>	<u>2,059,837</u>
Preschool Fund		
Preschool Expenses	681,486	1,013,480

First Presbyterian Church - CURRENT
SESSION REPORT - Summary for Sept. 30, 2020
September 2020

Accounts	This Year YTD Actual	This Year Annual Budget
Total Preschool Fund	681,486	1,013,480
Session Designated Fund	97,746	200,000
Total Expenses	<u>2,205,032</u>	<u>3,273,317</u>
	Net Total	
	13,709	(108,717)
Other Revenues		
Total Other Revenues	<u>0</u>	<u>0</u>
Other Expenses		
Total Other Expenses	<u>0</u>	<u>0</u>
	Net Operating Total	
	13,709	(108,717)

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First Presbyterian Church - CURRENT
Balance Sheet-Consolidated Funds
Funds: Church Operating Fund, Emergency Aid Funds, Preschool Fund, Restricted
Fund, Session Designated Fund, Trustees Fund
September 2020

Page : 1

Note: The Report Option to include Open Transactions is selected.

Accounts

Assets	
Current Assets	
Checking Accounts	
BB&T Checking Account	
10-00-1021 - BB&T - Church Operating Account	\$1,065,265.39
Total BB&T Checking Account	<u>\$1,065,265.39</u>
Other Checking Accounts	
10-00-1032 - BB&T - Flexible Benefit Plan	\$12,633.18
30-00-1061 - BB&T - Restricted Funds	\$632.75
30-00-1065 - BB&T - Restricted Savings	\$587,099.69
Total Other Checking Accounts	<u>\$600,365.62</u>
Total Checking Accounts	<u>\$1,665,631.01</u>
Investments Held by Trustees	
60-00-1010 - VIC - Capital Account	\$5,307,250.17
Total Investments Held by Trustees	<u>\$5,307,250.17</u>
Total Current Assets	<u>\$6,972,881.18</u>
Total Assets	<u><u>\$6,972,881.18</u></u>

Liabilities, Fund Principal, & Restricted Funds

Liabilities	
Current Liabilities	
Intrafund Balances	
10-00-2000 - Due TO (FROM) Restricted Fund	(\$19,619.48)
10-00-2005 - Due To (FROM) Session Designated Fund	\$79,000.00
30-00-2000 - Due TO (FROM) Operating Fund	(\$41,226.43)
70-00-2005 - Due To (FROM) Restricted Fund	\$60,845.91
70-00-2007 - Due To (From) Operating Fund	(\$79,000.00)
Total Intrafund Balances	<u>\$0.00</u>
Payroll Deduction-Church Staff	
10-00-2032 - Flexible Benefit Plan Deductions	\$10,268.11
10-00-2040 - Pension Plan Deductions	\$729.09
10-00-2041 - Health Insurance Deductions-Optima	\$6,074.35
10-00-2046 - Dental Plan Deductions	\$468.04
Total Payroll Deduction-Church Staff	<u>\$17,539.59</u>
Other Liabilities	
10-00-2071 - Credit Card Charges	\$15,684.77
Total Other Liabilities	<u>\$15,684.77</u>
Total Current Liabilities	<u>\$33,224.36</u>
Long-term Liabilities	
10-00-2072 - Payroll Protection Plan	\$363,939.06
Total Long-term Liabilities	<u>\$363,939.06</u>
Total Liabilities	<u>\$397,163.42</u>
Fund Principal and Excess Cash Received	
Fund Principal	
10-00-3999 - Balance-Church Operating Fund	\$568,251.38
30-00-3999 - Balance-Restricted Fund	\$36,212.79
60-00-3999 - Balance-Trustees Fund	\$5,307,250.17
70-00-3999 - Balance-Session Designated Fund	\$21,335.48
Total Fund Principal	<u>\$5,933,049.82</u>
Excess Cash Received	
Excess Cash Received - Church Operating Fund	\$111,599.98
Excess Cash Received - Emergency Aid Funds	\$0.00

Date : 10/10/2020
Time : 11:16:03 PM

First Presbyterian Church - CURRENT
Balance Sheet-Consolidated Funds
Funds: Church Operating Fund, Emergency Aid Funds, Preschool Fund, Restricted
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September 2020

Page : 2

Note: The Report Option to include Open Transactions is selected.

Accounts

Excess Cash Received - Preschool Fund	\$0.00	
Excess Cash Received - Restricted Fund	\$0.00	
Excess Cash Received - Session Designated Fund	(\$97,890.91)	
Excess Cash Received - Trustees Fund	\$0.00	
Total Excess Cash Received	<u>\$13,709.07</u>	
Total Fund Principal and Excess Cash Received		\$5,946,758.89
Restricted Funds		
Total Temporary Restricted	<u>\$628,958.87</u>	
Total Restricted Funds		<u>\$628,958.87</u>
Total Liabilities, Fund Principal, & Restricted Funds		<u><u>\$6,972,881.18</u></u>