

Wilkesboro United Methodist Church

ADMINISTRATIVE COUNCIL

December 17, 2017 – Unapproved Minutes

The Administrative Council met this date with Chairman Mike Inscore presiding. Devotions were given by Arnold Lakey followed by the Council sharing in Our Vision. Chairman Inscore presented the CONSENT AGENDA for discussion or correction. Motion to accept was made by Arnold Lakey, seconded by Ed Snyder. Approved.

TODAY'S OFFERING REPORT: John Gross reported the amount of \$5429 in gifts for today. ATTENDANCE for first service was 30 and 147 in the second service.

FINANCE REPORT: Wanda Sapp, chair for Finance presented the Proposed Budget for 2018 that includes a \$12000.00 increase for a total of \$384,050. The increase reflects 4%-5% for Discipleship and 6%-7% for Methodist Missions. Our Conference Apportionments of \$38,000 have been paid for 2017. An amount of approximately \$25,000 is owed to the McEntire fund from which we borrowed money for needed repairs. Motion made by Ed Snyder that we accept budget as presented. Jan Taylor made a second and budget was approved. Copy of proposed budget is attached.

OTHER REPORTS: Ed Snyder offered an update from Board of Trustees. They recently purchased a new computer for the Sound System. Cost was covered from designated funds. Goal is to possibly hire Frank Terracito to assist with surveying for needed repairs on the church building and making an effort to proceed on his recommendations. This will include surveying the Plexiglass windows downspouts, etc. Mike Inscore shared he had discussions with our police department on our lack of security for our church as well as other churches in Wilkesboro. There are things we might do such as install cameras that could be monitored in the police department, hire an off duty police officer for our Sunday services. A mid-January meeting is planned with the Wilkesboro churches participating to further discuss the situation. Motion made by David Taylor and seconded by Arnold Lakey that we participate. Motion carried.

PASTOR'S REPORT: Pastor Karen reported that an amount of \$2185.27 was left in the CREATION EXPRESS account. There is a CD in amount of \$1580.22 which will not mature until next year. Karen desired that a bonus be given to the employees that stayed until the closing of the program. After much discussion a motion was made for the four adult employees to receive an amount of \$250 and the youth employees to receive \$150 each for a total of \$1450. The remainder will go into our church treasury. Motion made by Jan Taylor and seconded by Wanda Sapp. Motion carried. Meeting was adjourned with prayer by Pastor Karen.

Respectfully submitted by: Pat M. Day, recording secretary

ATTENDEE: Rev. Karen Roberts, Kay Hayes, Wanda Sapp, Arnold Lakey, David Taylor, Ed Snyder, John Groce, Robert Rizoti, Laura Davenport, Caroline Randolph, Gretchen Barelski, Jan Taylor, Jeff Atwell, Mike Inscore, Pat Day, Jim Brooks, Chuck Byers

ADMINISTRATIVE COUNCIL – Items for review re: December 17, 2017 meeting

ITEMS REQUIRING A VOTE

1. FINANCE COMMITTEE: The proposed 2018 Budget is attached for your review.
2. FINANCE COMMITTEE: The 2018 SPRC detail is attached for your review.
3. CREATION EXPRESS: Final Report will be provided by Rev. Karen Roberts.

The financial accounts have been settled and as of November:

- a) \$3,158.03 Bank Balance in the checking account
\$ 298.82 One check not cleared
\$2,859.21

- b) \$1,582.29 CD as of 8/25/17

Interest rate .1000% Maturity date 8/26/18 Annual percentage yield .55%

Early withdrawal penalties: if the account has an original maturity of 12 months or less, the fee the bank may impose will equal \$25 plus 1% of principal amount withdrawn.

It is the desire of the Board of Advisors to ask the Administrative Council to give consideration to give a bonus to the employees who remained faithfully at the end. Pastor Karen will have the number of employees available by the Council meeting. The financial assets that remain will be rolled into the General Budget unless otherwise directed.

CONSENT AGENDA

A vote will be taken without any discussion regarding the Consent Agenda items below.

ADMINISTRATIVE COUNCIL: October 15, 2017 Ad Council minutes is attached.

FINANCE COMMITTEE: November 2017 Treasurer Reports are attached for informational purposes only.

TRUSTEES COMMITTEE: -Discussion on Wilkesboro UMC serving as a Regular Red Cross Emergency shelter as-needed in the event of future emergency conditions that may be experienced in or near Wilkesboro. The Trustees were in total agreement towards the church providing this service.

-Parsonage Storm Damage - it was related that a total of six (6) shutters were blown off the house. All were located and need to be re-installed on the exterior. It was also mentioned that the gutters need cleaning out on the back side of the house (two story height).

-Moisture in Mechanical Room - it was shared that this situation had arisen since the last Trustees meeting. It was determined that the AC temperature was being set to low, which appears to have corrected the issue.

-Stripping/ Waxing the Fellowship Hall floors - this has recently been performed at a cost of \$450.

-Scheduled Power Outage - Duke Energy Contractor needs to perform repairs / upgrades to main electrical service; this power outage is scheduled to take place on Saturday, December 16th, between the hours of 10:30 AM - 3:30 PM.

-The Cub Scout Pack has requested the use of the fellowship hall on Fridays once a month for a sleepover, for an unspecified time period. The Trustees were in agreement as long as the utilization was monitored.

-2018 Budgeted Amount for the Trustees - It was related that approx. 76% of the current budgeted amount (2017) had been spent to date. It was agreed that the Trustees available amount would remain unchanged, with no increase requested.

-Trustees are scheduled to meet Friday, December 15th for a review of church Sanctuary building by Cubic Engineering.

Wilkesboro United Methodist Church
Financial Report - General Fund
as of November 30, 2017

| Cash Position | Jan 2017 | Feb 2017 | Mar 2017 | Apr 2017 | May 2017 | Jun 2017 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Balance | \$ 66,175 | \$ 65,535 | \$ 61,619 | \$ 55,806 | \$ 50,050 | \$ 54,642 |
| Receipts | \$ 28,685 | \$ 28,442 | \$ 27,618 | \$ 30,286 | \$ 36,125 | \$ 24,811 |
| Expenses | \$ (32,324) | \$ (32,326) | \$ (31,275) | \$ (34,671) | \$ (29,846) | \$ (32,459) |
| Non-Cash Transactions | \$ 2,999 | \$ (32) | \$ (2,156) | \$ (1,371) | \$ (1,687) | \$ (584) |
| Balance | \$ 65,535 | \$ 61,619 | \$ 55,806 | \$ 50,050 | \$ 54,642 | \$ 46,410 |

| Cash Position | Jul 2017 | Aug 2017 | Sept 2017 | Oct 2017 | Nov 2017 | Dec 2017 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-----------|
| Opening Balance | \$ 46,410 | \$ 58,676 | \$ 69,864 | \$ 80,461 | \$ 73,583 | \$ 71,525 |
| Receipts | \$ 37,988 | \$ 36,264 | \$ 33,861 | \$ 30,500 | \$ 26,275 | |
| Expenses | \$ (26,191) | \$ (27,283) | \$ (22,586) | \$ (35,469) | \$ (28,275) | |
| Non-Cash Transactions | \$ 469 | \$ 2,207 | \$ (679) | \$ (1,909) | \$ (58) | |
| Balance | \$ 58,676 | \$ 69,864 | \$ 80,461 | \$ 73,583 | \$ 71,525 | |

| Receipts | Budget | Prior | Current | Total | Actual % of Budget | Expected % of Budget |
|------------------------|-------------------|-------------------|------------------|-------------------|-----------------------|-------------------------|
| Offerings | \$ 424,588 | \$ 314,063 | \$ 26,275 | \$ 340,338 | | |
| Rental Fees | | \$ 456 | \$ - | \$ 456 | | |
| Expense Reimbursements | | \$ 60 | \$ - | \$ 60 | | |
| Other Receipts | | \$ - | | | | |
| Total Receipts | \$ 424,588 | \$ 314,579 | \$ 26,275 | \$ 340,854 | 80% | 92% |

| Expenses | Budget | Prior Month YTD | Current Month | Total | Balance remaining in Budget | | |
|------------------------|-------------------|-------------------|------------------|-------------------|-----------------------------------|------------|------------|
| Discipleship | \$ 12,840 | \$ 6,043 | \$ 723 | \$ 6,767 | \$ 6,073 | 53% | |
| Evangelism | \$ 2,000 | \$ 602 | \$ 38 | \$ 640 | \$ 1,360 | 32% | |
| Missions | \$ 12,600 | \$ 7,472 | \$ 1,975 | \$ 9,447 | \$ 3,153 | 75% | |
| Worship | \$ 3,700 | \$ 1,454 | \$ 210 | \$ 1,664 | \$ 2,036 | 45% | |
| District/Outreach | \$ 29,400 | \$ 20,720 | \$ 4,340 | \$ 25,060 | \$ 4,340 | 85% | |
| Staff-Parish Relations | \$ 266,818 | \$ 194,145 | \$ 15,154 | \$ 209,299 | \$ 57,519 | 78% | |
| Trustees | \$ 91,490 | \$ 69,539 | \$ 5,453 | \$ 74,992 | \$ 16,498 | 82% | |
| Finance | \$ 5,740 | \$ 4,976 | \$ 382 | \$ 5,358 | \$ 382 | 93% | |
| Total Expenses | \$ 424,588 | \$ 304,951 | \$ 28,275 | \$ 333,227 | \$ 91,361 | 78% | 92% |

Wilkesboro United Methodist Church
Financial Report - Donor Designated Funds
as of November 30, 2017

| Cash Activity | Jan 2017 | Feb 2017 | Mar 2017 | Apr 2017 | May 2017 | Jun 2017 |
|-----------------|------------|------------|-------------|------------|------------|-------------|
| Opening Balance | \$ 69,923 | \$ 72,836 | \$ 69,332 | \$ 65,066 | \$ 68,007 | \$ 73,206 |
| Receipts | \$ 7,096 | \$ 6,247 | \$ 9,752 | \$ 5,774 | \$ 7,832 | \$ 3,087 |
| Expenses | \$ (4,183) | \$ (9,751) | \$ (14,018) | \$ (2,833) | \$ (2,632) | \$ (10,269) |
| Other Receipts | | | | | \$ (1) | |
| Balance | \$ 72,836 | \$ 69,332 | \$ 65,066 | \$ 68,007 | \$ 73,206 | \$ 66,024 |

| Cash Activity | Jul 2017 | Aug 2017 | Sept 2017 | Oct 2017 | Nov 2017 | Dec 2017 |
|-----------------|------------|-----------|------------|-------------|-------------|-----------|
| Opening Balance | \$ 66,024 | \$ 67,050 | \$ 70,769 | \$ 68,263 | \$ 57,350 | \$ 54,225 |
| Receipts | \$ 3,530 | \$ 4,209 | \$ 2,857 | \$ 6,485 | \$ 10,380 | |
| Expenses | \$ (2,504) | \$ (490) | \$ (5,363) | \$ (17,397) | \$ (13,505) | |
| Other Receipts | | \$ - | | \$ (1) | \$ (1) | |
| Balance | \$ 67,050 | \$ 70,769 | \$ 68,263 | \$ 57,350 | \$ 54,225 | |

| Donor Designated Fund | Beginning | Receipts | Expenses | Ending |
|------------------------------------|------------------|------------------|------------------|------------------|
| Bereavement Fund | \$ 441 | | \$ 276 | \$ 165 |
| Flower Fund | \$ 352 | \$ 602 | | \$ 954 |
| Hand-In-Hand | \$ 2,617 | \$ 3,957 | \$ 1,877 | \$ 4,697 |
| Handbell/Choir | \$ 14,077 | \$ 20 | \$ 4,822 | \$ 9,275 |
| Home Missions | \$ 1,375 | \$ 650 | \$ 300 | \$ 1,725 |
| Missions/Outreach Activities | \$ 7,087 | \$ 3,314 | \$ 3,064 | \$ 7,337 |
| Parsonage Repair | \$ 3,925 | | | \$ 3,925 |
| Youth/Youth Missions | \$ 9,789 | \$ 500 | | \$ 10,289 |
| Youth Blanket | \$ 544 | | | \$ 544 |
| Building Fund | \$ 12,741 | | | \$ 12,741 |
| Kitchen Equipment Replacement Fund | \$ 2,221 | | | \$ 2,221 |
| Endowment Distributions | \$ - | | | \$ - |
| Education Scholarships | \$ 195 | | | \$ 195 |
| Growth of Membership Fund | \$ 498 | | | \$ 498 |
| Emmaus Reunion Group | \$ 441 | | | \$ 441 |
| Pass Through | \$ 1,899 | \$ 1,337 | \$ 3,152 | \$ 84 |
| Sales Tax | \$ (852) | | \$ 14 | \$ (866) |
| Total | \$ 57,350 | \$ 10,380 | \$ 13,505 | \$ 54,225 |