

First Unitarian Church of Des Moines

Financial Oversight Committee Minutes | Tuesday, August 13, 2024, at 6:30 PM
Virtual Meeting via Zoom

FOC Members: James Williams, Steve Evans, Lisa Houchins, Tracy Aukes, Sally Boeckholt

The meeting was called to order at 6:30 p.m. by Steve Evans

Notes

Sally Boeckholt reviewed the June Financial Report, the Due to/from Endowment Report, and the Project-Restricted Funds Report. She will submit the final versions of these reports to the board next week after fine-tuning the data.

Key Points Discussed:

1. June Financial Report:

- *Capital Asset Line (#3):* The current figure lacks a basis, as there hasn't been an accounting of assets or depreciation since 2022. This will need to be addressed in future to recalibrate the number accurately.
- *Benefits Line (#45):* The increase in June was due to two factors:
 - Funds that were not transferred to an employee's retirement account in December 2023 were corrected.
 - Lack of documentation on how the benefits budget was developed for 2023-24, making it unclear if the budgeting was accurate.
- *Fiscal Year Outcome:* The fiscal year ended with a positive balance.

2. Due to/from Endowment Report:

- The report covers funds received for the kitchen project, REACH grants, and other endowment contributions.
- Sally is still working through the details on some of the data, but overall, we will be sending money back to the endowment fund that was not spent for the kitchen project.
- A process for adding funds to an already approved project will need to be developed to ensure clarity.

3. Project-Restricted Funds:

- Sally reallocated funds spent under the Minister's Discretionary line to the corresponding project-restricted fund.
- Storage Fund – Sally took out the \$11,500 out of the storage line and moved that back to the Kitchen Fund line, since that was actually kitchen fund money. The money left in the storage fund accurately reflects the money that has been given for that project.
- Future action includes reviewing all restricted funds to determine their necessity and drafting a policy for fund management.
- Outside Audit/Review – There is a longstanding fund for an audit, but the last audit was in 2011. Discussion was had regarding closing this fund and making a line item in the budget when we are ready to conduct an audit.
- Sally indicated that she would be running all restricted fund activity through the miscellaneous receipts line to keep it clean on the books.

4. Role of FOC:

- The committee discussed updating the charter, focusing on oversight, red-flagging potential issues, and defining financial processes.
- The board will need to add more members to the committee.

5. Delegated tasks

- Sally will send the FOC charter to the team for review.
- Tracy will post a copy of the spending policy and add Zoom links and meeting dates in Realm.

6. Future tasks:

- Capture capital asset information and determine depreciation.
- Develop a process for adding to an already approved project.
- Plan and budget for an audit next year.
- Review and decide on the necessity of all restricted funds.
- James to follow up with the board and/or nominating committee to find more members for the FOC

Next Meeting

Next FOC Meeting: Tuesday, September 10th at 6:30 p.m. on Zoom

The meeting was adjourned at 8:00 PM by Steve Evans.

Submitted by Tracy Aukes, Church Administrator