

**Finance Ministry  
Minutes  
Monday August 10, 2020 at 6:30 PM on Zoom**

<b>Representing</b>	<b>Name</b>	<b>Present or Absent</b>
Clergy	Bishop Peter Hickman	Present
Clergy	Deacon Tony Russo	Present
Clergy	Father Arturo	Present
Church & Community	Mirella Hickman	Present
P. Council	Bob Morano	Present

Meeting Date: Tuesday 8/10/2020 6:30 PM Zoom

**Objectives:** Maintain and improve the finances and the financial systems of Saint Matthew’s Church in 2020 by finding additional sources of funds and enabling us to pass an audit and apply for grants.

1. Review the finances for the month of July 2020.
  - a. Expenses exceeded Income by \$5,844.
  - b. The mortgage balance is \$220,288.12.
  
2. We are working with Duke Forbes CPA who office is in our office park.
  - a. Background: Duke has over 20 years of experience working with QuickBooks which is our software for managing our financials.
  - b. He has had experience with other churches and non-profit organizations that he brings to us.
  - c. He comes to us with many ideas on how to improve our chart of accounts and achieve better use of our software.
  - d. On our first meeting Tony, Duke, Mirella and I spent a couple of hours reviewing our procedures and discussing the direction we wanted to take our book keeping.
  - e. With his experience he can act as a true resource to Mirella should she have any QuickBooks questions. On August 4, 2020 he showed us how to provide him with an “Accountants Copy” which is a form of backup file that allows him to reclassify some of our expenses. He took an accountant’s copy for January through July for 2020.
  - f. On August 11 Duke brought the corrected accountants copy back and demonstrated how to reload it. He then showed us the new look of

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our financials. A copy of the July Year-To-Date financials has been provided to members of the Finance Ministry under separate cover.

- g. In my opinion, the improvement is dramatic. Our P&L now takes less than one page and is very clear. With Duke as our ongoing consultant I believe that we as a church can place a higher degree of confidence in our financials. We have started down the road that will lead us to better reporting with less effort and a better usage of the software.

**Next Steps:**

The next items to be tackled is the research necessary to put the church onto our books so we can achieve a more accurate Balance Sheet showing a more correct view of our Assets.

An important aspect of accurate financials is that it helps with insurance claims if they are needed. We discussed the need to inventory Saint Matthew Church for furniture, fixtures and items of value. These need to be documented with photographs and as much supporting detail as we can provide.

- 3. Two new alternative sources of funding have been created:
  - a. A “Go Fund Me” page for Bishop Peter’s health care and continued recovery was created. It was broadcast via the GFM email capability and helped by Matthew Hickman who added it to his and Peter’s Facebook pages. \$2,605 was pledged. We added the connections to take the money and as of today those funds are in a designated fund in the church’s bank account.
  - b. Another GoFundMe page to fund “continuing operations”.
- 4. “Grant Writing” – briefly mentioned and postponed until another meeting. No progress has been made on this project.
  - a. We need to formulate a grant writing team from the community. Preferably people with grant writing experience and knowledge enough to help us select which grants to apply for.
    - i. Scott Emery

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- ii. Martha has some background
  - iii. Katie Henry
- b. We need to start capturing good statistics on every effort we make so we can demonstrate our worthiness of receiving grant money. This needs to become a parish wide attitude. This is especially true for the Social Justice Ministry. We have started this effort and the evidence can be seen on the church website. Please take a look at the photographic results and provide feedback. These can be found under the Social Justice section of the ministry reports webpage. Meredythe, please keep up the good work.