

KUC Administration Committee Meeting
ZOOM Meeting
May 26, 2020

Present – Jack Nancekivell, Donna Mowry, Julia Metzger, Ralph Knowles, Gord Dunbar, Gregg McClelland, John Phillips, Dotty McClelland (property committee)

Regrets – Liz Dillman, Gerry Stephens

Opening Prayer – Gord opened the meeting with a prayer.

Donna started the meeting with a Thank You to –

Julia for minute preparation doing a great job.

Gord for Fireside chats, Reflections and the ZOOM Services.

John all he's done with Power Church and all the different ways for people to give and for figuring out how to help with all things for meetings, etc.

Minutes of the April 29, 2020 meeting

Amendment to the circulated minutes – Motion Date changed to Jan 28/2020 (was typed as Jan 20/2020)

MOTION to accept the April 29, 2020 minutes as circulated with above noted amendments.

Moved by: Gregg

Seconded by: Ralph

CARRIED

Correspondence – none at this time

Treasurer's Report – Liz submitted a report. See attached submissions.

Monthly Report – Westario rebate – now enrolled in rebate program – see Old Business below

Fourth Point to be added to the report - Thanks to Carol Brouse and Stephanie Hartwick for their work in applying for the Municipal Grant of \$3,000 for automatic doors. It is coming but not yet received. This is the perfect time to have them installed since the church is closed. Need to make sure the RFP (request for proposal) has been submitted and received before work can begin.

Financial Statement –

Actual cost for stoves was \$3,161.74. Cost includes delivery. The delivery could be the 1st week in June. Gord has offered to make himself available for delivery/installation. Dotty will draw up some regulations and instructions about the two stoves and rules for cleaning the surface tops.

Will need to get some new pots/utensils for use on these new stoves.

Envelope Steward's Report – John reviewed his report. See attached submission.

Monthly report – April slightly above average. Large percentage of contributions come from PAR. Designation Funds go into the General Funds account.

Various Updates

Canada Helps- has now been added to our list of ways to contribute to the church

Credit goes to Terry Boyd for updating the website to include all ways for people to donate to the church.

New Rules – updated job documents

Thank you to John for increasing our ways of giving.

Property Report – Ralph presented the following property report:

David Walker is now allowed back into the church to perform cleaning duties as put forth by the property committee members (to include thorough cleaning of rugs, floors, etc) as well as completing the insurance inspection duties.

Gord has assisted David Walker with setting up safety precautions to assist with exhaust into his face from the vacuum cleaner when he does the stairs.

Grant Proposal for door does not have to go to Council approval because it has been initiated through the Administration Committee and funds are already there through the Hope Menu.

MOTION: To have the Property committee proceed with Request For Proposal (RFP) to obtain an actual supplier and designer for the door system with the automatic opener with the south ramp door of the church.

Moved by: Jack

Seconded: Gregg

CARRIED

Trustees Report –

Report from the Trustees Meeting on May 22 – Jack

Investment value is still down about 10%.

Committee looking into policy on investments

Updating signatures at Nesbitt Burns

Minute coming out from May 22 meeting will be posted.

Report from Insurance Company on how we're handling the COVID -19 Restrictions – Gregg

Delighted that we were following the guidelines that the insurance company provided for COVID 19.

Thanks for Gregg & Ralph for all work done with insurance.

Old Business – Westario - no rebates/discounts. Barry Schmidt and his nephew, Steve Schmidt, have worked on this and now we will be getting a rebate.

Currently Liz is picking up mail regularly and is being distributed accordingly.

Gord will have conversation with Liz re: setting a new policy for mail review/opening/distribution once church is able to be open again.

New Business – Report from the Task Force Committee Meeting held on May 6 – went well and is being forwarded to council.

Adjournment – meeting adjourned by Gregg

Next Meeting – Tuesday, June 23, 2020 at 10:00 am (Probably a ZOOM Meeting)

Administration Committee - Secretary

Administration Committee – Chair

KINCARDINE UNITED CHURCH
INCOME STATEMENT TO MAY 24, 2020
WITH COMPARATIVES TO MAY 24, 2020

<u>REVENUE FOR 2019</u>	2020 ACTUAL	2019 ACTUAL
General Fund	\$75,852	\$73,768
Envelope Project		
Celebration of Life Service		\$1,655
Memorials	\$820	\$1,365
Donations for Building Use	\$586	\$1,493
Investment Interest	\$2,073	\$2,630
3rd Party Insurance	\$223	
Boston Pizza		\$200
Donations for National Assessment		\$50
Wedding Revenues		
HST Refund		\$2,699
Bequests from Estates		
Wage Subsidies	\$5,330	
	\$84,884	\$83,860
	\$16,330	

OTHER REVENUES DISTRIBUTED IN 2020

Refugee Family	\$3,450
Kincardine Food Bank - PAID OUT \$240	
	\$3,450

FUNDS ALLOCATED TO SPECIAL PROJECTS

Nursery Windows	\$1,169
Memorial Wall	\$1,000
	\$2,169

HOPE / BLOOMING FAITH MENU

	BUDGET	BALANCE	DONATIONS/ PAID OUT	2020
		DEC 31, 2019	2020	BALANCE
Side Ramp Entrance - Auto Open	\$15,000	\$17,108	\$50	\$17,158
Office Entrance Door - Auto Open	\$5,000	\$0		\$0
Replacement of Front Doors	\$5,000	\$0		\$0
Electronic Sign	\$15,000	\$5,550		\$5,550
Kitchen Stoves	\$5,000	\$2,520	-\$2,511	\$9
Nursery Windows		\$750		\$750
Toy or Book - Refugee Family		\$75		\$75
TOTAL	\$45,000	\$26,003	-\$2,461	\$23,542

	<u>2020 BUDGET</u>	<u>2020 ACTUAL</u>	<u>2019 ACTUAL</u>
<u>STAFF COMPENSATION & BENEFITS</u>	\$158,422	\$62,496	\$83,511

<u>PROGRAMME COMMITTEE</u>	<u>2020 BUDGET</u>	<u>2020 ACTUAL</u>	<u>2019 ACTUAL</u>
Worship Supplies	\$500	\$614	\$540
Donations to Worship			
Music Supplies	\$300		
Guest Musician Expenses	\$1,500		\$200
Nursery Supplies	\$100		
Piano/Organ Maintenance	\$1,500	\$370	\$370
Donations for Piano Tuning			
Band Supplies	\$100		
Pulpit Supply	\$2,000	\$915	\$578
Organist Supply	\$750	\$450	\$450
Church School supplies	\$500	\$200	\$275
Library	\$100		
Awards, Recognition & Carnations	\$200		
Music License/Video License	\$300	\$51	
New Microphone/Equipment	\$450	\$171	\$481
DVDs and Batteries	\$100		\$44
Monitor Upgrades			\$2,447
Software for Projection	\$500	\$485	
	\$8,900	\$3,256	\$5,385

<u>MEMBERSHIP AND MISSION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUAL</u>	<u>2019 ACTUAL</u>
Social Supplies/Fellowship Enhancements	\$800	\$229	\$164
Broadview Subscriptions			
payments for Broadview Subscriptions			
Name Tags	\$200	-\$15	-\$20
Pancake Supper Expenses	\$350	\$212	\$278
Pancake Supper Revenue		-\$544	-\$638
Ministerial Benevolent	\$750		\$375
Chaplaincy Fund	\$750		
Friends of Broadview	\$100	\$100	\$100
Assistance Fund	\$3,000		\$2,900
Mission Sundays	\$350		
Community Service	\$500		\$262
M&M Misc	\$100		\$100
Poinsettas	\$200		\$80
Donations for Poinsettas			
Confirmation			
Affirming Workshop	\$1,000		
Outreach	\$2,500		\$558
	\$10,600	-\$18	\$4,159

<u>ADMINISTRATION</u>	<u>2020 BUDGET</u>	<u>2020 ACTUAL</u>	<u>2019 ACTUAL</u>
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Offering Envelopes	\$100	\$113	-\$105
ADP Payroll Charges	\$375	\$177	\$160
PAR Costs	\$450	\$207	\$210
Bank Charges	\$450	\$120	\$130
Loan Interest			\$357
On-Line Service Charges		\$43	
Church Maintenance	\$5,000	\$1,571	\$2,088
Municipal Water Charges	\$1,000	\$423	\$138
Insurance Church	\$7,000	\$3,730	\$5,880
Hydro	\$22,000	\$15,240	\$12,475
Elevator Maintenance	\$1,200		
National Assessment	\$8,500	\$2,705	\$1,491
Postage, Paper & Copier	\$5,500	\$2,114	\$2,102
Office Computer & Backup System	\$1,000		
Advertising	\$100		-\$5
Miscellaneous	\$200		\$193
Training/Coinferences	\$600		\$600
Telephone and Internet	\$2,100	\$676	\$1,114
	\$55,575	\$27,119	\$26,828
HST PAID OUT IN 2020		\$3,753	\$3,545
	\$233,497	\$96,606	\$123,428

KINCARDINE UNITED FINANCIAL POSITION AS AT MAY 24, 2020

REVENUE TO MAY 24, 2020	\$84,884	\$83,860
INVESTMENTS CASHED	\$16,330	
EXPENSES TO MAY 24, 2020	-\$96,606	-\$123,428
DEFICIT	\$4,608	-\$39,568

M&S CONTRIBUTIONS	2020 TARGET	ACTUAL
CONGREGATION	\$30,000	\$11,300

(DOES NOT INCLUDE UCW CONTRIBUTIONS TO M&S)

GENERAL FUND BANK ACCOUNT RECONCILIATION

BANK STATEMENT AS AT MAY 24, 2020	\$32,807.00
LESS OUTSTANDING CHEQUES	-\$513.00
LESS M&S FUNDS	-\$4,116.00
LESS OTHER FUNDS TO BE DISTRIBUTED	-\$3,450.00
LESS FUNDS ALLOCATED FOR HOPE/BLOOMING FAITH PROJECTS	-\$23,542.00
LESS FUNDS ALLOCATED TO SPECIAL PROJECTS	-\$2,169.00
AVAILABLE FUNDS FOR GENERAL FUND USE AS MAY 24, 2020	-\$983.00

RECONCILED BANK BALANCE - MAY 24, 2020 **\$ 32,294.00**

**TREASURER'S NOTES FOR ADMINISTRATION MEETING
MAY 24, 2020**

1. 10% TEMPORARY WAGE SUBSIDY:

I have applied for this for the period March 18 to April 11. The Subsidy will be \$1,421.25.

I have applied for this for the period April 12 to May 9. The subsidy will be \$1,038.37.

2. 75% EMERGENCY WAGE SUBSIDY

This subsidy has now been passed into law

I have applied for the first subsidy based on revenues from March 15 to April 11

March 15 to April 11 2019 Revenue = \$17,575

March 15 to April 11, 2020 Revenue = \$13,900

- This is a decrease of 21% making us eligible for the 75% wage rebate

For this period as we only needed to see a decline of 15% in revenue

We have received \$5,329.74 for this subsidy.

April 12 to May 9, 2019 Revenue = \$15,756.39

April 12 to May 9, 2020 Revenue = \$14,723.73

We are not eligible for the 75% subsidy for this period. Only saw a 7% decrease in revenue over last year.

3. WESTARIO REBATES

Thanks to the work of Barry Schmidt and his nephew Steve we were able to get enrolled in the rebate program after all

This did not come into effect in time for the most recent invoice but will begin next month.

We have asked if it could be retro for the three months we did get the rebate but so far the answer is no.

4. Municipal Grant

We have received a Municipal Grant in the sum of \$3,000 toward the automatic door openers. The funds have to be used within one year.

Envelope Steward May Report

- General Fund Report (emailed & on the screen) ○ April was slightly above rolling average, down from last year ○ May I/P trending above rolling average, above from last year ○ Sure glad for regular PAR General \$10,961!
 - PAR has stayed the same at 83, 3 changes to increase their PAR lately
- Donation Updates due to COVID-19 ○ Added Canada Helps as requested from Admin, Council, etc.
 - Not sure, but would suggest that Admin provide oversight and advertising!
 - There is service charges 3-4%! But they look after Donation receipts.
 - Added a custom on-line form with KUC painting of church front, Gord & Donna were cc:d
 - KUC web site (Terry B.) updated with Canada Helps as additional avenue to make donations. Provided him a word doc with my suggestions. (ETF, PayPal, Credit Card, Canada Helps) looks a lot cleaner! <http://www.kincardineunitedchurch.org/>
 - Forwarded to Barry Schimdt as this should be included in their group as well ○ Small donations still coming in from My Tribute Fund (funeral homes) and Benevity Fund (Hydro One).
 - All of above still needs to be balanced between BMO cheque account and Power Church Donations by me weekly or so to keep Liz up-to-date. Liz is using Power Church for 2020, so our two systems are now working together!
 - May Summary: ETF=14, Photo=15, PayPal=3, On-line=2
- Updated the Envelope Steward Job Document ○ Draft sent to Donna and Gord and awaiting feedback from Gord □ Sending thank you emails to most of those that made a donation!
 - Been able to add a number of emails to Power Church at the same time ○ I have been asking permission to send donations and mid-year reports as well.
- We have a central church software that we are not using to its design.
 - Melinda Smegal mentioned that she was having trouble finding current info on some members of the congregation. She was using the last photo book!
 - Time to step-up and get into the 21st century....
 - I have offered to help with names by looking into PC.
 - Need Melinda to back feed any changes so that her info is added as well!
 - Are we sending out emails to everyone? Just an “OPEN” question!!!!

General Fund Givings

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2015-19 Averag es
	11645	10693	14324	14505	13925	11617	11281	11673	11947	13124	17159	14661		
	10764	11321	16435	13192	14598	11575	13482	10389	12638	12338	12482	14947	14325	13713
January	14463	14450	13729	15275	12227	15285	12366	11700	12887	11914	13904	15495	12939	12559
February	14120	14555	13971	13568	15755	15094	14853	11704	13036	12882	16379	15556	16306	13180
March	12430	14806	17822	17469	14309	13737	11910	14455	12064	10545	13327	14344	14066	13911
April	13895	13899	16211	14031	14076	17350	14227	12012	12833	14388	13458	13815	16619	12947
May	16436	16841	13505	14442	16671	13991	11607	18637	12860	13589	17304	14203		13301
June	12739	13778	13215	12289	14439	14664	14236	15421	12586	13925	18803	14225		15319
July	15093	14562	13180	14944	15768	11834	14036	13914	13177	12283	18802	14620		14992
August	14741	14625	15538	15927	15498	13928	12725	12024	13159	13163	13579	14606		14559
September	15021	16855	15709	13419	14762	11766	15205	13485	12012	15787	19731	17912		13306
October	25043	41186	28066	26921	28725	26987	20022	21855	21858	22902	22970	29512		15785
November	176390	197571	191705	185982	190753									23819
December						177828	165950	167269	161057	166840	197897	193896		
Total													74255	177392

UP to September	121585	124905	132392	129715	131768	125147	117998	119905	114028	114988	141617	131866	74255	124481
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Notes:

- 1) January above rolling average, Down slightly from 2019 monthly total! PAR=83
- 2) February above rolling average, Down from 2019 monthly total! PAR=83
- 3) March above rolling average, above 2019 monthly total! PAR=83 NEW E-Transfer/WEB + Photo Deposit
2 Larger donations, 3 PayPal, My Tribute Fund, Benevity Fund are in this month
- 4) April - slightly above rolling average, DOWN from 2019 monthly total! PAR=83,
PAR=\$10,700 General Fund per month, thus bulk coming in via PAR. Couple of PAR Increases-Late
- 4) May I/P - above rolling average, above from 2019 monthly total! PAR=83, NEW Canada Helps/WEB
PAR=\$10,961 General Fund per month, thus bulk coming in via PAR. One PAR increase so far