

# Financial Planning Team Meeting Notes

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March 31, 2009

*Objectives of the Financial Planning Team:  
Achieve a sustainable balanced operating budget  
Develop a way to always have a clear picture of our financial status*

Attendance: Amy Fields, Susan Mattson, Dan Scoggins, Lane Speake and Elaine Victorine

Facilitator: David Raymond

1. Devotions were from Philippians 2, with prayer by Dan.
2. We reviewed the Guiding Principles adopted at the last meeting to make it clear that any member of the congregation who wants to meet with the team is welcome to come to the start of a meeting. Because of confidentiality, however, non-members are not invited to stay for the entire meeting.
3. Follow-up on March 2 Meeting:
  - New chart of accounts and QuickBooks file is underway
  - Transfer from WF money market to FDIC funds is also underway. The signers situation makes this more difficult. This led to a brief discussion of NEC financial controls. The controls probably need to be reviewed to be more effective and less cumbersome, but that is outside the charge of this team.
4. Dave presented a Cash Flow Analysis for the period of June, 2007 through December, 2010. The projection starting with March, 2009 assumes that the previous pattern of revenue and expenses will continue, which is of course not a likely outcome. This analysis shows a cumulative deficit of about \$600,000 by the end of 2010. We will refine the cash flow projection as we proceed.
5. Dave presented an Income and Expense Comparison with 9 other churches, along with a second chart comparing annual expenses per attendee. This chart shows how NEC compares with other similarly situated churches. Amy asked Dave to prepare a third chart that shows key expenses as a percent of offerings.
6. Based on the comparison the team decided to focus initially on Christian Education, Office, and Personnel. To prepare for this further analysis the team asked Dave to secure a list of staff, job descriptions if available, cost, and chain of command.
7. The team will work closely with existing teams and committees as we work on the budget. The questions will be: How can we be more effective in your area? Is it possible to be more effective with different spending?
8. In our first report to the council we decided to share these notes and the charts provided at this meeting.
9. At this point we decided to make a brief announcement to the congregation about the work of the team and provide a form that asks for members' feedback and prayers. We'll try to make arrangements to have this sometime in the next few weeks. We decided that it is premature to share the charts with the congregation.
10. The next meeting will be on Tuesday, April 14 at 6:30—place to be announced.
11. We closed with the Lord's Prayer