

Prairie Spirit United Church Oversight Council Meeting
Approved Minutes
March 29, 2023
9:30 am - Sunrise Room

Welcome

Present: Mike Hill, Reverend Karen Lumley, Linda Uhrich, Pat Rothney, Anne Walker, Joycelyn Fournier-Gawryluk, Dennis Bitton, Val Goodridge

Regrets: Donna Little, Heather Friesen, Heather MacMillan

Guest: Carol Scott of the Finance Team

1. Approval of Agenda

The team agreed by consensus to approve the agenda as proposed.

2. Audit Review Mike Hill

2.1 Letters:

Mike reviewed the three letters from the auditor. In general, the audit was clean of major issues, with two observations and recommendations made for improvement.

The auditor made two observations and recommendations for improvement:

1. The computer in the office does not log users off automatically after a specific period of inactivity. This control helps to ensure that when users have stepped away from their computer without logging off, that someone does not have access to the data on the computer.

ACTION ITEM:

Dennis Bitton of the Property Team will see that this settings on the computer are changed to ensure that the computer logs off automatically after a specific period of inactivity. The Council agreed that five to seven minutes would be reasonable.

2. The bank reconciliation was not evidenced as to its review by someone other than the person who prepared it. Review of the bank reconciliation is an important control for all organizations. A properly reconciled bank reconciliation, especially in a smaller organization, is a key indicator that the accounting records are up to date.

ACTION ITEM:

Mike Hill will begin reviewing the monthly bank reconciliation. Mike will sign the bank reconciliation and it will be kept with the accounting records as evidence of the information that was reviewed. The Finance Team will find at least one

other person to assist with reviewing the monthly bank reconciliation.

Val Goodridge, Chair of the Oversight Council, was approved to sign two letters on behalf of Prairie Spirit United Church.

ACTION ITEM:

Val Goodridge will meet with the Office Administrator to sign the two letters and ensure they are scanned and sent to Derrick Vandel at Exchange Group.

2.2 Financial Statements to December 31, 2022:

Mike walked the Council through the audit of the Financial Statements for the year ending on December 31, 2022. The different financial spreadsheets were reviewed and Mike answered questions.

General observations were that:

Donations were down in 2022 as compared to 2021.

Expenses have remained relatively stable year over year.

Assets are down by an amount close to our expected deficit in the 2022 budget.

MOTION

Moved by Mike Hill Seconded by Pat Rothney

That the Oversight Council accept the 2022 Audit and present it to the Community of Faith for approval at the Annual Meeting on April 2, 2023.

CARRIED

3. Budget Review

The 2023 Budget was reviewed by the Council at the meeting on March 20. At that time, several suggestions were made. They were discussed with the Finance Team at this meeting.

The following changes will be made by our Treasurer, Mike Hill.

1. MOTION

Moved by Pat Rothney Seconded by Linda Uhrich

That the Funeral Services budget for 2023 be changed from \$9000.00 to \$7000.00.

CARRIED

2. The Worship Team budget will be increased by \$3300.00 to account for pulpit supply costs which were not represented in the original figures.

Accepted by consensus

3. The introduction of a budget of \$1200,00 for the Oversight Council

Accepted by consensus

These changes will increase the deficit by \$2500.00 to \$8100.00.

It was agreed by consensus that the revised budget will be presented to the Community of Faith for approval at the Annual Meeting on April 2, 2023.

4. Blast Out

The following will be circulated to the Community of Faith before the Annual Meeting through a special Blast Out:

1. the approved 2022 Audit
2. the revised Budget for 2023

ACTION ITEMS:

1. Carol Scott will contact Derrick Vandel of Exchange Group to have a final copy of the audit sent to the Office Administrator for inclusion in the Blast Out.
2. Mike Hill will revise the 2023 Budget and send it to the Office Administrator for inclusion in the Blast Out.
3. Val Goodridge will write an introduction for the Blast Out

5. Adjournment

As the business of the meeting was concluded the meeting was adjourned.

Next Meeting Date:

Oversight Council

Monday, April 24, 2023 at 9:30a.m.

Sunrise Room

Oversight Council Chair

Recording Secretary

Val Goodridge

Val Goodridge