



FINANCE ADDENDUM

Complete Finance Team Report

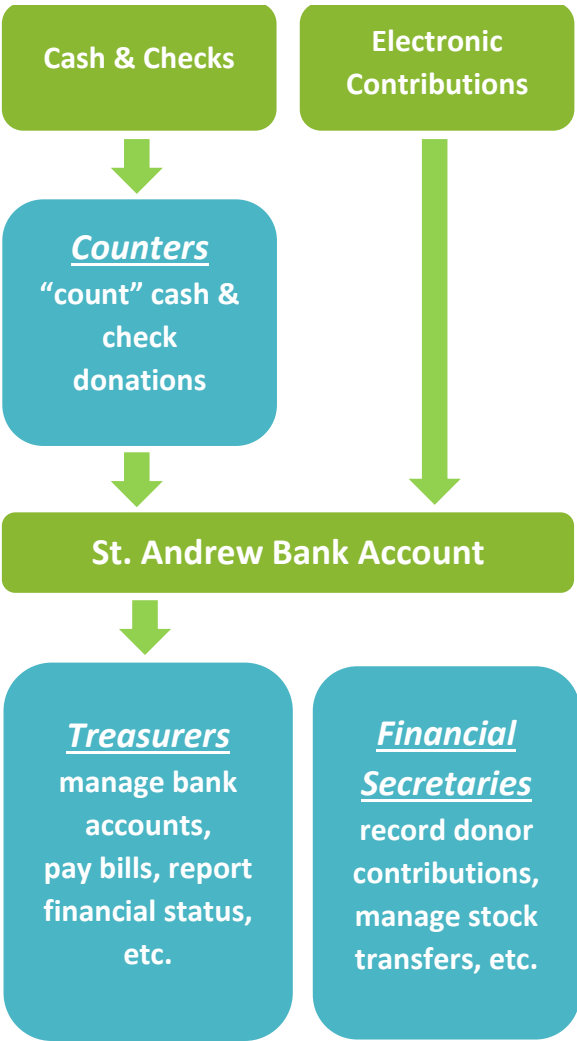
Treasurer's Report

As Financial Year 2022-2023 draws to a close and we prepare to begin our first new financial year since Pastor Mark Brocker's departure, I have been working to better understand the trends in both revenue and expenses which we have seen during the past three years. Those who attended the budget presentation on June 4 have already seen the following graphic:

Average Donations Per Person By Donation Type			
	2021	2022	2023*
Current Giving Only	\$1,753	\$2,461	\$2,506
Mortgage Only	\$1,318	\$1,032	\$642
All Other Revenue	\$1,648	\$382	\$293
All Giving	\$4,719	\$3,875	\$3,442
*Projected Full Year			

The above chart is based on our worship attendance figures from the past three years, as well as our donation and revenue history during that time. It shows that we have seen a decrease in giving despite fairly consistent attendance figures. I believe it is most instructive to look at the All Giving and Mortgage Only figures.* These show that overall giving has decreased, and that donations made specifically toward our mortgage are a central part of that decrease. But, they also demonstrate that generous donations continue to provide a strong foundation for our church.

DONATION HANDLING PROCESS



I believe that St. Andrew is a diverse community supported by a generous congregation and a deep reserve of financial strength. But, as we prepare for new leadership of the church, and emerge from a multi-year pandemic which has introduced us to new worship schedules and remote services, that community is changing and evolving. Our finances will continue to change and evolve as well. Guided by the work of our Horizon Committee and Interim Pastor Laurie Newman, we have an opportunity in the coming year to ensure that our giving and expenses remain sufficient to and focused on the activities which we value most highly as a Congregation. I hope that the budget presented to the congregation will help to start this journey with a solid financial foundation.

Toward that end, the budget this year directly accounts for both scheduled mortgage payments and additional principal-only payments. It provides a significant 4.5% salary adjustment for our pastoral and professional staff, and includes scheduled payments which will bring expenses associated with the building's solar panels current by the end of the fiscal year. And it anticipates giving and revenue levels that are consistent with what we have seen during the past year.

To ensure that our financial footing remains strong, the Finance team established a line of credit at Key Bank this year which St. Andrew can draw upon if needed. We also drafted a procedural document which identifies the circumstances under which this line of credit can be accessed, and clarifies who has authority to access funding. In the year ahead, the Finance team will remain focused on ensuring that we provide accurate and timely financial data to the Council and Congregation. This would not be possible without the hard work of our Financial Secretaries, our Counters, the Financial Review Committee, our Bookkeeper, and our Parish Manager. Please join me in thanking all of them for their contributions in 2022-2023.

Respectfully submitted,
Tim Duggan

* The changes in the "All Other Revenue" category are impacted by both the termination of our facilities use arrangement with the Bee Bops Learning Center, and accounting changes which moved some forms of giving to the "Current Giving Only" category.

Finance Committee

Members of the Finance Team spent much of the year clarifying roles and improving communication between and among the various work teams. With 12 Counters, 4 Financial Secretaries, a new Treasurer, a fairly new Parish Manager, and a new Bookkeeper, we all had much to learn about each other's work styles. Thank heavens for Transitional Secretary Joel Johnson, who provided so many explanations and guidance to members of the team whenever a question arose.

It was also important to focus on another relationship, specifically to the Stewardship Committee and its members, so that our respective messages to the congregation regarding giving could be clear and consistent. Thanks to the Transition Team, we were able to make

significant progress on this effort and now have a clearer understanding of the relationship and the responsibilities of each of these committees.

Financial Secretaries

The Financial Secretaries are responsible for properly receiving and recording all contributions to St. Andrew. We began the year with two veteran Financial Secretaries, Brian Cheney and Tammy Piscitelli, and a goal of adding members to the team. Our first recruit, Susan Jacobi, began training with Tammy in the fall, with our second recruit, Sue Lee, joining the team at the beginning of calendar year 2023. Now that both of them have completed training, each Financial Secretary is only required to work every fourth week. This is good news for volunteers who spend at least one evening on the job each time their turn comes around!

Another advance was realized this year when Tammy Piscitelli and Parish Manager Carol Harker worked together with customer support from FellowshipOne GO, our member tracking and donation software, to enable every St. Andrew donor to acquire a unique password to access their own giving records. The change was instrumental in reducing the time required for Financial Secretaries to send out annual giving reports, a task that they previously had to complete for everyone. Now the Financial Secretaries can focus on providing that service only to people without an email address or printer, making their lives much easier in the months leading up to tax filing.

Counters

During the year our counters went back to the normal counting schedule. We have 12 volunteer counters who perform the vital function of counting the plate funds that come into the church.

The funds are counted on Mondays and deposited into the Key Bank account for St. Andrew that day. These funds are counted with the highest standards of accuracy, privacy, and timeliness. Details of the count are then forwarded to the Financial Secretaries.

During the year, Claris Poppert cycled off the Counters Team. Thank you for your many years of service.

Our counting team consists of: Bob Brown, Larry Bliesner, Dan Fako, Ed Fransen, Linda Fransen, Tim Holte, Tom Jelineo, Tom Lane, Mike McDowall, Judy Scholz, and Larry Vachal.

Respectfully submitted,
Bill Beavers, Coordinator

Financial Review Committee

Financial Review for 7/1/2022 through 6/30/2023 – FY 22/23

A review of financial records for St Andrew's FY22/23 was completed on 09-MAY-2023. The review team members were Larry Bliesner, Bob Stadel, and Ken Reiner. Carol Harker, Tim Duggan, Joel Johnson, and our bookkeeper Karen Mallari were there to answer questions.

The review covered the following:

- Proper segregation of duties: Counters/Financial Secretaries/Treasurers
- Controls governing the congregation's bank accounts are in place and operating as intended.
- Bank accounts are reconciled to corresponding ledgers in a timely fashion.
- Offerings are handled and counted in dual custody and deposits are made in a timely manner.
- Expenses are approved appropriately and supported by documentation.
- Controls over the payroll process are in place and operating as intended.

The method of the review was to follow the money through random sampling of:

- Accounts Payable
 - From entries on the bank statement to the ledger and vice versa.
- Deposits
 - From entries on the bank statement to the ledger and vice versa.

The review concluded that based on the sampling the objective of the review had been met.

Respectfully submitted,

Larry Bliesner, Team Leader



**Evangelical Lutheran
Church in America**
God's work. Our hands.



St. Andrew
LUTHERAN CHURCH