

GILMORE PARK UNITED CHURCH  
COUNCIL MEETING  
October 17, 2009

Present: Grant Smith, Rev. Anna Christie, Rev. Jennifer Goddard-Sheppard, David Bowe, Phil Newton, Susan Johnsen and Joanne Dennill.

Absent: Margie Savigny and Pat Heslop.

Grant called the meeting to order at 9:15am

Rev. Jennifer lit the Christ Candle and said the opening prayer.

David moved a motion to accept the agenda, as amended.

Susan moved a motion to accept the June minutes. Seconded by David.  
**Carried.**

Phil moved a motion to accept the May minutes as read. Susan. **Carried.**

Correspondence:

Grant read the letter from the pastoral oversight committee.

Grant read a card from Brenda Miller.

Internal Monitoring Reports

Policy #351

Susan moved that 12a of Policy 351 be removed for a period of 2 years and be entered in Policy 350. Seconded by David and **carried.**

12b - council recognize that they are in compliance but requires a year's worth of their minutes from September 2008.

Not in compliance 13 – Council requires minutes from the finance team through the board.

As we have moved 12a out of #351, council finds finance team to be in compliance accepting their requirement of monthly minutes presented through the Accountable Board.

Policy #350

Finance Team is reporting non-compliance for section 9.

Phil moved a motion that section 9 be reworded to say: Allow the expenditure of funds by the end of the fiscal year to exceed budgeted amount for the same period of time. Susan seconded. **Carried.**

Susan moved that this motion be tabled until guidance is sought from the finance committee. David seconded. **Carried.**

Section 12 - data is required to confirm compliance.

Policy #320

Council requests the Accountable Board completes the report. Data has been provided by the church administrator.

Policy #370

Council requests the Accountable Board provide the data to demonstrate compliance.

#### Unfinished Business

Nominations for the JNAC.

M&P – Susan brought forward a concern that there is a need for more members on the committee.

Contracts – being tabled until the next meeting.

Met with the Oversight team at 11:30am.

Date of next meeting: Saturday Jan. 9, 9:00am-12:00pm.

Meeting continued over lunch in Gilmore Gardens.

Respectfully submitted

Joanne Dennill  
Secretary

# TEMPLATE

Gilmore Park United Church

## Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	350
POLICY TITLE:	Financial Condition

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- **From Policy Statement 300-4 “General BOARD Limitations” which states:**  
*Actual financial conditions at any time shall not incur fiscal jeopardy or compromise Council “Ministry” priorities.*

This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 350 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, August 31, 2009.

Joanne Dennill, BOARD Secretary

### POLICY PROHIBITION

9. Allow the expenditure of funds by the end of the fiscal year to exceed anticipated unencumbered revenue for the same period of time.

*We present to COUNCIL financial statements dated August 31, 2009. It is not expected that expenditures will exceed anticipated unencumbered revenue by year-end*

**We therefore report non-compliance**

10. Allow funds to unduly accumulate without being used for the purposes for which they were established.

*We present to COUNCIL the balance sheet dated August 31, 2009. Funds are not unduly accumulating,*

**We therefore report compliance**

11. Borrow money for the operations of the CONGREGATION.

*We present to COUNCIL financial statements dated August 31, 2009. No money has been borrowed.*

**We therefore report compliance**

12. Fail to pay all liabilities for payroll, suppliers, and taxes as due.

*We present to COUNCIL the church Administrator’s report dated August 31, 2009. All payroll, suppliers and taxes due have been paid on time.*

**We therefore report compliance**

13. Allow expenditures to deviate significantly from priorities as established by the COUNCIL.

*We present to COUNCIL financial statements dated August 31, 2009. Expenditures have not deviated significantly from priorities established by the COUNCIL.*

**We therefore report compliance**

14. Allow revenues from offerings to fall more than 15% below the same level, year-to-date, as the previous year.

*We present to COUNCIL the Offerings comparison sheet dated August 31, 2009.*

*Revenues from offerings are more than 15% below the same level, year-to-date, as the previous year.*

**We therefore report non-compliance**

15. Fail to establish a team of financial experts from within the congregation., in accordance with the MANUAL Sections 160-170.

*We present to COUNCIL minutes of the Finance Team's meeting for September 14, 2009.*

**We therefore report compliance**

16. Fail to apply any unencumbered surplus revenue to debt reduction.

*All unencumbered surplus revenue has been applied to debt reduction.*

**We therefore report compliance.**

# TEMPLATE

Gilmore Park United Church

## Internal Monitoring Report: BOARD to COUNCIL

POLICY TYPE:	EXECUTIVE LIMITATIONS
POLICY NUMBER	351
POLICY TITLE:	Finance Team

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This report constitutes our assurance that, as reasonably interpreted, the conditions of Policy 351 have not occurred *except as shown*, and further that the data submitted below are accurate as of this date, September 30, 2009.

Joanne Dennill, BOARD Secretary

### POLICY PROHIBITION

B. The BOARD shall not fail to ensure that the following requirements of the MANUAL are met:

Section 160: A Finance Team shall be established.

- 8) Section 162, "Qualifications": The Finance Team members shall be elected for their Christian character and ability to transact the temporal and financial business of the CONGREGATION. Wherever practicable, they should be in full membership of the CONGREGATION.
- 9) Section 163, "Number": The Finance Team shall have no less than 5 members, two of whom are the Treasurer, and the MINISTER (in accordance with the MANUAL section 122).
- 10) Section 164, "Election": The Finance Team shall be elected by the CONGREGATION annually.
  - a) The Finance Team may seek out new members and recommend them to the BOARD for election.
- 11) Sections 165 & 166: The Finance Team shall be fully empowered to act in all matters of Budgeting, Financial Condition and Protection of Assets pertinent to the CONGREGATION, ensuring that their decisions do not interfere with the BOARD's means of carrying out all COUNCIL's Ministry Policies, nor the BOARD's compliance with Executive Limitation Policies 300 - 360.
  - a) The Finance Team shall ensure that the requirements of the Committee of Stewards, Section 166 and those of the Stewards Committee, Section 245 (b) of the MANUAL, are met.
  - b) The Finance Team shall not take action that deviates from COUNCIL's established Ministry Policies or that violates the BOARD's established Executive Limitation Policies.
- 12) Section 167, Reporting: The acts, minutes, and proceedings of the Finance Team, and a set of Financial Statements, will be given to the BOARD on a monthly basis to ensure BOARD compliance.
  - a) Such BOARD monitoring may only be against established COUNCIL Ministry and Executive Limitations policies.
  - b) Annual Statements, along with a Budget for the upcoming year, will be presented to the CONGREGATION at its annual meeting.

Sections 168, 169 and 170, referring to the appointment and election of Chairperson, Secretary and Treasurer, shall be followed exactly.

*The congregation's Annual Report and the minutes of the Finance Team constitute our assurance that these prohibitions have not been violated.*

**We therefore report non-compliance for section 12 a).**