Finance Committee
Asbury First United Methodist Church
October 27, 2025
Meeting Minutes

Present: Fred Aten, Deb Bullock-Smith, Angie Burch, Paul Campbell, Jim Connell, Tim Mahan, John Ormsbee, Dawn Riedy, Joe Stankaitis, Scott Turner, Ellen Williams, Beth Wilkens

Meeting called to order at 5:30 pm.

Angie shared a devotion.

Approval of Meeting Minutes
Motion to approve Sept 22 Minutes (no corrections). Motion by Jim, seconded by Ellen. Approved unanimously.

Congregation Updates Feedback
Committee members felt the Monday Reader article about budget preparation (Sept 29) was helpful- with gratitude for transparency. No feedback received through Finance@AsburyFirst.org. Multiple similar updates are planned between now and Dec 15.

New Policies- Pastor's Discretionary Fund & Serendipity Fund
Beth and Dawn will research the history of these funds to ensure we understand and respect donors' intentions. Further discussion and vote tabled until next month.

Team and Committee Updates
- Senior Minister (Deb on behalf of Michelle)- No specific updates.
- Governing Board (Tim)- Beginning to think about "big questions" for 2026.
- Financial Sustainability Task Force (Tim)- Outcome of pledge campaign will determine next steps.
- Generosity Team (Joe)- Thank you calls have started for pledges $5,000 and above. Calls are well received; affirmation is appreciated.
- Legacy Giving Team (Fred)- No update
- Audit Team (Scott)- No known issues with ongoing 2023 audit.
- Facilities & Custodial Budget Team (Jim)- See discussion below.
- Investment Committee (Fred)- No update
- Property Stewardship Committee (Paul)- Ongoing discussion about need for 1040 Education Wing roof replacement; working on list of capital improvement projects for 2026.
- SPRC (Beth)- Working through implications of staff reconfiguration; working to optimize staff benefits
- Outreach Committee (Dawn)- Dining In For Outreach sponsors have already exceeded last year. Launching a mailing to Park Avenue neighborhood, including an invitation to a COC Open House

Review of Sept Income & Expenses
General Budget Income & Expenses were reviewed (see last page, including Notes). As of Oct 24, $227,478 in 2025 General Pledges have not yet been received. As of Oct 12, we have received $212,919 in Second Mile Giving. We continue to be on track for balanced 2026 income and expenses.

There will be an unbudgeted Administrative expense in October. The 2024 Cady Celebration of Ministry event was funded in part by donations, without clearly identified 2024 General Budget dollars to cover the remaining expenses. After all of these expenses were paid, this left a “negative balance” of $8,089.69 sitting in Off-Budget Other Restricted Funds (Fund 4A). This Fund 4A debt needs to be cleared; therefore, $8,089.69 will be recorded as an October General Budget unbudgeted Administrative expense.

COC Budget Income & Expenses were also reviewed- income is strong, and expenses are below budget.

Fund Balances Review

Our cash balance is strong.

The September actual aggregate cash balance is again higher than predicted for multiple reasons:

- Second Mile gifts have been received ahead of expected; 2026 pledges paid in advance are being received
- Dining In For Outreach sponsor dollars received early
- Remaining Dental Grant dollars have not left Fund 2B account yet (check send but not yet cashed)
- Columbarium has started using line of credit (these dollars were not included in early Aug predictions)
- Capital Improvement expenditures have been modest

End of Month Cash Balances	May 2025 Acutal	June 2025 Actual	July 2025 Actual	Aug 2025 Actual	Sept 2025 Actual
General Budget Fund (1A)	$ (316,514)	$ (283,875)	$ (178,940)	$ (23,385)	$ 12,255
COC Budget Fund (2A)	$ 126,376	$ 101,495	$ 114,057	$ 105,416	$ 96,173
COC Reserve Funds (2B)	$ 218,316	$ 216,601	$ 198,832	$ 202,038	$ 202,629
Off Budget Other Restricted (4A)	$ 478,135	$ 261,675	$ 104,919	$ 94,552	$ 94,313
Off Budget Columbarium (4B)	$ -	$ -	$ 115,464	$ 40,010	$ 112,495
Capital Improvement (7A)	$ 127,182	$ 129,333	$ 124,396	$ 118,399	$ 108,072
Aggregate Cash Balance	$ 633,494	$ 425,230	$ 478,729	$ 537,030	$ 625,938
Early August Predictions			$ 402,146	$ 299,492	$ 241,097

2026 Endowment Funds Distribution Overview

Our endowments funds (managed by our Investment Committee) support the mission and ministries of Asbury First in many important ways:

- 2026 endowment fund distributions will total $443,120
  - 17% of the total income needed to fund the General Budget
  - 6% of the total income needed to fund the COC Budget
- Some restricted funds are managed Off-Budget (as detailed in the table below)
- The restricted endowments distribution is also well balanced between Ministerial Support (24%), Music Program (25%), Outreach (32%) and Capital Improvements (20%).

Asbury First Endowment Funds 2026 Planned Distribution	2026 Distribution	Restriction Category	Used For	General Budget (Fund 1A)	COC Budget (Fund 2A)	Off-Budget Property Fund* (Fund 7A)	Off Budget Other Restricted (Fund 4A)	Off-Budget Funds Managed By
UNRESTRICTED FUNDS								
General Endowment Funds	$ 298,056	Unrestricted	General operations	$ 298,056				
RESTRICTED FUNDS								
Susan Shafer Pastoral Care Fund	$ 34,140	Ministerial Support	Supports Minister for Congregational Care salary/benefits	$ 34,140				
Craighead Fund	$ 15,168	Music	Music- Supports Principal Organist salary/benefits	$ 15,168				
Helen Fultz Music Fund	$ 12,888	Music	Music- Supports Director of Music Ministry salary/benefits	$ 12,888				
Neyhart Music Fund	$ 1,557	Music	Music- Supports instrumental music program				$ 1,557	Director of Music Ministry
Fraser Instrumental Music Fund	$ 6,264	Instrumental Music	Music- Supports instrumental music program	$ 2,500			$ 3,764	Director of Music Ministry
Dining & Caring Center (DCC) Fund	$ 35,232	Outreach	Outreach- supports Dining & Caring Center Operations		$ 35,232			
Serendipity Fund	$ 1,595	Ministerial Support	Outreach- support for Pastor's Discretionary Fund				$ 1,595	Senior Minister
Troubled Youth Fund	$ 9,384	Ministerial Support	Outreach- for troubled youth				$ 9,384	Investment Committee
Ransford Wilson Fund	$ 10,476	Property Stewardship	Capital improvements			$ 10,476		Property Stewardship Committee
Budney Building Fund	$ 14,724	Property Stewardship	Capital improvements			$ 14,724		Property Stewardship Committee
Property Stewardship Fund	$ 3,636	Property Stewardship	Capital improvements			$ 3,636		Property Stewardship Committee
Total Restricted	$ 145,064							
TOTAL ENDOWMENTS DISTRIBUTION	**$ 443,120**			**$ 362,752**	**$ 35,232**	**$ 28,836**	**$ 16,300**	
Contribution to Total 2026 Budgeted Income				**17%**	**6%**	**N/A**	**N/A**	

Restricted Endowments Allocations by Category	
Ministerial Support	24%
Music Program	25%
Outreach (on and off-campus)	32%
Campus Capital Improvements	20%

*Formerly known as the Capital Improvement Fund

2026 All-Campus Facilities & Custodial Expenses

Much work has been done by John, Deb and Dawn to address the concerning rate of increase in all-campus facilities & custodial (F & C) non-personnel costs over the past several years.

Dawn has completed a review of Asbury First's all-campus gas and electric expenses for 2019-2025. Summary of Findings:

- Our natural gas expenses have been rising slowly, while our annual electricity costs have increased dramatically: 46% from 2023 to 2024, with an expected similar increase for 2024-2025.
- Gas and electric costs are determined by a combination of delivery and supply charges
- Delivery charges are determined by RG&E and will likely increase 15-20% next year
- Supply charges have been determined by a contract with Great American Gas & Electric (GAGE)
- By discontinuing the GAGE contract and reverting to RG&E supply rates we can decrease our costs:

All-Campus	2024 Actual	2025 Original Budget	2025 Reforecast Budget	2025 Estimated Spend*	2026 Draft Budget	Compared to 2025 Reforecast Budget	Compared to 2025 Estimated Spend
Gas	34,894	37,100	42,000	36,802	37,000	-12%	+1%
Electric	60,661	72,500	88,176	91,373	100,500	+14%	+10%

*Determined by analyzing a combination of 2025 YTD spend (through Sept) and a rolling 12 months of expenditures

All F & C costs have been examined in detail, by category: utilities, janitorial supplies, maintenance supplies, maintenance contracts, uncovered maintenance/repairs, and insurance.

To improve budgeting accuracy, the 2026 F &C draft budget for each category was developed by reviewing several years of expenses trends, annualized 2025 expenses through September, a rolling 12 months of expenses, billing frequency (monthly, quarterly, annual) and seasonality.

With lots of work, beyond restoring the General Budget transfer to the Capital Improvement Fund (CIF) to a full $75,000 (necessary for ongoing care of our buildings and campus), other 2026 F & C all campus costs will increase less than 1% when compared to the all-campus 2025 Reforecast Budgets. The impact on the General Budget (other than restoring the CIF) is a 0.5% increase, and the impact on the COC Budget is a 1.6% increase.

The major drivers of this success are discontinuing our gas/electric energy brokerage contract and nearly a 50% decrease in our refuse management costs. There is still some opportunity to better manage janitorial supply inventory and costs, and to re-evaluate a few maintenance contracts.

To better track and manage spending, in addition to managing Capital Improvement Funds, the Property Stewardship Committee (PSC) will oversee 2026 dollars budgeted for uncovered maintenance/repairs (expenses not included in our maintenance contracts):

- Fund 7A Capital Improvement Fund will be renamed the **Property Fund**
  - 7A-3110-000 Unrestricted Equity (value or property/fixed assets, e.g. our buildings)
  - 7A-3120-007 CIF Reserves (rename Capital Improv Fund Reserves, already managed by PSC)
  - 7A- NEW **Maintenance/Repairs Fund**
  - 7A- NEW Fixed Assets Replacement Fund
  - 7A-3270-012 Steeple (inactive, leave as is)
- Facilities & Custodial Non-Personnel Uncovered Maintenance/Repairs will be renamed **Transfer OUT: Maintenance/Repairs Fund:**
  - These dollars will be transferred monthly from the General Budget to the Property Fund and managed by the PSC (just as capital improvement fund dollars are managed)
  - Funds will be used to cover maintenance and repairs not covered by our maintenance contracts
  - Funds remaining at the end of the 2026 budget year will be transferred to Fund 7A Fixed Asset Replacement Reserves (as a start to addressing costs associated with equipment/technology end of life replacements)

Motion to rename and reorganize Fund 7A and set up Maintenance/Repairs Fund as outlined below. Motion by Paul, seconded by Scott. Approved unanimously.

2026 General Budget Draft

A detailed draft budget was provided in advance for review by the Committee. A few numbers are still being finalized. Total Expenses are budgeted to increase less than 1%, and the budget is balanced. This budget draft reflects tremendous engagement and hard work by staff.

Motion to approve the 2026 draft General Budget dated 10/23/25 as presented with the understanding that final budgeted expenses may change slightly, any changes in expenses must be budget neutral, and that the budgeted surplus may not fall below $40,000. Motion by Joe, seconded by Ellen. Approved unanimously.

The General Budget Draft will next be submitted to the Governing Board for review and discussion on Nov 10.

2026 COC Budget Draft

A detailed draft budget was provided in advance for review by the Committee. A few numbers are still being finalized. Total Expenses budgeted to increase less than 2%, and the budget is balanced. Engagement with COC ministry teams is ongoing.

Motion to approve the 2026 draft General Budget dated 10/23/25 as approved by the Outreach Committee on 10/21/25 and as presented, with the understanding that final budgeted expenses may change slightly, any changes in expenses must be budget neutral, and that the budgeted surplus may not fall below $5,000. Motion by Beth, seconded by Jim. Approved unanimously.

The COC Budget Draft will next be submitted to the Governing Board for review and discussion on Nov 10.

Budget Process Timeline

Nov 10	Weekly Reader congregation update
Nov 10	Governing Board meeting- present/review General and COC budget proposals
Nov 17	Weekly Reader congregation update
Dec 1	Weekly Reader congregation update
Dec 8	Weekly Reader congregation update
Dec 14	Minute for Mission- pledges update and reminder about Dec 15 deadline
Dec 15	Final budget preparation will depend on pledges received by December 15
Dec 22*	Finance Committee Meeting- any budget revisions needed based on pledges received
Jan 12	Final General & COC Budgets presented to Governing Board for a vote
Jan 19	Budget materials and FAQs to congregation via eblast
Jan 25	Town Hall Meeting- General & COC Budgets presented to congregation for a vote

*Date of this meeting may change

The meeting was closed at 7:05 pm.

Next meeting dates: Nov 24, Dec 22 (Zoom meeting- move date to prior week), Jan 26, Feb 23
Dawn will send an email regarding an early December meeting date.

Respectfully submitted by Dawn Riedy

General Budget Monthly Income & Expenses SEPTEMBER 2025	2025 Sept Actual	2025 Sept Budget	2024 Sept Actual	2025 YTD Actual	2025 YTD Budget	2024 YTD Actual	YTD 2025 vs 2024	2025 Percent Annual Budget	2025 Annual Budget (Reforecast)	2024 Year End Actual	2025 Budget vs 2024 Actuals	Notes
INCOME												
CONTRIBUTION INCOME												
Pledged & Unpledged	117,133	78,421	112,789	1,089,574	1,019,735	1,101,002		81%	1,339,503			1,2
Second Mile Giving	35,872	25,000	-	211,990	125,000	-		106%	200,000			3
Transfer IN: Memorials	-	333	-	-	3,000	-		0%	4,000			
Other Contribution Income	935	1,871	858	7,983	16,837	12,276		36%	22,450			4
Subtotal Contribution Income	153,939	105,625	113,647	1,309,547	1,164,572	1,113,278	18%	84%	1,565,953	1,457,281		5
ENDOWMENT INCOME	29,287	29,309	29,839	265,085	263,780	270,062	-2%	75%	351,707	359,579		
RECENT BEQUEST	2,892	2,892	-	26,025	26,025	-		75%	34,700			
PROPERTY USAGE	10,020	10,187	4,661	111,236	95,525	93,006	20%	88%	126,085	136,137		6
OTHER INCOME	2,413	2,311	5,102	26,877	22,540	31,103		86%	31,128	41,646		
TOTAL INCOME	**198,551**	**150,323**	**153,249**	**1,738,770**	**1,572,442**	**1,507,449**	**15%**	**82%**	**2,109,573**	**1,994,643**	**6%**	7
EXPENSES												
SUBTOTAL PERSONNEL	85,010	93,860	98,116	895,985	915,440	891,208	1%	75%	1,194,120	1,157,563	3%	8
INTERFUND TRANSFERS OUT	2,500	2,500	12,083	43,500	43,500	108,750		85%	51,000	170,524		
ADMINISTRATION	8,443	8,405	5,611	78,749	93,682	89,640		66%	118,898	114,934		
COMMUNICATIONS	1,576	592	555	23,571	24,442	17,425		90%	26,218	20,566		9
MINISTRY SHARES	26,145	26,478	19,376	238,811	238,755	178,260		75%	318,190	236,390		
WORSHIP & ARTS	312	846	492	10,325	8,613	7,810		93%	11,150	9,602		10
EDUCATION	1,930	1,521	973	20,633	22,688	12,726		76%	27,250	17,720		
CONGREGATIONAL CARE	476	1,522	911	8,904	10,495	12,456		59%	15,060	17,055		
FACILITIES & CUSTODIAL												
Utilities												
Gas	398	189	763	27,083	24,907	23,293		80%	34,000			
Electricity	6,216	6,137	9,816	54,018	46,091	39,185		84%	64,502			
Water	1,370	850	967	3,851	2,550	2,981		113%	3,400			11
City Services	-	-	161	3,760	5,350	3,655		70%	5,350			
County Services	-	-	-	6,189	7,610	7,169		81%	7,610			
Refuse (moved to Maint Contrac	-	-	(41)	-	-	10,354			-			
Subtotal Utilities	7,984	7,176	11,666	94,902	86,508	86,637		83%	114,862	106,821	8%	
Janitorial Supplies	1,804	1,648	(502)	16,953	18,054	8,424		74%	23,001	12,078		
Maintenance Supplies	744	803	442	10,565	11,191	10,226		70%	15,100	14,755		
Maintenance Services										100,895		
Maintenance Contracts	9,427	2,589	3,560	55,706	51,814	17,379		76%	73,397			
Uncovered Maint/Repairs	5,403	3,440	7,359	78,018	83,929	45,204		82%	95,000			12
Insurance/Prof Services	5,247	-	4,955	20,948	18,428	17,534		85%	24,570	18,201		
Subtotal Facilities & Custodial	30,609	15,656	27,480	277,091	269,923	185,404	49%	80%	345,930	252,750	37%	13
SUBTOTAL NON PERSONNEL	71,992	57,520	67,481	701,584	712,097	612,471	15%	77%	913,696	839,541	9%	
TOTAL EXPENSES	**157,002**	**151,380**	**165,597**	**1,597,569**	**1,627,537**	**1,503,679**	**6%**	**76%**	**2,107,815**	**1,997,104**	**6%**	14
EXCESS INCOME/EXPENSES	41,549	(1,057)	(12,349)	141,201	(55,095)	3,770			1,758	(2,461)		15

New Notes (please refer to June Finance Committee Meeting Minutes for more detailed notes regarding how the reforecast budget is set up)

1- As of Oct 24, $227,478 in as yet unpaid 2025 General Pledges; pledge income needs to remain strong to compensate for lower than budgeted unpledged income
2- Unpledged income budgeted to be $225,000; as of Oct 12 only 51% of this amount ($115,698) has been received.
3- Second Mile Giving gifts plus pledges total $224,600, exceeding goal of $200,000; as of Oct 12, $212,919 has been received.
4- Other Contribution Income represents anonymous plate collections; year to date (YTD) this income is significantly less than anticipated
5- YTD General Budget total giving through Sept is 18% higher than YTD through Sept last year.
6- Property Usage remains strong; YTD 20% above budget
7- YTD through Sept 81% of total budgeted income has been received
8- YTD Total Personnel Expenses are on-budget
9- Most 2025 expenses (e.g. subscriptions) have been paid for
10- Ahead of budget due to organ maintenance ($2,680) inadvertently omitted from 2025 budget; some off-budget funds have been identified to partially mitigate this
11- Under budgeted (not updated when budget was reforecast)
12- Continuing to closely monitor; this month's expenses were for HVAC repairs and an elevator repair
13- Facilities & Custodial still area of greatest concern (and is being closely monitored); YTD 2025 expenses 49% higher than same YTD period last year (2024)
14- 2025 YTD Total Expenses $29,968 below Reforecast Budget- good news
15- YTD Income/Expenses is skewed by earlier than anticipated/budgeted receipt of Second Mile gifts