

FOG meeting April 3, 2019

Present: Marjory Bankson, Debbie Barwick, Michele Frome, Keith Seat

Absent: Cynthia Dahlin

1. IRS required statement

Agreed to add this footer to all giving statements: "No goods or services were provided to you in exchange for these contributions, apart from intangible religious benefits."

2. Distribution of restricted funds

Agreed to make distributions on a quarterly basis instead of at unscheduled times throughout the year.

- Ask David (International Giving) and Cynthia (Domestic Giving) to group the current list of recipients into quarters for 2019 allocation; [mzb]
- Will communicate this policy to the wider community to reduce "emergency" calls to the treasurer; [mzb]
- Wire transfers are expensive (about \$60 each) and cannot be done on Saturday, when the treasurer does most of her work for Seekers. FOG will explore other options for transfers to Africa (like xoom, used by Peter to make transfers to Guatemala). [report results to mzb]

3. Carroll Café

Payment of sales tax, beginning in 2019, seems to have satisfied audit request. Ask David if he will continue making those payments by the 20th of each month. [mzb]

System of getting 1099s to performers seems to be working well. Ask Sandra about the process and whether there are things that need to be changed. [mzb]

4. Time and Space

It would help the treasurer if payments for T&S expenses could be made automatically. Check with Larry and Vince to see if they each have a bank account. Maybe use "bill pay," a free service offered by Sun Trust. [mzb]

5. Reconciliation of Bank Statements

Michele agreed to take over the responsibility from Keith for overseeing the reconciliation of bank statements with the treasurer's Quikbooks reports each quarter, beginning by the end of April, 2019, for the period of Jan-March, 2019. [Debbie will contact Michele when ready]

6. Phone conference with Bob First

Michele offered to join Keith on a conference call (April 16 or later) to discuss any pending changes in tax environment. [Keith will contact Michele]

Notes by M. Bankson