

On January 23, 1962, the Finance Committee met to discuss the following Points of Matter:

1. The counting and depositing of weekly offering.

After serious discussion, it was suggested that the council members be divided into two teams - each to count the collections on alternate Sundays. This is a very important phase of Church work and everyone's cooperation is necessary to properly complete this count.

2. Mechanizing the accounting work in the Church office.

Since additional clerical help has been utilized, the purchasing of some type desk accounting machine was decided against at this time. It was suggested that an adding machine could be well used. Prices were to be obtained and presented at the next council meeting.

A new type quarterly form for reporting offerings was presented. Any action to be made on this was tabled until after the canvas. The feasibility of having a one section envelope (instead of the type we now use) was discussed. These envelopes could be issued to the congregation by alphabet each year and annually changing the color of these envelopes to properly record the accounting of the collection. Our financial reports and books are kept on a Church year basis. The question arose as to what problems might be created if these were kept on a calendar year basis to coincide with various yearly reports that are required by the Synod. This subject was to be discussed at the council meeting.

3. Including and keeping an emergency fund in the budget.

It was suggested that an Emergency Fund be created to be used when the weekly and monthly expenses of the Church are in excess of the collections or to be used to purchase items not allowed for in the annual budget. This fund could be made up by either an entry of a fixed amount or by per centage calculation. This could be a flexible fund and it was deemed advisable ~~advisable~~ to have a minimum balance before any reduction could be made. Another type fund suggested was one where a cushion could be provided (either by memorials, bequests, etc) and to^{be} used only in extreme cases. This could be in addition to the previously discussed Emergency Fund. The Finance Committee is to do additional work on the above suggestions and bring it before the Council at a later date.