

Willamette Quarterly Meeting Treasurer's Report, Winter Quarter 2017 (Feb. 4, 2017)

Part I: Year-to-Date Income/Expense Summary for 2016			Notes
Income/Assets			
<i>Checkbook balance at beginning of year</i>	\$	2,982.75	
<i>Assessments Rec'd</i>	\$	2,015.00	All assessments have been received.
<i>Spiritual Life Fund donations</i>	\$	15.00	\$15 @ Spring QM
<i>Spring QM Registration Fees</i>	\$	1,029.25	Non-residential gathering; held at Multnomah
<i>Fall QM Registration Fees</i>	\$	1,494.00	Placeholder for Fall QM income
<i>Men's Retreat (MR) Registration Fees</i>	\$	685.00	A self-supporting activity; surplus to MR Fund.
<i>Misc. Income</i>	\$	35.06	
Total Income	\$	5,273.31	
Expenses/Liabilities			
<i>Office & Misc. Expense</i>	\$	73.01	Copying, mileage reimbursement.
<i>Oregon Friends Committee on Public Policy (OFCPP)</i>	\$	64.47	New budget line; \$250 budgeted for this fiscal yr
<i>EMO Membership</i>	\$	450.00	Paid in November 2016
<i>Jr. Friends Guatemala Trip donation</i>	\$	250.00	Paid July 2016
<i>Spring Qtr.- Multnomah Meeting (non-resid.)</i>	\$	1,278.57	\$249.32 difference covered by budgeted \$1K subsidy; food expenses \$764.80
			\$720.10 difference covered by budgeted \$1K subsidy; food expenses \$1,062.04; coordinator's fee \$695.
<i>Fall Quarter- Wellsprings School</i>	\$	2,214.10	
<i>Men's Retreat (self-supporting)</i>	\$	685.00	Income and Expenses balanced out
Total Expenses	\$	5,015.15	
Checkbook Balance as of 12/31/2016	\$	3,240.91	Balance as of 9/1/2015 was \$4,149.41
Fund Balances as of 12/31/2016			
<i>Reserve/QM subsidy/Budgeted Items</i>	\$	2,661.06	\$1K subsidy available for Spring '17 QM
<i>Spiritual Life Fund</i>	\$	530.00	\$15 in/\$0 out during 2016.
<i>Men's Retreat Fund</i>	\$	49.85	No need to draw down in 2016.

Treasurer's Notes on Calendar Year 2016 Income/Expense Report:

- Expenses from Spring Quarter 2016 were a relatively modest \$1278.57, and a subsidy of about \$250 was used to supplement the \$1,030 in income from registration and food sales (\$1,000 was available to subsidize expenses if needed).
- No official requests for assistance from the Spiritual Life Fund were made for either Spring or Fall Quarterly Meeting; more than \$500 is available, and Friends (particularly isolated Friends or those traveling from a significant distance) are encouraged to make requests via the Willamette Quarterly Meeting Ministry and Oversight Committee. In recent years, most financial assistance has come directly from Monthly Meetings, rather than the Spiritual Life Fund.
- The Jr. Friends Guatemala trip donation approved at Winter Quarter's business meeting was made in July; our budgeted contribution to Ecumenical Ministries of Oregon was made in November.
- The "trial run" at fall QM of hiring a paid coordinator to assist with planning and on site coordination, particularly around food coordination, appears to have been a success, based on both the planners' and the coordinator's reported positive experiences. The Treasurer, in his zeal to fairly compensate the coordinator for extra hours worked on site, lost track of the planned limit of \$595, and paid out an extra \$100. This triggers the need to submit a Form 1099 to the Internal Revenue Service, which will be completed by the end of February. The Treasurer recommends formal evaluation of this experiment at the February 2018 gathering of Willamette Quarterly Meeting, when experiences from three gatherings can be collected and reviewed.

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Part II: Proposed Budget for July '17- June '18		Notes
Income Source		
Assessments	\$ 2,500	Rate increase of \$1/member to \$6/member began January 2017.
Spiritual Life Fund Donations	\$ 50	Three groups have paid their 2017 assessments as of 2/1/2017.
Total Expected Income	\$ 2,550	
Expenses		
<i>Spring Quarterly Meeting</i>	\$ 1000	
<i>Fall Quarterly Meeting</i>	\$ 1000	
<i>Other Experimental Gatherings</i>	\$ 500	Although subsidies were not fully used in 2016 (in keeping with recent trends), this budget keeps subsidies for our two traditional gatherings at \$1000, to continue to give flexibility to planning committees in hiring paid coordinators. A smaller amount is budgeted for "Other experimental gatherings" (including programs at Winter QM).
<i>Office/Administrative Expenses</i>	\$ 100	Stamps, copying, conference calls, etc.
<i>Ecumenical Ministries of Oregon (EMO) Donation</i>	\$ 450	\$75 per Oregon 'congregation.'
<i>Spiritual Life Fund- Scholarships</i>	\$ 250	Forecast based on hoped-for (and highly-encouraged!) use.
<i>Oregon Friends Committee on Public Policy (OFCPP) Contribution</i>	\$ 250	Less than \$70 in contributed conference call costs in 2016.
Total Expected Expenses	\$3,550	
Total Reserves as of 12/31/2017	\$ 3,191.06	Includes Spiritual Life Fund balance of \$530, but not Men's Retreat Fund balance of ~ \$50.

Treasurer's Notes on 2016-17 Budget:

- This proposed budget forecasts anticipated income and expenses for fiscal year 2017-2018, maintaining \$1000 subsidies to our spring and fall gatherings, and returning budgeted support to \$500 for "experimental" or other gatherings that support the life of the Quarterly Meeting. Last year we agreed to offer part of the "other experimental gatherings" line to help support the NPYM Junior Friends service trip to Guatemala, and if a similar opportunity or need for a one-time donation arises over the year, we could consider doing so again.
- No additional funding is proposed to cover the potential expense (up to \$595 per gathering) of hiring a paid Gathering Coordinator; as anticipated, reduced reliance on catering served to balance out this additional expense at the fall 2016 gathering.
- The return to the pre-2010 assessment rate paid by our constituent Meetings (from \$5 to \$6 per member) is on track to provide about \$500 in additional income over recent years' level.
- As in recent years, although proposed expenses exceed our expected income, we have sufficient reserves to cover them. Even If all expected expenses took place (historically, subsidies have rarely been fully utilized), we would still have about \$2500 in reserve to cover reservation deposits and other normal expenses to support our essential function, as described in last year's Treasurer's Report: Offering Friends from around the Quarter opportunities for fellowship, fun, mutual support, and spiritual growth.

Respectfully submitted, *Lyn Gordon, Willamette Quarterly Meeting Treasurer*