

Pacific Yearly Meeting
Finance Committee

Report to Representative Committee (RepCom) 2024

Committee Members: Martha Hunkins (Humboldt), Robert Levering (Santa Cruz), John Murphy (Hawaii), Sarah Bottom (La Jolla), Deborah Marks (Asst. Treasurer, ex officio), Genie Stowers (Treasurer, ex officio), Susy Cervantes (Statistical Clerk, ex officio), and Doug Smith (Reno), Clerk.

Travel reimbursements were increased last year. Here's a link to our current Travel Reimbursement Policies: https://www.pacificyearlymeeting.org/wordpress/wp-content/uploads/2014/06/PYM_TRAVEL_EXPENSE_REIMBURSEMENT_POLICIES.pdf

A reminder regarding travel policy: The general policy is to reimburse appropriate travel (per guidelines on the website, with a \$600 suggested maximum) based on distance from one's home Meeting to the committee site. Air travel is not generally encouraged except for long distances, but there have been situations involving flights combining personal travel (to a third location) with the Quaker travel. The Finance Committee (FC) recommends that in such cases the maximum reimbursement be no more than half of the total travel costs. Committee Clerks should approve such travel in advance. If guidelines are to be exceeded, the Committee Clerks should discuss it with FC or the PacYM Clerk. This approach should probably also apply to Youth Program reimbursements.

It stands to reason that inexpensive alternatives to travel are often available and should be considered today (digital meetings etc.). Of course, travel arrangements are best made as far in advance as possible. The Clerks will ultimately have to manage these issues, but FC is here to help them discern fair outcomes. We noted that we certainly want to help folks that are sincerely interested in PacYM involvement but cannot otherwise afford to travel.

Since Ministry and Finance Committees decided to abandon the pay-as-led approach for Annual Session (AS), we remind Friends to always initially seek help from their Monthly Meeting for travel and other expenses, including program registrations. This means that during AS registration, attendees will either pay in advance or identify the source of their registration funding.

Financial Position: We have general operations and annual session reserves as reported by the Co-Treasurers, but significant portions of that are already allocated to delegate travel, etc. Worst case for the 2023-24 fiscal year (ends Sept. 30, 2024) would be an operations shortfall of about \$70,000.

Finance Committee feels we are reaching a crossroad financially. For the past two years, we budgeted for and incurred deficits in both our Annual Session and General Operations budgets. This year's projected General Budget shortfall can again be covered by reserves

(most of which resulted from the early Covid years). However, we strongly recommend that we move toward a break-even budget for Annual Session 2024. We also believe that we will have some difficult decisions to make during our General Operations budget discussion this summer during AS. A separate page of notes for RepCom, primarily to introduce those discussions, is attached.

Even though pay-as-led is abandoned for AS, we agree that PacYM continues to strongly support our youth. With that in mind, the AS budget again assumes we will fully subsidize the youth through age 18. However, whereas that cost was absorbed by General reserves over the last two years, we are largely building those costs into the fees charged other attendees. Also, Ministry asked that we reinstate Attendance Assistance, and we have budgeted \$12,000 to come from General Reserves for that purpose if needed.

Online AS participation last year was again excellent, and Mt Madonna's and our technology staff ran the digital program very effectively. We feel online attendance is a very worthwhile option now, and we suggest a single payment of \$150 per online participant this year regardless of how many sessions registrants plan to attend. It simplifies registration considerably if everyone registers well in advance of AS. Attendance only at Memorial sessions has no fee. Many online participants paid a nominal (pay-as-led) amount or nothing last year, and there are significant expenses and resources needed for the online programs.

In recognition of our commitment to supporting our Youth programs in particular, we instituted increased pay-as-led contribution requests from Monthly Meetings last fall. An approximately 20% increase was approved during AS2023. This returned us to the rate we used four years ago, so we felt the increase should not have been onerous for most meetings. As noted elsewhere, we believe we will have to consider increases again this year, perhaps significant if we cannot reduce costs. We are also happy to listen to other proposals for funding.

During AS2023, Finance Committee recommended a number of old Balance Sheet line items (line reserves) be eliminated in order to clarify actual available cash for planning purposes. Action was postponed at AS due to time constraints. These line reserves are not intended as sources of funding for new uses, but could help cover other expenses which have increased in order to reduce reliance on MM contributions. To prevent this issue in the future it would be useful for committees to help eliminate budget items no longer needed and to reconsider budget needs every year rather than rely on or try to use unneeded accumulations for new purposes.

We reviewed and discussed proposals for AS2024 provided by PacYM Administration. Whittier is significantly less expensive than other venues, and although imperfect (no camping, for example) is an obvious choice. Many Friends felt prices were becoming unreasonably high. Finance Committee will recommend lower fees for all participants

but will still appreciate donations from MMs and from those individuals willing and able to support others.

A proposed fee schedule for AS2024 is at the end of this report, jointly prepared by Bronwen and Finance Committee.

Treasurer Genie and Assistant Treasurer Deborah handle routine and other finance/accounting work and develop our current financial reports, but we are reminded that workload is rather great. In the future, we might need to consider another paid position or contractor, perhaps a bookkeeper for example, or combine the work with other paid positions. Currently, PacYM needs more help with Registration, and we included funds in the budget. There are overlaps between Registrars, Finance and Arrangements committees, and since we currently have no Registrars, more work falls to Finance and Arrangements.

A draft AS2024 budget is attached for approval by the Representative Committee. We may slightly exceed estimates for arrangements, technical support, and registration unless we receive additional volunteer help.

We ask for acceptance of this report and approval of recommendations stated herein.

Respectfully, Doug Smith, Finance Committee Clerk

PROPOSED FULL FEE SCHEDULE		
<i>accommodations onsite are college dorms</i>		
<i>all rooms have two twin beds</i>		
<i>all rooms are shared bath</i>		
	full session	per night
0-18 yrs	\$ -	\$ -
YAFs (19-35 yrs) in a double room	\$ 545.00	\$ 110.00
single room	\$ 800.00	\$ 165.00
double room	\$ 725.00	\$ 150.00
single room with a/c	\$ 850.00	n/a
double room with a/c	\$ 775.00	n/a
commuter (includes 2 meals each day)	\$ 475.00	\$ 100.00
<i>additional meals may be purchased in advance for \$13 each.</i>		
	full session	partial session

online	150	100
<i>no registration fee for Friends attending Meeting for Memorials only, either online or onsite</i>		
<i>Friends who prefer to stay off-campus may wish to book a room at the DoubleTree Inn (a few blocks away) at \$160 per night, and pay the Commuter registration fee in the table above.</i>		