

PSNE Administrator Report to the May 9th Stated Meeting

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When I contracted to serve as your Gap Presbyter in late 2024, it was just temporary. Upon arrival it became clear that a reduced staffing model combined with bookkeeping services from Jitasa was not sufficient for providing the necessary work of financial administration. With an extended temporary contract, I took on a continued role to carry PSNE forward into 2026. After 18 months, my temporary contract was formalized on March 27, 2026 to serve as your Presbytery Administrator. In this role I work an average of 5 hours per week overseeing the financial needs of the PSNE under the direction of the treasurer, reporting to both the Trustees and Roundtable. I am the primary contact for churches needing information on their per-capita or presbytery mission payments. Special thanks to Dan Blackman for stepping in to serve as the new PSNE Treasurer, to Philip Phiri for many years of faithful service, and to Trustee chair Dean Lindsey, who has carried much of the load while I worked to get things organized and operating efficiently.

For the sake of this report, I wanted to share a few of the many projects I have been working since the start of 2026:

- Working with Jitasa to establish a working “Chart of Accounts” that allows for easier reporting of income and expenses.
- Catching up on GA Per-Capita and Pass-Through Mission payments from churches. We now ask that all pass-through gifts to the PCUSA be sent directly to the entity and not through the PSNE.
- Setting up per-capita billing and communicating with church treasurers and administrators to ensure invoicing and payments are sent and received effectively.
- Arranging for 2023-2025 Financial Reviews. With the Trustees approval and the support of Jitasa, financial reviews that were delayed are now contracted to begin.
- Quarterly Reporting: The goal is to publish the quarterly financial reports that go to Roundtable and Trustees in the presbytery newsletter. These will also be presented at presbytery meetings, but we currently have a 5-6 week delay in entering all the transaction data at the end of each month. This is being addressed by the next project.
- Banking change: Liberty Bank is not able to provide “accountant level access” through their online platform so Dean and Dan are working to secure a new banking relationship with one that will allow for automatic downloading of data to QuickBooks. Right now Jitasa has to wait for scanned statements to arrive before they are entered manually. I then respond to their queries to ensure correct categorization. I am currently working on March transactions, thus your Q1 report is not ready.
- Support to AC's who spend funds to manage properties, tracking them for future reimbursement. For example, the Groton Church had two loans to manage, a contract with a property management company, payroll reports to file, property and liability insurance management. Transfers or sales of church property can get extremely complicated and I am grateful to provide support to AC's regarding financial matters.

Thanks for placing your trust in me to serve in this way. It is a joy to work with you in furthering the mission and ministry of PSNE and its congregations.

Peace, *David*