

FINANCE COUNCIL MEETING
MINUTES FROM APRIL 26, 2016

Present: Father Peter Grace, John Shallcross, Jr., Dean Penny, John Jargstorf, Ned Attayek, Patrick Diener, Beth Pilotte

The meeting was opened with the Our Father.

Patrick Diener was introduced to the Council as the newest member of the Finance Council. Father Peter spoke to the Council on why he chose Patrick and then Patrick spoke briefly about his background and why he wanted to serve on the Council.

A Motion was made to approve the Minutes from the January 20, 2016 meeting. Patrick Diener seconded the Motion.

The Council began the meeting reviewing the 10-year Analysis of Income that was prepared and provided to them. They agreed that the offertory appeared to be trending up over the past three quarters and believed that if that trend continued, that the amount that they wanted would be attained.

The Council then looked at the Balance Sheet. John Shallcross informed the Council that beginning next fiscal year, there would no longer be a Balance Sheet for review. He informed the Council that the Diocese wanted us to return to a cash in/cash out basis, so no Balance Sheet would be required.

The Council then reviewed the quarterly report provided to the Diocese. Father Peter questioned why the Faith Formation budget figures differed so much from the actual income. It was explained that when the budget is set in June for the next fiscal year, it is a guessing game how many children will be registered, thereby affecting how many materials are needed. He also was reminded about the fact that a large portion of the income for the current year is collected in the previous fiscal year and that at the end of this fiscal year, income for next year will be booked into this fiscal year and the figures should balance out somewhat.

Patrick questioned the line items "New Fundraiser" and Parish Center Income. It was explained that there was talk of a new fundraiser being done in this fiscal year to offset the fact we had no food festival this year. The Council also explained that at the time the budget was prepared for this fiscal year, they anticipated income being realized from renting the parish center for events.

The account 514010 was questioned as to why more money was spent than budgeted and it was explained that more children registered than was expected at budget time.

Account 515050 was also questioned as to why so little was budgeted and there were so many expenses and Beth explained that is where she booked the expenses for the two priests that were here for the Novena in July, something that was not expected or budgeted for during budget sessions. Father Peter questioned as to whether that was the correct place to account for Novena expenses. The Council discussed whether those expenses should be put in evangelization line items as Father told the Council he expected to repeat the Novena next fiscal year.

The Council decided to set up a new account/line item for the Novenas, as Father Peter wanted to have them annually. Patrick suggested "New Evangelization-Adults".

The Council noted that the expenses for the new electric piano were realized, but had not been budgeted since that was a request from Zack after budget sessions were held. Ned questioned whether the piano was safeguarded from damage and theft since it is not a permanent fixture and he was assured that it was.

Father Peter informed the Council that the Communications committee was drawing up a policy on parish equipment use to track where equipment was located and who was using when.

The Council noted that the line item for Reconciliation was more than budgeted and the same explanation of more children enrolled than expected at the time of budget sessions was given.

Patrick questioned the Council as to whether a comparison was made between revenue and expenses for faith formation. He also asked whether more was charged for sacramental classes than non-sacramental classes; he was told no. Patrick stated that he thought we should be making money on faith formation, not subsidizing faith formation with offertory.

The line item for "Vigil Candles" was questioned as to the large amount of expense versus budgeted and Beth explained that it was candles for the Novena that were ordered. Father explained that they came in later than expected to be used for the entire Novena. He and Beth stated that they were still being sold and money was being donated/collected for them.

The account 525013 was much higher than budgeted and Beth explained that it was for an unexpected repair to the processional cross that needed to be done.

The Council looked at the expenses and income for EFAM and noted that they were collected approximately \$30,000 in income and spending approximately \$27,000.

John Shallcross mentioned that the income for the Poor Box was been designated for the food pantry for years and questioned as to whether that needed to be designated for another charity since the food pantry was realizing enough income from other donations to be sustained. The Council discussed whether these monies needed to be designated for the Pastor's Discretionary fund for any charity or need he deemed necessary to be used. Father Peter questioned where monies came from for this discretionary fund and Beth explained that if anyone made a donation and designated it go to the pastor to be used for his discretion, it was booked there. She also explained the process to the Council of the priest only being able to receive one Mass stipend a day and in the event two stipends were received for the same day, the higher stipend went to the priest and the other went to his discretionary fund via a journal voucher entry made at the end of the month.

The Council then discussed the Respect Life/Bereavement budget set for their use, as well as the collection that was taken up in October for their use.

The Council questioned the high expenses vs. budget for Rectory Maintenance and it was explained that the roof of the screen porch needed to be repaired unexpectedly.

The Council questioned the high expenses for several accounts and John explained to the Council that during construction and with the addition of the parish center, a new phone system was purchased, a new alarm company was chosen and changes made to the alarm/fire alarm system. There was also the higher than expected expenses from a water leak that was discovered on the property.

The Council was informed that the expenses for the parish center dedication that have been incurred and were going to be incurred were being booked into Parish Center Miscellaneous for the purpose of being able to track easily.

The Council discussed that the line item for Learning Center electric was under-budgeted and the Council agreed that it was a guessing-game at budget planning time and it is what it is.

John informed the Council that the cleaning services for the buildings on the property were of the amount that the cleaning service employees either needed to be put on the church payroll or the contract needed to be submitted to the Diocese for approval.

The Council questioned the account 547300 and the Council was reminded that these were the amounts expenses for the Increased Offertory Program that was done.

John then gave the Council an explanation of how the capital campaign pledge redemption was going.

The Council noted that the normal operating expenses were down approximately \$18,000 and that the staff was bigger.

John reviewed the parish Account Statement received from the Diocese for the parish savings accounts.

Dean proceeded to give the Council a Building Committee update, as well as reminding the Council as to the original capital campaign goal, what was raised, what we had in savings and what the final building costs will be. The Council was also reminded about the costs of the addition of the learning center modular units with the purchase of one and the leasing of the other, as well as the upfit costs for the learning center, the unexpected permitting, paving and utility costs incurred.

The Council was advised that staffing needs were being reviewed in light of the parish center and all that it entails and staff that may be needed.

The topic of a second Dreams campaign to target those parishioners new to the parish that were not given a chance to give during the first campaign was discussed. It would target those parishioners that had joined the parish since 2013. There was also discussion had with regard to thanking those parishioners that had pledged during that first campaign and were still making payments on their pledge. Beth informed the Council that thank you letters had gone out to parishioners that had pledged and had completed making their payments on their pledge. Also discussed were how to handle those parishioners that had made a pledge, but were not making payments on their pledge. The Council agreed additional discussion had to be done to find a solution to those issues.

On the heels of this discussion, the Council also discussed the timing of when to implement Mortgage Sunday to assist in paying the mortgage payment on the parish center. The Council agreed that more discussion needed to be had with regard to timing, how to roll it out and how to present to parishioners.

The Council discussed different items with regard to the Parish Center: The Dedication ceremony and celebration, the committee working on the use of the facility and the fee structure for parishioners and non-parishioners, and scheduling. Father Peter assured the Council that each of these items was being worked on.

The Council discussed the setting of the first budget session and decided on a date for that.

A question was raised as to whether wireless access points were going to be available in the parish center and Beth informed the Council that it had already been purchased and were just waiting for a Co before installation.

The Council discussed the installation of the crosses that were paid in full for the most part by a parishioner via a donation. There was some question as to whether enough money had been donated to cover the cost of installation of both crosses. Dean Penny made a Motion to pay the difference from the Church Furnishings savings account should there not be enough money collected by the donation. The Council approved the installation and the okay to the electrician to begin the work. Father Peter would like the crosses installed by the parish center dedication. Father Peter agreed to approach the parishioner that made the original donation to see if he would cover the extra amounts it may take to complete the job. John Jargstorf seconded Dean's Motion.

The next Finance Council meeting is set for July 6, 2016.