

March 21, 2017 7:00PM

Finance Council members in attendance: Rich Tereba, Bob Obert, Rich Carmel, Keith Gehring, Phil Cottell and John Monroe

Absent- None

Staff: Father Geoff Drew and Lakme Kodros

Guests- Ted Collins

I. Opening prayer & Recitation of Our Parish Mission Statement

This month we prayed for the Outreach Commission

II. Lazarus at the Table- This month's discussion was postponed until April. Due to this postponement the chapters will be moved ahead one month. In June we will cover Chapter 8 and the Epilogue. April reading is Chapter Six. The lead responsibilities for the remainder of the year are as follows:

April -Rich C.

May-Rich T.

June-Phil

III. Facilities Committee-

- A. Ted stated that in some areas we are behind in our maintenance plan and it will take us four years to get caught up with the plan. So it could take until 2021-2022 to catch up to our current plan.
- B. Rich T. and John had a meeting with Larry and Ted Collins outlining the plan for the formation of the facilities committee. A memo from Rich T. is attached to these minutes outlining the meeting frequency, members and reporting responsibility. This is in response to comments at February FC meeting.
- C. Ted also spoke about the new plan he is putting together as a master resource for the building equipment maintenance, life expectance, cost to replace in future cost, and year to be replaced. This is on an excel worksheet and will be updated on an annual basis. It will take several months complete this. This schedule will be integrated with the 10 Year Replacement schedule.
- D. Ted asked if it would be helpful to include other major components of the parish in his plan such as audio visual, rectory replacement and technology. FC agreed that it would be helpful and told him to move ahead with this.
- E. Fr. Geoff suggested that a Technology Committee be formed. This group would review both hardware and software. FC agreed that that would be helpful as the cost in this area continue to increase. Fr. Geoff has a person in mind (Patrick Zink) that could lead this group and he will follow up with that person. It will be determined at next month's meeting the reporting structure of this committee.
- F. Lakme reported that the decision has been made to go ahead with the roof on the center pending the confirmation of the cost and approval of the archdiocese. Larry is checking if the cost of the replacement will be the same as originally quoted. This was

postponed in the fall for the shortage of parish funds. We now have the money to complete this project. The cost is approximately \$45,000.

IV. Review of Monthly Financials, Minutes, Cash Flow and Journal Entries –

- A. The minutes from February were approved by email.
- B. The questions on the February financial statements were answered to the satisfaction of FC. The parish remains on budget.
- C. There were no questions on the cash flow statement.
- D. Phil performed the journal entry review for February. He reported that there were no exceptions noted. His report will be made part of these minutes.

V. Old Business

- A. Capital Campaign & Steering Committee- Fr Geoff stated that the chairperson of the Steering Committee is Jim Lupidi. The Together We Grow(TWG) campaign has pledges of \$3.6 million. It is estimated that we should receive 30% of the pledges the first year. This would amount to \$1.1 million including the amount due the archdiocese.
- B. Reconciliation of Capital Campaign Expenses- Fr. Geoff reviewed the capital campaign expenses and how they were paid.
  - 1) We used the savings that we had at the end of the fiscal year 2016 of \$151,000 and the festival money we received in July 2016 of \$100,000 to pay for the capital campaign expenses of \$227,449 and the loss of \$27,609 at the end of FY 2015-2016.
  - 2) The parish received \$290,240 from TWC campaign through the end of February 2017. We used \$100,000 of this to pay down the debt and put \$88,340 in savings for future debt reductions. The difference of \$101,900 (\$290,240-\$100,000-\$88,340) for debt reduction will be paid from operations in the future.
  - 3) A worksheet is attached to these minutes that shows the status of these funds.
- C. Archdiocesan Assessment- Lakme still has this on her agenda to discuss a reduction in the assessment with the archdiocese.
- D. Finance Council Secure Website Reports- Lakme will take off the site the reports listed that are obsolete. The following will be kept-Campus Plan Summary, Sample of Subsidy Cover letter and Agreement, 10 Year Maintenance Plan, Catholic Stewardship Consultants Brochure and Contract, Temporal Affairs Document, and 2013 Annual Report for the Archdiocese.
- E. 10 Year Budgetary Planning Update- Bob stated further progress has not been made on the plan this month. After Lakme completes the budget for 2017-2018 she will be able to work on the documentation necessary to complete this plan with Bob.
- F. Lay Leadership Summit- These meetings will be held Saturday morning May 13, Tuesday morning May 16 and Thursday evening May 18. Fr. Geoff stated it would be good if someone from FC was at these meeting if there are candidates discerning volunteering for the FC.

VI. New Business

- A. Advance Budgetary Preparation- Lakme passed out the initial 2017-2018 budget.

1) The budget was reviewed with notes on various accounts that changed significantly from the 2016-2017 year.

2) The budgeting priorities as determined by the Pastoral Team and Pastoral Council was reviewed for inclusion in the budget.

#### Budget Priorities

New Data System- Included in Budget

Kiosks at Entrances- Included in Budget

Flooring in Complex- Included in Budget

Baptistery Window- Should be paid for by donations

Second Garage-Not in budget

Turn-in lane- Not in budget

- B. Catholic Grade School Tuition Subsidies- Attached to these minutes is an email from Fr. Geoff on the subsidies that are offered by St. Max and the subsidies offered by the Catholic Education Foundation of the Archdiocese of \$1,000 per family. After a review by FC it was determined that the FACTS financial aid forms should be reviewed before action is taken by the FC on how to spend St. Max money. Fr. Geoff and Lakme will do this for our next meeting.
- C. Finance Council Faith Formation Read and Discussion for 2017-2018- It was suggested by several FC members that Forming Intentional Disciples by Sherry Weddell would be a good choice. All FC members agreed to go with this book for next year.
- D. 2017 Councils & Commissions Nomination Forms- Rich T. suggested that each member of FC complete the form that was handed out and nominate 3 people to be on a council or commission. The forms are due in the Sunday collection basket on April 30.

#### VII. Closing Prayer-

Meeting ended at 9:30 pm

Submitted by Bob Obert

Next Finance Council Meeting: Tuesday April 4, 2017  
7 PM In the Youth Room

# St. Maximilian Kolbe Parish

## Finance Council

### Audit Report—February 2017

In accordance with the directives of the Finance Council, I conducted an audit of the parish's journal entries made for the February, 2017 period. The council had decided on a ten percent random sample. There were 17 journal entries during the period. Because of the small sample size, I deemed it appropriate to round up to a sample of two. The random number generator in Excel chose the numbers 1 & 8. These entries are represented below in general journal format.

Number	Number	Account Title	Dr.	Cr.
1	2320.07L	Wish Lists	\$ 301.00	
	4004302GEN	Designated Gifts		\$ 310.00
<i>To reclassify designated gifts to revenue in accordance with archdiocese directive</i>				
8	5551.04GEN	Local Transportation-- Youth Minister	\$ 75.60	
	5551.05GEN	Local Transportation--Other		\$ 75.60
<i>To recalssify miaage reimbursement.</i>				

The entries were traced to the appropriate ledger. I request that this report be attached to the minutes of the meeting.

Respectfully submitted,

Philip G. Cottell Jr.

Chair, Audit committee

3/6/2017

John Monroe and I met with Ted Collins and Larry Witsken in Larry's office.

Right now there 4 members on the Facilities Committee which include Ted, David Stitt, Steve Conner, and Dan Suer. There is one other member who has only showed up at only one meeting over the year.

Ted has a list of three other potential members that he received from stewardship cards that were recently filled out. Ted was going to call all three next week to see if they could start serving at the beginning of the next fiscal year.

Facilities Committee uses by-laws modelled after the Finance Council by-laws. Bill McCloy has set these up a few years back. Terms are for 3 years with the option of renewing for another 3 years.

Both Ted and Larry want to limit the number on the Facilities Committee. 12 would be way too many. A specific number was not indicated.

They meet every other month on the second Tuesday.

Ted agreed to write up minutes of the meeting for Finance Council and will try to get them to Finance Council before their next meeting. The next Facilities Committee meeting is next week.

Right now the biggest facilities need of the parish is to replace the shingled roof on the center. It was budgeted for this FY, but monies were just not available. Larry didn't think the original bids from the roofers will be honored due to the lapse of time. At John's suggestion, and we all agreed, that Larry should ask the roofer(s) to update their bid.

The need to budget for the replacement of higher end maintenance equipment was discussed. This category would include lawn equipment, sweepers, scrubbers, polishers and lifts among other things.

Besides a revolving 10 year facilities maintenance plan, the Facilities Committee will be coming up with a revolving 10 year equipment maintenance plan. Ted mentioned that in the 10 year plan he would high light in red the most pressing needs and in yellow the next level of importance.

Rich suggested that we start setting up contingency funds for both equipment and facilities.

John mentioned he would forward to Ted a copy of Finance Council By-laws once we complete an upcoming review of them.

## TWG Campaign

### Receipts

CCF payment 7/16	144,733.89
Direct payments 7/16- 1/17	1,900.00
CCF payment 1/17	143,106.65
February payment	500.00
	<b>290,240.54</b>

FY16 began	(27,609.87)
Campaign expenses	(227,449.94)
	(255,059.81)
deficit covered with:	
Savings	151,000.00
Festival money	100,000.00

### Payment #1:

To savings	44,733.89
To checking	<u>100,000.00</u>
	144,733.89

### Payment #2 + direct pays:

To savings	43,106.65
To checking	1,900.00
Principal loan payment	<u>100,000.00</u>
	145,006.65

February direct pay	500.00
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<b>TOTAL</b>	<b>290,240.54</b>
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### January 31, 2017

PNC Checking	101,900.00
AoC CD Miscellaneous	88,340.54
Loan payment	100,000.00
	<b>290,240.54</b>

Updated March 21, 2017

3/8/2017

Greetings, Finance Council members -

Our favorite topic, Catholic grade school tuition subsidies, is once again at the forefront.

In general, and I don't think there has been an exact count, the number of families asking for a subsidy has decreased.

We have also saw the results of the first-round of subsidies granted by the Catholic Education Foundation. Seven of our students received subsidies of \$1000 each. The second-round results should be available before our March 21 meeting.

At the March 21 meeting, I will need your consultation on the following:

- (1) Among the families with students who have received the CEF \$1000 subsidy, only one of these families has also applied for a St. Max subsidy. If the \$1000 per child subsidy is all they "need" I would be inclined not to give them any additional monies. If they need more, assuming they fulfill the criteria, I would be inclined to make-up that difference for them even if it exceeds the amount of the St. Max subsidy.
- (2) For those families who have not met the criteria and are not applying the first time (i.e. families who have previously applied and should in theory be aware of the criteria) do we give them half subsidies again or nothing? If nothing, when could they apply again - only next year or... ?
- (3) For those families who use EFTs and are not applying for the first time (i.e. families who have previously applied and should in theory be aware of the criteria) do we give them a full subsidy or a half-subsidy or...

Accountability is part of good stewardship, but as you have heard me say on more than one occasion, where does accountability come into play with the New Evangelization and "meeting people where they are at"? (My apologies to those whose loathe ending a sentence with a preposition... :))

I hope by asking these questions now, you can come to a quick consensus as regards this consultation and we can move ahead with promptly contacting families.

Fr. Geoff

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Have no fear of moving into the unknown.

Simply step out fearlessly knowing that I am with you, therefore no harm can befall you; all is very, very well.

Do this in complete faith and confidence.

Pope St. John Paul II (1920-2005)