

St. Martin de Porres Catholic Church
January 12, 2016
MINUTES

The regular meeting of the Finance Council (“FC”) was called to order and opened with prayer at 8:30 am. Attendees: Rev. Charlie Garza, Susan Curran, Nat Pantano, Bart Kalsu and Judy Tixier. Denny Givens and Josie Kelly sent their regrets.

Update from Building Committee Financial Representative

David Boone gave a general overview of the new building, site plan and budget under consideration. He indicated that this information was subject to change as the Building Committee got further into the project. The beginning target of construction is \$2.5 million. Four contractors have given preliminary numbers for building the space, but do not include costs for Furniture & Fixtures, Kitchen Equipment, and Parking & Roads. Under view also are Sewer and Fire Equipment costs. There are still a lot of variables factoring in to this. Basically this building will host great room space to sit 600 and classrooms. Fr. Charlie reviewed this past Christmas attendance:

A total of 1,704 attended the Christmas services.

- 4:30 Children’s Mass – 681
- 6:30 Blue Mass – 308
- 8:30 Spanish Mass – 245
- Midnight Mass – 220
- 10:00 Christmas Day - 250

Sunday regular Masses continue to be full with one overflowing regularly into the Narthex. Easter Services will be as high. We have no more space under the current Faith Formation schedule for elementary students. The FC thanked David for his time and he left the meeting.

Capital Campaign – Debt – Cash Flow Strategy

Fr. Charlie asked the FC to make a recommendation on (1) how much money should the parish have in the bank before a capital campaign is initiated and (2) how much debt should the parish take on for this building. Judy passed out information on various loan options through the Diocese for 5, 10, 15 and 20 years. The FC needs to consider that the parish will need to be debt free before we can begin on a new church sanctuary. With that in mind – some assumptions are: Diocese will lend us 50% of our cost up to \$1.5 mil as we are now; capital campaigns generally run for three years with the greatest impact in the first year; it takes 6 to 12 months to run the campaign (get the pledges); it will take 9 to 12 months to build the space; and in goal would be to be debt free in 6 to 7 years from today.

Town Hall Meeting – Debt Retirement Celebration – Weekend of 1/23-24

The FC will be assisting the Pastoral Council this weekend with refreshments after the Masses. Times were distributed. Fr. plans to have the Town Hall meeting immediately after the announcements, then proceed outside for the note burning and refreshments. The Building Committee will have a power point presentation and remain in the Church to answer any questions. This is an informative session to update the parishioners on building concept, keep them informed and to gather any feedback.

The FC and Pastoral Council will receive a copy of the power point once finalized by the Building Committee.

FY 2016 Financials – First Quarter

The FC reviewed the 2nd Quarter FY2016 Financial Results Report & Commentary and, after changing two lines in the comments, found it to materially represent the financial position of the Parish. The FC recommended that it is ready to present in the bulletin to the Parish. Fr. Charlie so approved.

Outlook for the FY2016 Budget

The FC reviewed the outlook spreadsheet. While there are some timing issues with the expenses, the performance is tracking better than budgeted on the FY16 outlook. Notable – debt paid off at the end of December, a number of parishioners have made yearend contributions and also stock contributions, and fund raising did \$25,000 over budget. Timing issues and known repairs were factored into the yearend projection.

Review and Approval of Non-Budgeted Items over \$1,000

None. There are a number of current projects underway that were not in the budget but have been funded by direct contributions. Such projects include repairs being made the stations path that was washed away over time and with the recent storms; refurbishing our sacred vessels; refurbishing St. Jude and St. Martin; and, cleaning the chapel and church chairs. There are a number of other projects that are out for bids and will be evaluated as funds come in above the operating expenses.

Rectory Fair Market Rate

The FC reviewed the schedule for the fair market rental rate for a portion of the rectory to give to Fr. Charlie. For 2015/16 the rate is \$3,780 for his recording purposes. He will receive the information with his W-2. It was noted that his food allowance was already recorded in his W-2.

Diocese of Austin Review of the Financials Record

Rick Virgne completed a review of the financial records for the parish – Balance Sheet as of 6/30/15, Statements of Operation, and Cash Flow & Reconciliations as of 10/31/15. Internal controls associated with the money collection, recording and deposits were evaluated. Expenses paid the Diocese were verified with diocesan records. Two recommendations were made to (1) provide Fr. Charlie with a letter along with the W-2 for the Fair Market Value of the rectory, and (2) to provide receipts for checks that are received for all payments made other than the weekly offertory.

Other

Fr. Charlie has asked the Diocese for some assistance for Sunday services. Ideally a retired priest would work for our purposes. If this is not possible we do need to consider a new pastoral position to help him in the next fiscal year.

The next meeting of the FC is scheduled for February 2, 2016 at 8:45 am.

There being no further business, the FC adjourned with prayer at 10:15 am.

*Respectfully Submitted,
Judy Tixier on behalf of
Denny Givens*