

St. Martin de Porres Catholic Church
July 17, 2012
MINUTES

The regular meeting of the Finance Council (“FC”) was called to order and opened with prayer by Fr. Ed at 2:30 pm. Attendees: Rev. Ed Koharchik, Glenn Rosilier, David Boone, Judy Tixier, and Mary Armatta.

Fourth Quarterly Report to Diocese

The FC reviewed and approved the Fourth Quarter FY 2012 Report for submission to the Diocese. The FC found this report to accurately report the Parish’s financial records and recommended this report be submitted. There was a note to correct the contact phone number on the report. Fr. Ed so approved.

FY 2012 Financials – Fourth Quarter

The FC reviewed the Fourth Quarter FY 2012 Financial Results Report and recommended that it is ready to present in the bulletin to the Parish. Fr. Ed so approved. Glenn Rosilier prepared a commentary to accompany the financial report in the bulletin. The FC recommended a few changes which he will incorporate into the final version. The FC approved the commentary with the changes. The report and commentary will be distributed in the July 21-22 bulletin.

2013 Fiscal Budget

David Boone presented the updated FY 2013 Budget Review Cash Flow and Balance Sheet. He had separated out the two events under Fund Raising on the Cash Flow Report: Fall Festival & Other and Mardi Gras. The Balance Sheet Report shows two years with Current Assets broken out into Debt Reduction and Operations funds. The three Notes Payable to the Diocese are listed separately with the maturity dates.

FY013 Budget Summary dated 7/17/12

Beginning Cash Balance:	\$116,571
Revenue:	\$740,735
Disbursements:	<u>(721,208)</u>
Net from Operations	<u>19,527</u>
Estimated Ending Cash Balance	\$136,098

Glenn Rosilier prepared Comments on the Budget FY 2013. There were some minor edits and a recommendation that the dates of the fund raisers be noted since we have firm dates for these events:

- November 4, 2012 – Fall Festival & Other
- February 9, 2013 – Mardi Gras

The FC recommended and Fr. Ed approved the FY 2013 Budget and Commentary Presentation, as corrected, to the Parish to be distributed in the July 21-22 bulletin.

Presentation of Financial Information to Parish

Fr. Ed shared with the FC his general outline for his part in the State of the Parish presentation. He will give a short homily on the Readings. He will thank the parishioners and the various councils/committees for their support this past year.

He had a meeting on July 16th with the two remaining members of the Pastoral Council and he will outline the plan for the new Pastoral Council in his talk.

- Two Appointed Member (Geoff Unger and Dot DeWitte)
- Four Elected Members
- Nominations – submit name from September 6 through October 14
- Elections – ballots will be cast at the Masses, October 21 through November 18
- Announce new Pastoral Council – November 25
- Council to start with the new Liturgical Year

The Pastoral Council will have assigned areas of responsibility:

1. Worship
2. Faith Formation
3. Stewardship
4. Ministries
5. Building & Grounds

Fr. Ed will announce that the Parish, at the request of the Diocese, will be hosting a seminarian during the seminarian's pastoral year.

Fr. Ed will also announce the implementation of a newsletter starting in the 2nd quarter and also instituting a new program for On-Line Giving in the 2nd quarter as well.

The FC reviewed Glenn's remarks to the parish. They will be made available on the Parish website after the weekend delivery.

Progress Report – On Line Giving

Mary Armatta has narrowed down the vendor list to two companies – Pledge Connect and Our Sunday Visitor. A meeting is scheduled for July 27th at 10:00 am to review their programs, including costs and implementation strategy.

Other

Mary Armatta reported on the following:

1. Non Budgeted Expense: Education Center fence – a bid of \$3,685 from Allied Fence Company has been accepted. The FC so noted.
2. The Education Center and Office paint job is on hold until clear weather.
3. The Church roof was dry after the recent storms – the repair is holding.

She is getting bids on:

1. Expanding the foot area outside the Education Center side door. This is a safety hazard and needs to be taken care.
2. Mowing the property (outside the areas routinely maintained) three to four times a year.

Mary will work with Jorge Castrejon, Facilities Specialist, to make sure all the equipment owned by the Parish for use on the grounds is identified and maintained.

Meeting Schedules & Due Dates

- June YtD Financial Report will be distributed in the 7/21-22 bulletin
- 7/21-22 Presentation to the Parish and Submission of Budget in the bulletin
- 7/27 FC Working Session – On Line Giving

There being no further business, the FC adjourned at 3:50 pm.

*Respectfully Submitted,
Judy Tixier*

Attachments:

4th Quarter Diocese Report
June Year to Date Financial Report with Commentary
FY 2013 Budget Report with Commentary
July 21-22, 2012 FC Remarks