

St. Martin de Porres Catholic Church
September 11, 2012
MINUTES

The regular meeting of the Finance Council (“FC”) was called to order and opened with prayer by Fr. Ed at 10:00 am. Attendees: Rev. Ed Koharchik, Glenn Rosilier, David Boone, Judy Tixier, Mary Armatta, and Hai Nguyen.

Fiscal Year Projects

Newsletter: Mary Armatta presented a draft of the newsletter for review. She is planning on a 4-page newsletter which will be printed in-house on 11x18 paper, folded and mailed – 650 copies. Preliminary costs associated with producing this newsletter are:

- \$400.00 Copying (excess charges on in-house copier)
- \$200.00 Application Fee for Non-Profit Bulk Mailing Permit
- \$59.99 Annual Bulk Mailing Fee
- \$188.00 Postage
- Plus costs for paper and labels

It was recommended that the layout be adjusted so that additional articles on fund raising (Fall Festival and Mardi Gras), statistical information on giving and budget info, Growing with God scholarship opportunities, and Fr. Ed’s picture be included. Fr. Ed and Mary Armatta will review a final draft on 10/5/12 with delivery to the parish families by 10/15/12. The target is to produce two newsletters per year.

On-Line Giving: Mary Armatta reported on the following two companies – Infintech (Pledge Connect) and Our Sunday Visitor.

- *Infintech (Pledge Connect)* – she spoke with two parishes, St. Louis and Santa Cruz. Both are satisfied with the service though Santa Cruz was not happy with the training. Infintech does have a local representative.
- *Our Sunday Visitor* – she spoke with three parishes, St. Anthony, St. Williams and St. Helens. All three were happy with the training, support and marketing. They have used the service for one year with good results and it has paid for itself. It integrates with Church DB (via an excel sheet download). Implementation: There is a \$299 set up fee and Mary Gomez and Mary Armatta would go through the training. They estimate five weeks from signing the contract to implementation. You need 12 families to sign up to cover the cost of the service.

Mary Armatta will email her executive summary to the FC on the companies she investigated along with her recommendation. The FC will meet on 10/16/12 at 10:00 to review the contract for on-line giving for approval and Fr. Ed’s signature. The target is to have the system in place with the new liturgical year – December 1st/2nd.

Fund Raising Committee

Budgets are needed for each of the fund raising activities planned for the fiscal year. Mary Armatta will meet with the head of the committee and submit the budgets at the October 16th FC meeting.

Finance Council Non-Budgeted Expenditure Approval

Contract Labor payments to D. Micklitz amounted to \$1,544.26 exceeding the \$1,000 limit. It was noted that \$1,099.01 (labor \$925, materials \$174.01) was spent on the fence construction in front of the parish office; and \$566.02 (labor \$450, materials \$116.02) was spent on repairing the lawn mowers (plus a minuscule amount for repair to a pipe). Glenn Rosilier recommended that Mary Armatta identify budget items to reduce to cover the excess spent and report the offsets to David Boone. Fr. Ed so approved.

August 2012 - Fiscal YtD Financial Review

David Boone reviewed the financial information noting that while the net reflects \$7,105 above budget [*better*], the trends are not great and we need to be careful with the use of all collections. In particular, we need to keep to the expense budget and not spend above based on “other” collections received. It is recommended that when spending funds not budgeted we cut expenses and not use income received. It was also recommended that all projects that flow through the parish’s accounting system be budgeted for even if the collections are to cover all expenses (i.e., Catholic Heart Work Camp was not noted in the budget this year but the parish is sponsoring the event). The Debt Reduction balance is \$26,163.93.

In summary August YtD:

Receipts

- Sunday & Holy Days is under budget by \$5,000 [*worse*]
- Debt Reduction is under budget by \$1,705 [*worse*]
- Faith Formation & Fund Raising is a calendarization issue
- Other is over budget by \$3,438 [*better*] (rents, funerals, etc.)

Expenses

- G&A is under budget by \$6,108 [*better*] primarily in the non-labor category – reallocated budgeted items to cover the cost of mowing the property
- Plant Operations & Maintenance is over budget by \$7,528 [*worse*] primarily in repairs & maintenance (mowing the property, preschool fence, etc.)
- Faith Formation is under budget by \$4,797 [*better*] calendarization issue payment of curriculum
- Other of \$3,682 is a balance sheet issue and will reversed next month

The August 2012 Fiscal Year to Date Financial Report will be in this week’s bulletin. Fr. Ed asked that Mary Armatta prepare the next monthly report.

Other: Mary Armatta will fix the General Ledger Chart of Accounts (numerical flow and category) and review the changes with David Boone upon his return on 10/5/12.

Review of Job Descriptions and Requirements

Fr. Ed and Mary Armatta will complete the re-design of the Employee Handbook. Each employee will sign the acknowledgement of receipt during their reviews scheduled to begin September 24, 2012.

The job descriptions were reviewed for the Administrative Assistant, Bookkeeper, Director of Faith Formation, and Preschool Director. Due to time constraints, the remaining job description reviews were scheduled for 9/12/12 at 3:00 pm. Mary Armatta will update the job descriptions as discussed for Fr. Ed's review and approval.

(Postscript: The Business Manager's Job Description had been distributed at the end of the meeting for review and comment; No meeting was held 9/12 due to scheduling conflicts.)

There being no further business, the FC adjourned at 1:25 pm.

*Respectfully Submitted,
Judy Tixier*