

St. Martin de Porres Catholic Church  
July 9, 2013  
**MINUTES**

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

**Fourth Quarterly Report to Diocese**

The FC reviewed and approved the 4th Quarter FY 2013 Report for submission to the Diocese. The FC found this report to accurately report the Parish’s financial records and recommended this report to be submitted. Fr. Ed so approved. With the new CathoNet service instituted by the Diocese of Austin the Parish will no longer be responsible for providing quarterly reports to the Diocese. The Diocese has the ability to extract the information from the Parish accounts directly from the integrated QuickBook software.

**FY 2013 Financials – Fourth Quarter**

The FC reviewed the Fourth Quarter FY 2013 Financial Results Report with Commentary and found the both to materially represent the financial position of the Parish and recommended that it is ready to present in the bulletin to the Parish. Fr. Ed so approved. The Report with Commentary will be distributed in the July 14-15 bulletin.

**Report of Non-Budgeted Items over \$1,000.00**

Nothing to report.

**Review of FY 2014 Budget format**

The FC reviewed the format for the Fiscal Year 2013-2014 Budget Review reflecting Cash Flow for Actual FY2013 and Budget FY2014. The format presentation for Actual FY2013 was adjusted to follow the new format going forward as a result of the changes to the chart of accounts as required by Diocese of Austin. It was recommended that a footnote be added to the bottom of the report as well as an explanation in the comments that will accompany the document regarding the format change for FY2013.

It was noted that the two raffles are in conjunction with the fund raisers and hence the projected incomes were added to (1) the Fall Festival and (2) the Mardi Gras events. It was recommended that the net income from the Fall Festival and Founder’s Day events be dedicated to Faith Formation; and the income from the Mardi Gras event be dedicated to Debt Reduction. Fr. Ed so approved.

The FC reviewed the Fiscal Year 2013-2014 Budget Review – Balance Sheet. This year’s document shows Actual for FY2012 and FY2013, plus Budget for FY2014. The Debt Reduction Cash Account reflects the current position of \$21,250, plus projected collections of \$55,000 and the revenue from the Mardi Gras event and raffle of \$13,000, less principal payments of \$77,737 resulting in a cash balance of \$11,513. Glenn will

prepare comments for the presentation regarding the importance of the continued debt reduction 2<sup>nd</sup> collection and the three fund raising events.

**Schedule for FY2014 Budget – August 3-4, 2013 Presentation**

Fr Ed will arrange a meeting on July 24<sup>th</sup> at 10:00 am with Geoff Unger and Glenn Rosilier to discuss the presentation to the Parish for the financial reports, the state of the Parish and future outlook.

**Update on Faith Formation Positions**

Fr Ed reported that an offer was made to Kevin Kapchinski and he has accepted the full time position of Youth Minister. He will start in August. Fr Ed has ten applications for the Faith Formation Director. He plans to interview three to four candidates in the next few weeks.

**Other**

Rey Blancarte informed the FC that the next Pastoral Council meeting is scheduled for 7/25 at 6:30. He anticipates the council will schedule the August ministry meeting at that time.

Judy Tixier and Rey Blancarte will follow up with the individual from St. Mary's in Wimberley who has offered to meet with our fund raising committee.

There being no further business, the FC adjourned with prayer at 11:00 am.

*Respectfully Submitted,  
Judy Tixier*