

ADMINISTRATIVE COUNCIL

Meeting Minutes

September 26, 2017

Present: Fr. Mark Bentz, Jeff Ross, Christine Beldner, Charlie Burnham, Louie Liberante, Don Nau, Ken Mischel, Suzanne Graf, Brian Gesik. Absent: Steve Killgore

- A. Brian motioned to approve August meeting minutes, seconded by Don; minutes approved
- B. Financial Statement reports—Christine Beldner
 - Previous year Balance Sheet reconciliation had several issues
 - Implementation of eGiving has been complex due primarily to receiving bank transaction records via e-mail as they occur, yet actual funds are deposited later as they occur. The result is there is no systematic way to reconcile in date order. Switching vendors is no a viable option.
 - There were also payroll and vendor checks that were never cleared. This resulted in cumbersome research for each transaction, with all but two uncleared issues yet to be resolved.
 - Depreciation challenges included no training on depreciation history, no Archdiocese guidance, resulting in lack of clarity in handling of depreciation on our new sound system, Rectory value, and review of all 2016/2017 purchases to determine how to capitalize. Judgment calls were made based on ARCHPDX guidelines.
 - Large differences in prior years' income are due primarily from improper allocations of restricted income. Income should have been realized in the year it was received rather than being listed as a liability. Christine moved these funds to the proper income accounts, thus overstating income in Fiscal 16/17, but resulting in a resolution of these issues so there is no continuance of problems going forward.
 - Restricted income was inconsistently recorded and processed throughout the Fiscal Year. The decision was made to clean up the

process to be used going forward to avoid similar issues in the future. New procedures are now in place for the proper accounting of restricted income.

- These, along with several other accounting issues have been shored up to where the processes and procedures now in place will insure proper accounting in the future.
- Prior year, as well as current P & L had similar accounting procedural issues which Christine has worked diligently to resolve, as well as putting procedures in place to ensure accurate accounting going forward.

C. Stewardship Update

- September Offertory Report
Thru September 23/24, we are running \$16,855 below budget
- Stewardship Responses—We have received 113 pledges, 125 volunteer responses, & 9 new registrations
- Thank you letters have gone out to initial responses
- Letters to non-respondents have gone out in English, with Spanish going out this week.
- Path ahead—Fr. Mark has appointed Charlie Burnham to formulate a 2nd phase Stewardship action plan to communicate our financial needs more clearly and directionally to the parish

D. Capital Expenditure Update—Brian Gesik

- Brian reviewed the current condition of the church roof, which is in dire need of replacement
- Brian reviewed several vendor quotes, but recommended Hope Construction due to them providing not only a competitive quote, but also that he has personal experience with them & the quality of work they provide.
- Further discussion among Council members centered on the extent of the work to be performed. The issue surrounded the problem of fixing dry rot now or waiting until after the main roof is repaired. It was decided that it would be best to do a complete job now rather than having to address another problem down the road.

- Don Nau moved to approve a total roof replacement up to and expenditure of \$50,000. Jeff seconded the motion, the remainder of the Council approved. Work will begin in the Spring of 2018.

Next Meeting: October 17, 2017