

# Finance Council Minutes

January 3, 2019

**Attendees:** Jonathan Edmonds, Pat Fogarty, Tom Unger, Carol Anderson, Mauro Gomez, Rita Kester, Sue Munson, Kathy Beutler, Judy Lowery, Fr. Tetzl

## Welcome New Council Members

- Rita Kester and Sue Munson were added to the finance council to replace outgoing members Kathy Beutler and Judy Lowery.
- Thanks to Kathy and Judy for their service. Kathy has been chair of the council for 6+ years and helped navigate us through some really difficult times as well as the addition of the Narthex.

## New Council Chairperson

- As our chair was an outgoing member, a new chair needs to be elected.
- Rita Kester was nominated by Tom Unger, and seconded by Carol Anderson. After some discussion, Rita was unanimously approved as chair of the Finance Council by a vote of all members.

## Last Month's Action Items

- *Action: Pat will speak with Phil and investigate options, including possible battery backup or other automatic recovery options.*
  - Pat and Phil did speak; however, it will require bids to setup some kind of battery backup for power outages. It is also worth noting that no further issues have been detected. Pat believes it should be done within a year if possible, possibly next year's security grant could help. Team agrees this makes sense.
- *Action: Pat will speak with Dan and others to put something together by the end of the week.*
  - Pat is working with Dan and Clay, awaiting Clay's response. This no longer needs to be tracked by the finance council.

## Financial Report

- December marked the first month this fiscal year in which we hit our targets for Offertory. However, it is worth noting that December is usually our greatest giving month, and there were also 5 Sundays in December this year.
- We also had a sizeable series of special gifts from parishioners totaling \$7600.00 for the month above and beyond the offertory. This helped bring our yearly shortfall down to about \$29K. Still something we need to monitor closely.
- **Action: We had several items regarding the month's financials that Michelle will need to look into:**
  - **We are unclear why there was \$1109.90 in Account 4690 – “Other Education Revenue”**
  - **The Narthex accounts are showing up in our monthly report**
  - **The auction accounts are showing up in our monthly report**
  - **We are unclear why our YTD personnel costs for 5103 exceeds budget even though our monthly matches expectations**
  - **Need to find out why we have nothing showing up under 6670 “Parish Data System Fees”. This account should be getting charged to cover the cost of our PDS System which we use to track parishioner donations.**
- **Action: Fr. Tetzl also had a few action items from our discussions**
  - **He will see if the insurance payment for the house is being overpaid. He was under the impression we had a once/year payment for the house, but we are now paying about 200 more per month each month...**
  - **He will see if our insurance covers the cemetery, or if it is excluded.**

## Bookkeeper

- Michelle McKinney has been hired as a St. Paul Church employee, and we no longer have her hired as a contract employee. Her hours remain below the benefit level as they will remain below the 20hrs/week threshold.

## Bank accounts

- Fr. Tetzl explained that he has added a new bank account to handle the monies from various Ministry groups (such as Juan Diego). This new account is used to handle fundraising money for these ministries as well as keeping it separate from our normal operating accounts. The three accounts are as follows:
  - Parish checking. Covers regular operating income and expenses. Currently the Pastoral Council Chair (Katie Edmonds) and Fr. Tetzl are signers. As Katie is an outgoing member, a new signer (TBD) will be added when Fr. Tetzl returns from his travels.
  - Narthex checking. Covers donations and expenses related the building of the new Narthex. Currently, the Finance Council Chair (Kathy Beutler) and Fr. Tezel are signers.

As Kathy is an outgoing member, a new signer (Rita Kester) will be added when he returns from his travels.

- Ministries Checking. Covers income and expenses related to specific ministries. Currently only Fr. Tetzl is a signer.

## Parish Funds Trust

- We have 150K in the long-term account, and are building quarterly dividends in the short-term account. The long-term is not touchable, but the short-term can be used with approval of the council.

## Janitorial services

- Fr. Tetzl has been investigating ways to reduce our Janitorial expenses. Outside of staff, this is our single largest monthly expenditure.
- Mission Building Services (Our Current Contract Service) – has given us a new bid for \$1400. They will be cutting roughly in half their current service level. Fr. believes this may still be sufficient.
- AG Cleaning provided a bid of \$2K. They clean bathrooms Wednesdays, Church Fridays. St. Vincent de Paul uses AG Cleaning and recommended them.
- Fr. Tetzl solicited opinions from the council.
  - All believe we should do a month to month trial regardless of any decision. Most members are concerned about reducing our service dramatically.
  - Council seems OK with the idea of asking for parishioners to volunteer to do some parts of this to help reduce costs. If this were to officially augment our contract service, we would need to make sure it was setup for the long-term, with sign-up sheets and a leader who organizes it.
  - Rita suggested we consider involving the youth, and even possibly ‘paying’ them towards their Steubenville trip for their efforts. The main concerns here seem to be making sure we have adult supervision.
  - **Action: Mauro will talk with some in the Hispanic community to see about doing cleaning after the Hispanic Mass as it is the last Mass of the weekend.**

## Narthex

- We are still on track to pay this off after the auction next month. Balance is around \$60K. We have \$32 in the bank, so we would need to net \$28K at the auction.

## Online Giving

- Fr. Tetzl will be putting items in the bulletin encouraging online giving. Studies have shown that transitioning a parish to online giving generally results in around 10% increases in offertory.
- We will be sending a mass email for those who are already giving online to switch over to the self-managed accounts.

## Maintenance Issues

- The expansion tank for the boiler in the school went bad, and cost about 3K to replace. We plan to include this as part of the paddle-raiser to recoup costs.
- There is a 26" pan that is part of the oven in the kitchen in the school that needs replaced. Pat is working on getting info about it.
- The upstairs drinking fountain will be repaired with heavy-metal filter soon. This has been out of commission for many months.
- Several windows in the school need to be looked at. One is cracked, some are partly open.
- One of the fountains in the new narthex needs to be adjusted.
- Mauro pointed out that some of the trim around the windows in the new Narthex weren't attached, and kids were playing with it. **Action: Mauro will show Pat so he can better understand the issue and add it to the list of things to keep track of.**
- Kneeler pads need to be ordered and replaced as there are many broken ones.
- All the parts are ordered for the speaker system in the basement. Kevin Barnes will help Pat set it up and tune it.

## Facility Rental Agreement

- There was some discussion regarding the facility rental agreement. Some believe that we are not charging enough to recoup the cost of heating the school, maintaining the kitchen, and replacing items that seem to 'disappear'.
- **Action: Rita to bring this up as a future agenda item.**
- **Action: Rita and Sue to look at other local churches for comparison.**