

Finance Council for January 20th

Attendees: Paul Roehr, Adrian Farrell, Bob Lauro, Heather Vora, Tom Alpert, Fr. Don, Monica Toy, Randy Wick and John Balza

Business Manager Opportunity

Purpose: Discuss the opportunity to hire a business manager.

One of the 13 applicants for the development position, actually seems to be a good fit to become a business manager for John 23. Father believes Bob would make an excellent business manager, a position we need to staff before Fr. Don leaves. Father is willing to trade-off an assistant priest for a business manager. Bob has a desire to be in public service and involved in Parish life and is already involved in several areas outside our parish.

Fr. Don spends 2-3 hours a day on the business aspects of the church; Frank does the reconciliation of credit cards, Bobbie the HR portion.

Decision: the finance council believes we need a business manager before Fr. Don leaves and we have \$21K as possible salary as a start (minus what we need for rent-a-priest), assuming we don't have an assistant pastor next year.

Development Director

Purpose: To understand status of hiring a development director and contract with Petrus. Discuss relation with Theologian in Residence (TIR) program.

Monica, Ellen Regan, Victor Baez (TIR) and Fr. Don attended the Petrus conference in January. They had superb speakers on all aspects of the development program. They presented many examples of the success of their programs.

We have 13 candidates who have applied; we've asked each to do a you-tube video answering a number of key questions. This serves as a test of whether they are familiar with technology and gives them a chance to show their presentation skills (60% of getting money is that initial presentation.)

Money collected by the development directory after paying for their expenses would be divided one third for parish, one third for Campus Ministry, and one third for Theologian-in- Residence. Our first priority would be to hire a full-time, fully qualified campus minister. Father Don would like to establish a Catholic dorm – possibly from the former sorority building that is currently for sale.

Regarding the memo of understanding with TIR – we've already agreed that they would receive one-third of the donations. Some people will donate to particular areas, others

will leave the area as “unspecified”. We would use “unspecified” to balance across each of the 3 areas.

Budget Review

Purpose: To review the budget for the first half and determine discussion topics with staff members.

Operating Cash on Hand: $100+58987+120+1009+73421+419+512+1169=135737$
Reserve funds: $16+58299-5068+5887=59134$. Capital income is about 4% under plan.

Offertory income 315090 about 96% of budget

Parish account income 338275 (100.6%) of budget

Children’s Faith formation income is over by 2309, while youth is under by \$2701. Are enrollments significantly different from last year?

Total income is 409434 (4% above budget excluding development) primarily because of the Archdiocesan payment for University Ministry and Focus being paid this fiscal year rather than last.

Total expenses are \$390864 (12662 or 3% under budget) excluding development. Our goal is to keep income at least 1% above expenses, we’re currently at 7%.

Parish expenses over by \$14901 (12%)

Appreciation expenses \$2524 over

Reimbursable expenses over by \$12676, this was the payment for the trip to Israel, where payment was received in the previous fiscal year.

Assessment charges are 3187 under, but this seems to be timing of payment

Charity has 2834 from last quarter still to be distributed. There is also \$3439 in the children’s collection.

Copier expenses are over by \$7068, we had recognized that we were going to be off by \$15000 because we forgot to budget for the old copier (through Feb. 28, 2011).

Subsidy to St. Joes is under by \$8000, we had assumed a 2nd payment about now.

Equipment is over by \$7015. \$3,730.00 is for storage sheds, \$499.99 is a Toshiba Laptop and \$499.99 is an Epson Projector. Speakers for the Narthex were \$2700 this month.

November water/sewer seemed high in November. (Heather subsequently sent us the bills.)

Action Item: John – send a note to Mark Fisher to ask the GROWTH committee to distribute our charitable giving.

Action Item: Fr. Don – make the 2nd payment of \$8000 to St. Joe’s.

University income over by 1844, expenses under by 4779– last year’s overage of 9600 results in over budget by 2977 (12%).

Adult, children’s and youth are operating with income about \$2k over expenses.

Development is still unstaffed.

Personnel under by \$11892 (these are true savings, priests retirement under and no assistant priest.

Father has hired Melissa for \$600/mo to help with 5:15 Sunday mass.

Finance Talk

Purpose: To determine the major points for the finance update to the Parish, determine dates and speakers. (Feb 20-21 is only date in February).

Sat, Feb 20th 5:15 John

Sun, Feb 21st 8:30 Tom

Sun 11:15 Monica

Sun 5:15 Adrienne

(This reflects John and Monica trading masses after the meeting)

Budgeting Calendar for the Spring

Purpose: Devise the timeline for developing the budget by the May submission date.

January –Start annual budget process by determining questions for staff and pastoral council (staff changes, tithing, contingency fund, and any other significant funding changes)

Today we've added 2 staff members. Our most difficult aspect will be budgeting for Campus Ministry, since we should have funds available for them from our development program about January of 2011.

February – project offertory and gift income for coming year, discuss answers to last month's questions, and distribute budget worksheets for next year

March – review first pass of budget, Determine priority setting questions for staff and pastoral council.

April –review 2nd pass budget, revise based on priorities set by ourselves, staff and pastoral council

May – approve final budget for next year. Due by May 31st.

Liaisons

Parish and Rectory - Adrian

Stephen Ministry, Children's Ministry, Adult Faith Formation - Monica

University Ministry, Theologian in Residence, & FOCUS - Tom and Paul

Youth Ministry - Dale

Capital Campaign, Music and Liturgy - John B

Development Director - Tom and Paul

Personnel - Father Don

Action Item: Liaisons work with your staff members so that they understand their spending in the first half. In addition, begin discussion of any significant changes they expect for next year.

Other Business:

Purpose review action items and discussions of other committees: Pastoral Council, Stewardship, Growth, and Personnel.

Leadership retreat is coming up on February 13th. We will have to tackle our relation with campus ministry and development. A key reason to have a parish rather than a Newman center is to model an active Catholic Parish. Dave Hattis is the new chairman of the Parish Council.

Action item: Father Don - send letter to the Archdiocese for Dale to be a second signer. **Open**

Action Item: Fr. Don - Have Dick Dillon take pictures of the content of our buildings. This is **in progress**.

Next Meeting: February 17th at 8:00 PM (after the Ashes service)