

St. Constance Finance Council

Minutes of January 17, 2012

Attendees: Fr. Leo Sabourin, Pastor, Susan Baird, Mike Fernandez. Jerry Malone, Ed Nuttmann, Debbie Schrandt, Business Manager. Excused: Cheryl Twigg.

Meeting began with a prayer:

Council viewed the DVD "Practices and Procedures for Fraud Prevention", provided by Michigan Catholic Conference.

- Parish's accounting practices and procedures were discussed. Council recommended to Debbie Schrandt that she provide Fr. Leo with a copy of the invoice when he is signing checks.
Council also recommended to Fr. Leo that he not sign checks ahead of time since Pat and Bernadine are also approved to sign checks.
- Required Monthly Financial Reports were given to us by Debbie Schrandt, as requested. Mike Fernandez will review bank reconciliations for the months of November and December 2011.
- It was discussed that we have many new parishioners yet not much more money coming in. It was recommended to Fr. Leo that this be presented to the parishioners.
- Discussed AOD's Financial Campaign which will begin in the Fall. Discussed an approach to make this a successful campaign. Ed will meet with a representative of Cabrini and the representative will be at the next Parish Council meeting.
- Stewardship will meet January 18th to set a date for the semi-annual walk around inventory. This will be discussed at our next meeting.

Fr. Leo closed the meeting with a prayer.

Next meeting: Thursday, March 1, 2012 @ 6:30 p.m.