

St. Anthony on the Lake Catholic Church

Meeting Date: April 23, 2018

Finance Council

Shaun Weinfurter (Chair) & Brian Kieffer (Secretary)

Members Present: Art Scheuber, Fr. Tony Zimmer, Mike Smith, Tom Brandt, Sheri Schmit, John Hooyman, and Brian Kieffer.

- 1) The meeting opened with a prayer led by John Hooyman
- 2) The March 2018 minutes were reviewed and approved with one addition that was requested by Sheri Schmit.
- 3) Tom Brandt led the group through a review of the most recent financial reports. Through the end of March, white envelope collections were ahead of the year-to-date budget projection by \$57,000. Blue envelope (building fund) collections were behind the year-to-date budget by \$32,000. Church and School/School Committee revenues are on track year-to-date, but Christian Formation revenues were slightly below budget expectations. On the expense side, expenses for the Church, School/School Committee and Christian Formation were under the budget year-to-date.

Major project spending year-to-date is favorable as compared to the budget, while the Parish's mortgage balance now stands at \$1.253 M as of the end of March.

As of the end of March, both operating income and net income were favorable as compared to the budget. The school endowment balance stood at \$299,000, whereas the Christian Formation endowment balance ended at \$96,000.

After discussing the March financials, Tom Brandt and Art Scheuber presented a revised chart of accounts to the Finance Council. Key changes include: 1) the creation of a Building, Grounds and Administration Cost Center for revenues and expenses; 2) elimination of the Building & Grounds allocations to the Church, School and Christian Formation to capture revenues and expenses; and 3) movement and combination of School Committee revenues and expenses into the School Cost Center.

Fr. Tony Zimmer noted that the new reporting is easy to understand.

Next the Finance Council had a brief discussion on how unrestricted memorial funds should be handled. Tom Brandt noted that decisions on funds should be made in a timely fashion. Fr. Tony Zimmer noted that ultimately the Finance Council has the power and the responsibility to make a recommendation on memorial funds.

John Hooyman made a motion that \$89,000 of unrestricted funds from the Memorial Funds be allocated to debt reduction. The motion passed unanimously.

Next Tom shared a list of projects underway, completed or planned for Building & Grounds Committee. In total, the Building & Grounds Committee is on track to spend \$157,550 by the end of the fiscal year. This amount will be lower than the \$200,000 that was budgeted for the year.

Art Scheuber noted that the staff accounting position has been posted on the Archdiocese of Milwaukee website. Applications are being accepted now. Art noted that he would like to have a new person before the end of May.

Art Scheuber also noted that once the new accountant is in place that the Parish would evaluate how it is handling the depreciation of fixed assets. Tom Brandt commented that the Archdiocese of Milwaukee procedure manuals requires that parishes to note depreciation on an annualized basis. John Hooyman volunteered to help Art look at the Archdiocese of Milwaukee requirements.

- 4) Next Art Scheuber provided the Finance Council a brief update on the budget for 2018/2019. Art presented a draft budget, but noted the Budget Committee is still refining the draft. Art commented the Archdiocese of Milwaukee assessment is increasing by approximately \$20,000 for the upcoming year and that will need to be factored into the Parish's budget. Art further noted that school enrollment is estimated to be 210 for the upcoming year.

Art noted that healthcare expenses are will be going down by 5%, as the St. Raphael plan that Parish participates has decreasing premiums.

At present, a deficit budget is being projected at the operating income level, but the net income number of \$143,000 is projected. These numbers will change as the Budget Committee will refine expense and revenue numbers before the next meeting.

Tom Brandt suggested that the budget discussion be tabled until the next meeting. Art Scheuber noted that he will prepare a year-over-year comparison of this year's budget to the upcoming year's budget to facilitate the discussion at the next meeting.

- 5) Grow in Your Heart debt retirement update – Art / Fr. Tony

Fr. Tony Zimmer said that overall the communications were positively received. He noted that he did not personally receive any pushback or negative feedback from parish members. Art Scheuber noted that some new pledges have been received. The Campaign Committee will be meeting again on May 10th to review the progress of the communications campaign.

- 6) Next, Sheri Schmit led the Finance Council through a discussion of planning dates for audits for the upcoming year.

The proposed schedule for FY2018-2019:

- Scrip (September)
- Athletics (October)
- Hot Summer Slice (February)
- Men of St. Anthony (April)
- Gala (May)
- Hot Lunch (June)

- 7) Next Mike Smith presented the Men of St. Anthony audit for 2016-2017. Mike noted that the Men of St. Anthony's Group has changed its business model from fundraisers to events and free-will offerings. Proceeds from events were donated to the Peru mission outreach and the Senior Recognition Dinner.

Mike indicated that the audit was clean and he found no major issues (please refer to the audit attached to the minutes for detailed results).

Tom Brandt asked if the Men of St. Anthony's are accountable to a Cabinet member. Art Scheuber noted that the group is accountable to him and Fr. Tony. Art further noted that eventually, Men of St. Anthony's Group should be set up in Quick Books.

- 8) Subcommittee reports:

- a) Buildings and Grounds (Tom Brandt chair)

No further updates were presented.

- b) Personnel (Bruce Miller chair / Cheryl Oliva Liaison)

No update was provided at this meeting.

- c) Endowment (Bill Hoile chair / John Hooyman liaison)

No update was provided at this meeting.

Fr. Tony Zimmer noted that there are two upcoming openings for the Finance Council. The terms for Shaun Weinfurter and Brian Kieffer will conclude at the end of June. Fr. Tony said he has started looking at potential candidates to replace Shaun and Brian. Recommendations for new appointees can be made to Fr. Tony. Tom Brandt also noted that volunteers will be needed for the Chair and Secretary positions.

9) Action items / Assignments

- a) Hot lunch program audit / follow-up mid-year – Andy Farris
- b) Hot Summer Slice audit – Brian Kieffer
- c) Men of St. Anthony audit – Mike Smith
- d) Athletics – Sheri Schmit (Christina Binagi handled the prior year)
- e) Scrip – John Hooyman (Michael Hofbauer handled the prior year)
- f) Gala (bi-annual) – Jim Hammes / Shaun Weinfurter

10) John Hooyman closed the meeting with a prayer.

Next Meeting: Thursday, May 24, 2018 at 7 PM*– Cheryl Oliva to lead opening and closing prayers.

* Note, this is a change of date and time as the May meeting was originally scheduled for Monday, May 21 at 6:30 PM.