

**St. Francis of Assisi Finance Council Minutes**  
**December 16, 2020**

A meeting of the Finance Council was held on December 16, 2020, remotely by Zoom. Bill Censky called the meeting to order at 6:00 p.m.

**Members present:** Father Doug LeCaptain, Father Jason Blahnik, Father Ben Johnson Bill Censky, Jerilynn Gill, Denise Kitzerow, Andy Krajnek, Randy Miller, Mike Salutz, Hank Sturm, and Kate Reynolds. **Others present:** Pat Brandel, Deanne Kuenzi, Judy Denor and Mark Le Greve.

**Opening Prayer:** Father Jason provided the opening prayer.

**Mission Statement:** Bill Censky read the Parish Mission Statement.

**Open Forum with Parishioners:** No appearances.

**Approval of Minutes:** A motion was made and seconded to approve the minutes of the November 18, 2020 meeting. Motion passed.

**Pastor's Comments Specific to Finance Council:** None

**Finance and Accounting:**

- a. **SFA Financial Statements 11/30/2020.** Deanne Kuenzi reviewed the Financial Statements. Parish support for the month exceeds budget by \$35,000 and exceeds budget for the year by \$5000. The expenses for the month are in line with budget. The current budget is 10% lower than 2019-20.  
**A motion was made and seconded to approve the November 30, 2020 financial statements. Motion passed.**
- b. **SFA Audit Discussion.** The Finance Council discussed whether there should be an audit of the Parish, and if so, what type. The estimate for a full opinion parish audit is \$9,000 to \$11,000 and for a limited opinion parish audit, half the cost. A third alternative is a compilation with no opinion. After a robust discussion, **a motion was made to authorize Deanne Kuenzi to request CLA provide a draft engagement letter for completion of a full opinion audit for the year ending June 30, 2021, to be reviewed at the next Finance Council meeting. Motion passed.**
- c. **PPP Loan Status.** The application for the PPP loan forgiveness is subject to Diocesan review and approval. It is expected to be filed by January 31, 2021.
- d. **Year End Appeal and Annual Report.** The appeal and year-end report have been mailed to parishioners as of mid-December 2020.

- e. **IRA RMD Appeal.** Deanne reported most persons repeated their prior year's IRA gifts through year-end IRA transfers. No follow-up appeal was necessary.
- f. **Catholic Foundation Account Status.** The Catholic Foundation is revising its Account Agreement to implement several of the SFA Parish suggestions.
- g. **2020-2021 Fiscal Year Budget.** To date the Finance Council has approved two three-month budgets forecasted for the six months July 1, 2020 to December 31, 2020. The Finance Council reviewed a forecasted budget for the entire year July 1, 2020 to June 30, 2021. **A motion was made and seconded to recommend to the Pastoral Council for approval the presented and reviewed forecasted budget for July 1, 2020 to June 30, 2021. Motion passed.**

#### **Other Updates:**

a. **Calvary Cemetery.** Bill Censky reported he conferred with Ken Brooks about the status of the Cemetery. Ken confirmed the cemetery is operating as normal. Starting January 2021, he will provide a written report recapping the monthly financial status of the cemetery. It was noted that the Parish subsidizes the Cemetery in the amount of \$70,000 per year. The subsidy is recorded as a bad debt by the Parish in the event the cemetery is in the future able to repay those amounts. The Cemetery has a required perpetual care fund in excess of \$1 Million.

b. **Stewardship.** Father Jason reported he and the Stewardship Committee are continuing their mission and noted the Bishops Appeal has begun.

**The meeting of the Finance Council adjourned at 7:00 p.m. to join the Joint Meeting with the Pastoral Council by Zoom.**

#### **Topics at the Joint Meeting:**

1. **Acts XXIX.** Father Doug reported the staff attended a two-hour meeting on-line for this program preparation. The goal is to hold the previously scheduled two-day staff retreat when it is safe.
2. **COVID.** Father Doug reported on staff updates and requested any concerns others have heard in the community about how the Parish is addressing the COVID pandemic matters. No comments were provided.
3. **Financial Update.** Father Doug discussed the budget which reflects a 10% decrease from prior year. He noted two employees have left the Parish, for a total of 1.5 full time equivalents. There are no plans at this time to replace those positions.
4. **Moving Offices to Waldo Blvd. Site.** Father Doug shared proposed floor plans for the offices to be moved to the Waldo Site. Several questions were addressed. He also reviewed the reasons for the proposed move from the current site and the expected sale of the current building and the financial advantages in the plan.
5. **Roncalli Catholic Schools-Comments.** There were no community comments heard among the members present.

6. **Advent Day of Retreat.** Father Doug reported there were 175 people attending in church and 180 people participating online. He received several comments about the programs, and all were positive.
7. **Christmas Schedule and Christmas Sign-Ups.** Father Doug reviewed the Christmas Mass schedule noting the Spanish Mass was moved to the Waldo site at 7:00 p.m. He also noted the need for many volunteers for hospitality at the masses.
8. **Annual Parish Meeting.** The annual meeting will Tuesday, January 19, 2021 at The Grand Ave. site at 7:00 p.m. Father Doug reviewed the proposed agenda.
9. **Warming Shelter Update.** Mark Le Greve reported the Ecumenical Warming Shelter Committee continues to research and discuss potential short-term and long-term options.
10. **Facility Updates.** Father Doug distributed Facility Notes updated as of 12/16/2020.

There will be no regular Finance Council meeting in January 2021. Instead, all are encouraged to attend the **Annual Parish Meeting Tuesday, January 19, 2021 at Grand Site following 6:30 p.m. Mass.** Attendance can be virtual or in person.

**Next Finance Council Meeting:** The next meeting of the Finance Council will be on **Wednesday, February 17, 2021 6:00 p.m.** The Joint Meeting with the Parish Council will begin at **7:00 p.m.**

Closing Prayer was provided by Father Doug.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Kate Reynolds  
Secretary