

St. Francis of Assisi Finance Council
Minutes
January 23, 2017

A meeting of the Finance Council was held on January 23, 2017 at the Parish Office. Randy Miller called the meeting to order at 6:00 p.m. The following members were present: Tom Angst, Ken Brooks, Jerilyn Gill, Randy Miller, Kate Reynolds, and Hank Sturm. Father David Pleier, Bill Censky, Bob Fricke, and Denise Kitzerow were excused. Also present were Deanne Kuenzi and Pat Brandel.

1. Opening Prayer. Randy Miller provided the opening prayer.
2. Minutes. **A motion was made and seconded to approve the December 14, 2016 minutes. Motion passed.**
3. Budgeting for July 1, 2017 to June 30, 2018
 - a. Timing and process. The budget process is the Finance Council recommends the budget to the Parish Council; the Parish Council recommends the budget to the pastor who approves the budget. At the March 8, 2017 meeting, the Finance Council will review the first draft of the Parish budget in detail and make and changes. The final budget will be acted on at the March 8, 2017 or the April 12, 2017 Finance Council meeting. Deanne Kuenzi was asked to provide a draft of the Parish budget by March 1, 2017 to the Finance Council. A balanced budget is requested.
For the future, the Finance Council suggests (1) no later than its December meeting, it receive a detailed budget from the SFA Elementary School Board including the subsidy it is requesting from the Parish; (2) no later than its December meeting it receives details on the Roncalli High School subsidy request; and (3) at the January Finance Council meeting a detailed first draft of the Parish budget be presented for review and action.
 - b. 2017-18 Subsidy-SFA Elementary School. The original subsidy for 2016-17 was \$1.12 million; it was increased to \$1.153 million mid-year. The School proposes a subsidy of \$1,124,000 for 2017-18 which includes increasing tuition by \$100 per student per year; a 1% salary increase; and adding one teacher. The School budget also includes \$70,000 for capital outlay, and it is a balanced budget. The proposed subsidy amount is 35% of the projected revenue for 2017-18. In 2016-17, the subsidy of \$1.153 is 40.8% of the total revenue. It was noted the Diocese has a target of 30%. **A motion was made and seconded to approve the amount of \$1,124,000 as the subsidy to SFA Elementary School for 2017-18. Motion passed.**
Additional discussion on the process included that the Finance Council should be vigilant in reviewing the school budget and obtaining updates on the operation of the school. The Parish must do budgeting in January, 2018 in order to have the amount of the subsidy determined for the SFA Elementary School to meets its time constraints. **The Finance Council recommended for 2018-19 and going forward that one Finance Council member participate with Deanne Kuenzi (or appropriate staff person) regarding the school budget and the calculation of the**

subsidy. Ken Brooks agreed to attend the next school board meeting and report the discussion at this meeting.

- c. 2017-18 Roncalli High School subsidy. The subsidy paid in 2016-17 was \$304,141, which was a decrease of \$30,000 from the prior year. The request for 2017-18 is \$349,746, which represents a 15% increase. A school subsidy trend line was reviewed, showing a general downward trend in the subsidy for Roncalli from 2005-06 through 2016-17. The total of all parish subsidies for Roncalli represents 16% of its income.

A motion was made and seconded to approve the amount of \$349,746 as the subsidy to Roncalli High School for 2017-18. Motion passed.

4. Closing Prayer. The closing prayer was prayed by all.

The next meeting will be on **Wednesday, February 8, 2017 at 6:00 p.m.** at the Parish Office.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Kate Reynolds