

St. Francis of Assisi Finance Council
Minutes
October 12, 2016

A regular meeting of the Finance Council was held on October 12, 2016 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, Bill Censky, Bob Fricke, Jerilyn Gill, Denise Kitzerow, Randy Miller, Kate Reynolds, and Hank Sturm. Father Dave Pleier was excused. Also present were Deanne Kuenzi, Pat Brandel, and Steve Mirsberger.

1. Opening Prayer. Randy Miller provided the opening prayer.
2. Minutes. A motion was made by Hank Sturm, seconded by Bill Censky to approve the minutes of the September 27, 2016 Finance Council meeting. Motion passed.
3. Stewardship update. Pat Brandel provided an update on stewardship.
 - a. Financial. Upcoming mailings will include an advent information mailing in mid-November, 2016 and in early December, 2016 there will be a mailing to include a year-end request letter with information about donation amounts and stewardship sharing materials including a letter from Father Dave, a chart illustrating a step-up formula for increasing individual gifts, methods of making gifts, and a pie chart of how money is spent by the parish. Other matters under discussion are the potential move to quarterly statements, and use of the commitment card. The availability of other methods of giving which include on-line giving, credit card and ACH was discussed. The costs of any method of giving must be weighed against the expected benefits. A suggestion to decrease the number of envelopes to one per month is also being reviewed.
 - b. Mass Attendance. The marketing team is working on a plan to increase mass attendance, to involve aspects of music, hospitality and youth. Mass times were also discussed. Steve Mirsberger representing the school board indicated that one mass per month is assigned to a specific grade level, providing opportunities for the youth and parents for participation and attendance.
4. Vision 2020 Update. Bill Censky confirmed the facilitator has been chosen and the next planning session will be October 17, 2016.
5. Financial Statement Review.
 - Actual to Budget. Deanne Kuenzi reviewed the September, 2016 parish only financial statement. Parish support for September, 2016 was \$162,391, below budget by \$3000. Total income for September, 2016 was \$187,558, below budget by \$27,000. Total expense for September, 2016 was \$228,522, below budget by \$31,000. The YTD loss for September, 2016 is (\$139,038), which is a \$22,000 greater loss than the budgeted loss of (\$117,946.)
 - The Cemetery was discussed. The parish pays the salary of the Cemetery director, and the Cemetery operation is responsible for payment of overhead. In addition, 25% of sales are allocated for the perpetual care fund. The cemetery has paid back to parish \$12,000

YTD. The cost of the cemetery is shown as cemetery subsidy expense of \$18,142 YTD, which is equal to budget. The balance sheet shows an account receivable from the cemetery of \$189,000 with a bad debt allowance of \$113,000. A suggestion was made that the finance council receive copies of the cemetery financial statements.

- Ken Brooks reported that he and Deanne Kuenzi are in the process of reviewing the bank statements and reconciliations for the Script account.

6. Audit Report. The audit report is due October 15, 2016. Corrections to the drafts previously reviewed will be e-mailed to the finance committee to be discussed at the November, 2016 meeting.

7. New Business. No new business.

8. Closing Prayer. The closing prayer was led by Randy Miller.

The next meeting will be on Wednesday, November 9, 2016 at 6:00 p.m. at the Parish Office.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Kate Reynolds

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