

St. Francis of Assisi Finance Council Minutes
April 11, 2018

A regular meeting of the Finance Council was held on April 11, 2018 at the Parish office. Denise Kitzerow called the meeting to order at 6:00 p.m.

The following members were present: Father Doug LeCaptain, Father Mark Mleziva, Ken Brooks, Bill Censky, Jerilynn Gill, Hank Sturm, Tom Angst, Denise Kitzerow and Bob Fricke. Excused were Randy Miller and Kate Reynolds. Also present were Pat Brandel, Steve Mirsberger and Deanne Kuenzi.

1. Opening Prayer. Father LeCaptain provided the opening prayer.
2. Minutes. A motion was made and seconded to approve the March 14, 2018 minutes. Motion passed.
3. Pastor's Comments.
 - a. Triduum & Easter
 - 9:30 and 10:30 Easter masses were very well attended.
 - We need another mass next year at Marshall
 - b. First Sunday 6:30 PM Mass April 8th
 - Well attended and appreciated.
 - c. Divine Renovation Ch. 7 Comments (not all inclusive)
 - Our pastor changes and frequent turnover inhibit ability to make change
 - Rotating priests will only emphasize maintenance mode, not growth mode
 - We do not have a Vision for the church. We need one.
 - We do not have a corresponding Strategy or 5 Year Plan. We need one.
 - We are presently in a "Manager" mode. This coming year we need to be in a "Leader" mode.
 - We need a strong team behind the leader for that person to focus on vision and strategy
 - d. Alpha Update
 - Majority of surveys have been received
 - Tuesday and Wednesday sessions were selected. More information to follow.
 - Those that cannot make these sessions can wait for the fall sessions
4. Vision 20/20 Pastoral Planning
 - a. School Planning Update
 - Still waiting for initial meeting to be called by the Diocese. Delays are frustrating. If nothing is heard by Friday, April 13, Father Doug will call and push for meeting.
 - b. Pre & Post St. Francis of Assisi Parish Analysis
 - Efficiencies in term of money and people are a result of the consolidation of parishes.
 - This is for internal and individual use and not to be publicly shared.

5. SFA and Calvary Cemetery Financial Statements.

a. Deanne Kuenzi presented the Parish Statement of Financial Position as of March 31, 2018 and the Parish Only Statement of Income and Expense for March 31, 2018. Net income for the month is a loss of \$15,881 compared to a budget loss of \$22,180. Net income YTD is \$24,719 compared to a budget of \$3,368. This favorable YTD \$24,000 position relative to budget is primarily due to a large estate bequest (\$183,000), of which a portion is being used to pay for the Bobcat tractor (\$53,909) purchased the end of last year. The largest YTD issue continues to be a shortfall in parish support of \$60,000 relative to budget.

b. Deanne Kuenzi also presented the Parish & School Statement of Income and Expense for March 31, 2018. Including the school, net income for the month is a loss of \$28,803 compared to a budget loss of \$7,565. Net income YTD is \$24,564 compared to a budget of \$58,430. This favorable YTD \$34,000 position relative to budget is due to the parish factors noted above plus the school being favorable due to the timing of school choice.

b. Ken Brooks presented the Calvary Statement of Financial Position as of March 31, 2018 and the Statement of Income and Expense for March 31, 2018. YTD Net Ordinary Income is \$44,354 and Net Income (after inc. & exp. for Perpetual Care) is \$145,312.

6. Other Finance & Accounting

a. Parish Endowment Fund (Acct 130.01) – Deanne is to investigate with the Diocese whether we can use these funds as unrestricted and at our discretion. We would like to develop our own policy as to how these funds could be used going forward. There is no written policy today.

b. Operating Budget Draft

- Objective - Achieve a breakeven net income Parish operating budget.
- Assumptions:
 - No capital campaign for church or school until after the 2018/2019 Year.
 - It was suggested not using and not doing any capital improvements to St. Boniface until plan is determined by Diocese.
 - 1% Salary increase for staff (may vary by individual)
 - No Vision 20/20 except sell parish office if buyer is found with offer near appraisal value.
- Message to Parish Council: Must reduce number and use of buildings in order to reduce operating cost and avoid any future required capital expenditures.
- Deanne will propose another draft of the budget May 30 taking into consideration the following possible changes:
 - Development – Verify and validate accounts 431, 450 & 451
 - School Subsidy - Less expense due to higher than anticipated School Choice students (125 vs. 100)
 - Maintenance – Similar to this year, plan on minimal expense until an overall Vision 20/20 plan is finalized
 - Staffing – Are we staffed appropriately?
 - Endowment Fund – Can this be used?

- Wills & Estates – use to balance and break even (3 pending estates)
- c. Capital Expenditures Budget - Similar to this year, plan on minimal expenditures until an overall Vision 20/20 plan is finalized

7. Properties

- a. DVC Property Adjacent to Marshall Site – demolition is completed. SFA will pay \$1 for ownership of the empty lot and leave it as green space.

8. Other Updates

- a. Buildings and Grounds Committee – No update.
- b. Human Resources Committee – No update.

9. Parish & School Development & Communications report.

- a. Randy Miller emailed the March 2018 report to all members.

10. Executive Session. No report.

11. Next Meeting

- a. **May 30, 2018 - 6:00 p.m. at the parish office. NOTE CHANGE.**
- b. **June 13, 2018 - Joint Finance & Parish Council meeting. Pending confirmation.**
- C July 11, 2018 – No Finance Council Meeting. NOTE CHANGE.**

12. Closing Prayer. The closing prayer was provided by Father LeCaptain.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Tom Angst