

St. Francis of Assisi Finance Council Minutes
May 30, 2018

A regular meeting of the Finance Council was held on May 30, 2018 at the Parish office. Randy Miller 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, Hank Sturm, Tom Angst, Denise Kitzerow, Bob Fricke., Randy Miller and Kate Reynolds. Excused were Jerilynn Gill and Steve Mirsberger. Also present were Pat Brandel and Deanne Kuenzi.

1. Opening Prayer. Father LeCaptain provided the opening prayer.
2. Minutes. **A motion was made and seconded to approve the April 11, 2018 minutes. Motion passed.**
3. Pastor's Comments.
 - a. Music Program
 - Position is now ½ FTE;
 - Seeking candidates for the position
 - b. Our new priest will be Father Jose Lopez.
 - c. Secretary Trustee Election
 - Current trustee Bob Fricke has agreed to run again and will be on the ballot
 - Election is weekend of June 23-24, 2018
 - d. Other -Alpha Update
 - Summer groups have been formed
 - Next group sign up in August for Fall, 2018 session
4. Vision 20/20 Pastoral Planning
 - a. School Planning & Diocese Update
 - Initial meeting expected in a month
 - Moving in a positive direction to a regional school
 - Expect general proposal in Fall, 2018
 - b. Divine Renovation Observations due June 6
 - To be reviewed at the Joint Pastoral Council/Finance Council meeting on June 12, 2018
5. Finance and Accounting
 - a. SFA and Calvary Cemetery Financial Statements.
 - Deanne Kuenzi presented the Parish Statement of Financial Position as of April 30, 2018 and the Parish Only Statement of Income and Expense for April 30, 2018. Net income for the month is \$29,211 compared to a budget of \$4775. Net income YTD is \$47,164 compared to a budget of \$8145. This favorable YTD \$39,000 position relative to budget is primarily due to a large estate bequest

(\$183,000), a portion of which is shown in the monthly income. The largest YTD issue continues to be a shortfall in parish support of \$70,000 relative to budget.

- Deanne Kuenzi also presented the Total School Statement of Income and Expenses, and the Parish & School Statement of Income and Expense for April 30, 2018. Including the school, net income for the month is \$25,785 compared to a budget of \$20,890. Net income YTD is \$36,183 compared to a budget of \$79,323.
- Ken Brooks commented on the Calvary Cemetery Financial Position that \$6500 was approved as an expenditure for sidewalk repair costs. No Financial Statements were presented.

b. Newsletter Mailing. A Newsletter will be mailed on June 12, 2018 reminding parishioners of the Church year end of June 30. It will provide updated parish information, possibly a form/envelope to return indicating interest in becoming more involved in the parish, and an opportunity for giving.

c. Operating Budget FYE 6/30/19.

- Deanne Kuenzi provided the updated Operating Budget for FYE 6/30/19. She also reported there were some adjustments to the school budget, based on the DPI School Choice amount, but the final school budget showed no change to the parish subsidy amount. Nevertheless, the Finance Council indicated it should be informed of any adjustments to the school budget which could impact the parish subsidy.
- The school budget is based on 380 students, with a total of 128 in the DPI program. That reflects an increase of 48 students in the DPI program. The regulations were changed allowing a greater opportunity for enrollment. The state payment is \$7747 per student.
- The Parish budget contains no budgeted item for capital improvements. The budget is balanced because of an income amount of \$100,000 from estate bequests. The finance council suggested the fact that the budget is balanced based on anticipated estate bequests should be clearly communicated to the parish members at the annual meeting.

A motion was made and seconded that the Finance Council recommend to the Pastoral Council approval of the 2018-19 budget as presented, based on the school also having a balanced budget. Motion passed.

6. Properties. Randy Miller shared a suggestion submitted by Jerilynn Gill. Because the Finance Council agreed at the last meeting to ask the Pastoral Council to consider downsizing the number of facilities of the parish, it would be beneficial to do a financial analysis of how much each facility is costing the parish (utilities, insurance, etc.) and to include the number of hours invested at each facility, both paid and unpaid, for maintenance, cleaning, lawn care, snow removal, etc. This information, together with building utilization and the capital/repair numbers provided earlier, will provide the necessary information for a solid basis for decision-making.

The Finance Council agreed with that suggestion. A committee consisting of Kevin Wilke, Mike Miller, Jerilynn Gill, and any other volunteer from the Finance Council will work on that and provide an update at the August, 2018 meeting.

- a. Waldo Site: The parish received the reimbursement from the State of \$8300. The work is scheduled to start in 2019.
- b. DVC Deed: The deed from DVC has been signed and is being recorded.
- c. Michigan Avenue Lease: The farmer currently renting the property has renewed the lease for the same rent of \$3350.
- d. Central Office and other properties:
 - The Diocese has confirmed two appraisals are required for selling the Central Office Building. A Green Bay appraiser will provide the second appraisal. Each appraisal costs \$2400.
 - Alternate space for the Central Office includes the Waldo Rectory and the Life Teen Space. The proxy for the Menasha Lot is pending in Green Bay. It was noted the parish may want to retain that lot for parking.
 - The Marshall Rectory is now leased. Depending on the move from other buildings, and the need for space at the Waldo Rectory, the Pastor may need to move to the Marshall Rectory.
- e. South 10th Street Assessment: The City levied the S. 10th Street Assessment for street improvements only (no sewer assessment) and at residential rates of \$25 per foot. The total assessment is \$15,260.62 due November 1, 2018. Any amount deferred will bear interest at seven (7%) per annum.

A motion was made and seconded to recommend to the Cemetery Board that the assessment amount of \$15,260.62 be paid in full by November 1, 2018. Motion passed.

7. Other: Pat Brandel mentioned the terms of the members of the Finance Council. Current terms are as follows:

Terms expiring 6/30/18: Tom Angst and Bill Censky

Terms expiring 6/30/19: Randy Miller and Hank Sturm

Terms expiring 6/30/20: Jerilynn Gill, Demise Kitzerow, and Kate Reynolds

Per Guidelines, all members are eligible to serve an additional three (3) year term after expiration of current term.

8. Closing prayer: Father Mark provided the closing prayer.

9. Next Meeting:

a. June 13, 2018 6:00 p.m. Joint meeting of the Parish Council and the Finance Council. Meeting at the Grand Avenue Xavier Conference Room. Enter the west side of the building and proceed down the ramp. A social will follow.

b. There will be NO July 11, 2018 Finance Council Meeting.

c. Next Finance Council Meeting is Wednesday, August 8, 2018 at 6:00 p.m. at the Parish Central Office.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Kate Reynolds