

**St. Francis of Assisi Finance Council**  
**Minutes**  
**September 27, 2016**

A regular meeting of the Finance Council was held on September 27, 2016 at the Parish Office. Randy Miller called the meeting to order at 6:00 p.m. The following members were present: Father Dave Pleier, Tom Angst, Ken Brooks, Bill Censky, Bob Fricke, Jerilyn Gill, Denise Kitzerow, Randy Miller, Kate Reynolds, and Hank Sturm. Excused were Russell Schmidt and Tim Reis. Also present were Deanne Kuenzi, and Lacey Silbernagel, CPA, and Cristina Kanethavong, CPA, Schenck.

1. Opening Prayer. Father Pleier provided the opening prayer.
2. Minutes. A motion was made by Hank Sturm, seconded by Bill Censky to approve the minutes of the June 8, 2016 Finance Council meeting held jointly with the Parish Council. Motion passed.
3. Schenck Presentation: Financial Statements and Management Letter. The accountants from Schenck presented the drafts of the Parish Financial Statements for the fiscal years ending June 30, 2016 and June 30, 2015, and the draft of the Management Letter. They noted DPI does not allow GAAP departures, resulting in capitalizing fixed assets. Discussion included whether the cemetery receivable of \$87,871 should be \$0. It will remain on the balance sheet for now. The topic of discussion of the cemetery, payments and financing will be added to the agenda of future meetings. Ken Brooks will prepare a draft of a Correction Action Plan in response to the Management Letter. The accountants also recommended the policies of the Parish be reviewed, and that consistent policies for the Parish and School be enacted. The audit is due to the DPI by October 15, 2016. **A motion was made and seconded to approve the draft of the audit, with the changes discussed, and recommend approval to Father Pleier. Motion passed.**
4. Pastor Comments. Father Pleier indicated the Parish will be developing a PR piece to present at all masses encouraging parishioners to increase their contributions. Additional media releases and speaking engagements are in the planning process. A study of the number of envelopes mailed out, and the need for that number, is being conducted. Additional comments included that the Come Follow Me campaign has been discontinued. Pledge cards will be mailed in November, 2016 to all parishioners with a message and an opportunity to pledge. The parish is also working on a formalized online giving program. A suggestion was made to use a Power Point program showing the giving and expense trends for the parish in future presentations. The ultimate goal is to bring more persons back to mass attendance.
5. Financial Statement Review.
  - Actual to Budget. Deanne Kuenzi made a brief presentation of the June, July and August, 2016 financial statements. The June 30, 2016 statement is the end of the 2015-2016 fiscal year. The combined Parish and School Income Statement shows Parish net income of (\$264,717) and School net income of \$36,167, for a combined net income (loss) of (\$228,550).

- July Parish income. Parish support for July, 2016 was \$158,365, below budget by \$7000. Total income for July, 2016 was \$174,330, below budget by \$18,000. Total expense for July, 2016 was \$264,477, being \$8000 over budget. The YTD loss for July, 2016 was (\$90,147), which is a \$25,000 greater loss than budgeted of (\$65,519.)
- August Parish income. Parish support for August, 2016 met budget at \$171,014, and total income for August, 2016 was \$198,595, below budget by \$15,000. Total expense for August, 2016 was \$197,837, being \$22,000 below budget. Net income for August, 2016 was \$768, which is \$7700 ahead of budget. The YTD loss was (\$89,390) which is a \$17,000 greater loss than budgeted of (\$72,559).

6. Other Business.

- With Deacon Bob's departure, the Parish is continuing to review realignment of duties among the staff, and revising job descriptions accordingly.
- Bill Censky reported on the Strategic Planning Committee. A facilitator has been chosen, and the committee will be meeting on October 17, 2016 for more planning.

7. New Business. No new business.

The next meeting will be on Wednesday, October 12, 2016 at 6:00 p.m. at the Parish Office.

8. Closing Prayer. The closing prayer was recited by all.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Kate Reynolds

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