



Parish Annual Financial Report

Fiscal Year 2017-2018

Published October 21, 2018

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A Message From Our Pastor

This annual report of the St. Margaret Mary Parish Corporation includes a lot of numbers. That is the nature of an annual corporate report. I ask you to see not numbers but the ministry those numbers represent.

As you see the number of baptisms, see a parish that is growing as the Body of Christ and sharing the life of Our Lord Jesus Christ with another generation. See our future promise to assist parents in their role as primary educators of their sons and daughters in the faith through Religious Education Programs and St. Mary Catholic Schools.

As you note the number of funerals, see the promise and hope of eternal life. See also the ministry offered to grieving families as a funeral choir leads and sets a tone for the expression of emotions music draws from us. Recognize the men and women in Friendship Hall serving a luncheon, the volunteers who help maintain our two cemeteries with our neighboring parishes and see those who facilitate grief sharing sessions in the months and years healing from loss takes.

As you see the reports of "Parish Outreach" and "Living Our Faith in Haiti", see not the financial notes only, but see the faces of those who discover a loving community giving hope when financial resources are scarce.

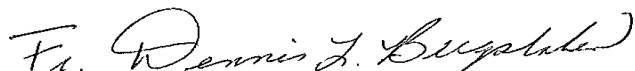
A report tells us of our past activity made possible by the financial numbers reflective of parish support. We do not, however, live in the past. We live in the present and look to the future.

We are committed to a future where we encounter Jesus, follow Jesus, worship Jesus and share Jesus. This is a simple formula for growth in discipleship.

During this current year, you will be invited to grow as disciples. Alpha sessions will be expanded. Care Ministry will be introduced to train disciples in aspects of ministry to fellow parishioners. (Although designed as ministry to others, most Care Ministers report a sense of more growth in themselves than they feel they extend to others). Liturgical Ministries will continue to deepen and grow, as well as our faith sharing and educational opportunities.

This future growth as a community of faith is possible only with our stewardship of resources. Our foundation of stewardship is gratitude. As you look at your own life and the gifts of St. Margaret Mary Parish, I am confident a look beyond the numbers to see the People of God represented by the figures will trigger within each of us thankfulness and a disciple's response.

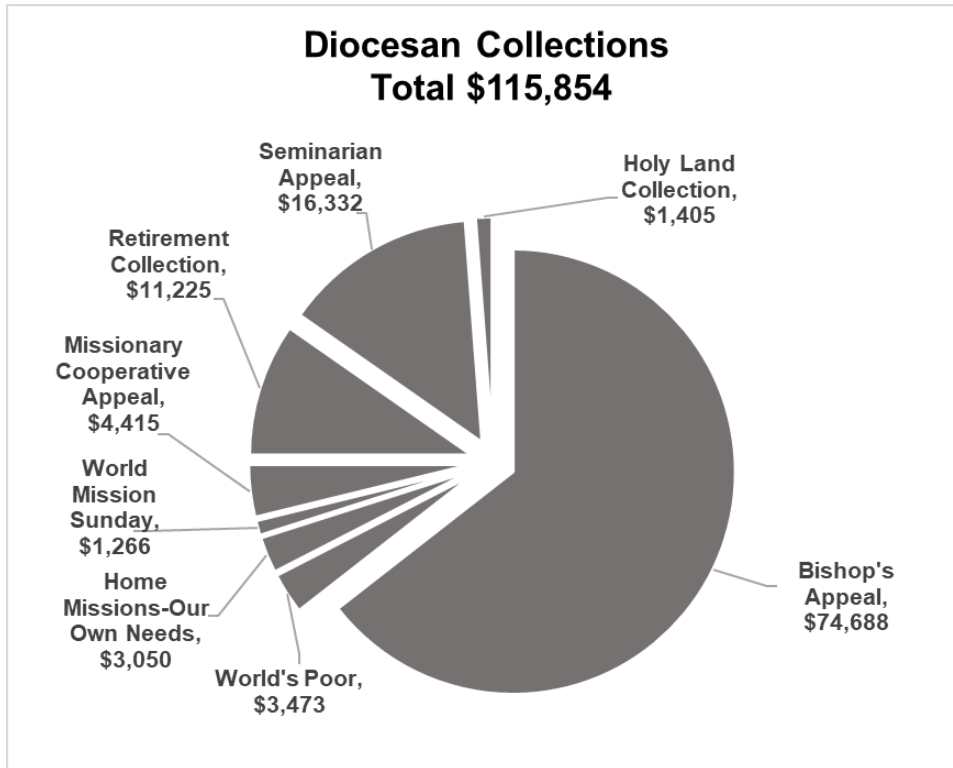
May God bless us all,



Fr. Dennis Bergsbaken

Parish Generosity

The charts below reflect contributions collected for special parish or diocesan collections. These collections are a pass through, which means funds are collected and then disbursed for the indicated cause. Thus, they have no impact on parish finances.



What the Human Concerns Committee Would Like You To Know:

The Human Concerns Committee's vision is "to be the heart and hands of Jesus".

Through the annual Parish Outreach collection, 25 families received financial support at various times throughout the year. Several families also received financial assistance as they encountered emergency situations. When appropriate, these families are also connected with St. Vincent de Paul so identified, on-going needs can be met. It is the generosity of our parishioners through the Parish Outreach collection that make this possible.

In addition, the Human Concern committee helped to organize the following projects:

- Harvest of Plenty
- Veteran's Appreciation
- Christmas Giving Tree
- Valentines/Greeting Cards to Parishioners
- Community Christmas Dinner
- Noon Meal Outreach
- SPIRITUS Meal Provision
- Warming Shelter Volunteers and Food Support
- Easter Baskets
- Meals for Parishioners
- Rise Against Hunger Meal Packing Event

The Respect Life Committee, as a subcommittee of Human Concerns, co-sponsored the "Love & Life Unlimited" event in October 2017 and provided monetary and baby care supplies to Mother and Unborn Baby Care through the Baby Bottle and Bundles of Joy collections.

Another subcommittee of Human Concerns, Living Our Faith in Haiti, was also very active during the year. In January 2018, several members of St. Margaret Mary Parish visited St. Joseph's parish in Thomonde, Haiti, our twinning parish. They worshipped with them, visited with their students and parish members and provided vision and dental care. Fr. Pol, priest of St. Joseph's, visited St. Margaret Mary in October 2017. In addition, various events were held and updates provided throughout the year to keep parishioners abreast of this outreach ministry. The Haiti Lenten tithing focus helped to financially support several humanitarian needs of St. Joseph Parish.

The Human Concerns Committee invites all parishioners to join in "being the heart and hands of Jesus".

Financial Statements for Parish Collections

Below are the financial statements for Parish Outreach, Parish Emergency Fund, Respect Life and Living Our Faith in Haiti.

Parish Outreach

	Fiscal Year 2017-2018
Beginning Account Balance – July 1, 2017	<u>\$15,147.39</u>
Contributions Received:	
Parish Outreach Collection	\$35,921.01
Christmas Scrip Collection	<u>\$1,000.00</u>
Total Contributions	<u>\$36,921.01</u>
Support Provided:	
Back-to School Scrip cards	\$5,000.00
Thanksgiving Scrip cards	\$2,150.00
Christmas Scrip cards	\$2,150.00
February Scrip cards for heating assistance	\$2,500.00
Easter Scrip cards	\$1,900.00
Emergency Assistance (transitioned from separate fund)	\$214.80
Hurricane Relief	\$1,000.00
YNIA Service Trip	\$500.00
Rise Against Hunger	\$2,274.16
Womankind Medical Clinic	\$1,000.00
Salvatorian Center	\$1,000.00
Catholic Relief Services	\$1,000.00
St. Joseph Food Pantry	\$1,000.00
St. Vincent de Paul	\$1,000.00
Community Circle of Support (Goodwill)	\$1,000.00
SPIRITUS	\$1,000.00
Neenah Menasha Emergency Society	<u>\$1,000.00</u>
Total Support Provided	<u>\$25,688.96</u>
Ending Account Balance – June 30, 2018	<u>\$26,379.44</u>

Emergency Fund
(Transitioned to Parish Outreach Fund during 2017-2018)

	Fiscal Year 2017-2018
Beginning Account Balance – July 1, 2017	\$2,048.72
Contributions Received:	
Transfer from Parish Outreach	700.00
Donations	\$125.00
Total Contributions	\$825.00
 Emergency Assistance Provided	 \$2,873.72
 Ending Account Balance – June 30, 2018	 \$0

Respect Life

	Fiscal Year 2017-2018
Beginning Account Balance – July 1, 2017	\$2,676.84
Contributions Received:	
Baby Bottle Collection	\$1,705.64
Mother's Day Rose Sale	\$11.00
Total Contributions	\$1,716.64
 Support Provided:	
Mother & Unborn Baby Care	\$819.45
Love & Life Unlimited Event	\$2,091.19
Total Support Provided	\$2,910.64
 Ending Account Balance – June 30, 2018	 \$1,482.84

International Outreach - Haiti
Program Inception (Spring 2016) through June 30, 2018

Contributions

Received sporatically	\$56,392.57
Fund drive – 2017-2018	\$10,457.00
Fund drive – 2016-2017	\$33,684.60
Craft sale – coffee & creole	\$155.00
Total Contributions Received	<u><u>\$100,689.17</u></u>

Expenditures

Haiti Support:

Security Wall	\$19,580.00
Cover for Outdoor Worship Area	\$1,225.00
School	\$18,906.39
Humanitarian Aid (food bars, baby formula, etc.)	\$7,165.51
Tire/battery replacement	\$3,098.44
Assessment (human waste)	\$400.00
Utility assistance	\$1,135.00
Distributed by Haiti travelers	\$2,705.00
Donation to Friends of Haiti	\$1,500.00
Liturgical items (hosts)	\$125.00
Total Haiti Support	<u><u>\$55,840.34</u></u>

Administrative Expenses:

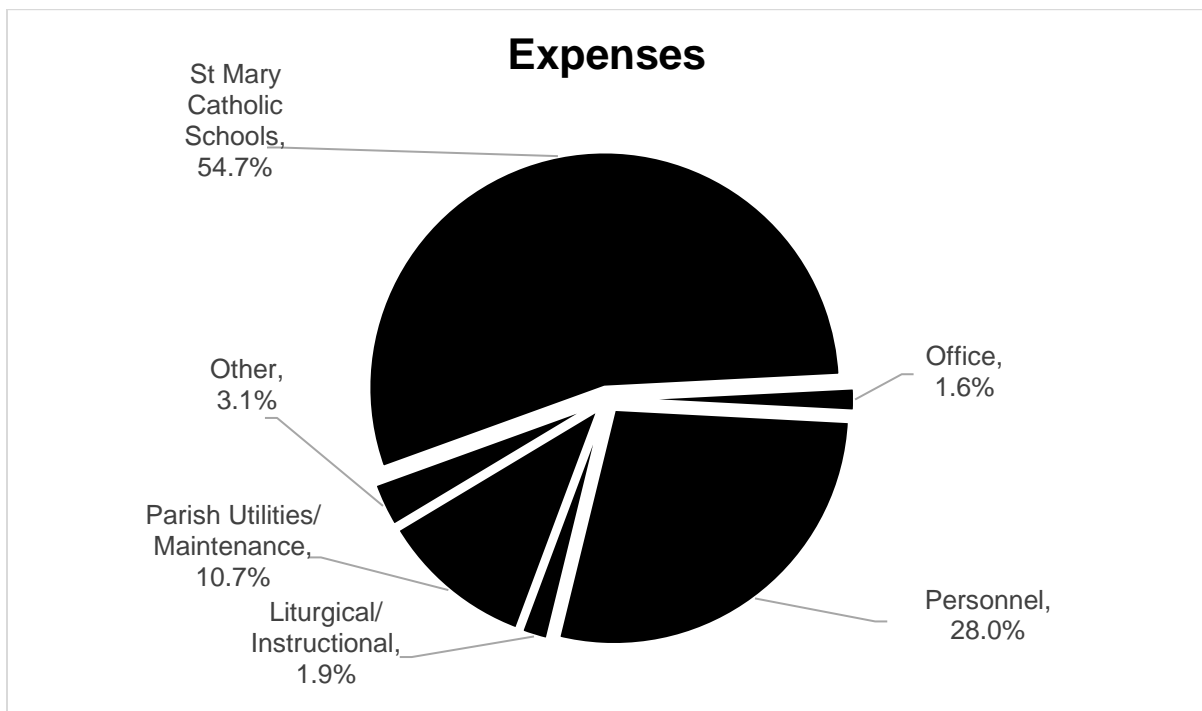
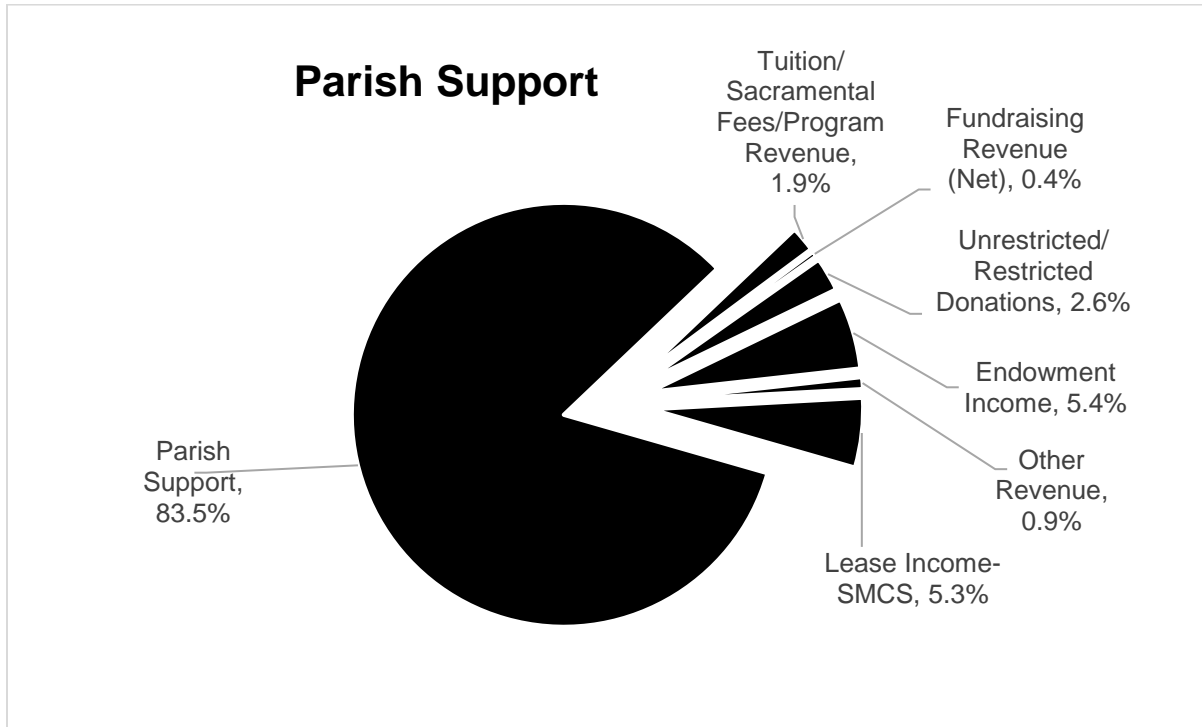
Printing	\$799.09
Wire fees	\$602.29
Shipping	\$261.87
Stock sale fees from stock donations	\$181.16
Meeting expenses	\$231.86
Travel expenses	\$300.00
Miscellaneous – Fr Pol visit	\$1,046.26
Total Administrative Expenses	<u><u>\$3,422.53</u></u>

Total Expenditures \$59,262.87

Account Balance – June 30, 2018 \$41,426.30

Living Our Faith In Haiti has just completed the second year of a 3-year commitment. The program is being evaluated to determine if another 3-year commitment is appropriate. The Living Our Faith In Haiti committee invites your ideas and participation.

Parish Operational Income and Expense Breakdowns Fiscal Year 2017-2018



What Our Parish Ministries Would Like You To Know:

Religious Education

Parents are the primary influencer of spiritual development in their children. In order to assist families in deepening their relationship with Christ, in-home religious education sessions were offered for the first time. More hands-on, experiential lessons were also offered leading our youth and families to a greater recognition of their encounters with Jesus. All of these efforts were well received and will be continued/expanded in coming years.

In order to offer religious education to almost 250 students and their families, our religious education programs are always in need of faith-filled people to teach (full-time or as subs). Volunteers are also needed to assist with the many tasks required to offer a quality religious education program.

In addition, six individuals successfully completed the RCIA program.

Adult Faith Enrichment

Activities of Adult Faith Enrichment included:

- Distribution of Advent and Lent devotional booklets
- “Resisting Happiness” CD distribution at Christmas to parish and school families
- Support for the “That Man Is You: Year 3”
- Bible studies on Monday evening and Wednesday morning
- Lenten “Resisting Happiness” small groups
- Alpha was offered for the first time

All parishioners are encouraged to explore and participate in a faith enrichment activity/program.

Liturgical and Worship

Liturgical and worship highlights for the year include:

- An increase in the number of trained liturgical ministers
- Palm Sunday Procession
- Easter Vigil Fire

All members are encouraged to consider being more active in the liturgical and worship ministries of the parish.

Parish Life

During the year, a new senior group, “Always Young, Always Fun”, was organized to provide older adults with spiritual, social, educational, physical and service opportunities. Watch for more information about this group’s activities.

St. Margaret Mary Catholic School (part of the St. Mary Catholic School System)

St. Mary Catholic Schools, in partnership with family, church and community, provides a quality Catholic education that is focused on faith, academics, service and personal development from preschool through high school. St. Mary Catholic Schools serve over 850 students in the Fox Valley area. St. Margaret Mary Elementary school serves 217 students. Our students participate in daily prayer, weekly mass and monthly service projects. Our theme this year is "Discipleship- Go Make a Difference", all of our school system staff are participating in the Diocesan Alpha program as we focus on building disciples of Christ.

One of our school system goals this year is to build a stronger sense of community in the schools and parish by hosting and participating in community events. Some of our past events include; collecting items for parish and community drives, our annual Halloween Carnival with proceeds going to Living Our Faith in Haiti, the Connect 5 walk/run, the parish appreciation breakfast during Catholic Schools Week, hosting after mass fellowship and the Rise Against Hunger meal packing this summer. St. Margaret Mary school has also worked closely with the grounds committee on the butterfly garden near the parish center. Our school welcomes the opportunity to partner with the parish and the community at large and is open to all ideas focused on community building and serving Jesus.

Another goal of SMCS is to develop and execute a strategic marketing plan to increase enrollment in our Catholic schools. Through our Catholic schools we have the opportunity to encounter, follow, worship and share Jesus with our students and families every day. We offer Catholic education to students from preschool through high school. With the support of the Parish Pastoral Council, the Pastoral Team and the St. Margaret Mary Parish community we can build strong Catholic Schools and Disciples of Christ.

St. Mary Catholic Schools is appreciative of the support of St. Margaret Mary Parish and the surrounding parishes. All are welcome to tour the school and find out more about the spiritual and educational work we do with students and families.

What our Pastoral Council Would Like You to Know:

During the year, the Pastoral Council brainstormed, developed and implemented ways to make our parish more welcoming. As a result of these efforts, a Greeter ministry has been implemented.

A New Member Mentorship program was also developed to connect new members with an established parish member/mentor. New member gatherings will be held to help new members make connections and feel comfortable within our parish community.

The following activities were held to better integrate St. Margaret Mary School with the parish:

- School children contributed canned goods for the Harvest of Plenty food collection for St. Joe's Food Pantry.
- School and parish families participated in the Rise Against Hunger Meal Packing event co-sponsored by St. Margaret Mary Parish and St. Gabriel Parish. FACES, the parent-teacher organization of St. Margaret Mary School, provided child care.
- Shared school and parish event information (Halloween Carnival, Wines Around the World, That Man Is You, etc)
- Published Christmas mass times in elementary school Christmas concert program

What our Finance Council Would Like You to Know:

To fulfill Finance Council's stewardship responsibilities:

- Monthly financial statements were reviewed and approved.
- The 2018-2019 budget was developed and approved.
- Monthly, discussed anticipated parish cash flow challenges and made/implemented recommendations to avoid dipping into the line of credit.
- A Fundraising, Sponsorship and Endorsement policy was developed for the parish. This policy now helps guide staff in addressing requests for these types of activities.
- Worked to meet our Bishop's Appeal goal for 2018.
- A member of the Finance Council served as a representative on the St. Mary Catholic School Finance Committee.
- Planned and prepared for the parish annual report and meeting.
- An AmazonSmile account was established which provides a way for parish members to financially support the parish.
- Reviewed and approved a new policy for paying health insurance premiums during a staff member leave of absence.
- Received updates from Living Our Faith in Haiti, Eucharistic Adoration Chapel.
- Stayed abreast of conversations with St. Mary Catholic Schools related to the subsidy paid by the parish to the school system.
- Reviewed tax law changes that could impact parish contributions.

To fulfill Finance Council's buildings and grounds and safety responsibilities:

- A facilities use document for the parish and a separate document for St. Margaret Mary School were developed.
- Monitored the progress and financial impact of scheduled capital improvements.
- Continue to be abreast of future capital improvements that may have a large financial impact.
- Recognized the substantial electrical cost savings at school (approximately \$2,000 per year) as a result of installation of LED lights. LED lights have now been installed at church and the parish center as well.
- A safety risk assessment was completed by the Neenah Police Department. As a result of that assessment, numerous items have already been implemented. A committee focused on safety will be developed in the near future.

Discussion of the SCRIP program was also part of the Finance Council agenda, recognizing the continued challenge with the SCRIP program. Volunteers for weekend sales have not come forward, so the income the parish receives from this program continues to decrease.

The Finance Council also received updates about the St. Patrick and St. Margaret cemeteries.

Joint Pastoral and Finance Council Activities

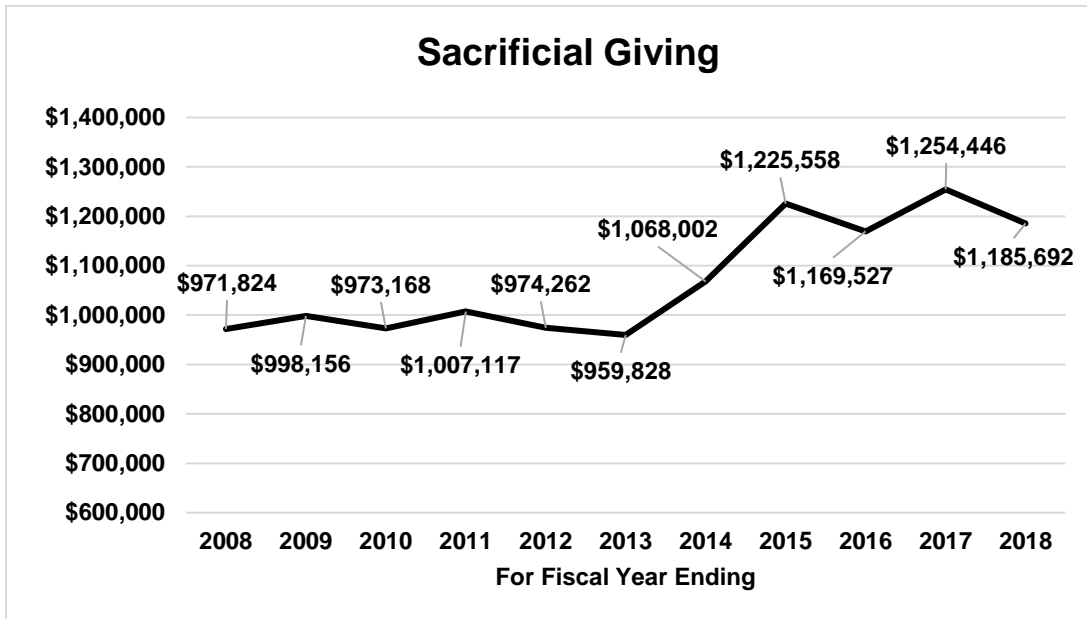
The Pastoral and Finance Councils met jointly twice during the year.

In order to better understand how the funds St. Margaret Mary provides to St. Mary Catholic Schools are used, representatives from St. Mary Catholic Schools participated in the first joint meeting. A better understanding of both organizations was gained by all in attendance and ideas about how to better work together in the future were identified.

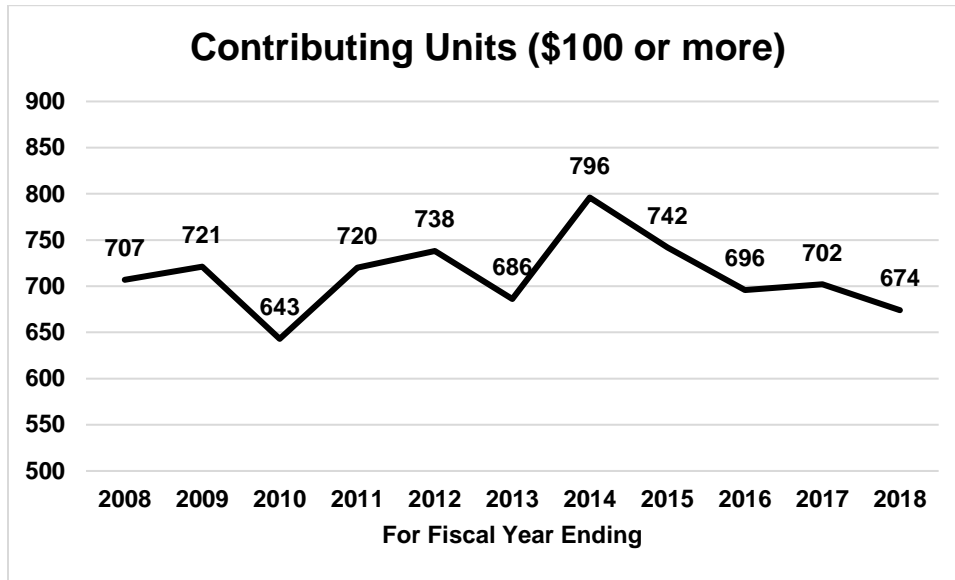
At the second joint meeting:

- Our Religious Education Director shared the future direction of the St. Margaret Mary Parish Religious Education Program.
- Information was shared about the initial offering of Alpha at St. Margaret Mary. Staff, several Pastoral and Finance Council members, as well as parish volunteer leaders had attended the Discipleship workshops offered by the Diocese in spring and Alpha is one of the next steps in the Discipleship training series.
- The future parish planning process was also shared.

Parish Financial Trends



Parish Financial Trends Continued



St. Margaret Mary Parish		
Parishioner Sacrificial Giving Table		
Contribution Range	<u># Families *</u>	
	FY 16-17	FY 17-18
0.00	460	454
.01-99.99	82	89
100.00-500.00	220	207
500.01-1,000.00	156	163
1,000.01-2,500.00	205	191
2,500.01-5,000.00	80	77
5,000.01-10,000.00	26	25
10,000.01+	11	12
Total Families	1,240	1,218

*Data between graph and table vary because of a timing difference.

St. Margaret Mary Parish
Statement of Changes in Net Income (Operating Income)
For the Periods Ending June 30, 2017 and June 30, 2018

<u>Income</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2017-2018 Annual Budget</u>
Parish Support	\$1,254,446	\$1,185,692	\$1,244,100
Mass Stipends/Stole Fees	\$5,400	\$4,391	\$5,000
Tuition/Sacramental Fees/Program Revenue	\$28,290	\$27,444	\$31,580
Fundraising Revenue (Net)	\$17,199	\$5,850	\$8,000
Unrestricted/Restricted Donations	\$15,291	\$36,786	\$40,000
Lease Income – St Mary Catholic Schools	\$75,398	\$75,398	\$75,398
Endowment Income	\$76,519	\$76,804	\$75,000
Other Revenue	\$7,300	\$8,457	\$5,300
Total Income	\$1,479,843	\$1,420,822	\$1,484,378
 <u>Expenses</u>			
Personnel Expenses			
Compensation and Taxes	\$400,242	\$340,908	\$399,500
Benefits	\$97,021	\$57,554	\$79,700
Total Personnel Expenses	\$497,263	\$398,462	\$479,200
Liturgical/Instructional Expenses			
Liturgical Services/Supplies	\$10,951	\$10,009	\$12,250
Instructional Materials/Supplies	\$9,238	\$8,195	\$11,500
Meetings/Workshops/Hospitality	\$6,698	\$8,495	\$8,950
Total Liturgical/Instructional Expenses	\$26,887	\$26,699	\$32,700
Parish Utilities/Maintenance Expenses			
Utilities	\$31,723	\$30,858	\$34,500
Building/Grounds Maintenance and Insurance	\$91,594	\$121,480	\$124,025
Total Parish Utilities/Maintenance Expenses	\$123,317	\$152,338	\$158,525
Other Expenses			
Office Supplies and Equipment	\$8,700	\$9,643	\$9,000
Postage/Printing/Advertising	\$12,315	\$11,292	\$11,700
Telephone and Communications	\$2,678	\$2,500	\$2,800
Interest Expense	\$38	\$0	\$1,500
Miscellaneous Expenses	\$10,946	\$12,567	\$9,800
Diocesan Assessment	\$30,708	\$31,379	\$31,379
Total Other Expenses	\$65,385	\$67,381	\$66,179
St. Mary Catholic Schools Support			
Educational/Tuition Subsidies	\$536,616	\$586,276	\$586,281
Utilities	\$31,112	\$31,120	\$34,000
Buildings/Grounds Maint and Insurance	\$131,714	\$161,668	\$72,102
Total St. Mary Catholic Schools Support	\$699,442	\$779,064	\$692,383
Total Expenses	\$1,412,293	\$1,423,945	\$1,504,385
Net Profit (Loss)	\$67,550	(\$3,123)	(\$20,007)

St. Margaret Mary Parish
Statements of Net Assets (Balance Sheet)*
June 30, 2017 and June 30, 2018

	6/30/2017	6/30/2018
<u>ASSETS</u>		
Current Assets:		
Cash	\$107,701	\$125,419
Investments	\$1,609,395	\$1,670,316
Accounts Receivable	\$6,386	\$507
Tuition Receivable	\$3,757	\$2,703
Total Current Assets	\$1,727,239	\$1,798,945
Other Assets:		
Scrip Certificates	\$10,570	\$8,120
Prepaid Expenses	\$7,407	\$7,415
Total Other Assets	\$17,977	\$15,535
TOTAL ASSETS	\$1,745,216	\$1,814,480
 <u>LIABILITIES and FUND BALANCE</u>		
Liabilities:		
Accounts Payable	\$14,437	\$26,670
Accrued Payroll and Taxes	\$1,243	\$1,495
Funds Held for Others	\$51,437	\$43,757
Restricted Contributions	\$73,863	\$83,822
Deferred Tuition Revenues	\$4,060	\$1,862
Endowment Fund Balance	\$1,609,395	\$1,670,316
Line of Credit Payable	\$0	\$0
Total Liabilities	\$1,754,435	\$1,827,922
Total Fund Balance	(\$9,219)	(\$13,442)
TOTAL LIABILITIES and FUND BALANCE	\$1,745,216	\$1,814,480

* Excludes land, buildings, furniture and equipment valued at \$17,221,000.

Schedule of Changes in Fund Balance

This schedule summarizes fund balance changes during the 2017-2018 fiscal year.

St. Margaret Mary Parish	
Schedule of Changes in Fund Balance	
for the Year Ending June 30, 2018	
Balance-July 1, 2017	(\$9,219)
Add net operating income (loss) for the period	(\$3,123)
Other adjustments	(\$1,100)
Balance-June 30, 2018	(\$13,442)

Schedule of Changes in Endowment Fund

This schedule summarizes endowment fund contributions, investment returns and withdrawals during fiscal year 2017-2018.

St. Margaret Mary Parish	
Schedule of Changes in Endowment Fund	
for the Year Ending June 30, 2018	
Balance-July 1, 2017	\$1,609,395
add Gifts Received	\$5,125
add Net Capital Gains (Losses) less Fees	\$132,600
less Allocated Draw for Operations	(\$76,804)
Balance-June 30, 2018	\$1,670,316

St. Margaret Mary Parish
Notes to Financial Statements
For the Fiscal Year Ended June 30, 2018

Statement of Net Assets (Balance Sheet)

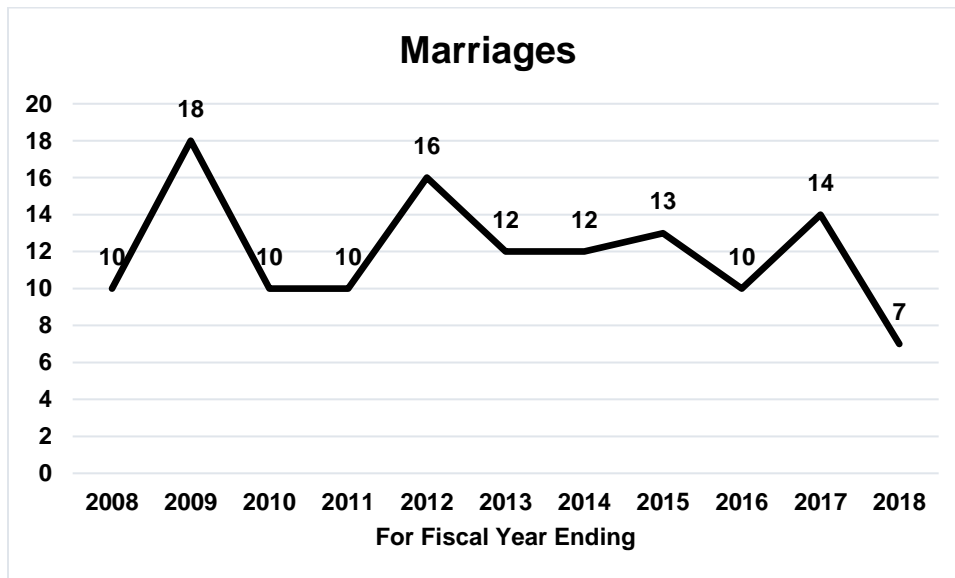
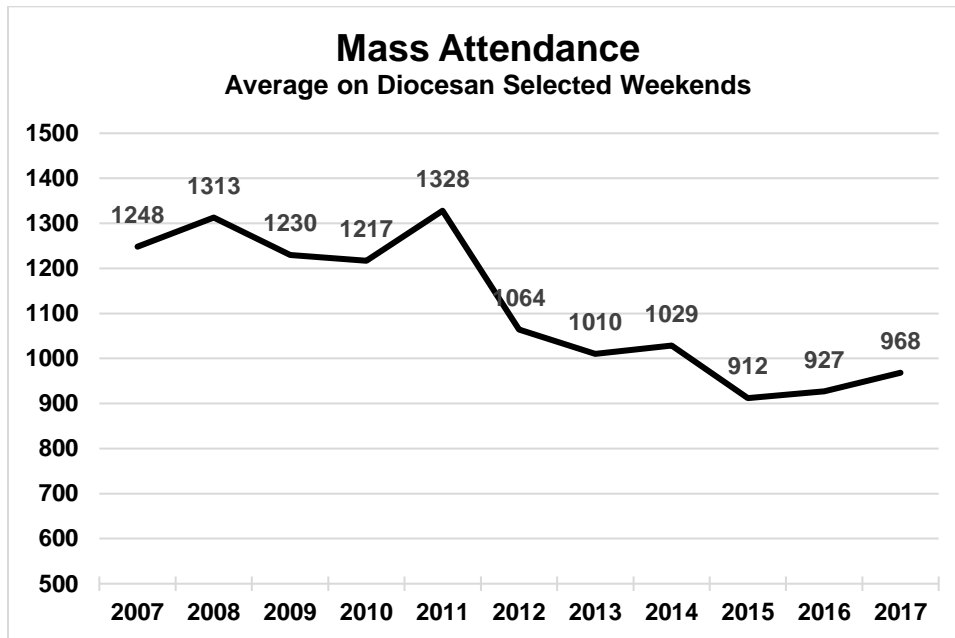
1. The assets and liabilities of the parish are segregated into three categories: General (unrestricted), General (restricted) and Endowment.
 - a. The General (unrestricted) category includes the assets and liabilities related to the ongoing operations of the parish and the various programs it sponsors.
 - b. The General (restricted) category includes assets and liabilities for which the donor has indicated the use/purpose of the funds.
 - c. The Endowment category represents designated accumulated contributions to be maintained in perpetuity for the long-term benefit of the parish. Investment professionals from the trust departments at Associated Bank and Vanguard, and three Endowment Trustees appointed by the pastor, manage the assets of the Endowment Fund. A percentage of the average balance is allocated to the parish each year to assist with general parish expenses.
2. Property and Equipment – Due to Diocesan policy, the parish has followed a modified cash basis of accounting. Under this method of accounting, property and equipment are expensed when purchased rather than being carried as an asset on the balance sheet. The parish's property and equipment are valued at \$17,221,000 and insured at replacement value.

Statement of Changes in Net Assets (Income Statement)

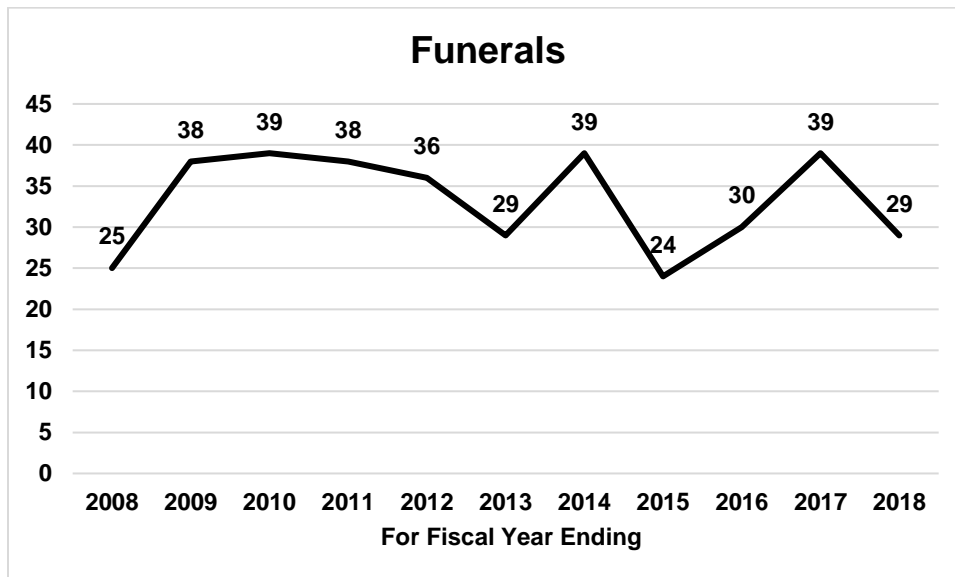
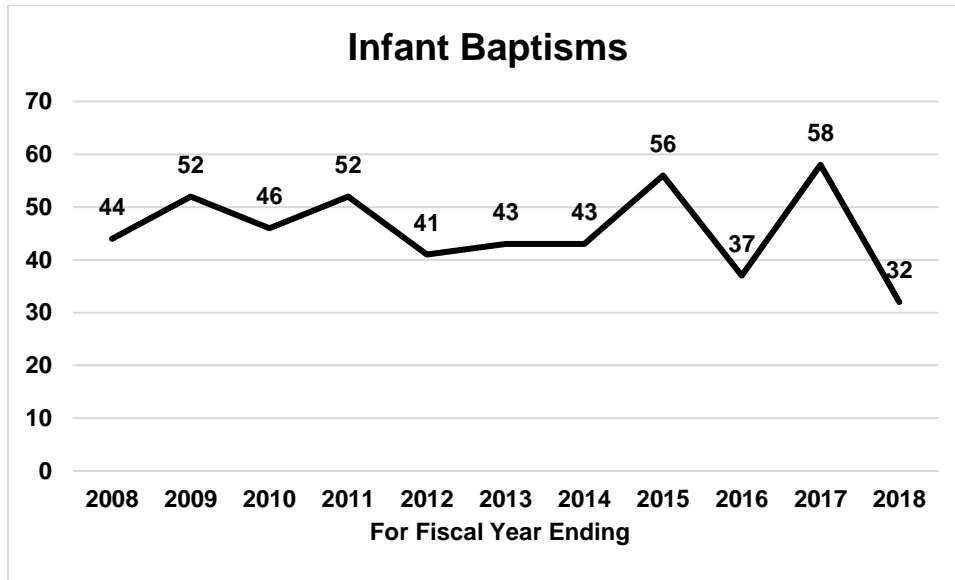
1. Parish Support – This account represents general parishioner contributions made through weekly church envelopes and cash offertory collections.
2. Tuition/Sacramental Fees/Program Revenue – This account represents tuition and fees supporting religious education and other parish programs.
3. Fundraising Revenue – This account represents the fund-raising revenue from SCRIP.
4. Restricted Donations – This account represents funds received where the donor specified the use of the funds.
5. Endowment Income – This account represents income received from the endowment which is available for general parish operations. The income is calculated as 5% of the endowment funds average ending balance for the previous three fiscal years.
6. Other Revenue – This account consists of one-time sources of revenue. As such, revenues can vary significantly from year to year.
7. Personnel Expenses – This category of expenses represents all personnel related costs of the parish.
8. Liturgical/Instructional Expenses – This category of expenses represents costs related to parish worship and education programs.

9. Parish Utilities/Maintenance – This category of expenses represents costs associated with the utilities and maintenance of facilities and grounds for the church and parish center.
10. Other Expenses - This category of expenses represents office related expenses, as well as the cost of administrative support received from the diocese.
11. St. Mary Catholic Schools Support – This category of expense represents the support St. Margaret Mary provides to the St. Mary Catholic Schools (SMCS).

Parish Sacramental Trends



Parish Sacramental Trends Continued



Perpetual Eucharistic Adoration Chapel

St. Margaret Mary Parish is blessed to have the Perpetual Eucharistic Adoration Chapel on our campus. All five Neenah/Menasha Catholic parishes support the chapel with adorers that provide 24/7/362 prayer, as well as providing financial support for its operation.

Adoration Chapel Financial Statement

	July 1, 2017 through June 30, 2018
Beginning Cash Balance	\$10,351.32
+ Income	\$4,901.62
- 2017-2018 Expenses Paid During Fiscal Year	(\$7,247.02)
- 2016-2017 Expenses paid in July 2017	(\$6,097.24)
Ending Cash Balance	<u>\$1,908.68</u>
 Income received	
Donations	\$897.17
Interest	\$4.45
Income from parishes	\$4,000.00
Total Income	<u>\$4,901.62</u>
 Expenses	
Electricity	\$2,075.86
Heat	\$710.84
Water/Garbage Disposal	\$166.24
Telephone	\$127.35
Supplies/Maintenance	\$2,033.97
Property/Liability Insurance	\$360.72
Snow Removal	\$822.32
Security Monitoring	\$390.00
Printing	\$203.50
Scheduling System (Rotunda)	\$684.00
Total Expenses	<u>\$7,574.80</u>

St. Margaret and St. Patrick Cemeteries

St. Margaret and St. Patrick Cemeteries is a corporation of St. Gabriel Parish, St. Margaret Mary Parish and St. Patrick Parish. A governing board manages cemetery operations. The board consists of the priest/pastoral leader and a member at-large from each parish.

During the 2017-2018 year, the following items were addressed by the cemetery board:

- There were 64 burials at the cemetery. The Board contracts with the City of Neenah and Twin City Monuments to open sites.
- 34 Right of Burials were purchased.
- The current checking and investments balance is \$347,874.
- Each parish was assessed \$2,000 in 2017-2018. The parish assessment will increase to \$2,500 for 2018-2019.
- The Board is in the process of producing a Rules and Regulation Brochure for the cemeteries.
- New state Right of Burial Laws were addressed. The board approved Right of Burial at the cemeteries to extend to great-grandchildren of original property owner, with proper paperwork.
- A golf cart was rented during the summer months to assist with maintenance.
- All cemetery records are recorded on an index card system. A database system is being investigated.
- Each parish recruited volunteers to help keep the cemeteries clean.
- Signage was placed at the North Street entrances of St. Margaret Cemetery.
- A five-week marketing plan was developed and shared with parishes.
- A number of historic cemetery stones were repaired using matching funds from the St. Patrick Cemetery Endowment.
- A donor provided the funds to resurface the gravel road at St. Patrick Cemetery.

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