

Finance Council Minutes
St. John the Baptist Parish, Seymour
July 2, 2020

Present: Father Sengole, John Mahlik, Penny Schampers, Dan VanBoxtel, Ann Theroux, Tom Romanowski, Anna Schadrie, Dcn Rich Matuszak

Absent: Chris Linsmeyer, John Smet

Meeting began in prayer.

1. A request come in from a local insurance broker to possibly rent a space in the school for the Annual Enrollment Period meetings for insurance. She normally uses a space at the library but is not sure if they will be open in October 15 to December 7th timeframe she is looking at. The Finance Council gave a preliminary approval for this rental with details to be worked out if the space is needed. It was also discussed to check with our insurance to make sure we are covered for these types of rentals.
2. The copier lease came due at the end of June. A quote was received from our copier vendor for a new copier lease. The cost of the new lease is 105.80 per month and \$.0085 per copy. Currently we pay 102 per month and \$.012 per copy. The local newspaper is selling their copier and called to ask if the Parish would like to purchase this machine. After discussing the options, it was decided to go ahead with the new copier lease.
3. The Diocese informed the parishes using the accounting software hosted at the Diocese that they will no longer provide the software to the parishes after November 1st. We will need to convert over to QuickBooks or PDS software. It was decided to look into QuickBooks and see whether the desktop version or the online version would be the best option. We can get discounted pricing on software through the TechSoup website. St Sebastian will also need accounting software and could possible share the cost with St Johns.
 - a. The Diocese would also like to see the parishes outsource their payroll to an outside vendor. Two quotes were received for payroll services from Paychex, Inc and Hawkins, Ash CPAs. After discussing the two options, it was decided to go with Hawkins, Ash CPA for payroll services. We will work to move the payroll over to them in August. Since there are employees on the St Johns payroll that are charged to St Sebastian, a reasonable percentage split will be determined to share the cost of payroll processing.
4. The Bishops Appeal goal was exceeded this year for St Johns. There will be money coming to the parish. We have three options for these funds: receive a check and put toward parish operations, put the money toward next year's Bishops Appeal or have the Diocese put the money towards another parish's shortfall. Since there are a couple potential projects coming up, it was decided to wait on choosing an option for the overage until we know the costs of the projects coming up.
5. Potential Projects coming up.
 - a. A Security Committee met and feels there are some needed improvements on the parish grounds to help keep parishioners safe. These improvements included things like cameras on the Parish grounds, locking the doors during mass, having a panic button by the altar and having the local police drive by the church during mass to make sure nothing unusual is happening in the parking lot. It was decided to get some estimates on the cost involved in improving security.
 - b. The contract for the missalettes is coming up for review. The cost of these are around 3,700. The songbooks may also be coming up for renewal also. The option to use TVs or screens at mass instead of the books has come up. It was decided to look into the costs involved in having the songs, readings and prayers on the TV or screens.
6. A CD is coming due in August for about 77,000. It was decided to renew the CD for no longer than one year
7. The Diocese released a new Employee Handbook for the Parish Employees. There were a couple changes needed to the vacation and holiday policies to match the process at St Johns. An Addendum was created to inform the employees of the policy at St Johns. This Addendum was reviewed and approved.
8. Job descriptions, budgeted hours and wage rates for the new fiscal year were discussed. Approval was given on the job descriptions, rates and hours. Employees will be given the job descriptions, rates and hours for their positions. All position will be reviewed again in a couple months to see if any changes need to be made.
9. The preliminary budget was reviewed. Approval was given on the budget with the understanding that it will need to be reviewed again in a couple months since it is unknown what the situation will be.
10. The meeting was adjourned. Next meeting will be determined after the Diocese gives the date of when the Annual Financial Information report is due to them.