

Finance Council Minutes  
St. John the Baptist Parish, Seymour  
September 3, 2019

Present: Father Sengole, John Mahlik, Ann Theroux, Chris Linsmeyer, Penny Schampers, Dan VanBoxtel, Tom Romanowski, Anna Schadrie, John Smet

Meeting began in prayer.

1. Introductions were made.
2. The meeting minutes from May 21, 2019 were approved.
3. Financial statements were reviewed for June 30, 2019 and July 31, 2019.
  - a. The Annual report for the fiscal year ending 6/30/19 was also reviewed. The report is in the same format as the prior year. The fiscal year ended with revenue exceeding expenses. This was mostly because of the Religious Education Director leaving in the fall and not being replaced until June 2019.
  - b. July 2019 revenue was down from the prior year.
  - c. The Cathedraticum and High School Assessment came from the Diocese. The assessments were down slightly from the prior year. The High School Assessment was paid in full in July and the Cathedraticum Assessment will be paid in 12 installments to the Diocese.
4. The annual meeting was discussed. Some dates were given to Father to choose for the meeting.
5. Updates
  - a. The tractor purchase which was approved via email was received. The purchase was split \$6,400 parish and \$6,400 cemetery. The parish portion was paid with restricted funds. The tractor did come with the wrong size bucket. The correct bucket was ordered and should be coming shortly.
  - b. A memorial gift was received to purchase a St John the Baptist statue. The question came up whether the statue needed to be outside or would it be better to have inside. Lee was going to check with Dcn Rich to see what the stipulations were on the statue purchase and placement.
  - c. A retention schedule was received from the Diocese. The records that were in the rectory and parish office are being reviewed and records not required to be kept are being destroyed. This included the school records for the students.
  - d. A question came up in a prior meeting whether the parish had an endowment fund. There was an endowment fund established back in 1997 with about \$5,000. No money had been added to the endowment fund and the fund had a stipulation that once the balance reached \$100,000, the earning could be used for capital maintenance items. In 2012, Fr Bob talked to the Diocese about the endowment fund. Since there was a need for funds to pay for the new furnace system in the school, there were no plans to promote adding to the endowment fund, the balance in the endowment fund was only \$19,000 and it seemed impractical to continue the endowment, the Diocese allowed the parish to use the funds for the furnace.
  - e. An update Policy for Property Use was discussed and the following changes will be made. Once the changes are made, the final version will be reviewed at the next Finance Council meeting.
    - i. When non-parishioners or for-profit organization use the facility, approval from the Finance Council and Father will be changed from unanimous to majority approval.
    - ii. The wording on the \$25 deposit will be changed to "may be required" from "will be required".
    - iii. A new fee schedule will be added for the use of the kitchen, gym and meeting rooms.
    - iv. Table and chairs use outside the parish buildings will only be to parishioners.
6. Lee Rynish gave an update on buildings and grounds:
  - a. Lighting Project -A new light pole between the church and school have been installed. Skinkis Landscaping will be submitting the cost of the pole replacement to their insurance. A payment will be coming.
  - b. Air Conditioner replacement at Community 2000 building – The air conditioner units have been installed. Community 2000 contributed \$678 towards the project. The window inserts were donated by a parishioner.
  - c. Playground – The booyah sale generated \$2,500 toward replacing wood chips and one piece of equipment. The estimated cost of the project is \$5,000.

- d. Potential Project – the concrete at the front entrance to church has some issues. An estimate from Fox Cities Builders was received to redo the concrete and curbing. The cost of this project is \$19,000.
7. Future Finance Council meeting discussions.
    - a. Bishops Appeal is short \$6,000. The parish will be billed for the deficit.
    - b. In the spring of 2020, the Parish will be fundraising for the Diocesan One Campaign. This will require the parish to choose a project for the funds to be used for.
    - c. At the next meeting, the council will look at the results of a walk thru of the parish buildings to see what potential project may be coming up for building maintenance.
  8. Other items discussed
    - a. The Annual Financial Report (AFI) due to the Diocese on September 30, 2019 for the fiscal year ended 6/30/19 has been prepared. Signature of all Finance Council member are need for the Finance Council portion of that report.
    - b. The 4<sup>th</sup> quarter donation to charities was discussed. 2% of the 4<sup>th</sup> quarter parish support is \$1,329. This will be split between St Vincent de Paul, Seymour Food Pantry and the backpack program at the Methodist church. Community 2000 was not included in this donation since the parish contributed \$580 toward the air conditioners.
    - c. The continuation of the monthly bulletin numbers was discussed. The publication of these number will continue.
  9. The meeting was adjourned. Next meeting October 22nd at 6:30pm.