

St. Anthony on the Lake Catholic Church

Meeting Date: September 19, 2016

Finance Council

Shaun Weinfurter (Chair) & Brian Kieffer (Secretary)

Members Present: Art Scheuber, Tom Brandt, Shaun Weinfurter, Mike Smith, Cheryl Oliva, Christina Binagi, Bruce Miller, and Brian Kieffer

The meeting opened with a prayer led by Brian Kieffer.

Chairperson Shaun Weinfurter opened by reminding the Council about the Finance Council section of the newly updated parish website.

The Council approved the minutes from the August 2016 meeting without changes. The minutes have been posted to the parish website.

Next the Council reviewed the preliminary financial statements from August 2016. Art Scheuber noted that Trustee Bill Hoile had not yet reviewed the statements. Envelope collections (ordinary and building) are tracking to the budget YTD and MTD. Art also noted that last year we had additional festival income that will not show up in this year's budget until June (i.e. the tail end of the fiscal year). School income is also up due to increased enrollment of the school, as well as achieving some decreases in expenses due to changes in staffing. A Previously Approved Projects line item has been added to the monthly report and will be used to track major maintenance expenditures.

The mortgage balance for the Parish as of August was at \$1.967 M. An additional \$115k reduction of the mortgage will be achieved when the September financials are completed.

Tom Brandt and Bruce Miller suggested that it would be good to have a dashboard report to see how the Grow from Your Heart is tracking (i.e. are pledges being fulfilled, is SAL realizing the pledged income, etc.). The group agreed this would be a helpful idea. Art Scheuber noted that he could develop a report from PDS (the system used to track giving to the Parish). The group also suggested that the existing Monthly Financial Report could be augmented to include additional details on the capital campaign / major giving.

Next, the 2015-2016 Scrip audit was reviewed by the team. Mike Hofbauer performed the audit. Allison Tippery and Melissa Riley were the program administrators and were the main contacts for the audit. The program recognized profit, net of program operating expenses, of \$10,629 in FY 2016. Over the course of the year, inventory adjustments totaling \$366 were recorded (a net reduction to inventory). This amount is less than two tenths of one percent of the cost of inventory sold during the year, which is

a reasonable level of inventory shrinkage. Overall, Mike noted in his report that the Scrip Program is working effectively and remains a good fund raising tool for the School Committee.

The group also noted that a portion of the Scrip proceeds was donated to the choir. This donation is considered to be tax deductible. Art Scheuber noted that this was a change in the program that allowed participants to designate their generated profits to the choir. Others use a portion of their generated profits for tuition credits or donate them back to the program. Art also noted that the Stewardship committee is going to do an education and promotion campaign to the Parish to promote the benefits of Scrip. This will be a potential new way for people to contribute to the Parish beyond the ordinary giving (i.e. Sunday envelopes).

Art Scheuber reported that a new copier is being purchased (Ricoh) to replace one of the two parish office copiers. A five-year comparison between leasing and buying showed buying to be more cost advantageous. In addition, this purchase will allow the Parish to eliminate an older copier serving the school. This will result in a \$1,200/year savings on operating expenses (for the old school copier). The new copier will cost about \$8,000 after rebates. This was an unplanned expense. However, Tom Brandt suggested that this expenditure could potentially be covered using funds that had been set aside for major maintenance projects. Tom offered to add it to his tracking list of projects for the buildings and grounds committee.

Cheryl Oliva offered a suggestion that SAL should work with other Catholic churches and schools to create a buying pool for office services. Art Scheuber noted the suggestion and added that he is looking into options for achieving new cost efficiencies for ongoing services needed by the parish and school (e.g. postage metering, etc.).

There is team starting to plan for the Parish's 100 year celebration. The kickoff for the yearlong celebration will be in June 2017 with the celebration concluding on June 30, 2018 (the 100th anniversary of the 1st Mass said at St. Anthony's Parish). The Picnic committee wants the festival to be a day-long celebration with a theme. The planning group is also looking at this as an evangelization opportunity too. The Picnic committee has asked the Finance Council to staff the raffle the day of the event. Christina Binagi also noted that Tom Bachman of the picnic committee has requested guidance from the Finance Council relative to the budget for the event.

Next, Shaun Weinfurter talked about goal setting for 2016-2017. The Finance Council needs to establish goals in anticipation of the joint meeting with the Parish Council in October. The group began to discuss potential goals such as:

- Implementing and executing on the new budgeting process to achieve a balanced budget by 2018.
- Work with the Grow From Your Heart committee to achieve desired results for the campaign.
- Provide support to the Director of Parish Administration and other staff members as needed.
- Work with the Building & Grounds Committee to develop a 7-year plan for the Parish.
- Work with the Stewardship / Endowment committees and the "Planned Giving subgroup" to support and promote planned giving and the endowment funds.

The group continued discussion of these goals. Shaun Weinfurter will summarize and send draft goals to the Finance Council for review prior to the October meeting.

Tom Brandt and the group discussed the possibility of bringing in the Endowment and Stewardship committees to give updates to the Finance Council.

Subcommittee Updates:

Building & Grounds – Tom provided minutes to the group from the last B&G meeting. Art Scheuber made a request for a new custodial position. Based on the increased size of the campus, it is necessary to bring on an additional staff member to keep up with cleaning and routine maintenance. In addition, a custodial cleaning service will be used for bathroom cleaning. These changes would add to the total maintenance budget by \$52k, but would be offset, partially since a temporary employee was already in place and overtime was being paid too. As such, the net difference would be approximately \$16k.

The Finance Council approved the request and proposed changes.

Personnel Committee – Art Scheuber noted that one member of the IT staff is reducing her hours. As such, some duties will have to be shifted to other staff. Art added that he is not yet sure what the budget impact will be. Tom Brandt suggested that duties should be evaluated and perhaps a new job description could be created. Art Scheuber noted that as a good idea, but added that the time to make a change would be in June (after the school year). Art also noted that many changes to systems and processes have already taken place (e.g. Quick Books, Office in the Cloud, etc.) that will help to achieve longer term efficiencies.

Mike Smith asked if reduced hours would impact Christian Formation program on weekends. Art noted that CF support needs relative to technology were being evaluated. Art added that improved technology and processes might help with this issue.

Endowment Committee – No report.

Action items – Not discussed.

The Finance Council closed in prayer. The meeting adjourned.