

## Saint Christopher Parish Finance Council Meeting Minutes April 21, 2020

**Members Present:** Ron Lease (Chairman), Laura Zakrzewski (Bookkeeper), Jim Vesely, Jim Delaney, Fr. John Sasse, Ryan Zakrzewski (PLT & Technology), and Ken Kenyon (via Zoom; Secretary)

**Call to Order:** at 5:24 pm

**Opening prayer:** by Father John.

**Review and Approval of Minutes:** The minutes of the last meeting (February) were reviewed and a motion for approval was made by Ron, seconded by Jim D, and approved by the Council. Thanks to Jim Delaney for writing those minutes in my absence.

**Profit/Loss Review:** The July-March P/L report was reviewed. Laura included the February numbers also since we did not meet in March due to COVID-19.

A summary follows:

| July, 2019-Mar, 2020                               | Actual     | Budget  |
|--|------------|---------|
| Total Income                                       | \$533,381# | 431,799 |
| YTD expenses were as follows:                      |            |         |
| Salaries   | 154,847    | 172,900 |
| Fringe Benefits                                    | 62,058     | 85,858  |
| Liturgical   | 18,759     | 13,654  |
| Administration                                     | 38,956     | 34,316  |
| Operations & Maintenance                           | 71,259     | 62,476  |
| Rectory Expense                                    | 5,374      | 3,436   |
| Religious Ed K-8                                   | 6,966      | 7,900   |
| Youth Ministry                                     | -1,102     | 3,830   |
| Adult Faith  | -538       | 6,002   |
| Outreach/social services                           | 4,630      | 9,487   |
| Depreciation                                       | 0*         | 0       |
| Total Expenses                                     | 361,211    | 399,861 |
| Net Income   | 172,170    | 31,938  |
| Other Expenses                                     |            |         |
| Parish Assessment                                  | 21,142     | 27,181  |
| Net Income after Assessment                        | 151,028    | 4,757   |
| Adjusted Net Income (without restricted donations) | -54,269    |         |

Notes:

# Restricted donations of \$205,297 are included.

\* Depreciation is not charged until the end of the Fiscal Year.

The Operations & Maint. expense was high due boiler repairs and the painting project.

Two education accounts were negative, meaning we had income not expense, due to cancellation of a conference and trip for which fees had been collected, but not spent. We also budgeted for Generations of Faith which has not been held. It is planned for next year.

Ron requested that special donations not be discussed outside of our meetings to respect the privacy of the donors. I noted that they are mentioned in a general way in the minutes, which are published on the web site.

Laura noted that we have \$68,000 in the checking account which is more than normal. It includes the donation for the new stained glass window which may have to be paid out soon. We also need the cash to cover expenses in the face of reduced donations.

Laura also provided an updated Balance Sheet to use in the budget planning process.

Father reported that we have applied for the PPP government loan program to cover the cost of continuing to pay our staff and other expenses during the Safer at Home Order.

### **Other Business:**

**Donations Charts** The effect of COVID-19 has been to significantly lower our income. While E-thing has increased, the regular donations have fallen due to the suspension of Masses. Unfortunately, most of our expenses do not stop. This will affect the March numbers.

**Painting project** The ceiling in the north tower, narthex and the low ceiling in the church were painted because of damage that had occurred from roof leakage.

**Land sale update** Father reported that we are paying for half of the cost of a run-off study. Our cost will be about \$1300. Soil sampling has begun. A meeting to review the potential sale is tentatively scheduled with the Diocese.

**Security Grant** Ryan reported that the new DVR has been installed. New cameras and wiring is needed. Ryan will get a quote. With our improved WiFi we might be able to go with wireless cameras.

**Bathroom remodel** Ron reported that the urinal in the new bathroom is cracked. He expects that Zander's will take care of it.

**2021 Budget** Our staff is working on developing their requests for next years budget and will be meeting with Laura next week. We should have a rough budget proposal at the May meeting. The amount for altar flowers has been increased by \$500. We may have to pay more for Christmas trees if the Ottman's move to a different location. Laura will add the decoration expenses to the budgeting process.

The Sanctuary floor has many shoe marks on it. Father noted that there is a veneering process that that would improve its appearance and ease its maintenance. Ron will get an estimate.

**On-line Giving** Ryan reported that the PayPal system is working well. We are receiving many donations through it, but there is a 2.2% fee for each transaction. He is looking at alternatives such as using our EFT system. Jim D. recommended Hartland Payment Processing which has lower fees than PayPal and works well.

**Meeting Attendance** Ron requested that the non-members leave the meeting so that the Council could discuss confidential matters.

Ron said that he has heard about confidential matters that we discussed from people out side of the Council. He contacted the Diocese about this and they advised that only Finance Council members should attend the meetings. If there is a need for others to attend they should be first on the agenda and then leave after their business is completed.

We decided that non-members will be first on the agenda and then asked to leave when their business is completed since confidential information may be discussed in our meetings.

**Land Sale** Jim D. questioned why Ryan Hartberg's report on the land sale to SAA did not mention the Finance Council as having a role. Ken asked who will do the negotiations if it gets that far. He suggested a small group led by Father. Jim V. recommended that the Finance Council be part of the negotiation process.

Jim D. offered the name of an attorney that he highly recommends. Two other attorneys have been contacted.

**Closing Prayer:** Father John led the Council in a closing prayer.

**Adjourn:** Motion to adjourn: Jim D. Second: Jim V. Approved. The meeting adjourned at 6:58 pm.

**Next Regular Finance Council Meeting:** Tuesday, May 19 at 5:15 pm in the Fireplace Room.

Respectfully submitted,  
Ken Kenyon  
Secretary