

**Saint Christopher Parish Finance Council  
Meeting Minutes  
June 16, 2020**

**Members Present:** Ron Lease (Chairman), Laura Zakrzewski (Bookkeeper), Jim Vesely, Jim Delaney (Treasurer Trustee), Fr. Scott Emerson and Ken Kenyon (via Zoom; Secretary)

**Call to Order:** at 5:25 pm

**Opening prayer:** by Father Scott.

**Review and Approval of Minutes:** The minutes of the last meeting (May) were reviewed, corrected and a motion for approval was made by Jim D., seconded by Jim V, and approved by the Council.

**Profit/Loss Review:** The May P/L report was reviewed.

A summary follows:

July, 2019-May, 2020	Actual	Budget
Total Income	\$620,292#	524,794
YTD expenses were as follows:		
Salaries	195,507	211,334
Fringe Benefits	68,493	100,452
Liturgical	21,718	16,722
Administration	49,319	43,380
Operations & Maintenance	74,546	73,595
Rectory Expense	6,756	4,241
Religious Ed K-8	7,277	9,653
Youth Ministry	-3,263	4,677
Adult Faith	1,064	7,334
Outreach/social services	4,840	11,596
Depreciation	<u>0*</u>	<u>0</u>
Total Expenses	426,258	482,984
Net Income	194,033	41,810
Other Expenses		
Parish Assessment	<u>30,203</u>	<u>33,223</u>
Net Income after Assessment	163,830	8,687
Adjusted Net Income (without restricted donations)	-48,518	

Notes:

# Restricted donations of \$212,348 are included.

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

The rectory needs new flooring and painting before Fr. Butz can move in, but these costs will be incurred next Fiscal Year.

Father Butz's salary will begin on July 1. We did not pay Father John for June.

The cost of our Worship Aids is above budget because of the materials being used in place of the Missiles and Hymnals. Perhaps they could be done at a lower cost by using cheaper paper,

The Building Fund envelope donations are higher than last year.

Offertory and E-Tithing donations are holding up well, considering the COVID effects.

The flower expenses were high in May due to Easter. Some of that expense is offset by donations. The altar looked very nice on-line at Easter

The CCW expense is high this month because of the cost of remodeling the kitchen.

**Other Business:**

**Donations Charts** The donations charts confirm Laura's comment on our recent income. The Offertory chart shows several very high weeks interspersed with some very low weeks. The reporting periods of the weekly donations have changed because the logistics are affected by the virus. The values reported include some of the days of the following week.

**2020-21 Budget Planning**

Laura provided an update of the proposed budget. The summary also includes the P&L through May of this year and the current annual budget. Depreciation has been estimated at \$77,500. Many thanks to Laura and the staff for putting this together.

The PPP grant will appear in the FY21 budget. The money has been received, but is a loan. It will be converted to a grant when we have satisfied the government requirements, and then it will be recorded as income. This may take several months. It will probably be about \$50,000 and will reduce the planned deficit to \$57,146..

We discussed ways to further reduce the planned deficit, but in the end made no changes. Reductions in the additional music requests was discussed but with Father Scott's guidance that music is very important and considering that James has an excellent reputation we decided that he deserves a chance to develop the program when people can return to the Mass.

Ken suggested that the Stewardship should be restarting its campaign to raise the contributions.

Jim V moved to accept the FY21 budget as presented. Ken seconded. Passed.

**Investments**

Ken requested that Laura provide an update of the investments summary that she provided at the end of December. He also asked that the CDs be listed in the appropriate categories and that totals be shown for each category.

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

**Adjourn:** Motion to adjourn: Jim D. Second: Jim V. Approved. The meeting adjourned at 6:48 pm.

**Next Regular Finance Council Meeting:** Tuesday, July 21 at 5:15 pm in the Fireplace Room.

Respectfully submitted,  
Ken Kenyon  
Secretary