

Administrative Services Commission (ASC) – Finance Meeting

September 28, 2021

Meeting Minutes

Attendees: Sue Nichols, Julie Hollowell, Mark Hecker, Leigh Ann Nelson, and Jim Riesselman.

The meeting was called to order by Jim Riesselman at 7:15 p.m.

Minutes from the meeting on July 27, 2021, were reviewed. After one correction on the check signature process at St. Mark's (only one signature is needed), the minutes were unanimously approved by the ASC.

Jim Riesselman introduced and welcomed Leigh Ann Nelson to the ASC.

Financials from St. Mark's Parish were reviewed.

- Sue spoke of preparing the end of the year parish report and shared the message from the diocese on the St. Mark's report dated 9/3/2021. Sue provided verbal follow-up to Donna Lewis at the KC Diocese on requested clarifications.
- Year to date financial information through August 31, 2021, was reviewed by the ASC. Sue clarified some large deposits which were transactions to the diocese for St. Mark's funds held at the diocese. Sue mentioned St. Mark's earns interest each quarter on the parish money maintained at the diocese.
- Sue reviewed the insurance money from the claim for the flooded parish center hallway. St. Mark's is doing the repair work itself on the hallway. Sue also provided detailed follow-up on the federal Payment Protection Program loan.
- Sue also provided history on the Shelby online giving platform. She also provided an update on the envelope system for donations.
- Sue also mentioned updating the current list of St. Mark's parishioners. Updating the list will remove hundreds of names from the current parish list.
- General comments from the ASC were that expenses after the first two months of FY2022 seem to be trending well.

- Sue mentioned she does not create or sign checks at St. Marks. She does reconcile the bank statements including one statement for the parish and one bank statement for Small Wonder Pre-School.
- On the parish account balances, Leigh Ann clarified that federal FDIC deposit insurance is limited to the first \$250,000 in each account.
- July bank statements were also made available to the ASC for review.

A motion was made and seconded by the ASC to approve the July and August St. Mark's Parish financial statements.

Unfinished Business

- The parish internal control checklist is being addressed by Sue.
- Sue also provided an update on the St. Mark's Parish inventory list.

New Business

Sue mentioned that new director of liturgy and music, Jacob Hofeling, has started and has been at St. Mark's about a month.

Otto Mertens is also a new member of the ASC and will be joining future meetings.

The ASC mentioned the hard work and detail in the St. Mark's Parish Annual 2020-21 report that was recently mailed to parishioners.

The ASC inquired about trying to locate the list of St. Mark's significant capital campaign contributors for possible future requests.

Next meeting is scheduled for Tuesday-November 23, 2021 at St. Mark's in Room 9.

Closing prayer was led by Jim Riesselman. The meeting adjourned at 8:15 p.m.