

# Finance Council Minutes

February 12, 2019

**Attendees:** Pat Fogarty, Tom Unger, Carol Anderson, Mauro Gomez, Fr. Tetzl Umingli, Rita Kester, Sue Munson, Jonathan Edmonds, and Michele McKimmy (During Financial Review)

## Last Month's Action Items

- We had several items regarding the month's financials that Michelle will need to look into:
  - *We are unclear why there was \$1109.90 in Account 4690 – "Other Education Revenue"*
    - **Some came from the advent wreath fundraiser and offertory for religious education.**
    - **We will create a new account to better keep track of this.**
  - *The Narthex accounts are showing up in our monthly report*
    - **This will be removed. We talked at some length about how the accounting will be handled, but in the end, we need to have monthly reports that exclude this information so we can more easily track our general operating cash flow.**
  - *The auction accounts are showing up in our monthly report*
    - **These have been removed, and similar to narthex, will be tracked such that we can easily run auction reports.**
  - *We are unclear why our YTD personnel costs for 5103 exceeds budget even though our monthly matches expectations*
    - **July included Christian Spencer which caused an extra entry.**
    - **Fr. Tetzl had one month incorrectly setup as well.**
    - **Overall, no major concerns.**
  - *Need to find out why we have nothing showing up under 6670 "Parish Data System Fees". This account should be getting charged to cover the cost of our PDS System which we use to track parishioner donations.*
    - **This hadn't been paid for 3 months, but we are paying using an automated payment once again. This was an oversight.**
- Fr. Tetzl also had a few action items from our discussions
  - *Determine if the insurance payment for the house is being overpaid. He was under the impression we had a once/year payment for the house, but we are now paying about 200 more per month each month...*
    - **We had indeed been overpaying, so we will be paying \$500 less now for the next several months.**
  - *He will see if our insurance covers the cemetery, or if it is excluded.*
    - **We have sent a note asking for clarification. We believe it is covered.**
- *Action: Mauro will talk with some in the Hispanic community to see about doing cleaning after the Hispanic Mass as it is the last Mass of the weekend.*
  - **Mauro indicates there are some people interested in doing this. Will work with Fr. Tetzl to organize and plan accordingly.**

- Mauro pointed out that some of the trim around the windows in the new Narthex weren't attached, and kids were playing with it. *Mauro will show Pat so he can better understand the issue and add it to the list of things to keep track of.*
  - **Mauro indicates this is still an issue, he will work with Pat to try to get this figured out.**

## Financial Report

- We experienced another \$4K unemployment payment. We aren't sure this is valid, but we have no choice other than to pay it from what we can tell. The HR office at the archdiocese is investigating if we should still be on the hook for payments since as far as we know, the employees in question have found gainful employment otherwise.
- Michele noted that account 4120 consists of a large amount of loose money (Cash mostly). She thought we should be aware of this since it may indicate a large number of parishioners who are not registered.
- We discussed and agreed that any money spent on Fr. Tetzl's house should be coming out of dedicated funds from paddle raiser. Michele will make sure the accounts are setup correctly.
- Overall, the picture is still questionable for revenue vs. expenses. Current trajectory indicates a significant year-end shortfall.

## Narthex

- As of today, our loan for narthex is 60K, narthex account 31K.
- The council discussed paying off the loan in full, however, we are still awaiting final numbers from the auction. After this discussion, we unanimously agreed to wait for the auction finances to clear, but we can pay it down 30K for now to avoid additional interest cost.

## Maintenance Report

- House Repairs
  - Pat reported that a large team of around 30 parishioners reported to Fr. Tetzl's house to work on assorted repairs and maintenance.
  - Repairs to the house include removal of old insulation from under the house and all debris. Sump Pump is working underneath the house currently.
  - Installed new 3" PVC from all downspouts around the house out to the street.
  - Pulled out all shrubs around the house that were overgrown
  - Sprayed the roof for moss and cleaned off the roof.
  - Discovered many soft spots in the roof. After looking at it more fully, the roof definitely needs to be replaced before next winter. This will include the sheathing underneath the roof.
  - Community members will volunteer to fix the roof, and some will volunteer to donate plywood and insulation and roofing supplies etc...

- House needs painted also.
- Battery Backup for video
  - Battery backup would cost about \$400
  - Dedicated circuit for it is probably about \$200
  - Seems this could be probably under the safety grant for 2019.
  - Parishioner has volunteered to pay for the \$600 total to cover the costs. We are extraordinarily grateful.

## Janitorial Service Update

- We will be starting doing ½ the hours for janitorial service to see how it goes. This corresponds with volunteers from the Hispanic group helping to clean up after the noon Mass on Sundays.
- This will save us \$1400/month.

## Overflow Chairs

- We have a cart with overflow chairs that are stored in the Juan Diego Room.
- Pat recommends that they bring the cart out before mass, put the cart in the Narthex, put the chairs lined up in appropriate places, and then everything gets put back in the room every Sunday. We have seen it getting left out in the hallway on some Sundays.
- Fr. Tetzl says he was aware, and has been working on a smoother plan already.

## Cemetery Cleaning / Spruce Up

- Mauro says a group of parishioners is interested in cleaning the cemetery once per month.
- The Cemetery Trust manages this currently, and does have a maintenance contract already with someone.
- We believe this may be a great help in the future, and we will discuss more with the cemetery trust board.

## School Maintenance

- Pat mentions that we should discuss alternative heating and cooling for school building in case of the boiler fails. He said he would consider getting ideas and estimates this year.
- This is not urgent, just something we should be thinking about.

## Safety Grant 2019

- Given our current financial situation, we have agreed that we should skip applying for the safety grant for 2019. While it is of tremendous help to the parish, as it is a dollar-for-dollar match, we don't have the dollars to invest in it right now, so we will wait until next year.

## Next Fiscal Year budget

- Fr. Tetzl will work with Michele to develop a draft budget for the next year to present to the council.
- Council agrees this approach is fine and will see what is presented to discuss.

## Carol Anderson

- Carol Anderson has resigned effective next month since she is moving away from the area.
- Fr. Tetzl will name a replacement soon.