



## Finance Council Meeting

December 3, 2025, at 6:30pm at Holy Martyrs Church

Attendees: Father Steven Cartwright (Pastor), Nicole Clavette (Parish Business Coordinator), Tim Winkeler (Chair), Don Talbot, Jim O'Connell, Fran Fedrizzi, Steve Carrier, Jane Weiland (via Teams)

Absent: Steve Michell

### OPENING

- Father Cartwright led opening prayer
- The council unanimously approved the minutes from the prior meeting which was a joint meeting with the Pastoral Council on October 1, 2024.

### REVIEW OF FINANCIAL STATEMENTS

- The council spent quite a bit of time reviewing the income statements from August, September, and (preliminary) October, with the following areas of focus:
  - a) Recognition that the diocesan assessment is now being paid monthly although the chancery records it as a quarterly charge.
  - b) The catholic school subsidy is being paid and recorded monthly this year which is a change in timing from prior years when it was processed and recorded as one large amount within one specific month.
  - c) Both of these changes above will result in periods of temporary YTD benefit to the Total Operating Net Income (Loss) line until the full amounts are paid.
  - d) Acct 50795 *Supplies* was highlighted as running significantly over budget, yet close to prior year. The supplies include, among other items, faith formation and liturgical supplies. The council expects that this account may run higher than budget for the year, although some FF supplies are front loaded in September.
  - e) It was noted that fiscal YTD offertory is below budget and prior year, while 'Other Income' and 'Donations Operating' are up significantly, resulting in a total YTD operating income that is approximately \$45,658.98 above budget and \$56,374.47 above prior YTD.
  - f) The council noted that even though we are up for the year due to Donations-Operating, it is concerning that the base offertory trend is below expectation.
  - g) The council expressed its desire for timely monthly financial statements. Nicole communicated that she is often waiting on chancery which can cause long delays. Nicole agreed that we can expect a 'preliminary' statement by the end of each month.

### WE-SHARE

- Nicole reported results from mass talks & We-share drive, which were below expectation
  - a) 11 new We-share signups
  - b) 20 established e-givers signed in and accepted to pay the transaction fees

- c) 5 established e-givers signed in and increased their donation amount
- Father Cartwright noted that in November 2024 we had the highest number of total users of We-share ever, at 1,292. This includes all forms of giving including the narthex project, FF, Needy fund, etc., and other smaller non-offertory giving.

#### MASS ATTENDANCE

- Father noted that calendar YTD average weekly mass attendance is 908 per weekend across all 10 masses, compared to 926 per weekend for same period in 2023.

#### CATHOLIC SCHOOL SUBSIDIES

- The council discussed and debated at length about the parish catholic school subsidies, and whether we should make changes to the policy for next school year (2025-26).
- For the current fiscal year, school year 2024-25, we have budgeted \$36,400 which supports the following list of subsidies by school
  - a) 21 students at St. Brigid @ \$1,450 per student
  - b) 1 student at St. Dom's @ \$1,450
  - c) 5 students at Cheverus @ \$500 per student
- After much discussion, the Finance Council with Father's agreement landed on the following policy for next school year, with all voting in favor.
  - a) There will be no subsidy for high school grades
  - b) We will budget a total of \$34,000 for fiscal 2026 for elementary school subsidies
  - c) The parish will set a deadline for subsidy applications to be received
  - d) The parish will then calculate the subsidy amount per student and communicate same to families within a reasonable time after the application deadline
  - e) The subsidy application will be enhanced to require more participation by the receiving family in the form of volunteer hours and the like. Father Cartwright will confer with another nearby parish that has instituted a similar approach.

#### CASH ACCOUNTS

- There was brief discussion about the concern raised by the investment sub-committee that the detailed cash accounts are not being reconciled properly and they appear to be incorrect dating back to late 2021 or early 2022.
- The council noted that we believe that the 'Total Cash' amount being reported is correct, but that the supporting accounts (Operating cash, capital campaign, needy fund, campground, etc. all appear to be incorrect to some degree)
- Father Cartwright has agreed to allow Nicole to work from home 3 days per week beginning in January to allow her the time to focus on researching the root causes of this problem and implementing corrections.
- Nicole will need to coordinate with chancery for some of this work, and she will provide an update to the council as she progresses in January.

#### PARISH STAFF

- The council voted unanimously to advise Father that we support his desire to go ahead and provide modest wage increases to his staff.

#### PARISH UPDATES FROM FATHER CARTWRIGHT

- Announcement of the SGtG Narthex Project has been received very positively, and Father announced that we already have \$300k of the \$400k needed for complete funding of the project

- Father is reviewing a proposal from New Leaf Energy for their desire to place a solar energy storage unit on the property of SGtG, which could result in annual revenue of \$42k per year, increasing by 2% annually.
- Father is working with a new parking management company for potential parking revenue at HM and SH, which may be QR Code based, as opposed to the United kiosk-based system
- A small construction project was completed and allowed the St. Jude choir to be moved to the back of the church which works out better for everyone and the choir members received the change very positively.
- Father announced that a parishioner from Holy Martyrs led a silent fundraising drive for installing heat pumps at HM. Phase 1 is complete and heat pumps will be installed in the nave at HM in December.

#### CLOSING

- Father Cartwright led us in closing prayer and the meeting adjourned around 9:30pm