

Family of Parishes DOWNRIVER MISSIONARIES FOR CHRIST

MINUTES

Family Finance Team (FFT)

Thursday, January 26, 2023

This meeting was conducted at the St. Cyprian Parish Offices, 13249 Pennsylvania Rd., Riverview, MI, 48192 beginning at 6:30 p.m.

Present:	Fr. Marc Gawronski	Moderator
	Sue Biedlingmaier	Director of Mission Support
	Cliff Ditzhny	St. Joseph Parish
	Julius D'sa	Our Lady of the Woods
	Connie Gladhill	St. Roch Parish
	Leo Kay	St. Cyprian Parish
	Jason Plackowski	St. Joseph Parish
	Deborah Stevens	Sacred Heart Parish

- I. CALL TO ORDER. Fr. Marc offered an opening prayer.
- II. REVIEW OF FINANCIAL REPORTS. Sue Biedlingmaier presented a summary of the consolidated budget report for the quarter ending December 31, 2022. Overall, the parish budgets are in good shape. Variances were related to emergency expenses and capital improvement spending. ERC credits for St. Roch's were reflected later than the other parishes. Offertory revenue has decreased, reflecting a trend seen throughout the archdiocese.

It was noted that parish funds are not merged. The archdiocese and the FOP provide oversight over each parish's finance but under canon law, parishes are autonomous.

Sacred Heart and St. Joseph have exceeded their CSA goals; other parishes will have to dip into savings if their goals are not met by the end of May when CSA closes.

The FOP will be moving to a new accounting system (Sage Intacct) this year which is the archdiocese's preferred vendor. Financial statements may be reported in a different layout. Training is scheduled for February. Sue expects the new system will result in efficiencies in reporting consolidated statements. The new program will cost about the same as the upgraded version of QuickBooks that would have been used. New check printers with magnetic ink that conforms to bank requirements will be required for each parish.

A 10% overall decline in Registered Active Families was noted. Some discussion occurred about how "active" is determined, efforts to contact parishioners who have been away, and how some clean-up on records has contributed to that figure.

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III. PARISH UPDATES

Our Lady of the Woods: A capital project to construct a two-lane covered porch on the main entrance will begin at Eastertime. This is a budgeted expense.

St. Roch: Discussion occurred over reported instances of phishing instances purportedly coming from the parish and how to handle them.

St. Cyprian: A project to install a projector system in the church to display video on screens along with audio is nearly complete.

Sacred Heart: Projects underway include planning for a capital campaign to primarily fund roof replacement on the church, developing a plan to install a columbarium near the existing cemetery next to St. Anne's Chapel, and working with an archdiocese-approved realtor to market three parcels of property including the convent. The proceeds from any property sales would go into an endowment fund that would not be used for operations.

St. Joseph: A walk-through the church revealed damage from several old leaks that will require repairs. Plans are underway to move the pre-school program to St. Tim's during the 2024/25 school year. This will open up classroom space at St. Joseph's school. The updates needed at St. Timothy for the pre-school program will be funded with the \$200,000 received from COVID funds. Pre-school and kindergarten have never been subsidized. This action is being considered in part with a view towards evangelization. Data has shown that 62% of children in the pre-school programs go on to attend that school.

St. Timothy: The former rectory at St. Tim's will be marketed for sale. Unlike Sacred Heart where property sale proceeds will go towards an endowment, any proceeds will be considered a resource to be used towards evangelization; in this case, the pre-school program.

IV. OTHER DISCUSSION. The question arose again about whether the FOP was seeking discounts for commodity purchases among the parishes. It is not practical since many services are local and the parishes are separated geographically; and if a certain good were to be ordered in bulk, the need to arrange delivery from one location would add another layer of expense.

The budget process for each parish will begin in late February/early March with a budget presented to each Finance Committee in April. Budgets are due to the archdiocese by May 15.

V. ADJOURNMENT. The meeting concluded with a prayer. The next meeting is scheduled for Thursday, April 20, 2023 at 6:30 p.m.

Respectfully submitted,

Deborah A. Stevens