

Saint Gabriel the Archangel Catholic Church
Finance Council Meeting Minutes
October 25, 2023 at The Rectory

In Attendance:	Mr. Greg Maney
Father Kirk Slattery	Mr. Rick Tarasiewicz
Mr. Marc Lanning, Business Manager	Mr. Mike Herder
Mr. Gregg Stein, Chairman	Mr. Scott Schneider (absent)
Mr. Marty Bunker, Vice Chair	Ms. Michele Roberts
Ms. Marilyn Szorc, Secretary (absent)	Father Paul Williams
	Mr. Brett Wichert (Biggs Kofford)

- 1) The meeting began at 6:00pm with a prayer.
- 2) The minutes for the last meeting on July 26, 2023 were accepted as submitted.
- 3) Brett Wichert from Biggs Kofford presented a review of the financial statements as of June 30, 2023. He emphasized that their engagement is a financial statement review rather than an audit. The Agreed upon Procedures that are in place were developed by the Diocese are more thorough than an audit. He provided a report on applying these Agreed upon Procedures and indicated that their findings reflect a very clean set of books despite the challenges of recording construction transactions.
 - a) Their findings were that bank account transactions were recorded in the General Ledger and the bank account reconciliations were completed.
 - b) There were no issues of fraud and the controls in place provided a low risk of fraud.
 - c) Cash receipts for the offertory as well as gifts and their deposits were reviewed and were recorded properly.
 - d) School tuition payments were recorded correctly and the fees were applied consistently. Tuition assistance is in accordance with IRS regulations.
 - e) Investment income was properly recorded and all investments are being monitored or approved by the Diocese.
 - f) Payroll transactions were documented and recorded properly and payroll reporting to the IRS was properly completed.
 - g) The year end methodology report reconciled to the year end general ledger and financial statements.
- 4) Brett offered the following comments on the financial statements as of June 30, 2023.
 - a) The asset balances are inflated due to the treatment of the donation for the school building. He felt the cash balance of \$232,045 is the critical number on the statement and needs to be monitored for cash flow purposes through timely financial statements and forecasting cash flow.
 - b) He noted offertory collections increased from 2022 to 2023 and felt that was very positive and contrary to what he is seeing in other parishes.
 - c) He suggested we closely monitor the school financials through budgeting and forecasting.

- 5) Gregg reported he submitted a budget for the school and the parish budget has been prepared and is in the process of being entered into the system. The parish budget is breakeven for the 2023-24 FY. The school budget shows a small profit and is based on a population of 165 students.
- 6) Actual results for the parish as of September 30, 2023 are in accordance with the budget.
- 7) The school construction is scheduled to be completed in June. There is a problem with the delivery of the electrical panel which needs to be resolved as well as change orders to contend with.
- 8) After the Capital Campaign there is an anticipated shortfall of about \$3M for the capital expenses. Possible solutions are being explored with the Diocese. This will be addressed once we know the final construction costs.
- 9) An advertising campaign is starting for the rental of parish facilities that will produce revenue. A part-time person has been hired to coordinate the weddings and her expenses are being passed on in the rental fee.
- 10) A Daycare for infants to preschool ages will also open in the church building once the school moves out and will also produce revenue.
- 11) The pedestal for the Annunciation statue is installed and the next step is for the slabs to be engraved. They are expecting delivery of the statue to be Mid-November.
- 12) The Mater Filius home is expected to be finished in November. We will provide their ministerial support and they are responsible for their operating expenses. We will pass some expenses on to them for shared items.
- 13) We are discussing the replacement of trees with the neighboring home builder per a previous agreement.
- 14) Marc noted that the restricted fund balance for the statue is \$45,396 but we will need about \$80k for the remaining expenses for the statue. Marty motioned to redesignate \$100,000 in the Capital Replacement Fund to be used for the statue and rectory expenses. Rick seconded the motion. All were in favor. It was noted that the Statue and rectory fund balances will increase as anticipated donations are made to the Capital Campaign.
- 15) The next meeting is scheduled for January 24, 2024.

16) The meeting concluded at approximately 7:20 pm with a prayer.

Minutes Prepared by:

Reviewed by:

Approved/Disapproved:

Marilyn Szorc
Finance Council Secretary

Gregg Stein
Finance Council Chairman

Rev. Kirk J. Slattery
Pastor