

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

Board of Trustees  
Immaculate Heart of Mary  
Minnetonka, Minnesota

We have performed the procedures enumerated below, which were agreed to by the board of trustees, finance council, and management of Immaculate Heart of Mary and the Archdiocese of Saint Paul and Minneapolis (the specified parties), solely to assist you with respect to the financial and corporate records of Immaculate Heart of Mary (the Parish) for the year ended June 30, 2017. Immaculate Heart of Mary's management is responsible for the Church's financial and corporate records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Agreed-Upon Procedures**

The procedures performed on November 16, 2017, and the related findings are as follows, for the period from July 01, 2016, through June 30, 2017:

**General**

1. From the Business Administrator, we obtained the "Archdiocesan Internal Control Questionnaire" (see Appendix A). We read this and determined the Parish completed the questionnaire.
2. We obtained the minutes from the Business Administrator and scanned each report for the following meetings:

The finance council meetings from July 28, 2016; September 22, 2016; October 27, 2016; December 7, 2016; January 26, 2017; February 23, 2017; March 23, 2017; April 27, 2017; May 25, 2017; and June 22, 2017.

The pastoral council meetings from August 11, 2016; September 8, 2016; October 20, 2016; November 10, 2016; January 12, 2017; March 9, 2017; and May 11, 2017.

**General (continued)**

- a. We obtained the name, email address, home address and phone numbers of the two lay trustees:  
Gordon Wilson, 612-850-6313 or 952-945-0441  
13364 Hummingbird Drive, Apple Valley, MN 55124  
gdwizard@charter.net  
  
Mary Campbell, 952-270-6226  
14414 Stewart Lane #201, Minnetonka, MN 55345  
marycampbell919@gmail.com
- b. We noted the Pastor attended all finance council meetings.
3. We inquired of the Business Administrator and observed the Parish's filing system, safe, and lock boxes for loan agreements, leases, minutes of all council meetings, and other important corporate documents. We were informed leases and contracts are kept in a locked file cabinet in the Business Administrator's office and backed up electronically as well. Minutes from the finance council and pastoral council are kept in a binder in the Parish office. Corporate documents are kept in the safe. We suggest the filing cabinets have restricted access to those who need to access the funds. Furthermore, we suggest all the files are electronically backed up on the third party's server with restricted access.
4. Through inquiry, we determined a comprehensive set of financial statements is being provided to the finance council covering the balance sheet and all activities of the funds. These financial statements are generated directly from the accounting software used by the Parish. We requested and observed one set of financial statements directly from the financial statements for the month ended March 31, 2017.
5. We obtained a copy of the annual report for the fiscal year ended June 30, 2017 which was distributed to all parishioners (see Appendix B).
6. We inquired of the Business Administrator about the Parish's method of accounting and were informed they use the accrual basis.
7. We obtained a copy of the Parish's approved fiscal 2018 budget (see Appendix C).
8. We obtained a copy of the most recent Minnesota Sales Tax Exemption letter (see Appendix D).

**Bank, savings, and investment accounts**

1. We obtained a list of all bank, savings, and investment accounts from the Business Administrator. In addition, we obtained authorized check signers and the level of signature authority, including dual signature requirement, if applicable, for each of the accounts, including accounts closed during the year (see Appendix E). We were informed the Parish's policy is to require dual signatures for all checks greater than \$10,000. We determined these accounts are reflected in the Parish's general ledger by sighting the account balance on the general ledger.

**Bank, savings, and investment accounts (continued)**

2. For all accounts listed in Appendix E, we agreed all bank, savings, and investment account balances to June 30, 2017 reconciliations. We noted a variance of \$122.82 between the main checking account balance and the June 30, 2017 bank reconciliation. Per the Business Administrator, this variance was due to an electronic tax payment on June 27, 2017 for changes made to 1<sup>st</sup> quarter payrolls.
  - a. We confirmed all bank, savings, and investment accounts listed at Appendix E at June 30, 2017 without exception:
  - b. For the primary operating bank account, we noted no outstanding checks or deposits in transit listed in the bank reconciliation greater than 90 days old as of June 30, 2017.
  - c. We reviewed the June 30, 2017, bank statement noting weekend deposits dated June 5, 2017; June 12, 2017; June 19, 2017; and June 26, 2017. There were no deposit corrections noted for these weekend deposits.
3. We obtained the bank, savings, and investment statements and reconciliations for the month of March 2017 and performed the following:
  - a. We tested by vouching to subsequent bank statements a sample of 10 outstanding checks from the bank reconciliation for the operating checking account. All items, except one (in the amount of \$20.78 dated 7/1/16), cleared the bank on the subsequent bank statement. There were no outstanding deposits in transit.
  - b. There were three transfers between accounts for the last five days of March 2017 and the first five days of April 2017. We vouched these transfers between accounts for proper recording and handling, noting no exceptions.

**Cash receipts and revenue**

1. We selected all deposits made between March 12, 2017 and March 18, 2017 for the operating checking account and performed the following (see Appendix F):
  - a. We traced each deposit from the bank statement to the general ledger detail and noted no differences.
  - b. We traced each deposit without exception from the general ledger detail to supporting documents such as validated deposited slips, deposit summary, or collection summary.
2. We obtained from the Business Administrator a year to date reconciliation of contributions per the donor data base listed by donor contribution revenue as reported in the general ledger. We noted unreconciled differences totaling \$1,505.95 (see Appendix G).
3. We obtained a copy of three donor notification statements and evaluated them to be in compliance with Internal Revenue Service (IRS) regulation publication 1771 (see Appendix H). It was noted that the annual statements included in Appendix H do not include a statement addressing whether goods and/or services were provided in exchange for the donation. It was noted that each individual donation letter, sent out as each donation is received, include this statement. We inquired and were informed notifications were provided to donors prior to April 15, 2017.
4. We obtained a reconciliation of revenue per the parish archdiocesan financial report to total year-to-date revenue reported on the Parish's internal financial statements for the year ended June 30, 2017 (see Appendix I). Noted no unreconciled differences.
5. We inquired and were informed the Parish does not use Scrip for fundraising.

### **Cash disbursements**

1. We received the first and last check numbers for the period of July 01, 2016, through June 30, 2017, from the Business Administrator and randomly selected a sample of 10 cash disbursements and five bank debits (such as wire transfers, Automated Clearing House (ACH) transfers, etc.) from the operating checking account (see Appendix J). We then performed the following:
  - a. We vouched each disbursement to supporting documentation such as invoices, receipts, schedules, and remittances without exception.
  - b. We inspected the invoices to determine if they were marked paid or cancelled. We noted one invoice was marked as such while nine invoices were marked on the check stub. We recommend the Parish mark invoices as paid or cancelled to comply with Archdiocese Internal Control Policies and to prevent invoices or reimbursement requests from being paid twice.
  - c. We inspected the disbursements for proper authorization and noted 13 of the 15 disbursements selected contained evidence of approval to be paid. It was noted that all physical checks selected for testing contained proper authorization of payment. We suggest the Parish implement a process where each invoice paid electronically is approved and signed off on by an authorized department supervisor or the Pastor before payment.
  - d. We compared the date, amount, and payee as listed on the check register to the copy of the cancelled check provided and found them to be in agreement without exception.
  - e. We traced each disbursement to the general ledger detail account and reviewed for proper coding and amount. Based on descriptions for general ledger accounts, coding appeared reasonable. All amounts in the general ledger agreed with the disbursement amount.
2. We obtained a listing of all Parish credit and debit cards, including card limits and who has access to or use of the cards (see Appendix K). We selected four monthly debit and credit card statements and performed the following on a haphazard selection of 10% of the number of purchases:
  - a. We obtained from the Business Administrator a listing of the purpose for each purchase.
  - b. We agreed six of the seven credit card purchases selected for testing to supporting invoices or receipts. Per discussion with the Business Administrator, electronic receipts had not been consistently submitted for credit card purchases in the past. We understand a process has since been established to insure all receipts are submitted by credit card holders.

### **Payroll**

1. We obtained payroll summary and payroll register for the pay period paid on May 30, 2017, from the Business Administrator and inquired of the Pastor about the existence of personnel being paid. We were informed each person existed.
  - a. We inquired of the Business Administrator as to whether quarterly federal and state taxes are filed timely, and were informed they are. We selected and viewed the quarterly federal and state tax return for the quarter ending December 31, 2016 and noted it was signed on January 5, 2017.
  - b. We determined quarterly federal and state returns are filed timely as we sighted Form 941 for the quarter ending December 31, 2016, which was signed on January 5, 2017.

**Payroll (continued)**

2. We performed the following procedures on 10 individuals listed on the May 30, 2017 payroll report (see Appendix L):
  - a. We obtained the personnel files from the Business Administrator for each employee. We verified the Archdiocese maintains personnel files for the Pastor.
  - b. We verified each employee's pay rate was properly approved and documented in the personnel file. We noted two instances where proper documentation was missing for fiscal year 2017. It was noted that there was documented approval for fiscal year 2018 for these individuals. We recommend proper approval of all salaries and retention of documentation.
  - c. We recalculated the Pastor's salary and housing allowance based on the formula and compensation guidelines promulgated in the Clergy Bulletin for 2016-2017. We noted a variance of \$2,267.04 due to the following two reasons. There was \$1,464.88 paid on July 1, 2016, which related to expenses incurred for fiscal year 2016. There was also a miscalculation of the Pastor's pay for each of the 26 periods of \$30.85 (total of \$802.10). The Pastor should have been paid \$1,519.31 for each of the 26 pay periods in fiscal year 2017, but he was actually paid \$1,550.16. There is a remaining unreconciled difference of \$0.06.
  - d. We verified a signed W-4 is on file for all employees, including the Pastor.
  - e. We verified an I-9 form is on file for all lay employees.
  - f. We verified a background check is on file for all lay employees. We inquired of the Business administrator and were informed the Pastor does not receive a housing allowance.
  - g. We inquired of the Business Administrator and were informed the Parish is not collecting and remitting FICA for the Pastor's salary.
3. We inquired of the Business Administrator and were informed payments made to religious on staff are being paid directly to the religious order.

**Capital expenditures**

1. We obtained a listing of all capital expenditures greater than or equal to \$10,000. For detailed listing of these purchases, see Appendix M.
2. We inquired of the Business Administrator whether a bidding process was used for capital expenditures greater than \$10,000. We were informed a bidding process was used for each expenditure.
3. We obtained a signed proxy for all capital expenditures purchases greater than \$25,000 (see Appendix N).
4. We obtained the signed proxy for all leased parish property with a term of over one year (see Appendix Q).

**Accounts payable/accrued expenses**

1. We obtained a listing from the Business Administrator of all amounts paid during the year and owed as of June 30, 2017, for (see Appendix O):
  - a. Parish assessments
  - b. Insurance program
  - c. Medical benefit plan
  - d. Lay pension plan
  - e. Priest pension plan
  - f. Priest medical/dental plan
  - g. 403B TDA
  - h. Asbestos monitoring program
2. We inquired and were informed the Parish has accrued and recorded the amounts included in Appendix O.
3. We inquired of the Business Administrator on whether the Parish is past due on obligations to the Archdiocese. We were informed they are past due and have established a financial cooperating agreement with the Archdiocese, in which payments are set to begin May 2021. However, current assessments are also past due.
4. We confirmed the amounts listed in Appendix O with the Archdiocese and noted certain differences detailed as such.

**Notes payable, long-term debt, and mortgages**

1. We obtained a listing of notes payable, long-term debt, mortgages, and lines of credit (see Appendix P).
2. We confirmed the balances listed at Appendix P as of June 30, 2017.
3. We compared the amount confirmed above to the general ledger for June 30, 2017, and found the amounts to be in agreement.
4. Since there were no new or revised notes payable, long-term debt, mortgages, or lines of credit during the year, we did not obtain a signed proxy.

**Net assets**

1. We were informed there are no donor restricted funds in excess of \$50,000 received during the year ended June 30, 2017 or unspent as of June 30, 2017.
2. Since there were no donor restricted funds in excess of \$50,000 received during the year ended June 30, 2017 or unspent as of June 30, 2017, we did not inquire of the Business Administrator about the availability of the original records to support the donor restrictions

Board of Trustees  
Immaculate Heart of Mary

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion, on the financial and corporate records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the board of trustees, finance council, and management of Immaculate Heart of Mary and the Archdiocese of Saint Paul and Minneapolis and is not intended to be and should not be used by anyone other than those specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

**CliftonLarsonAllen LLP**

Minneapolis, Minnesota  
November 16, 2017

# INTERNAL FINANCIAL CONTROLS QUESTIONNAIRE

for Parishes in the  
ARCHDIOCESE OF SAINT PAUL AND MINNEAPOLIS

PLEASE ENTER PARISH INFORMATION HERE:

PARISH NAME:

Immaculate Heart of Mary

PARISH CITY:

Minnetonka

PARISH CORP ID:

218

PARISH ZIP CODE:

55345

NAME, TITLE:

Kellie Dennehy, Business Administrator

## INSTRUCTIONS

Please complete this questionnaire electronically.

Answers to each question should be entered in this form directly after each question.

A yes or no response is sufficient for most questions, but please add explanations as you feel necessary or beneficial to gaining an understanding of the operations of your organization.





## CHAPTER ONE - GENERAL CONCEPTS

## Section 1. PARISH FINANCIAL RESPONSIBILITY

A. Who is responsible for financial matters within the parish/school, including implementing internal controls? (Name, Title)	
Kellie Dennehy, Business Administrator	

Kellie Dennehy, Business Administrator

## Section 2. GENERAL POLICIES

- |    |                                      |                                     |  |
|----|--------------------------------------|-------------------------------------|--|
| A. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | Does the parish have fireproofed, locked storage facilities on premises to safeguard monies, records, and valuables?   |
| B. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | Does the parish have written policies defining which persons have access to safekeeping areas?   |
| C. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | Does the parish have written policies defining security practices for handling all monetary transactions?  |
| D. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | Does the parish have a process for developing and approving an annual parish or school budget that includes parish/school comparative financial reports actual against budget? |
| E. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | If so does the parish/school have a written policy?  |
| F. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | Does the formal reporting documents include a comparative budget to actual?  |
| G. | <input type="radio"/> Yes            | <input checked="" type="radio"/> No | Does the parish have a written policy addressing procedures for handling unbudgeted requests?  |
| H. | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | Does the parish have written policies regarding receipts and disbursements?  |

General Policies Additional Comments:

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### Section 3. SECURITY

A. ☒ Yes ☐ No Are safe combinations and storage area locks changed periodically?

B. ☒ Yes ☐ No Does the safe combination change for staff and volunteer transitions?

C. ☒ Yes ☐ No Does the parish have security alarm systems and sprinkler systems for office areas where valuables are kept?

Security Additional Comments:

### Section 4. BANK SELECTION

**When selecting a bank or institution for financial services, is consideration given to:**

A. ☒ Yes ☐ No What service charges, if any, will be assessed?

B. ☒ Yes ☐ No What loan rates are available?

C. ☒ Yes ☐ No Whether or not an individual account manager will be in charge of the account?

D. ☒ Yes ☐ No The location of the bank, with priority given to local institutions?

E. ☒ Yes ☐ No The FDIC and FSLIC insurance and limits in effect?

Bank Selection Additional Comments:

## Section 5. ONLINE BANKING AND WIRE TRANSFER

A.  Who has the ability to assess the church's accounts online?  
(Name, Title)

B.  Who has the authority to initiate wire transfer or ACH transactions? (Name, Title)

C. ☒ Yes ☐ No Are dual authorization procedures required for wire transfers, online bill pay or ACH transactions?

D.  Describe the bank level controls in place over electronic transactions such as positive pay or call backs?

E. ☒ Yes ☐ No Does the bank call back for verification of the requested wire transfer, online bill pay or ACH when a dollar threshold is exceeded?

Online Banking and Wire Transfers Additional Comments:

## Section 6. GENERAL COMPUTER & SECURITY

A. ☒ Yes ☐ No Does the parish use computer security (firewalls, antivirus software, etc.)?

B.  What was the date of the last update?

C. ☒ Yes ☐ No Do employees receive training on IT security, phishing/fraud schemes, and best practices for computer security?

D. ☒ Yes ☐ No Are employees required to change and use complex passwords when logging into their computer?

- E. ☒ Yes ☐ No Does the parish have written policies regarding general computer controls?

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General Computer and Security Additional Comments:

## CHAPTER TWO - PROCESSING OF CASH RECEIPTS

### Section 1. SUNDAY OFFERINGS

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#### ITEM 1.COLLECTION

- A. ☒ Yes ☐ No Do ushers rotate in their assigned aisles for collection?
- 
- B. ☒ Yes ☐ No Is special attention given to those areas that have "blind spots" created by pillars, statues, etc.?
- 
- C. ☒ Yes ☐ No Are all contents of the collection baskets transferred to security areas in the presence of at least two unrelated persons?
- 
- D. ☒ Yes ☐ No Are security bags used when money is stored to be counted later?
- 
- E. ☐ Yes ☒ No Is a security log used to monitor the money bags?
- 
- F. ☒ Yes ☐ No Are the money bags secured until the collection can be counted? Does the formal reporting documents include a comparative budget to actual?

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#### ITEM 2.MONEY COUNTING

- A. ☒ Yes ☐ No Do money counters rotate in schedules?
- 
- B. ☐ Yes ☒ No Are money counters required to take consecutive two-week vacations annually?
-

C.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are bookkeeping personnel never involved in any money counting/handling procedures?
D.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are uncounted funds retrieved from the storage area by authorized personnel and delivered to the counting area?
E.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Do counters work in unrelated pairs, with no one person dealing alone with funds?
F.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are plate donations and unopened envelopes sorted and counted separately?
G.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are worksheets used to record amounts of currency, coin, and checks?
H.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are envelope content amounts and check number, if applicable, recorded on the outside of each envelope?
I.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are adding machine tapes attached to each batch of envelopes?
J.	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Are corresponding amounts from adding tapes listed on count worksheets?
K.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Do pairs of workers exchange places, recount monies, and verify entries on the worksheets, then initial the worksheets, vouching for entry accuracy?
L.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Is a composite record of all plate and envelope donations made by summarizing the data on all of the worksheets from all of the workers?
M.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Are sheet totals compared with the total of all coin, currency, and checks being counted to verify they agree?

#### ITEM 3. DEPOSIT OF FUNDS

A.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Is the deposit slip prepared in duplicate by the counting supervisor, who verifies that the deposit agrees with the supporting documents of the counters?
B.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Is the original deposit slip enclosed with the deposit?

C.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Is the other copy attached to the supporting documents that will be used in recording the contributions in the contribution stewardship records?
D.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Are security bags used to transport the deposits to the bank?
E.	<input type="text" value="Monday"/>	On what day of the week are the deposits made?
F.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Do bookkeeping personnel never transport money to the bank?
G.	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is a courier service used for taking deposits to the bank?
H.	<input checked="" type="radio"/> Yes <input type="radio"/> No	If the answer to Question G is No, does the parish rotate the persons, the vehicle used, and the time of day that the money is transported from church premises to the bank?

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#### ITEM 4.GENERAL LEDGER RECORDING

A.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Are persons involved with the money counting process excluded from making the journal entries for the receipts?
B.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Are journal entries made, either manually or with the data processing procedures, using the documents generated during the money counting procedures?
C.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Does the Pastor or his delegate regularly review the journal entries of income?

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#### ITEM 5.CONTRIBUTION/STEWARDSHIP RECORDING

A.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Are persons involved with the money counting process excluded from working with the contribution/stewardship records?
B.	<input checked="" type="radio"/> Yes <input type="radio"/> No	As entries are made into the contributor/stewardship files, either with manual record keeping or data processing, is a comparison made between the amounts entered and the adding machine tape that accompanies the batch of envelopes being recorded?

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#### ITEM 6.RECORD RETENTION

A. ☒ Yes ☐ No Are contribution envelopes retained for at least one year following the close of the calendar year in which they are recorded?

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B. ☒ Yes ☐ No Are stewardship records, general ledgers, and bank deposits retained for seven years?

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Sunday Offerings Additional Comments:

## CHAPTER THREE - CASH RECEIPTS FROM OTHER SOURCES

### Section 1. RECEIVING AND/OR COLLECTING OF CASH

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#### ITEM 1.MAIL

A. ☒ Yes ☐ No Do two persons working together open the general parish mail?

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B. ☐ Yes ☒ No Are amounts of money enclosed in envelopes recorded on a data sheet?

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#### ITEM 2.PERSONAL DELIVERY

A. ☒ Yes ☐ No Does the receptionist receiving cash during office hours give the donor the original of a receipt that has been prepared in duplicate?

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B. ☐ Yes ☒ No Is the amount, purpose, and receipt number recorded on a data sheet?

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#### ITEM 3.DEPARTMENT RECEIPTS

A. ☒ Yes ☐ No Does each parish department that collects funds for departmental activity have procedures for the security of such funds?

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B. ☒ Yes ☐ No Are these specific procedures regarding handling of money collections included in the written security policies of the parish?

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#### ITEM 4.COIN BOXES

A. ☒ Yes ☐ No Are coin boxes for votive lights, magazine racks, poor fund donations, etc., secured to a permanent wall or attached to a permanent fixture?

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B. ☒ Yes ☐ No Is control of keys for such monetary depositories articulated in the written security policies of the parish, as well as the manner in which monies are retrieved from these depositories?

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Receiving and/or Collecting of Cash Additional Comments:

## Section 2. HANDLING OF FUNDS

A. ☒ Yes ☐ No In all cases, after cash is received, and the initial data recordings are made, is the money and the accompanying documentation either given to the persons assigned to prepare the deposit, or transmitted to the secured area for safekeeping?

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B. ☒ Yes ☐ No Is there a special recording by the Pastor and/or the designated delegate for Offerings for Masses?

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Handling of Funds Additional Comments:



### Section 3. MONEY COUNTING AND PREPARATION OF DEPOSIT

A. ☒ Yes ☐ No In all cases, after cash is received, and the initial data recordings are made, is the money and the accompanying documentation either given to the persons assigned to prepare the deposit, or transmitted to the secured area for safekeeping?

B. ☐ Yes ☒ No Does the person preparing the deposit verify that the money received agrees with the appropriate documentation, and with the data sheet prepared by the person who received the funds?

C. ☒ Yes ☐ No Are deposit slips prepared and a copy attached to the information given to the person who will be making the journal entries?

Money Counting and Preparation of Deposit Additional Comments:

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### Section 4. GENERAL LEDGER RECORDING

A. ☒ Yes ☐ No Are persons receiving the cash and preparing the deposits excluded from making the journal entries?

B. ☐ Yes ☒ No Depending on the nature of the contribution, are applicable persons or departments given appropriate information and documentation regarding the cash receipts?

C. ☒ Yes ☐ No Does the bookkeeper verify that the deposit receipt from the bank agrees with the deposit slip used in preparing the deposit?

General Ledger Recording Additional Comments:

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## Section 5. RECORD RETENTION

A. ☒ Yes ☐ No Are supporting records of major gifts, bequests, and endowments, etc., kept to perpetuity?

B. ☒ Yes ☐ No Are supporting records for department incomes and other receipts retained for a minimum of seven years?

Record Retention Additional Comments:

## CHAPTER FOUR - PROCESSING CHECK DISBURSEMENTS

### Section 1. CHECK SECURITY

A. ☒ Yes ☐ No Are all payments (other than petty cash distributions) made by check?

B. ☒ Yes ☐ No Are prenumbered voucher checks, with multiple copies, used for appropriate documentation and filing purposes?

C. ☒ Yes ☐ No Are blank checks safeguarded in a secure storage place?

D. ☒ Yes ☐ No Are all cancelled and voided checks retained and filed for a minimum of seven years?

Check Security Additional Comments:

## Section 2. CHECK APPROVALS

- A. ☒ Yes ☐ No Does the Pastor or Pastor's delegate approve all check distributions?
- 
- B. ☒ Yes ☐ No Is a purchase order or a written request form used to initiate the payment process?
- 
- C. ☒ Yes ☐ No Is the person placing the order responsible for receiving the goods and initiating the payment process?
- 
- D. ☒ Yes ☐ No Do all requests for payment include the designation of account numbers, amount due, discounts available and other pertinent footings, extensions, etc?
- 

Check Approvals Additional Comments:

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## Section 3. CHECK PREPARATION

- A. ☒ Yes ☐ No Is the person preparing the checks excluded from making the purchases or receiving the goods?
- 
- B. ☒ Yes ☐ No Is the person preparing the checks not an authorized signatory of parish checks?
- 
- C. ☒ Yes ☐ No Are all checks substantiated by an invoice, purchase order, receipt, and/or written request form?
- 

Check Approvals Additional Comments:

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#### Section 4. CHECK SIGNATURES

- A. ☒ Yes ☐ No Is the Pastor responsible for signing all checks?
- B. ☒ Yes ☐ No If No, has this function been delegated by him to a Trustee, or to a staff person other than the check preparer?
- 
- C. ☒ Yes ☐ No Is more than one signature required for checks written in amounts above a limit specified in the established written parish policy?
- 

Check Signatures Additional Comments:

4A. When the pastor is not available due to vacation/retreat/etc. a trustee is responsible for signing checks. 4C. Checks exceeding \$10,000 require two signatures.

#### Section 5. CHECK DISTRIBUTIONS

- A. ☒ Yes ☐ No Is the person who distributes or prepares checks for mailing different from the person one who has prepared the checks?
- 
- B. ☒ Yes ☐ No Are the checks mailed the same day as they are signed?
- 

Check Distributions Additional Comments:

## Section 6. CHECK RECORDING

A. ☒ Yes ☐ No Are all journal entries and/or all other recording procedures done immediately following check preparation?

B. ☒ Yes ☐ No Does the Pastor or his delegate regularly review the journal expense activity?

Check Recording Additional Comments:

## Section 7. RECONCILIATION OF BANK STATEMENTS

A. ☒ Yes ☐ No Is the reconciliation of the monthly bank statement performed by someone other than the one who has prepared or signed the checks or has made the deposits?

B. ☒ Yes ☐ No Are reconciliations and cancelled checks regularly reviewed by the Pastor or someone so delegated?

Reconciliation of Bank Statements Additional Comments:

## Section 8. PETTY CASH DISTRIBUTIONS

A. ☐ Yes ☒ No Is documentation required for each usage from the petty cash fund including date, purpose, amount, receipt, and the name of the person who distributed the funds?

B. ☐ Yes ☒ No Are petty cash funds replenished with written documentation provided by those who have used the funds?

C. ☐ Yes ☒ No Are there written parish policies which define the purposes of petty cash funds and regulate its usage?

D. ☐ Yes ☒ No Is petty cash (asset and activity) included on financial statements?

Petty Cash Distributions Additional Comments:

IHM does not have a petty cash fund.

## Section 9. RECORD RETENTION

A. ☒ Yes ☐ No Are copies of checks, together with related documentation of purchase orders, invoices, receipts, and request forms, filed in fiscal year sequence?

B. ☒ Yes ☐ No Are these records retained for a minimum of seven years?

Record Retention Additional Comments:

## CHAPTER FIVE - PAYROLL

### Section 1. PAYROLL PERSONNEL CHANGES

A. ☒ Yes

☐ No

Does the parish have a procedure to document personnel changes? This would include but not be limited to hiring, position changes, salary changes, bonus payments and termination.

Any changes are documented in a letter of information signed by the pastor and the employee and retained in the employee's personnel file.

If Yes, please describe.

C.

Who can approve personnel changes? (Name, Title)

D. ☒ Yes

☐ No

Do different types of personnel changes require different levels of approval?

How is this documented?

F.

When did the parish most recently complete a review of job duties and update job descriptions to accurately reflect position requirements?

Updated job descriptions are signed by both the pastor and the employee and kept in each employee's personnel file.

How was this documented?

Payroll Personnel Changes Additional Comments:

## Section 2. PAYROLL PROCESSING

A. ☒ Yes ☐ No Is Paycor your current payroll provider?

B.  If not using Paycor, who is your payroll provider?

C.  How many payroll processing groups does the parish have?

D.  For each processing group; what is the pay frequency?

E. ☒ Yes ☐ No For each processing group; does the pay period end on the same day the parish employees are paid?

F. ☒ Yes ☐ No Are all hourly (non-exempt employees) submitting hours worked each pay period by use of a time card or electronic time keeping system which they sign off on?

If No, please describe how time is recorded for payroll processing.

H. ☒ Yes ☐ No Is all compensation run through payroll? For example bonus, gift cards, stipends, and musicians.

If no, please describe.

J.  Who is preparing the payroll processing? (Name, Title)



K. 



 Who is reviewing and approving (employee data changes, compensation changes, misc. payroll adjustments, pre-process payroll journal) the payroll processing prior to final submission? (Name, Title)

L. 



 Who is verifying funds availability for the payroll distribution? (Name, Title)

M. 



 How is the parish verifying that all elected deductions have been withheld?

N. 



 How is the parish verifying that all employees are paid for their hours worked during the pay period?

Payroll Processing Additional Comments:

--

### Section 3. PAYROLL PROCESSING

A. 



 How is payroll distributed to employees?

---

B. When are withholdings remitted for the following:

Federal/State Taxes (if not using Paycor)

403(b)

HSA

Voluntary Benefits

Garnishments/Levy

---

C.

checked every payroll by the bookkeeper and verified by the CPA on a quarterly basis.

Explain the process and timing for reconciling employee withholdings and corresponding general ledger liability accounts?

---

D.

☒ Yes

☐ No

Are employee benefit premium withholdings reconciled to your monthly bill for benefit premiums to ensure accuracy of payroll withholdings and the billing received?

---

E.

The following payroll would be amended to reflect the correction.

If you notice a discrepancy, how do you handle it?

---

F.

An independent CPA reconciles all quarterly and yearend tax documents to confirm the bookkeepers numbers.

What is the parish process for reviewing quarterly and yearend tax documents?

---

Payroll Processing Additional Comments:

#### Section 4. MAINTAINING PAYROLL FILES

A. 

Kellie Dennehy, Business Administrator

 Who has access to payroll reports provided each pay period by the payroll processor? (payroll journal, employee change report, cash requirement, etc.) (Name, Title)

B. 

All reports are filed by processing date in a locked file cabinet in a locked bookkeeping office.

 Please describe how reports are stored and how access is controlled.

C. ☒ Yes ☐ No Do you have access to archived records?

D. 

W-2's- 7 years; Year End Payroll Register-Permanent

 What is the parish retention policy for payroll related documents?

E. 

Payroll records are boxed by year; labeled and stored in a locked archives room.

 How are payroll personnel files stored and secured?

F. 

Kellie Dennehy, Business Administrator

 Who has access to payroll personnel files? (Name, Title)

Maintaining Payroll Files Additional Comments:

## Section 5. POLICY

- A. ☒ Yes ☐ No Does the parish have a documented paid time off benefit policy (this could include PTO, sick, vacation, personal, etc.)?

Vacation: 0-1Year; pro-rated at 10 per fiscal year: 1-4 Years; 10days:5-9 Years; 15 days; 10 or more years; 20 days. May carry over a maximum of 5 unused vacation days to next fiscal year. Full time employees receive up

If Yes, please provide description of policies in place.

All sick, personal and vacation time is tracked on a spread sheet and reconciled with the CPA on a quarterly basis.

If Yes, how do you track accrued balances?

- 
- B. ☒ Yes ☐ No Are any leave balances payable to the employee upon termination?

Vacation

If yes, please provide which leave balance is payable upon termination.

- 
- C. ☒ Yes ☐ No Does the parish have a recorded liability that is adjusted at least annually for leave balances which are payable?

- 
- D. N/A If you fall under the Minneapolis or St. Paul sick leave ordinance, please describe how you are maintaining compliance.

E.

Regular Salary based on the Salary  
Schedule for Priests

What forms of compensation are paid to the parish  
priest(s)?

F.

100% in balance

Describe how compensation aligns with the Salary  
Schedule for Priests?

G.

☒ Yes

☐ No

Does your parish priest receive a form W-2?

If No, how is the parish reporting his  
compensation?

H.

☒ Yes

☐ No

Does your parish pay substitute priests for services  
(confessions, mass coverage, etc)?

I.

☐ W-2

☒ 1099

Which type of tax form are payments reported on  
for extra services?

Policy Additional Comments:

## CHAPTER SIX - SEPARATE ACCOUNTING CENTERS

### Section 1. PARISH ACTIVITY CENTERS

- A. ☒ Yes ☐ No Do ALL parish activity centers, such as schools, day cares, and housing units, have accounts that are INCORPORATED INTO the general parish bookkeeping system?

Parish Activity Center Additional Comments:

IHM has a pass through account with Notre Dame Academy to record shared expenses.

### Section 2. SECURITY POLICY

**For those activity centers which have SEPARATE accounting systems, are there written security policies that address:**

A.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Receiving of funds?
B.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Handling/storage of funds?
C.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Counting and depositing of funds?
D.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	General ledger entries and record keeping?
E.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Check security?
F.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Check approvals, preparation, signatures, distribution, and recording?
G.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Bank reconciliations?
H.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Petty cash?

---

Security Policy Additional Comments:

--

General AUP Additional Comments:

--

I hereby certify that the above statements are true and correct to the best of my knowledge.

☒ I agree

Kellie Dennehy
----------------

Electronic Signature

November 8, 2017
------------------

Date



13505 Excelsior Boulevard  
Minnetonka, Minnesota 55345

November 1, 2017

Dear Parishioners,

On behalf of the Trustees, Finance Council and Parish staff, we present the financial report of Fiscal Year July 1, 2016 to June 30, 2017 for Immaculate Heart of Mary Church.

Collection income in Fiscal Year 2016-2017 rose modestly by 2.85% over the previous year. Expenses increased slightly less than 1% in Fiscal Year 2016-2017. While we closed the fiscal year with a deficit of -\$49,824.51, this is an improvement from last year. Financial progress is slow, but we are heading in the right direction after several years of decreased overall giving.

Payments on pledges at the halfway point of the three year *"Building a Strong Foundation"* Capital Campaign remain strong with over 70% of funds pledged having been collected. For a community of Immaculate Heart of Mary's size (approximately 700 families), we are blessed with generous parishioners who place high value on sacrificially enriching our church with their financial resources.

IHM continues to face difficult decisions due to multiple obligations. The challenge of balancing parish needs first including daily operating/maintenance expenses, staff salaries, and subsidy to Notre Dame Academy means that Immaculate Heart of Mary cannot totally pay the invoices from the Archdiocese for assessments. In a show of good faith however, we have begun paying a portion each week toward the mounting Archdiocesan assessment debt.

We have many things to be grateful for here at Immaculate Heart of Mary as we continue to aim for sound financial footing. Thanks to ongoing parishioner support of the capital campaign, we have accomplished much together including paying off the church mortgage and line of credit; installing energy efficient lighting in the parking lot, and resurfacing the parking lot this past summer. Looking ahead, we have enough funds in the *"Building a Strong Foundation"* account to replace the boiler in the summer of 2018 as promised.

Changes in our community include a new Confirmation program with an engaging Confirmation Coordinator and a Young Adult Ministry launched by a motivated group of young couples. Immaculate Heart of Mary remains committed to offering social opportunities through the Hospitality Committee, the Men's Group and several family friendly events including the Heaven's House Halloween Carnival and the Palm Sunday Easter Egg Event. Social justice outreach through Pastoral Ministry, special collections and many individual ministries provides numerous volunteer opportunities to share both time and talent. Faith Formation options from Children's Liturgy of the Word through Religious Education and on to Adult Book Studies and Sacramental Preparation are available for members of all ages.

There is an uplifting energy and a welcoming spirit throughout our church! For that and your continued generosity in support of our parish we express sincere gratitude. We pledge to continue to be good stewards of your gifts.

Peace,

Fr. John Bauer  
Parochial Administrator

Blessings,

Kellie Dennehy  
Business Administrator



# Immaculate Heart of Mary 2016-2017

## Profit - Loss Summary

Income	Actual	% of Total
Collection Income	\$898,512.92	84.14%
Other Church Income	\$145,541.18	13.63%
Parish Life & Liturgy Income	\$9,882.55	0.93%
Faith Formation	\$12,339.00	1.16%
Pastoral Ministry	\$1,600.80	0.15%
<b>TOTAL INCOME</b>	<b>\$1,067,876.45</b>	<b>100.00%</b>
Expenses	Actual	% of Total
Church Salaries & Benefits	\$556,243.82	49.77%
Parish Expenses	\$102,292.50	9.15%
Archdiocese Assessment	\$90,712.08	8.12%
Maintenance Expenses	\$121,768.44	10.89%
NDA Subsidy	\$205,944.24	18.43%
Parish Life, Pastoral, Liturgy & Music	\$27,009.56	2.42%
Faith Formation & Youth Ministry	\$13,730.32	1.23%
<b>TOTAL EXPENSES</b>	<b>\$1,117,700.96</b>	<b>100.00%</b>
<b>TOTAL PROFIT/LOSS</b>	<b>-\$49,824.51</b>	<b>-4.67%</b>



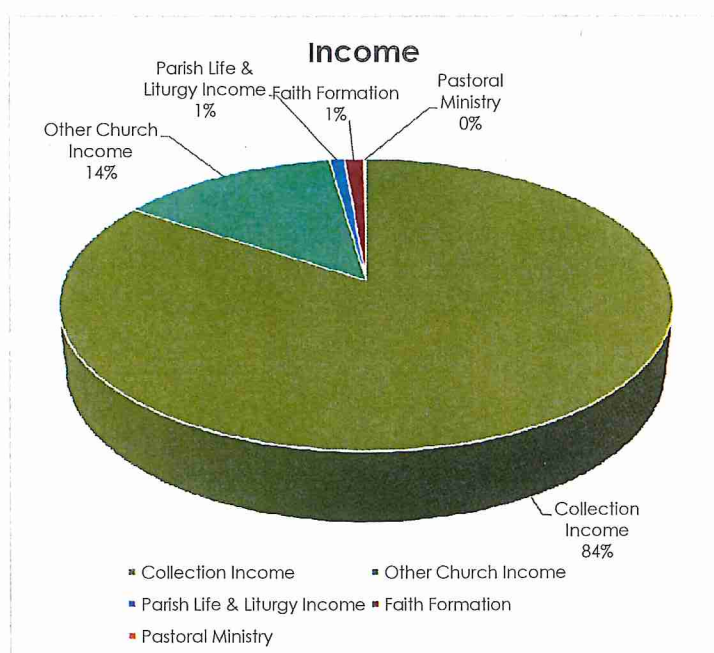
**Immaculate  
Heart of Mary**  
Catholic Community

## Building a Strong Foundation Capital Campaign As of June 30, 2017

Pledge Total	\$1,132,427.08
Collected	\$865,468.73
Households Pledging	342
Households Contributing	403

## Disbursals

Mortgage Payoff	\$317,599.04
Line of Credit Payoff	\$34,333.32
Parking Lot Lights	\$23,075.00
Parking Lot Resurfacing	\$184,091.70
Boiler Preparation	\$987.00



### Income Information

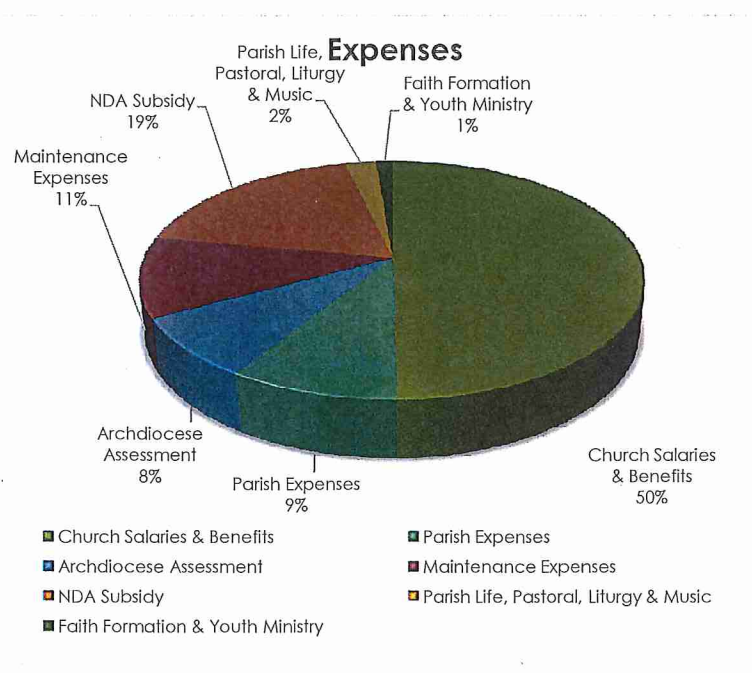
**Collection Income** - Sunday giving, plate and electronic giving, Christmas and Easter offerings and feast days

**Other Church Income** - Catholic Services Appeal rebate, Mass stipends, wedding stipends, memorial income, funeral donations, bulletin reimbursements, votives, special projects and miscellaneous gifts

**Parish Life & Liturgy Income** - Men's Club, Friday Coffee, Environment donations, St. Jude's, and Prayer Shawl

**Faith Formation Income** - Adult Book Study, Religious Education and Sacramental Preparation Registration, Faith Formation Fundraising

**Pastoral Ministry Income** - Pastoral events



### Expense Information

**Church Salaries/Benefits** - staff salaries, benefits, clergy expenses, work comp and payroll taxes

**Parish Expenses** - administrative, accounting, technology

**Archdiocesan Assessment** - money owed for Archdiocesan ministries and programs

**Maintenance Expenses** - utilities, maint. & equipment expenses

**NDA Subsidy** - 20% of collection income

**Parish Life, Pastoral Ministry, Liturgy & Music** - hospitality, pastoral ministry events, social justice outreach, liturgical environment

**Faith Formation & Youth Ministry** - program material expenses

10/16/2017  
Accrual Basis  
7.27.17

# Immaculate Heart of Mary Profit & Loss Budget Overview

July 2017 through June 2018

Jul17-Jun18

## Ordinary Income/Expense Income

### Church Ordinary Inc

4000.03GO Christmas Offering	35,000.00
4000.04GO Easter Offering	18,000.00
4030.01GO Feast Days	12,000.00
4100.00GO Votive Candle Offerng	4,000.00
Church Offering	
4000.00GO Sunday giving	620,000.00
4000.02GO ACH-Sunday Giving	217,800.00
4010.00GO Plate Offering	28,000.00
Total Church Offering	<u>865,800.00</u>

Total Church Ordinary Inc **934,800.00**

### FF Inc

4235.00YF FF Program Income	4,500.00
4235.01YF Sacr. Prep Income	2,400.00
4235.02YF Confirmation Incom	3,200.00
4330.00YF FF Fundraising Income	2,000.00

Total FF Inc **12,100.00**

### Interest Inc

4130.00GO Interest Income	500.00
---------------------------	--------

Total Interest Inc **500.00**

### Liturgy Inc

4050.00LT Environment Donations	4,500.00
---------------------------------	----------

Total Liturgy Inc **4,500.00**

### Other Church Inc

4040.00GO Weddng Stipends	1,000.00
4050.00GO Contrib. Revenue-GenOp	80,000.00
4050.01GO Funeral Stipends	4,500.00
4050.04GO Special Projects	0.01
4060.00GO Memorials Income	0.01
4080.00GO Mass Stipends	4,500.00
4090.00GO Professional Fees	3,500.00
4160.00GO Bulletin Reimb.	1,500.00
4180.01GO Annual CatholicAppeal	0.01
4200.00GO Building & Grounds	0.01

Total Other Church Inc **95,000.04**

### Parish Life Inc

4050.03GO Hospitality	1,300.00
4235.01PO Friday Coffee	550.00
4235.03GO Good Sam's Income	0.01

Total Parish Life Inc **1,850.01**

### Pastoral Ministry

10/16/2017  
Accrual Basis  
7.27.17

# Immaculate Heart of Mary Profit & Loss Budget Overview

Final Budget

July 2017 through June 2018

Jul17-Jun18

4050.01PC Pastoral MinistryEvt	1,000.00
<b>Total Pastoral Ministry</b>	<b>1,000.00</b>

Social Justice Income	
4075.01SJ Social Justice Income	3,000.00
<b>Total Social Justice Inc</b>	<b>3,000.00</b>

Youth Ministry Inc	
4235.00YM Youth Ministry Prog	800.00
<b>Total Youth Ministry Inc</b>	<b>800.00</b>

<b>Total Income</b>	<b>1,053,550.05</b>
---------------------	---------------------

<b>Gross Profit</b>	<b>1,053,550.05</b>
---------------------	---------------------

## Expense

<b>Clergy Exp</b>	
5000.00CS Clergy Salaries	36,030.00
5030.00CS Clergy Benefits (Includes Sab	13,250.00
5060.00CS Clergy Pension	18,000.00
6110.00CS Priest Stipends	7,340.00
6180.00CH Rectory Food/Supplies	6,000.00
6220.00CH Rectory Utilities	5,000.00
6250.00CH Rectory Repairs	7,500.00
<b>Total Clergy Exp</b>	<b>93,120.00</b>

<b>FF Rel Ed Exp (see#3335)</b>	
6170.01YF Faith Form Prog Sply	7,500.00
<b>Total FF Rel Ed Exp (see#3335)</b>	<b>7,500.00</b>

<b>Liturgy &amp; Music Exp</b>	
6110.01MUSIC Outside Musicians	500.00
6180.01EN Art & Environment ((see #312(	3,600.00
6180.01MUSIC Music	2,000.00
6180.02EN Sacristy Supplies	4,500.00
6180.02MUSIC Instruments	800.00
6180.03EN Votive Supplies	2,000.00
6190.00LT Vestments	100.00
<b>Total Liturgy &amp; Music Exp</b>	<b>13,500.00</b>

<b>Maint Exp</b>	
6025.00CB Building Capital Exp.	46,000.00
6035.00CB Maint. Equip Purchase	4,000.00
6090.00CB Prof. Services-Buildg	7,000.00
6180.00CB Maintenance Supplies	10,000.00
6180.01CB Kitchen Supplies & Eq	4,000.00
6250.00CB Building Repair & Mnt	29,000.00
6250.00GR Grounds Maintenance	15,000.00
6250.01CB Recurring Maint Exp	15,000.00
6250.02CB Equipment Rep & Maint	20,000.00
6260.00CB Prop. Ins & Liab ( Building Ins	14,500.00

10/16/2017  
Accrual Basis  
7.27.17

**Immaculate Heart of Mary**  
**Profit & Loss Budget Overview**

Final Budget

July 2017 through June 2018

Jul17-Jun18

**Utilities**

6220.01CB Utilities - Gas	10,000.00
6220.02CB Utilities - Electric	4,500.00
6220.03CB Utilities - Sewer&Wtr	3,000.00
6220.04CB Utilities Garbage	3,000.00

Total Utilities reflects 80/20 split with ND,	<u>20,500.00</u>
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<b>Total Maint Exp</b>	<b>185,000.00</b>
------------------------	-------------------

**Parish Gen Exp**

5010.00GO Staff Salaries	288,711.70
5015.00GO Professional Services(Org & I	0.01
5020.00GO Payroll Taxes	21,733.41
5070.00GO Staff Pension	16,007.00
5070.01GO Lay Teacher Pension	48,661.44
5080.00GO Work Comp	10,000.00
6020.00GO Volunteer Backgrnd Ck	200.00
6030.00GO Office Equipment	500.00
6050.01GO Website/Technology	8,500.00
6080.00GO Mileage/Transport	250.00
6090.00GO Prof. Fees - Accountg	30,000.00
6100.00GO Prof. Fees - Legal	20,000.00
6140.00GO Postage	4,000.00
6150.00GO Printing/Marketing Ex	2,500.00
6160.00GO Subscriptions & Publ	1,500.00
6175.01GO Funeral Expense	500.00
6180.00GO Office Supplies	6,000.00
6185.00GO Other Office Exp	2,000.00
6185.01GO Priest Discretionary	500.00
6185.02GO Staff Develop/Gifts	1,000.00
6195.00GO Stewardship/Annual Rp	500.00
6200.00GO Telephone	8,000.00
6210.00GO Copier Exp	9,000.00
6230.01GO Interest-Catholic Aid	0.00
6230.02GO Interest-LOC	0.00
6240.00GO Bank Charges	2,500.00
6500.00GO Archdiocesan Assessmt	72,570.00
6510.00GO Catholic Spirit Subsc	8,000.00
6620.00GO NDA Subsidy based on 15-16	<u>175,257.93</u>

<b>Sub-Total Parish General Expense</b>	<b>738,391.49</b>
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**Employer Paid Benefits**

5040.00GO AD&D Insurance	25.00
5040.00GO Dental Benefits	2,208.00
5040.00GO Group Life Insurance	300.00
5040.00GO LTD Insurance	500.00
5040.00GO Medical Benefits	26,500.00
5040.00GO STD Insurance	960.00
5040.00GO Vision Insurance	0.01
5090.00GO Unemployment Ins.	0.01

<b>Total Employer Paid Benefits</b>	<b>30,493.02</b>
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<b>Total Parish Gen Exp</b>	<b>768,884.51</b>
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10/16/2017  
Accrual Basis  
7.27.17

Final Budget

Immaculate Heart of Mary  
**Profit & Loss Budget Overview**  
July 2017 through June 2018  
Jul17-Jun18

Parish Life Exp	
6130.00PO Hospitality Exp	5,000.00
6175.01PO Friday Coffee	0.01
Total Parish Life Exp	<u>5,000.01</u>

Pastoral Ministry Exp(see#3810)	
6175.00PC Pastoral Ministry Evt	3,000.00
Total Pastoral Ministry Exp(see#3810)	<u>3,000.00</u>

Sacramental Exp (see3340)	
6170.02YF Sacr. Prep Prog Exp	2,405.00
6170.03YF Confirmation Exp	2,000.00
Total Sacramental Exp (see3340)	<u>4,405.00</u>

Social Justice	
6175.01SJ Sandwich Makers	4,000.00
Total Social Justice	<u>4,000.00</u>

Youth Ministry Exp	
5010.00YM Youth Ministry Prog	3,000.00
Total Youth Ministry Exp	<u>3,000.00</u>

Total Expense	<u>1,087,409.52</u>
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Net Ordinary Income	<u>-33,859.47</u>
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# MINNESOTA • REVENUE

October 25, 2016

MN ID: 8382635  
Letter ID: L0344339776

#BWBBMRR  
#0000 0034 4339 7769#  
IMMACULATE HEART OF MARY CHURCH  
13505 EXCELSIOR BLVD  
MINNETONKA MN 55345-4913

## Assigned Minnesota Tax Identification Number 8382635

IMMACULATE HEART OF MARY CHURCH:

The Minnesota Department of Revenue is updating our system to better serve organizations that are exempt from paying sales tax. As part of the update, we assigned you Minnesota Tax Identification Number 8382635 for use when making exempt purchases.

### Why am I assigned a Minnesota Tax Identification Number?

We no longer issue five-digit Exempt Status Numbers. This seven-digit Minnesota Identification Number replaces your five-digit Exempt Status Number.

### What do I need to do?

- Begin using your seven-digit Minnesota Identification Number immediately.
- Give sellers a completed Form ST3, Certificate of Exemption, when you purchase, lease, or rent tangible personal property or services for use in your nonprofit business or for resale. Use your seven-digit Minnesota Tax Identification Number on the form.
- Stop using the five-digit Exempt Status Number.
- Keep a copy of this letter as proof of your nonprofit exempt status.

### What purchases are not included in this exemption?

- Prepared food, soft drinks, candy, alcoholic beverages, and catered food
- Lodging
- Waste collection and disposal services
- Purchases, leases, and rentals of most motor vehicles
- Gambling equipment and supplies
- 9.2 percent car rental tax and 5 percent car rental fee

**Note:** A contractor may not use your exempt status authorization to purchase materials exempt for use in a lump-sum contract.

### What if I make taxable sales?

If you make taxable retail sales, you must register to collect and remit sales tax unless the state's fundraising exemption applies or the sales are exempt for other reasons.

# MINNESOTA • REVENUE

## **Where can I get more information?**

If you have questions or need more information:

- Email us at: [nonprofit.exemptstatus@state.mn.us](mailto:nonprofit.exemptstatus@state.mn.us)
- Call us at 651-296-6181 or 1-800-657-3777 (toll-free).

Sales and Use Tax Division

Phone: 651-296-6181 or 1-800-657-3777 (toll-free)

Email: [salesuse.tax@state.mn.us](mailto:salesuse.tax@state.mn.us)

Fax: 651-566-3102

## Appendix E

### Immaculate Heart of Mary Listing of Bank Accounts June 30, 2017

#### Bank, savings, and investment accounts:

GL Number	GL Account Name	Confirmed Balance	GL Balance	Reconciliation Balance	Variance	Authorized Check Signers
1000.01P	Main Ckg #151 (1st Minnetonka)	173,414.06	1,804.51	1,927.33	122.82	Fr. John Bauer, Gordon Wilson, & Mary Campbell
1000.02P	Cap Camp 215 #233 (OLD-pasc acct)	180,878.46	180,878.46	180,878.46	-	Fr. John Bauer, Gordon Wilson, & Mary Campbell
1000.03P	Special Projects #479	114,256.02	114,256.02	114,256.02	-	Fr. John Bauer, Gordon Wilson, & Mary Campbell
1020.02P	Temp Restricted #957	28,085.42	28,085.42	28,085.42	-	Fr. John Bauer, Gordon Wilson, & Mary Campbell
1050.05P	T.Rowe Price Inv. Acct (T. Rowe Price Investment)	16,622.63	16,622.63	16,622.63	-	Fr. John Bauer, Kellie Dennehy(Read Only), Lavena Wilhelm(Read Only)
1050.01P	MSDW #130418 (Wagner Fund 130418-16066)	-	-	-	-	Fr. John Bauer
1050.02P	MSDW #130419 (Strong Found 130419-16065)	-	-	-	-	Fr. John Bauer, Kellie Dennehy
1050.03P	MSDW #130383 (Bus Fund 130383-15935)	-	-	-	-	Fr. John Bauer, Kellie Dennehy

#### Non-bank accounts:

Acct #	Name	Confirmed Balance (Fair Value)	GL Balance	Reconciliation Balance	Variance
1210.01P	CCF - FF Fund 50907A	6,766.62	6,766.62	6,766.62	-
1210.02P	CCF-Schl Scholar50907B	159,462.07	156,492.07	156,492.07	-
1210.03P	CCF-Charity Fund50907C	38,433.22	38,433.22	38,433.22	-
1210.04P	CCF-Maint Rsrn 50907D	32,149.18	32,149.18	32,149.18	-
1210.05P	CCF-Gen.Endow 50907E	28,907.15	28,901.15	28,901.15	-



## Appendix F

**Immaculate Heart of Mary  
Deposit Testing - First Minnetonka City Bank Operating March 2017 Statement  
June 30, 2017**

Bank Statement					Sighted supporting documentation:
Bank statement date	Amount	GL amount	Variance		
03/13/17	72.71	72.71	-	Vanco ACH Fund Detail Report	
03/13/17	865.00	865.00	-	Vanco ACH Fund Detail Report	
03/13/17	110.00	110.00	-	Electronic deposit detail report	
03/13/17	120.00	120.00	-	Electronic deposit detail report	
03/13/17	376.00	376.00	-	Electronic deposit detail report	
03/13/17	495.00	495.00	-	Electronic deposit detail report	
03/13/17	654.00	654.00	-	Electronic deposit detail report	
03/13/17	657.00	657.00	-	Validated deposit ticket & offering deposit summary	
03/13/17	820.00	820.00	-	Electronic deposit detail report	
03/13/17	1,081.34	1,081.34	-	Electronic deposit detail report	
03/13/17	1,890.00	1,890.00	-	Electronic deposit detail report	
03/13/17	2,040.00	2,040.00	-	Electronic deposit detail report	
03/13/17	2,272.00	2,272.00	-	Electronic deposit detail report	
03/13/17	2,953.69	2,953.69	-	Validated deposit ticket & offering deposit summary	
03/13/17	2,958.00	2,958.00	-	Electronic deposit detail report	
03/14/17	543.24	543.24	-	Vanco ACH Fund Detail Report	
03/14/17	840.17	840.17	-	Vanco ACH Fund Detail Report	
03/15/17	9.27	9.27	-	Vanco ACH Fund Detail Report	
03/15/17	7,240.00	7,240.00	-	Vanco ACH Fund Detail Report	
03/16/17	60.00	60.00	-	Vanco ACH Fund Detail Report	
03/17/17	45.00	45.00	-	Vanco ACH Fund Detail Report	
03/17/17	776.20	776.20	-	Vanco ACH Fund Detail Report	

Immaculate Heart of Mary  
Fund Activity Report for Funds: 1, 9 (07/01/2016 - 06/30/2017)

Family	Fund / Activity	Amount Due	Amount Paid	Balance Due
Mc Namara,K.A. ID/Env: 16500	Church Contributions Fund: Group 1:	\$0.00 \$0.00	\$60.00 \$60.00	\$0.00 \$0.00
March,Pauline R. ID/Env: 5176	Church Contributions Fund:	\$0.00	\$0.00	\$0.00
Horst,James,D.D.S. ID/Env: 5178	Church Contributions Fund: Group 1:	\$0.00 \$0.00	\$500.00 \$500.00	\$0.00 \$0.00
Kruger,Paul(Mary) ID/Env: 5250	Church Contributions Fund:	\$0.00	\$0.00	\$0.00
Kujawa,Myron(Susann) ID/Env: 5263	Church Contributions Fund:	\$0.00	\$0.00	\$0.00
Holmes,Cathleen ID/Env: 5279	Church Contributions Fund:	\$0.00	\$0.00	\$0.00
Erwin,James(Margaret) ID/Env: 5316	Church Contributions Fund: Group 1:	\$0.00 \$0.00	\$45.00 \$45.00	\$0.00 \$0.00
Grand Total:		\$234,574.00	\$967,901.89	\$20,049.57
Number of Families Printed:	4608			

Total per donor database	\$967,901.89
4000.03GO Christmas Offering	\$21,185.00
4000.04GO Easter Offering	15,527.05
4030.01GO Feast Days	10,784.05
4000.00GO Sunday Giving	592,416.62
4000.02GO ACH-Sunday Giving	227,402.02
4050.00GO Contrib.Revenue-GenOp	97,981.20
4170.00GO Other Revenue-GenOper	1,100.00
Total per GL accounts listed above	\$966,395.94
Difference	\$1,505.95

**Immaculate Heart of Mary Church**  
**13505 Excelsior Blvd**  
**Minnetonka, MN 55345**  
**952-935-1432**

January 13, 2017

Dear

At this time of year, we send financial statements to parishioners so that you will have a record of your contributions. We appreciate your generosity to Immaculate Heart of Mary over the past year.

Our records show that you contributed the following amounts for 2016. Your generosity helps IHM continue its mission in our community.

	Amount Contributed
Church Contributions Fund:	
Group 1:	\$650.00
Extra Contributions Fund:	
Easter:	\$65.00
Outdoor Christmas Lights:	\$10.00
Building a Strong Foundation Fund:	
Debt Campaign:	<u>\$300.00</u>
Total amount contributed:	\$1,025.00

(For your convenience, a more detailed breakdown of your contributions, begins on the following page.)

Immaculate Heart of Mary  
for  
Reporting period: 1/1/2016 to 12/31/2016

01/13/2017  
Contribution Statement  
Page 1

Our records show that you have made the following contributions:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check</u>
01/04/2016	Pmt/Pledge	\$25.00	3839
01/31/2016	Payment	\$65.00	3867
02/01/2016	Pmt/Pledge	\$25.00	3868
03/06/2016	Pmt/Pledge	\$25.00	3890
03/06/2016	Payment	\$65.00	3889
04/03/2016	Payment	\$65.00	3905
04/04/2016	Pmt/Pledge	\$25.00	3906
05/01/2016	Easter	\$65.00	3928
05/02/2016	Pmt/Pledge	\$25.00	3929
06/12/2016	Payment	\$65.00	3954
06/13/2016	Pmt/Pledge	\$25.00	3953
07/10/2016	Payment	\$65.00	3972
07/11/2016	Pmt/Pledge	\$25.00	3971
08/04/2016	Payment	\$65.00	3997
08/08/2016	Pmt/Pledge	\$25.00	3996
09/04/2016	Payment	\$65.00	4010
09/06/2016	Pmt/Pledge	\$25.00	4011
10/02/2016	Payment	\$65.00	4030
10/03/2016	Pmt/Pledge	\$25.00	4031
11/06/2016	Payment	\$65.00	4051
11/07/2016	Outdoor Christmas Lights	\$10.00	4049
11/14/2016	Pmt/Pledge	\$25.00	4052
12/04/2016	Payment	\$65.00	4074
12/05/2016	Pmt/Pledge	\$25.00	4073
		<u>\$1,025.00</u>	

**Immaculate Heart of Mary Church  
13505 Excelsior Blvd  
Minnetonka, MN 55345  
952-935-1432**

January 13, 2017

Dear

At this time of year, we send financial statements to parishioners so that you will have a record of your contributions. We appreciate your generosity to Immaculate Heart of Mary over the past year.

Our records show that you contributed the following amounts for 2016. Your generosity helps IHM continue its mission in our community.

	Amount Contributed
Church Contributions Fund:	
Group 1:	\$2,600.00
Extra Contributions Fund:	
Christmas:	\$25.00
Easter:	<u>\$25.00</u>
Total amount contributed:	\$2,650.00

(For your convenience, a more detailed breakdown of your contributions, begins on the following page.)

Our records show that you have made the following contributions:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check</u>
01/04/2016	Payment	\$50.00	Online
01/11/2016	Payment	\$50.00	Online
01/19/2016	Payment	\$50.00	Online
01/25/2016	Payment	\$50.00	Online
02/01/2016	Payment	\$50.00	Online
02/08/2016	Payment	\$50.00	Online
02/16/2016	Payment	\$50.00	Online
02/22/2016	Payment	\$50.00	Online
02/29/2016	Payment	\$50.00	Online
03/07/2016	Payment	\$50.00	Online
03/14/2016	Payment	\$50.00	Online
03/21/2016	Payment	\$50.00	Online
03/28/2016	Payment	\$50.00	Online
04/04/2016	Payment	\$50.00	Online
04/11/2016	Payment	\$50.00	Online
04/15/2016	Easter	\$25.00	Online
04/18/2016	Payment	\$50.00	Online
04/25/2016	Payment	\$50.00	Online
05/02/2016	Payment	\$50.00	Online
05/09/2016	Payment	\$50.00	Online
05/16/2016	Payment	\$50.00	Online
05/23/2016	Payment	\$50.00	Online
05/31/2016	Payment	\$50.00	Online
06/06/2016	Payment	\$50.00	Online
06/13/2016	Payment	\$50.00	Online
06/20/2016	Payment	\$50.00	Online
06/27/2016	Payment	\$50.00	Online
07/05/2016	Payment	\$50.00	Online
07/11/2016	Payment	\$50.00	Online
07/18/2016	Payment	\$50.00	Online
07/25/2016	Payment	\$50.00	Online
08/01/2016	Payment	\$50.00	Online
08/08/2016	Payment	\$50.00	Online
08/15/2016	Payment	\$50.00	Online
08/22/2016	Payment	\$50.00	Online
08/29/2016	Payment	\$50.00	Online
09/06/2016	Payment	\$50.00	Online
09/12/2016	Payment	\$50.00	Online
09/19/2016	Payment	\$50.00	Online
09/26/2016	Payment	\$50.00	Online
10/03/2016	Payment	\$50.00	Online
10/11/2016	Payment	\$50.00	Online
10/17/2016	Payment	\$50.00	Online

Immaculate Heart of Mary  
for  
Reporting period: 1/1/2016 to 12/31/2016

01/13/2017  
Contribution Statement  
Page 2

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check</u>
10/24/2016	Payment	\$50.00	Online
10/31/2016	Payment	\$50.00	Online
11/07/2016	Payment	\$50.00	Online
11/14/2016	Payment	\$50.00	Online
11/21/2016	Payment	\$50.00	Online
11/28/2016	Payment	\$50.00	Online
12/05/2016	Payment	\$50.00	Online
12/12/2016	Payment	\$50.00	Online
12/15/2016	Christmas	\$25.00	Online
12/19/2016	Payment	\$50.00	Online
12/27/2016	Payment	\$50.00	Online
		<hr/> <hr/>	
		\$2,650.00	

**Immaculate Heart of Mary Church  
13505 Excelsior Blvd  
Minnetonka, MN 55345  
952-935-1432**

January 13, 2017

Dear

At this time of year, we send financial statements to parishioners so that you will have a record of your contributions. We appreciate your generosity to Immaculate Heart of Mary over the past year.

Our records show that you contributed the following amounts for 2016. Your generosity helps IHM continue its mission in our community.

	Amount Contributed
Church Contributions Fund:	
Group 1:	\$2,960.00
Building a Strong Foundation Fund:	
Debt Campaign:	<u>\$600.00</u>
Total amount contributed:	\$3,560.00

(For your convenience, a more detailed breakdown of your contributions, begins on the following page.)



Immaculate Heart of Mary  
for  
Reporting period: 1/1/2016 to 12/31/2016

01/13/2017  
Contribution Statement  
Page 1

Our records show that you have made the following contributions:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check</u>
01/03/2016	Payment	\$60.00	7947
02/07/2016	Pmt/Pledge	\$75.00	3097
02/07/2016	Payment	\$300.00	3096
02/21/2016	Payment	\$120.00	3103
03/06/2016	Pmt/Pledge	\$75.00	162
03/06/2016	Payment	\$120.00	163
03/13/2016	Payment	\$60.00	170
03/20/2016	Payment	\$60.00	3115
04/03/2016	Payment	\$120.00	184
04/17/2016	Payment	\$120.00	3126
05/22/2016	Payment	\$250.00	9358
07/03/2016	Payment	\$250.00	2470437
07/24/2016	Payment	\$250.00	1063
08/10/2016	Pmt/Pledge	\$150.00	255
08/21/2016	Payment	\$250.00	4104
09/12/2016	Pmt/Pledge	\$75.00	267
09/25/2016	Payment	\$250.00	20145
10/24/2016	Pmt/Pledge	\$75.00	3203
11/01/2016	Payment	\$250.00	5954
12/11/2016	Payment	\$250.00	2619
12/12/2016	Pmt/Pledge	\$75.00	301
12/25/2016	Payment	\$250.00	6992
12/26/2016	Pmt/Pledge	\$75.00	310
		<u>\$3,560.00</u>	

## INCOME

## Parish Income

(a)

(b)

63	Envelope Income (Weekend & Holy Day)		867,314.74	
64	Plate Collections (Weekend & Holy Day)		31,198.18	
65	Mass Offerings (Stipends)		4,360.00	
66	Baptism, Wedding & Funeral Income (Stole Fees)		13,335.00	
67	Investment Income		614.13	
68	Flow Thru/Reserve/In & Out Accounts (From Page 3 Line 60 (c) & Line 62 (c))		45,324.68	
69	Bequests / Memorials / Special Gifts		108,099.10	
70	Parish Special Collections		5,429.70	
71	Catholic Services Appeal Rebate (To Line 129)		15,063.59	
72	Parish Education Programs			
	a) Tuition/Fees (Pre - K thru 12)	-		
	b) Fundraising	2,040.81		
	c) Donations	-		
	d) Other Education Income	10,298.19		
	Sub-total Parish Education Programs		12,339.00	
73	Parish Festivals/Fund-raisers			
	Gross Income	6,053.65		
	Less: Expenses	-	6,053.65	-
	If Gross Income exceed Expenses, Take net of 2 amounts and enter on line 73 (a).			
	If Expenses exceeds Gross Income, Take net of 2 amounts and enter on line 73 (b).			

74	Special Events & Activities (Fill out Following Schedule) (Includes Regular Charitable Gaming)	6,840.12	-
----	---	----------	---

Date	Event	Income	Expenses	Gain	Loss
Nov. 2016	St. Jude's Quilt Sale	1,745.00	1,034.91	710.09	-
Jan. 2017	Men's Group January Thaw	2,361.00	1,552.30	808.70	-
Mar. 2017	Men's Group Fish Dinners	9,432.61	4,111.28	5,321.33	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Subtotal Special Event Gains & Losses				\$ 6,840.12	\$ -

If Gains exceed losses, Take net of 2 amounts and enter on line 74 (a).

If Losses exceed gains, Take net of 2 amounts and enter on line 74 (b).

75	Rental Income - (From Schedule D)		-	
76	Blank			
77	Insurance Reimbursement (If less than 0, enter in Column b)			
	Received from Insurance	-		
	Costs of Replacing/Repair	-	Net	-
78	Proceeds on Sale of Equipment		-	
79	Capital Gain/(Loss) on Sale of Investment (From Schedule E Line 13)		-	
80	Gain on Sale of Real Property (From Schedule F Line 13)		-	
81	Endowment Funds Used for Operations (From Schedule C, Line 8)		10,000.00	
82	Catholic Spirit Subscriptions		-	
83	Votive Offerings	4,069.36		
	Less :Cost of Votive Candles	1,792.05	Net	2,277.31
84	Other		-	
85	Other Parish Programs/Services (i.e. Daycare, Latchkey)			
	Net (See Schedule H, Line 23) (If less than 0, enter in (b))		-	-
86	Contributions from another Parish (For parish operations)			
87	TOTAL PARISH OPERATING INCOME (Add Lines 63 thru 86) (Assessed)		\$ 1,128,249.20	\$ -
88	TOTAL SCHOOL OPERATING INCOME (From Schedule G Line 14) (Non-Assessed)		\$ -	\$ -
89	COMBINED PARISH & SCHOOL INCOME (Line 87 + Line 88)		\$ 1,128,249.20	\$ -

(45,324.68) Less: Flow Thru In & Out  
 (6,840.12) Less: Special Events Net  
 (10,000.00) Less: Endowment Funds  
 1,792.05 Plus: Votive costs  
 \$ 1,067,876.45 Total revenue per GL

# Appendix J

## Immaculate Heart of Mary Cash Disbursement Testing June 30, 2017

	Check #	Date	Payee	Amount	General Ledger Account Number	General Ledger Account Description	Description of Disbursement
1	66540	07/06/16	Centerpoint Energy	\$ 34.80	6220.00CH	Rectory Utilitites	Rectory Utilitites - Gas
2	66641	08/10/16	Oriental Trading Co.	\$ 238.41	5010.00YM	Youth Ministry Program	Heaven's House Youth Min. Event
					5010.00GO		
3	67352	08/31/16	St. Paul's Monastery	\$ 1,372.54	5020.00GO	Staff Salaries and Payroll Taxes	Staff Salaries - 1275.00+ P/R Taxes 97.54
4	67388	09/14/16	MN Dept. of Labor & Industry	\$ 100.00	6250.01CB	Recurring Maintenance	Recurring Maintenance 50% NDA - 1060.01P
					6180.01CB	Kitchen Supplies & Eq.;	
					6180.00CB	Maintenance & Supplies; Due	
5	67410	09/28/16	Ameripride Linen & Apparel Service	\$ 167.29	1060.01P	To/From NDA	Towels, Table Clothes, Rugs
6	67495	10/26/16	Centerpoint Energy	\$ 39.89	6220.01CB	Rectory Utilitites	Utilitites - Gas
					6170.03YF	Confirmation Expenses;	Confirmation, Eucharist, & Reconciliation
7	67548	11/16/16	Barton Cotton	\$ 157.38	6170.02 YF	Sacrament & Wedding Prep Exp	Certificates
8	67841	02/23/17	Affordable Best Catering	\$ 173.74	6175.00PC	Pastoral Ministry Event	Pastoral Ministry Remembrance Event
9	68091	05/24/17	HJ Boerboom & Petrolle's	\$ 45.00	6180.00GO	Office Supplies	Office Supplies
10	68164	06/21/17	Felhaber, Larson, Fenlon & Vogt, PA	\$ 3,159.00	6100.00GO	Prof. Fees - Legal	Professional Fees - Legal

	Bank Debit	Date	Payee	Amount	General Ledger Account Number	General Ledger Account Description	Description of Disbursement
					5070.00GO		
					5070.00GO		
					5070.00GO		
					5070.00GO		
1	N/A	07/15/16	Vanguard Group Retire Plan	\$ 483.11	2145.00P	Staff Pension-Current; TDA W/H	Retirement contributions: 33.75-KD;59.62-TR;38.30
2	N/A	10/31/16	Business Cash Management Service Ch	\$ 50.00	6240.00GO	Bank Charges	PS;51.44-MR;300.00-DO
3	N/A	01/23/17	Misc Debit	\$ 280.00	4000.00GO	Sunday Giving	2 checks not endorsed
					2132.00P		
					2131.00P		
					2133.00P	FICA Employer Tax; Federal Tax	
4	N/A	03/24/17	Paychex Taxes	\$ 7,709.36	2132.00P	W/H; MN Tax W/H	Employee & Employer Federal & State withholding
5	N/A	05/15/17	Vanco	\$ 119.11	6090.00GO	Prof. Fees - Accounting	Professional Fees-Accounting

# Appendix K

## Immaculate Heart of Mary Credit Card Testing June 30, 2017

### Parish Credit Cards

Type	Limit	Employees with access
Capital One, Menards	7,500	Brian Kofoed, Pam Sutherland, Kellie Dennehy, Fr. John Bauer
Home Depot Commercial	750	Brian Kofoed, Pam Sutherland, Kellie Dennehy, Fr. John Bauer
Visa Cardmember Services, First Minnetonka City Bank	18,000	Fr. John Bauer

	Date	Amount	Purpose	Payee	Vouched to Support?
November-16	11/4/2017	120.16	Flowers for All Saints	Arts & Flowers	Y
Visa	11/14/2017	91.75	Rectory Food	Lunds & Byerly	Y
March-17	2/23/2017	8.57	Undetermined	Netflix	N
Visa	3/9/2017	183.41	Postage Meter Ink	Pitney Bowes	Y
	3/10/2017	148.54	Easter baskets	Party City	Y
October-16	9/15/2016	54.91	Building Repair & Maintenance supplies	Menards	Y
Capital One					
March-17	3/30/2017	22.96	Maintenance supplies	Menards	Y
Capital One					

Appendix L

Immaculate Heart of Mary  
Payroll Testing  
June 30, 2017

Payroll Date Tested	Name	Title
05/30/17	David Ostrowski	Father
05/30/17	Kellie Dennehy	Business Administrator
05/30/17	Heather Discher	Bulletin Editor & Administrative Support
05/30/17	Pamela Sutherland	Parish Secretary
05/30/17	Brian Kofoed	Maintenance & Facilities Assistant Manager
05/30/17	Paul Armstrong	Cantor - Tenor Section Leader
05/30/17	Mark Rodriguez	Director of Music & Organist
05/30/17	Caroline Swanson	Assistant Music Director
05/30/17	Patricia Byrd	Faith Formation Coordinator
05/30/17	Brittney LaVigne	Youth Minister/Confirmation Coordinator/Adult Ministry Coordinator

Appendix M

Immaculate Heart of Mary  
Capital Expenditures  
June 30, 2017

Company Name	Amount	Description	Was a bidding process used?
Egan	23,075.00	Parking Lot Lighting installation	Yes
Minnesota Roadways, Co.	171,571.70	Parking Lot resurfacing	Yes

## PROXY APPOINTMENT

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Parish: The Church of the Immaculate Heart of Mary of Glen  
Lake, Minnesota

PX 001268


Saint Paul, Minnesota, March 21, 2017

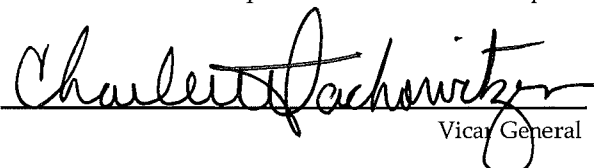
CORP ID: 218

We, the undersigned members of the Corporation of **The Church of the Immaculate Heart of Mary of Glen Lake, Minnesota**, do hereby appoint **Reverend David Ostrowski, Pastor**, as our proxy at the next meeting of the Board of Directors of said Corporation, to cast our vote in favor of a motion to the effect that the Corporation hereby be authorized to adopt the following resolution:

Resolved, that the Church of the Immaculate Heart of Mary of Glen Lake, Minnesota, is authorized to spend up to \$172,000 to re-surface all of the parking lots at the Church and, in connection therewith, is authorized to execute all documents regarding said project and any related agreements which are deemed necessary or advisable.

All obligations authorized under the proxy to be signed and executed by the Vice President and Secretary of this Corporation, in accordance with Articles XIII and XV of its By-Laws. (See Articles.)

  
Archbishop of Saint Paul and Minneapolis

  
Vicar General

N.B. the above proxy appointment must be copied into the minutes of the meeting of the Board, as part of said minutes.



Immaculate  
Heart of Mary  
Catholic Community

13505 Excelsior Boulevard  
Minnetonka, Minnesota 55345

January 26, 2017

Mr. Joseph Kueppers  
Chancellor for Civil Affairs  
226 Summit Avenue  
St. Paul, MN 55102

Dear Mr. Kueppers;

We are requesting a proxy from Archbishop Hebda for the following resolution.

The Church of the Immaculate Heart of Mary of Glen Lake Minnesota, its pastor and trustees have agreed to enter into an agreement with Minnesota Roadways to pave all parking lot surfaces at the parish. The bid proposal is \$171,151.70. Three bids were collected in this process.

The project will be paid with cash that was raised from the "Building a Strong Foundation" capital campaign. As of today, the campaign has \$257,500.90 in the account at First Minnetonka City Bank.

I look forward to your timely response to this request. Please contact me if you have questions. Thank you!

Sincerely,

Rev. David Ostrowski  
Pastor

Gordon Wilson  
Trustee - Treasurer

Mary Campbell  
Trustee - Secretary



**Immaculate Heart of Mary  
Archdiocese Payments and Payables  
6/30/2017**

Type		Amounts paid during FY17	Amounts owed at 6/30/17	Amounts owed at 6/30/17 per Confirmation	Variance
A	Parish assessments	122,863.75	213,575.83	378,799.70	(165,223.87)
B	Insurance program	44,485.37	50,485.37	40,322.15	10,163.22
C	Medical benefit plan	82,130.51	82,130.51	82,130.51	-
D	Lay pension plan	9,309.44	64,970.88	64,970.88	-
E	Priest pension plan	17,400.00	21,750.00	21,750.00	-
F	Priest medical/dental Plan	9,712.50	14,062.50	14,062.50	-
G	403b TDA	-	-		
H	Asbestos remediation projects	-	-		
		285,901.57	446,975.09	600,398.16	(153,423.07)

## Appendix P

Immaculate Heart of Mary

List of Accounts

June 30, 2017

*Notes payable, long-term debt, mortgages, and lines of credit:*

GL Number	GL Account Name	General	Confirmed Balance	Variance
		Ledger Balance		
2202.01P	First Minnetonka Line of Credit	-	-	-

## PROXY APPOINTMENT

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Parish: The Church of the Immaculate Heart of Mary of Glen  
Lake, Minnesota

PX 001150

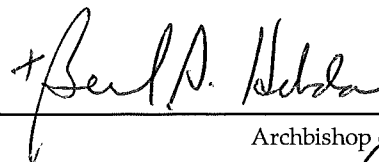
Saint Paul, Minnesota, June 08, 2016

CORP ID: 218

We, the undersigned members of the Corporation of **The Church of the Immaculate Heart of Mary of Glen Lake, Minnesota**, do hereby appoint **Reverend David Ostrowski, Pastor**, as our proxy at the next meeting of the Board of Directors of said Corporation, to cast our vote in favor of a motion to the effect that the Corporation hereby be authorized to adopt the following resolution:

Resolved, that the Church of the Immaculate Heart of Mary of Glen Lake, Minnesota, is hereby authorized to enter into a three year amended and restated lease renewal agreement with Notre Dame Academy relating to the Church's school building located at 13505 Excelsior Boulevard in Minnetonka, Minnesota, and, in connection therewith, is authorized to execute all documents regarding said lease renewal and any related agreements and upon such terms as are deemed necessary or advisable.

All obligations authorized under the proxy to be signed and executed by the Vice President and Secretary of this Corporation, in accordance with Articles XIII and XV of its By-Laws. (See Articles.)



Archbishop of Saint Paul and Minneapolis



Vicar General

N.B. the above proxy appointment must be copied into the minutes of the meeting of the Board, as part of said minutes.