

STA Finance Council

MINUTES

Saint Catherine room

January 27, 2020

Prayer (Minutes) John Stein

Members Present

John Moss, Warren Franke, Robert Stoker, Fr. Kyle, Joe Leisz, Bobby LeBlanc, John Braden, Mary Lynch, Joe Delaney, Tom Schmitz, Greg Forbes, Anka Snider, Reilly Schmidt, John Stein

STA Vision, budget guidelines – Fr. Kyle

5 general points:

1. Staff salaries always on the mind of Fr. Kyle, not always sure what just and appropriate wages would be. Would like to get clearer idea of comparative analysis this year. Finance Council has been asked to address this issue.
2. Saved significantly going from two priests to one last year. Staff has adjusted workload accordingly. Would like to see community members (parishioner-led) continue to be involved. Don't see need for funds for 1/2 year pastoral assistant this fiscal year or next.
3. Development committee working on vision for development next year. Don't see a need for a 1/2 time position for development this year or next.
4. Visioning committee also working diligently this year. Foresee ways for more parishioner led activities this year. Not sure what all that looks like. Funds may be needed for more people training throughout the year.
5. Stewardship. Sacrificial giving has been stagnant, but needs continue to grow. Seeking input for ways Stewardship Committee can be more robust.

Random input for increasing involvement:

- we never directly ask people to give money. If you're going to give the talk, don't sugarcoat it.
- how do we create a systematic approach to marketing and involvement to broaden our base of volunteers.
- how do we connect to the parish mission to connect people, seek volunteerism and request dollars.
- talk about time, talent and treasure for ways to be involved, not just have the money talk.
- how do you engage the (other) 80% to give or be involved in the parish.
- how do you get 1% more engagement every year?

- seek input from those who are not as involved – surveys, focus groups, etc.
- income has been flat for 3 years, expenses are going up, doesn't appear we have a system to improve the income. Stewardship Committee and Development Committee may have a role to play in developing parish systems for involvement. Starting to have some budget issues with income stagnant and expenses increasing.

Stephen Ministry review/discussion – Mary Lynch and Tom Schmitz

Report on mission of Stephen Ministry.

Started 2003 at St. Cecelia's. Mission is to be present with people going through life crisis and could benefit by having someone walk beside them with Christian values. Program growing in ministers (11 Stephen leaders) and 30 ministers and over 30 care-receiver. We have no openings right now. 9 Stephen Ministers in training. Stephen Leader team has matured in terms of years involved. Typically sign on 2 years of commitment. Leadership Training is 7 days and intense. SM provides support to bereavement committee. Budget for Stephens Ministry and other handouts attached.

Lots of people served and lots of positive feedback. This could be an opportunity to increase 1% involvement, and continue to support care-receivers by transitioning to service-providers on some level.

Fundraising request for Student Lounge – Joe Delaney

See attachment

Campus Ministry willing to front the launch funds.

Ran some numbers – cost would run \$8.50. Selling from \$12.50-13.00

Seeking approval to proceed. Would be ready to launch in a couple weeks with approval. Cash donations accepted if t-shirt drawers are full. All in favor and approved by council.

Toms events request – Lila house and Denver trip - Bobby

No more Toms event, but we have to spend the money. These are the two spring break trips (Lila House and Denver Trip). All in favor and approved.

Development Report – Joe Leisz

- Running ahead for pledge collections for Catching Souls campaign.
- Doing well in documenting planned gifts. Money you can't spend now, but in the future it makes a huge difference (will/estate plan gifts).
- Meeting with donor on Friday for significant planned gift for scholarship. (\$22,000 per year for scholarship gift for engineering students.)
- More time needed for development annual fund. New major gifts also currently lagging. Once student lounge plans in place can approach donors with proposals. Started year with 35-45 potential major gifts donors identified.
- Annual fund **\$135,223.00 left to raise for this year**. 2 mailings in fall for parents and for alumni. Results generally low so far. Responses overall to direct marketing not that bad. Goal is \$135,000+ between now and end of year through mailings, phone calls, etc. Less worried about annual giving than new major gifts.

- Looking at new endowment campaign during the 75th anniversary year. Looking at \$20,000 for a planning study to take place in fall of 2020.
- Online processing is about \$600 annually. Looking at ways to build that into the budget in the future. Comes out of general funds now to balance the books.
- \$130,000 coming from Supple for next years operations budget. Might go up, but won't go down.

Items requiring additional attention:

- **Let's make sure policy aligns for "donor intention" on future agenda for Finance Council.**
- **Finance Council would like to propose Supple Endowment disbursements be based on December 31 cutoff rather than March 31st cutoff to better match budgeting process. Development Committee should take this up at their next meeting for confirmation. Action Joe Leisz**
- **Examination of whether expenses for Supple fundraising comes out of Supple Endowment income or earnings. Should discuss and settle this in the near future.**
- **There is currently no place for additional income to increase through programmatic efforts in order to match increasing expenses. Is this something the Finance Council needs to chew on in the future?? John Moss proposes to begin taking action that leads to recommendations for future income to meet naturally increasing fixed expenses such as taxes, lights, gas, insurance, etc.**

Buildings and Grounds Report – Warren

Student Lounge planning project under way, nothing formalized yet. Assumptions are expenses would come in around \$50-60,000 for entire project.

Budget Process Disseminated to begin in January/February – John

It is time to start collecting budget information for the upcoming STA fiscal year 2020-2021. First draft of the STA budget must be finished no later than mid-February. Letter from John Moss to all departments and liaison will be reaching out to each department. Challenge is to have each area cut the budget by 11% across the board.

Budget Summary – *December 2019* – mid-year Summary

Major Sources of Income

	DEC 2019 (5) Christmas on Wed	DEC 2018 (5) Christmas on Tues	DEC 2017 (4) Christmas on Mon	DEC 2016 (4) Christmas on Sun	YTD	YTD 2018	YTD 2017	YTD 2016	Budget ANNUAL YTD
Budget envelopes	114,834.91	99,066.91	69,986.93	107,728.25	425,995.15	411,136.16	393,234.36	429,830.91	773,195.00 432,988.00
Offertory	9,902.51	12,425.07	6,085.25	5,377.40	43,559.83	50,115.23	37,324.94	33,501.76	72,500.00 33,350.00
Alumni	17,099.00	29,090.00	16,575.00	30,568.61	47,979.69	54,735.00	51,412.82	49,795.61	150,000.00 90,000.00
Other parishes	150.00	160.00	0.00	0.00	5,728.57	4,852.12	4,143.16	3,417.70	5,000.00 0.00
Parents	890.00	12,620.00	435.00	11,482.50	11,795.00	17,225.00	4,500.00	16,502.50	50,000.00 30,000.00
Endowment [salary]	0.00	0.00	0.00	0.00	30,000.00	30,000.00	25,000.00	25,000.00	61,000.00 30,500.00
Endowment [CM]	0.00	0.00	0.00	0.00	30,000.00	30,000.00	17,500.00	17,500.00	61,000.00 30,500.00

TOTAL PARISH INCOME

147,467.15	171,282.23	132,640.92	191,449.20	656,296.88	687,450.86	796,729.19	715,170.36	1,379,770.00
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TOTAL PARISH EXPENSES

93,420.58	105,756.09	149,565.55	122,017.97	576,378.10	608,083.10	781,093.72	615,011.06	1,379,770.00
<i>54,046.57</i>				<i>79,918.78</i>				

St Thomas Aquinas Catholic Church
 Budget Report-Parish Fund
 July 2019 through June 2020

	Dec 2019		Year-To-Date		Annual	
	Actual	Budget	Actual	Budget	Budget	Remainder
Income						
05-Personnel Income	0.00	0.00	30,000.00	30,500.00	61,000.00	31,000.00
10-Administrative Income	128,042.42	114,468.00	506,574.94	506,767.00	933,370.00	426,795.06
15-Development Income	18,139.00	50,000.00	65,503.26	120,000.00	243,000.00	177,496.74
20-Faith Formation Children Income	0.00	237.00	5,038.31	10,666.00	7,700.00	2,661.69
25-Faith Formation Youth Income	0.00	0.00	0.00	0.00	0.00	0.00
30-Faith Formation Adult Income	0.00	167.00	193.00	943.00	2,850.00	2,657.00
35-Campus Ministry Income	600.00	5.00	45,843.15	46,891.00	123,050.00	77,206.85
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	577.73	522.00	2,386.75	2,958.00	5,800.00	3,413.25
50-Liturgy Income	108.00	270	757.47	1,530.00	3,000.00	1,470.00
55-Service & Justice Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	147,467.15	165,669.00	656,296.88	720,255.00	1,379,770.00	722,700.59
Expense						
PERSONNEL EXPENSES	57,338.38	74,001.80	343,603.86	387,562.20	772,170.00	428,566.14
GENERAL EXPENSES	648.42	2,352.00	12,684.59	16,771.00	37,400.00	24,715.41
OFFICE EXPENSES	1,681.23	2,119.00	6,634.95	11,730.00	24,750.00	18,115.05
BUILDING EXPENSES	15,111.96	30,378.00	75,098.17	85,097.00	179,075.00	103,976.83
15-Development Expenses	2,930.64	2,735.00	9,884.06	28,820.00	72,705.00	62,820.94
20-Faith Formation Children Expense	226.81	565.00	8,303.64	10,721.00	14,805.00	6,501.36
25-Faith Formation Youth Expense	0.00	0.00	15,500.00	15,500.00	31,000.00	15,500.00
30-Faith Formation Adult Expense	1,639.51	2,256.00	6,376.53	12,190.00	22,820.00	16,443.47
35-Campus Ministry Expenses	6,268.60	6,395.00	61,619.87	73,262.00	137,050.00	75,430.13
40-Stewardship Expense	67.66	244.00	607.26	1,380.00	2,700.00	2,092.74
45-Parish Family Life Expenses	184.69	1,652.00	4,115.74	9,360.00	18,346.00	14,230.26
50-Liturgy Expense	420.11	1,724.00	5,946.12	8,833.00	17,335.00	11,388.88
55-Service & Justice Expense	6,902.57	6,791.00	26,003.31	27,628.00	49,614.00	23,610.69
Total Expense	93,420.58	131,212.80	576,378.10	688,854.20	1,379,770.00	803,391.90
Net Income	54,046.57	34,456.20	79,918.78	31,400.80	0.00	-80,691.31