

**STA Finance Council
MINUTES
January 26, 2021 7:00PM Meeting**

Prayer (Minutes) Brad

Review of budget vs actual results Year-to-date

Halfway through the year.

Administration – Nothing out of ordinary, nothing to report.

Development – Busy month, with expenses and revenue catching up from November. Year end mailer and fall newsletter hit. Postage will be high in January with year end statements. Approximately 160 year end appeals were returned due to incorrect information, and we are working to get the data corrected. December appeal received more than \$50,000. Fall newsletter raised more than \$40,000 for the endowment. We appear to be on track to meet or exceed forecasted fundraising for the year.

Stewardship – One more campaign went out, next step is campaign to increase ETF giving. Roughly halfway through allocated budget and appear on track to meet budget.

Campus Ministry – Nothing exciting to report 38% under budget and anticipate trend will continue through rest of year.

Faith Formation – Raised shortfall on Jen's hours, council suggested referring personnel matter to Fr. Kyle to discuss possible reallocation of funds and/or potential other solutions to complete work within budget.

Liturgy – Continues 20% below budget. There was discussion on the amount of resources that should be dedicated to livestreaming mass. Bobby indicated that a request may be made in the future for additional resources to further support livestreams.

Personnel – We are generally underbudget. We are slightly overbudget on priest expenses, however, this will resolve based on timing of payment from St. Cecilia. Working to get the PPP loan forgiven through use of funds to pay for labor. Bobby summarized discussions with the Diocese regarding the status and use of the PPP loan.

Parish Life – Income has been down with Pandemic, but Expenses have decreased more. Anticipate remaining in budget for the year.

Service & Justice including spending LYN, Social Justice and Honduras – Also in good shape. Will be able to offer annual social justice grants and Love Your Neighbor is able to meet needs. Anticipate remaining in budget for the year.

Comments on December financial results.

We are generally good – offertory is down despite increased attendance at mass. Other giving is making up gaps from offertory.

Buildings and Grounds Request for approval of contract for parking garage maintenance work

Discussed three quotes received for the parking garage maintenance, recommend proceeding with CK Fairco as they have lowest bid for both East and West portions of parking garage. Propose paying for the work out of the Capital Improvement Fund as it extends the life of the parking deck and falls within the charter of the fund. The Council unanimously voted to approve the project to go forward with the CK FAIRCO bid and payment to be made from the capital improvement fund. The next step is to submit to Parish Council for review and approval.

The parking garage will need maintenance every 7-8 years. We currently accept donations from people parking on the ramp. These donations currently go into the operating budget. Cost for the ramp is about 11k/year and income from donations is approximately 13k/year. Finance Council will discuss possibility of taking income from structure and putting in the Maintenance Fund and then pay ramp expenses from the same fund.

Proposed income numbers to use for 2021-2022 budget. Input from pastoral council for budget . Kickoff of budgeting activity.

John proposed assumptions on income for use in the 2020-2021 budgeting process and breakdown of these allocations by sources of income. Once all the changes are considered, there is no allowable increase in expenses in order to balance the 2020-2021 budget. Variable costs make up 36% of the budget, salaries/benefits make up 55% of the budget. Finance Council will entertain requests to increase a budget so long as the request is accompanied with justification. The 2% possible budget increase will be reserved for targeted budget, salary and benefit increases.

Any suggestions on new members either students or parishioners

Peter Orazem is willing to rejoin the Finance Council. Reilly continues to look for potential new student members.

Buildings and Grounds Report Lounge Renovation Project continues to advance and will be placed in front of the Parish. There will be an assessment (cost < \$5,000) of mechanical systems.

Now that Adobe Flash is no longer supported, we need to change our HVAC controls to an HTML system – this is anticipated to cost approximately \$12,000 as per Mechanical Comfort. We have also contacted the Baker Group to get a competing bid. We have been using workarounds, however, our ability to control the systems is limited and the upgrade is required in short order.

The Building and Grounds Committee is aware that expenses have been high for the past year and are trying to be mindful of the budget.

Gauging Staff benefits. Feedback to Council First review.

This is a multi-year process to determine appropriate compensation and benefits for STA employees. It appears a compromise is required between what is competitive at market and what is within our budget. Covering entire families on benefits is also outside of our budget. As a compromise, we could move forward with an “Employee + 1” package which would add roughly \$60k to the annual budget. As we consider benefits and salary, we also need to consider the size of the parish staff to ensure we are staffed appropriately for parish needs.

In order to make determinations, we need to determine a parish staffing/compensation strategy which will drive budgeting decisions. The question boils down to whether or not we want to position full time employment at STA to be supportive of people with a family, making it an attractive role that offers a living wage and benefit? This is a decision for Fr. Kyle and the Parish Council to make. John, Warren and Dave will meet with Fr. Kyle to discuss setting a strategic direction.

Next Meeting: December 23 7PM

Prayer/Minutes: Reilly

CK Fairco, Inc.

405 E. Madison Street.
Winterset, IA. 50273
PH. 515-462-9032 / FAX 515-462-9036

Proposal

Proposal No: 20120303
Proposal Date: December 3, 2020

Customer:

St Thomas Aquinas Church
2210 Lincoln Way, Ames Iowa
Attn: Bobby LeBlanc

Project:

St Thomas Aquinas Church Ramp Repairs
Sealant, water proofing and joint repairs
2210 Lincoln Way Ames, Iowa

We propose all labor, material and equipment on the above named project to repair traffic coating, joint sealants and apply a water repellent for the following scope of work:

Scope of Work:

Parking deck repairs Base Bid, at East ramp:

1. Remove and replace existing joint sealants at the saw cut joints in the upper deck with new urethane joint sealant and backer rod.
2. Remove and replace existing joint sealant at the intersection of the wall and the parking deck.
3. Grind off or remove existing traffic coating at the 4 drains and the entrance to the ramp and install new membrane with anti slip aggregate.
4. Remove existing expansion joint and install new joint with new blades and nosing sealant.
5. Apply clear penetrating sealer to the surface of the area after all areas are repaired.

East Ramp Total \$22,565.00

Alternate #1, repairs to west ramp:

1. Remove and replace existing joint sealants at the saw cut joints in the upper deck with new urethane joint sealant and backer rod.
2. Remove and replace existing joint sealant at the intersection of the wall and the parking deck.
3. Grind off or remove existing traffic coating at the 4 drains and the entrance to the ramp and install new membrane with anti slip aggregate
4. Apply clear penetrating sealer to the surface of the area after all areas are repaired.

West Ramp Total \$11,920.00

CKFI's intention it to obtain a contract for all the work listed. Any separation of this scope of work must be authorized by CKFI prior to awarding of a contract.

**All material cost are guaranteed for a period of 30 days from the bid date listed above. After 30 days this bid may be subject to price increases and therefore cannot be guaranteed beyond 30 days without prior consent from CK Fairco, Inc.

Authorized
Signature:



Christopher D. Fairholm / President

Total Job Cost **\$34,485.00**
for Proposal:

Job cost does include tax or applicable surcharges

Signature:

Acceptance of Proposal

Date:

Budget Summary – *December 2020* – mid-year Summary

Major Sources of Income

	DEC 2020 (4) Christmas on Fri	DEC 2019 (5) Christmas on Wed	DEC 2018 (5) Christmas on Tues	DEC 2017 (4) Christmas on Mon	YTD	YTD 2019	YTD 2018	YTD 2017	Budget ANNUAL YTD
Budget envelopes	104,151.72	114,834.91	99,066.91	69,986.93	425,220.84	425,995.15	411,136.16	393,234.36	773,195.00 432,991.00
Offertory	438.00	9,902.51	12,425.07	6,085.25	2,345.10	43,559.83	50,115.23	37,324.94	72,500.00 33,350.00
Alumni	33,632.22	17,099.00	29,090.00	16,575.00	100,273.22	47,979.69	51,412.82	51,412.82	72,000.00 43,200.00
Other parishes	650.00	150.00	160.00	0.00	3,450.25	5,728.57	4,852.12	4,143.16	3,000.00 0.00
Parents	11,645.00	890.00	12,620.00	435.00	27,375.00	11,795.00	17,225.00	4,500.00	25,000.00 8,750.00
Endowment [salary]	0.00	0.00	0.00	0.00	32,500.00	30,000.00	30,000.00	25,000.00	65,000.00 32,500.00
Endowment [CM]	0.00	0.00	0.00	0.00	32,500.00	30,000.00	30,000.00	17,500.00	65,000.00 32,500.00

TOTAL PARISH INCOME

153,956.98	147,467.15	171,282.23	132,640.92	654,934.58	656,296.88	687,450.86	796,729.19	1,257,530.00
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TOTAL PARISH EXPENSES

103,185.64	93,420.58	105,756.09	149,565.55	508,369.46	576,378.10	608,083.10	781,093.72	1,257,530.00
<i>50,771.34</i>				<i>146,565.12</i>				

St Thomas Aquinas Catholic Church
 Budget Report-Parish Fund
 July 2020 through June 2021

	Dec		Year-To-Date		Annual	
	Actual	Budget	Actual	Budget	Budget	Remainder
Income						
05-Personnel Income	0.00	0.00	32,500.00	32,500.00	65,000.00	32,500.00
10-Administrative Income	107,909.72	119,103.00	454,060.56	507,028.00	934,355.00	480,294.44
15-Development Income	45,927.22	23,000.00	131,098.47	51,950.00	115,000.00	-16,098.47
20-Faith Formation Children Income	0.00	150.00	524.51	5,869.00	6,475.00	5,950.49
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	0.00	945.00	2,850.00	2,850.00
35-Campus Ministry Income	0.00	5.00	36,330.00	48,891.00	127,050.00	90,720.00
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	30.00	522.00	180.00	2,958.00	5,800.00	5,800.00
50-Liturgy Income	90.04	90.00	241.04	510.00	1,000.00	758.96
55-Service & Justice Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	153,956.98	143,037.00	654,934.58	650,651.00	1,257,530.00	602,595.42
Expense						
PERSONNEL EXPENSES	51,762.54	61,803.55	301,165.11	335,625.50	685,984.00	384,818.89
GENERAL EXPENSES	3,171.10	2,343.00	17,405.49	15,644.00	35,200.00	17,794.51
OFFICE EXPENSES	381.42	1,879.00	5,744.35	10,790.00	23,550.00	17,805.65
BUILDING EXPENSES	8,689.17	29,634.00	64,612.26	80,872.00	170,789.00	106,176.74
15-Development Expenses	5,954.63	3,156.67	15,265.36	21,514.98	58,205.00	42,939.64
20-Faith Formation Children Expense	1,937.55	551.00	7,597.89	10,229.00	13,825.00	6,227.11
25-Faith Formation Youth Expense	15,500.00	0.00	15,500.00	15,500.00	31,000.00	15,500.00
30-Faith Formation Adult Expense	747.74	2,065.00	2,286.58	10,925.00	20,320.00	18,033.42
35-Campus Ministry Expenses	7,694.26	10,327.00	47,285.93	76,052.00	137,367.00	90,081.07
40-Stewardship Expense	27.30	244.00	221.30	1,378.00	2,700.00	2,478.70
45-Parish Family Life Expenses	441.72	1,407.00	2,222.26	7,972.00	15,631.00	13,408.74
50-Liturgy Expense	1,114.01	1,288.00	5,494.37	7,091.00	13,645.00	8,150.63
55-Service & Justice Expense	5,764.20	6,764.00	23,568.56	27,474.00	49,314.00	25,745.44
Total Expense	103,185.64	121,462.22	508,369.46	621,067.48	1,257,530.00	749,160.54
Net Income	50,771.34	21,574.78	146,565.12	29,583.52	0.00	-146,565.12

** Doesn't reflect PPL monies that will be recognized this year.**