

# Finance Council

## Meeting Minutes

02.05.19

**Present:** Warren Franke, Dakota Kaiser, John Moss, Greg Forbes, Bobby LeBlanc, John Stein, Dave Wohlsdorf, Casey Cunningham, Charlotte Dougherty, Fr. Kyle Digmann

**Guest:** Sue Winer

Bobby LeBlanc led us in a prayer asking for blessings on our time together and our work for the parish. John Moss facilitated the meeting in Robert Stoka's absence.

### New Members

- John welcomed Casey Cunningham & Charlotte Dougherty – new members attending their first meeting.

### Minutes:

- Meeting minutes-taker rotates to different members each meeting. Minutes-taker also leads prayer for the meeting.
- After each meeting the minutes are revised/approved via email
- Minutes-taker should try, if possible, to get the minutes to each member within 7 days after the meeting
- Minutes are posted to the website and provided to the Pastoral Council which generally meets 2 weeks after our meeting.

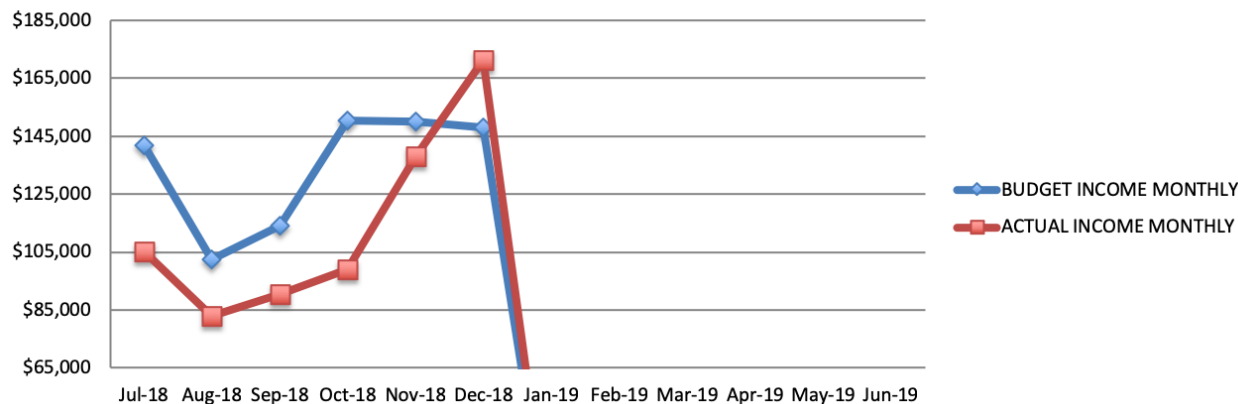
### Budget (High) Priorities (Fr. Kyle):

- Increase staff salaries 2-4% - need to provide a competitive wage and support those who work hard for our parish
- Support for Development Office: secretarial assistant
- Addition of someone to help with pastoral work – with only one priest this become more important
- Liturgy & Music – more support and resources

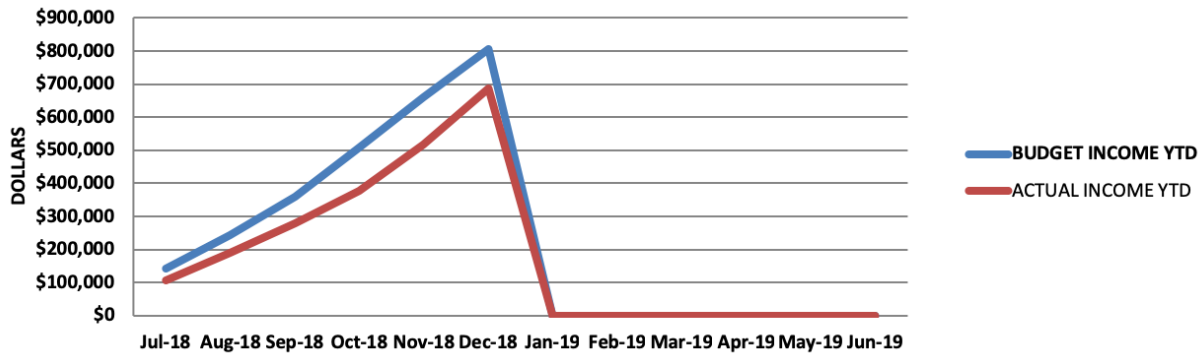
### Mid-year Financials (John Moss):

- Budget appears to be in fairly good shape at mid-year.
- Envelopes are only about \$13K below budget and Offertory is \$16K over budget.
- Expenses are about \$84K under budget.
- Development and other income is low (15% under budget), but these are timing issues.
- Summary statements at end of minutes.

## FY 2017/2018 MONTHLY INCOME BUDGET VS ACTUAL



## FY 2017/2018 YTD INCOME BUDGET VS ACTUAL



### Buildings & Grounds (*Warren Franke*):

- Steve, parish maintenance, is getting some help with snow removal following his “heart episode” – mostly by Warren and Quenton Schneider. Others have helped from time to time and that has been appreciated. May need to develop a better system of recruiting and informing helpers so it isn’t always the same few people each time.
- Student Lounge renovation—new carpet, paint, furniture— is still on the back burner. Developing plans and getting pricing. Waiting to see how Clerestory Window replacement is funded.
- Kappa Kappa Gamma sorority will be building a new house starting the summer of 2020. They have requested us to “give them some property” by moving the property line. Buildings & Grounds committee will meet Monday to make a final decision, but at this time member are not open to this request. They should plan and build on the property they have.

### 2019-2020 Budget (*John Moss*):

- Reviewed the ministry budget proposals that we presently have: Stewardship, Administration, Development and Faith Formation.
- There is a request to increase the hours of the Coordinator of Faith Formation by 50 hours (+\$1353) or 75 hours (+2030). This is not our prerogative to approve.
- Will review the other ministries at our meeting on February 26.
- Will incorporate all requests into the draft, highlight priorities, determine reasonable income, then determine what can be “afforded” and what may need to be cut for a final draft
- Our goal is to have a final draft at our March meeting. This would then go to the Pastoral Council for review.
- Changes for Personnel budget: priest salary: \$23,940; Priest Retirement: \$2,000; IRS mileage: .58
- Some accountability and analysis of Development office fundraising would be important. Fr. Kyle asked the Finance Council to take this on. Warren and Greg agreed to begin an analysis of effectiveness of resources spent to funds raised.

### Employee Benefits (*Bobby*):

- Agenda item is a moot point – it original discussion was time sensitive. Was not dealt with before a deadline. Will consider adding Vision and enhanced dental at a later time, when renewal comes up.

### TOMS Allocation (*Bobby*):

- With the cancelation of this year’s TOMS event, we will fully allocate \$7,000 to youth ministry trips and \$8,335 to the campus ministry spring break trip to Texas.
- This leaves approximately \$29,000 in the TOMS Fund.

### **TOMS Event (Bobby):**

Approved these goals for TOMS 2020

- TOMS would still be parishioner-run (*i.e., not looking for staff to control the organization*)
- Not sure if it should be the responsibility of students - but they should take an active lead
- There should be co-Chairs, resident and student, *with an understanding that the resident serve more in an advisory capacity and allow the student co-chair to take the lead*
- should have at least 2 other residents involved, could have more, but NOT more residents than students
- should have a member of the Finance Council on the committee
- should have a member of the campus ministry team

### **Finance Council Norms (Bobby):**

- Will wait for Robert to lead this review.

### **Over Spending Policy (Bobby):**

- Reviewed and updated policy. Attached to end of minutes.

### **El Zapote Coffee LLC (Bobby):**

In order to maintain a legal and liability separation between STA (and the archdiocese) and Honduras Coffee Sales, the Council would like to see the following:

- That by the start of the next fiscal year (July 1, 2019), **at the latest**, Café El Zapote, INC. checks not use the parish address.
- That by the start of the next fiscal year, **at the latest**, the parish not be used as the mailing address for Café El Zapote, INC. or foundation.
- That the agreed upon donation (\$100/month) for use of space (meeting space, storage area and kitchen space for coffee preparation) be made by check to STA, indicating "donation for use of space" (NOT "rent").
- As we require of all non-parish outside organizational activity in the building, that proof of liability insurance be provided with St. Thomas Aquinas and the Archdiocese of Dubuque listed as additionally insured.

### **NEXT MEETING:**

- **Tuesday, February 26, 7:00pm**
- **Greg** to lead prayer/take minutes
- Focus of meeting is to work on 2019-2020 budget draft

## ***Program Budget Spending Policy***

The intent of this policy is not to restrict ministry operations at STA but to ensure fiscal responsibility. Each ministry is responsible for being good financial stewards through budgeting and accountability.

### **1. Non-budgeted expenditures**

- a. Discussion by appropriate committee, staff and/or affected parishioners.
- b. If less than \$500, approval by Business Manager **before** order or purchase.
- c. If more than \$500 (with approval of pastor), submit to Finance Council for approval **before** order or purchase.
- d. If approved (by Pastor & Finance Council) and greater than \$5000, submit to Pastoral Council for approval & corporate proxy **before** order or purchase.

### **2. Over-budgeted line item expenditures**

- a. Discussion by appropriate committee, staff and/or affected parishioners.
- b. If less than \$500, approval by Business Manager **before** order or purchase.
- c. If more than \$500, (with approval of pastor), submit to Finance Council for approval **before** order or purchase.

3. There can be **no budget reallocation** except at time of budget preparation: all expenditures should be recorded to the appropriate line item.

Approved Finance Council – 2/5/19

# Budget Summary – *December 2018* – mid-year Summary

## Major Sources of Income

	<b>DEC 2018</b> (5) Christmas on Tue	<b>DEC 2017</b> (4) Christmas on Mon	<b>DEC 2016</b> (4) Christmas on Sun	<b>DEC 2015</b> (5) Christmas on Fri	<b>YTD</b>	<b>YTD 2017</b>	<b>YTD 2016</b>	<b>YTD 2015</b>	<b>Budget ANNUAL YTD</b>
<b>Budget envelopes</b>	<b>69,986.93</b>	69,986.93	107,728.25	78,495.77	<b>411,136.16</b>	393,234.36	429,830.91	387,710.93	760,000.00 425,600.00
<b>Offertory</b>	<b>6,085.28</b>	6,085.25	5,377.40	4,920.32	<b>50,115.23</b>	37,324.94	33,501.76	30,342.66	72,500.00 33,350.00
<b>Alumni</b>	<b>29,090.00</b>	16,575.00	30,568.61	17,603.00	<b>54,735.00</b>	51,412.82	49,795.61	30,108.00	130,000.00 78,000.00
<b>Other parishes</b>	<b>160.00</b>	0.00	0.00	00.00	<b>4,852.12</b>	4,143.16	3,417.70	4,876.52	5,000.00 0.00
<b>Parents</b>	<b>12,620.00</b>	435.00	11,482.50	6,050.00	<b>17,225.00</b>	4,500.00	16,502.50	23,338.00	50,000.00 30,000.00
<b>Endowment [salary]</b>	<b>0.00</b>	0.00	0.00	0.00	<b>30,000.00</b>	25,000.00	25,000.00	27,000.00	60,000.00 30,000.00
<b>Endowment [CM]</b>	<b>0.00</b>	0.00	0.00	0.00	<b>30,000.00</b>	17,500.00	17,500.00	17,500.00	60,000.00 30,000.00
<b>LYN/HON</b>	<b>11,886.00</b>	5,232.00	26,119.76	15,822.00	<b>38,805.63</b>	31,159.05	48,603.52	45,785.95	55,500.00 39,330.00

### TOTAL PARISH INCOME

<b>171,282.23</b>	132,640.92	191,449.20	132,273.25	<b>687,450.86</b>	796,729.19	715,170.36	617,844.82	1,424,575.00
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### TOTAL PARISH EXPENSES

<b>105,756.09</b>	149,565.55	122,017.97	89,677.55	<b>608,083.10</b>	781,093.72	615,011.06	486,988.07	1,424,575.00
<i>65,526.14</i>				<i>79,367.76</i>				

*We have not used any surplus from last year*

**St Thomas Aquinas Catholic Church**  
**Parish Budget Summary**  
 July 2018 through December 2018

	December 2018		July through December 2018		Annual Budget
	Actual	Budget	Actual	Budget	
<b>INCOME</b>					
05-Personnel Income	0.00	5,760.00	30,000.00	32,640.00	64,000.00
10-Administrative Income	113,426.98	112,620.00	483,220.39	502,505.00	932,675.00
15-Development Income	41,870.00	23,000.00	76,893.90	156,000.00	233,000.00
20-Faith Formation Children Income	515.35	131.00	9,357.11	9,474.00	6,200.00
25-Faith Formation Youth Income	0.00	0.00	0.00	0.00	0.00
30-Faith Formation Adult Income	64.85	189.00	2,333.66	1,071.00	2,350.00
35-Campus Ministry Income	1,725.00	2,705.00	42,712.08	61,691.00	122,050.00
40-Stewardship Income	0.00	0.00	0.00	0.00	0.00
45-Parish Family Life Income	1,708.35	522.00	3,643.99	2,958.00	5,800.00
50-Liturgy Income	85.70	270.00	484.10	1,530.00	3,000.00
55-Service & Justice Income	11,886.00	2,970.00	38,805.63	39,330.00	55,500.00
<b>Total Income</b>	<b>171,282.23</b>	<b>148,167.00</b>	<b>687,450.86</b>	<b>807,199.00</b>	<b>1,424,575.00</b>
<b>EXPENSE</b>					
PERSONNEL EXPENSES	57,670.93	65,674.66	336,485.96	386,870.04	768,950.00
GENERAL EXPENSES	2,280.87	2,802.00	7,984.93	16,321.00	35,900.00
OFFICE EXPENSES	1,348.43	2,341.00	8,892.93	12,124.00	24,950.00
BUILDING EXPENSES	7,722.93	30,083.00	41,254.91	83,599.00	176,229.00
15-Development Expenses	3,943.74	2,744.00	13,218.62	32,201.00	79,105.00
20-Faith Formation Children Expense	654.24	760.00	6,188.29	8,197.00	11,825.00
25-Faith Formation Youth Expense	15,500.00	0.00	15,500.00	15,500.00	31,000.00
30-Faith Formation Adult Expense	596.87	1,889.00	8,115.73	10,916.00	20,520.00
35-Campus Ministry Expenses	7,976.29	6,772.00	61,201.64	72,983.00	135,800.00
40-Stewardship Expense	0.34	244.00	538.03	1,380.00	2,700.00
45-Parish Family Life Expenses	776.40	1,454.00	5,165.23	8,199.00	16,125.00
50-Liturgy Expense	850.73	1,547.00	4,819.39	8,675.00	17,716.00
55-Service & Justice Expense	6,434.32	3,986.00	98,717.44	35,340.00	103,755.00
<b>Total Expense</b>	<b>105,756.09</b>	<b>120,296.66</b>	<b>608,083.10</b>	<b>692,305.04</b>	<b>1,424,575.00</b>
<b>Net Income</b>	<b>65,526.14</b>	<b>27,870.34</b>	<b>79,367.76</b>	<b>114,893.96</b>	